

KERALA HIGH COURT ARBITRATION CENTRE
Ram Mohan Palace, High Court of Kerala, Kochi

Website: <https://arbitration.keralacourts.in/>

Email - keralahcac@gmail.com
Tel: 0484 2562978

No. KHCAC- P-IV-02/2025

10. 03. 2025

NOTIFICATION No. [KHCAC- P-IV-02/2025]

This notification is for the empanelment of Arbitrators to Panel IV of the Kerala High Court Arbitration Centre (KHCAC). Applications in the prescribed format are invited from the eligible and qualified advocates to be empanelled as Arbitrators to Panel IV of KHCAC.

The last date for applying before the KHCAC is 11-04-2025 (up to 5 pm).

I. Qualifications:

The candidate for empanelment as Arbitrator to Panel- IV shall satisfy the following conditions, namely-

- shall be of good character;
- shall be of sound health free from any bodily infirmity that renders him unfit for appointment as an Arbitrator;
- shall be a practicing Advocate having standing of not less than 10 years as on the date of this notification;
- The candidate shall have the experience in handling commercial disputes;
- The candidate shall also fulfill the eligibility and other norms mentioned in this notification.

II. Disqualifications :

The following persons shall be deemed to be not eligible to apply for empanelment as Arbitrator:

- he has applied to be adjudged as insolvent or has been adjudicated insolvent;
- he is declared to be of unsound mind or has become incapacitated;
- criminal charges involving moral turpitude have been framed against the person by a criminal court and are pending;
- he has been convicted by a court for an offence involving moral turpitude;
- disciplinary proceedings or charges related to moral turpitude have been initiated against him by the appropriate disciplinary authority and are either pending or have resulted in a punishment;
- disciplinary proceedings for professional or other misconduct have been initiated against the person by the disciplinary committee under the Advocates Act, 1961 (Act 25 of 1961), and are either pending or have resulted in a punishment.

III. Submission of Applications:

1. The application is to be submitted in the prescribed form as per Annexure-A along with the Certificate of Practice, Experience, and Conduct as per Annexure-B from the respective Bar Association.
2. The applicant shall pay the application fee of Rs.1000/- to the Savings bank account number 43828249866, IFSC SBIN0010564, High Court of Kerala Branch, Ernakulam of the KHCAC. The payment receipt must be submitted

along with the application. Applications that do not include the receipt of the application fee payment will be rejected. The application fee is non-refundable.

3. The applications should be sent to the following address:

4. The Director,

Kerala High Court Arbitration Centre,

Ram Mohan Palace (Old High Court Building),

Marine Drive, Kochi, Ernakulam,

Kerala. Pin: 682031

The envelope containing the application shall be labeled as “**Application for Empanelment as Arbitrator to Panel-IV**”. The applicant's full and correct address must be clearly stated in the "From" address section on the envelope.

5. The candidates shall also forward self-attested copies of the following documents with their application:

- (a) Document to prove the date of Birth.
- (b) Certificate to prove the educational qualifications.
- (c) Enrollment Certificate.

6. The candidate shall produce the original of the documents submitted along with the application for verification at the time of final screening (interview) or as and when required by the KHCAC.

7. The last date for applying to the office of KHCAC is 11.04.2025 (up to 5 pm). The applications reached after 5 pm on 11.04.2025 will not be accepted on any ground including postal delay etc.

IV. The process of empanelment:

1. KHCAC will conduct an interview to identify suitable candidates for empanelment. The assessment of a candidate's performance in the interview will be for a maximum of 100 marks against the following four components:-
 - knowledge in law (25 marks),
 - integrity and dedication (25 marks),
 - communication skills (25 marks), and
 - temperament to serve as an Arbitrator (25 marks).
2. If numerous applications are received, KHCAC will shortlist the candidates by a suitable preliminary screening process including a written test as decided by the Board of Governors. The list of candidates who are qualified for the final interview will be prepared based on the score obtained in the preliminary screening process.
3. Qualifying in the interview of the respective subject is mandatory. The candidates shall score a minimum of 10 marks in each head to qualify for the interview.
4. The call letter for the preliminary screening and/or interview will be sent to the candidate by email or WhatsApp number furnished in the application. **No call letters will be sent by post. The list of candidates who are called for the interview/screening will be published on the official Website of KHCAC.**
5. **KHCAC** will not be responsible for loss of communications due to the wrong email IDs or WhatsApp number provided by the candidate.
6. The candidates who achieve the highest marks and are approved by the Board of Governors will be empanelled.
7. The candidates shall attend the test/interview at the designated place and time at their own expense.

8. No candidate shall submit more than one application in response to this notification.
9. An application once made as per this notification will not be allowed to be withdrawn.
10. Before presenting the application, the candidates shall ensure their eligibility according to the criteria stipulated in the notification. Full and correct information shall be furnished in the application. Furnishing of false or incorrect information or suppression of material information will disqualify the candidate at any stage of the process. Anything not specifically claimed in the application against the appropriate field will not be considered at a later stage. Incomplete applications or applications submitted not in accordance with the eligibility and other norms mentioned in this notification will be summarily rejected.
11. If any candidate is found ineligible or has committed malpractice at any stage of the process of empanelment, such candidature shall be cancelled.
12. In the event of any inadvertent error identified at any stage of the empanelment process, even after the publication of the final list of candidates for empanelment, the KHCAC reserves the right to modify, withdraw, or cancel the empanelment of such candidates and will notify them accordingly.
13. KHCAC reserves its right to modify or cancel this notification at any stage of the process without assigning any reason. The decision of the Council or Board of Governors, KHCAC in all matters regarding the empanelment would be final and binding on all candidates. No representation or correspondence will be entertained in this regard.
14. The final list of the candidates who successfully completed the process of empanelment will be published on the website of KHCAC.

15. The candidates in the final list who are identified for empanelment shall undergo the compulsory training organized by KHCAC.
16. The fee of the empanelled Arbitrators will be paid only as per the Kerala High Court Arbitration Centre Rules, 2025.
17. The decision of the Council/Board of Governors of KHCAC regarding the process of empanelment shall be final.
18. All candidates, upon being empaneled, shall adhere to the Kerala High Court Arbitration Centre Rules, 2025, decisions of the Council and Board of Governors of KHCAC regarding their empanelment, performance, code of conduct, ethical standards, removal from the panel, and any other guidelines issued by the Board or Council.
19. Important Dates with regards to submission of application

| Sl.No. | Details | Date |
|--------|---------------------------------------------------------------------------------------|----------------------------|
| 1 | Date of commencement of submission of application | 12.03.2025 (from 10 am) |
| 2 | Date of closure of application | 11.04.2025 (upto 5 pm) |
| 3 | Display of the final list of prima-facie eligible candidates for screening/interview. | To be Notified |

20. Contact numbers and email IDs for queries of the applicants:

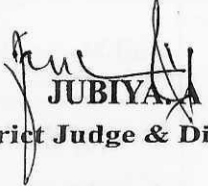
Applicants may call the office of KHCAC on the following numbers and /or email IDs:

Address : The Director,
Kerala High Court Arbitration Centre,
Ram Mohan Palace (Old High Court Building),
Marine Drive, Kochi, Ernakulam, Kerala. Pin: 682031

Contact No. : 0484 2562978

Email Id : keralahcac@gmail.com

Website : <https://arbitration.keralacourts.in/>


JUBIYA
District Judge & Director

Annexure-AAPPLICATION FORM FOR EMPANELMENT OF ARBITRATORS TO PANEL IV OF
KERALA HIGH COURT ARBITRATION CENTRE

Passport Size
Photo

| | | |
|----|-------------------------------------------------------------------------------------------------|---------------|
| 1 | Full Name [In Block letters] | |
| 2 | Date of Birth and Age (<i>attach self-attested copy of document evidencing date of birth</i>) | |
| 3. | Sex | |
| 4 | Educational Qualifications (<i>attach self-attested copy of Certificates</i>) | |
| 5 | Permanent Address [In Block letters] | |
| | Address for communication [In Block letters] | |
| 6 | Email ID | |
| 7 | Telephone [WhatsApp number and Land line with STD code] | WhatsApp No : |
| | | L/L [O/R] : |
| 8 | Date and year of enrolment. Specify Enrolment Number and Bar Council | |
| 9 | Date and year of commencement of practice as a lawyer | |

| | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 10 | Place[s] of and areas of practice | |
| 11 | Why do you wish to be in the panel of Arbitrators? (use separate sheets if needed) | |
| 12 | Do you have experience in dealing with commercial disputes either as an Arbitrator or as a lawyer representing parties to the arbitration?/ If yes, furnish details(use separate sheets if needed) | |
| 13 | Do you have any experience in conducting arbitration either as an Arbitrator or as a lawyer representing parties to the arbitration?/ If yes, furnish details(use separate sheets if needed) | |
| 14 | Details of payment of application fee. (date of payment, Transaction details to identify the payment) | |

I hereby declare that all the facts stated and information furnished above are true and correct. I further declare that I am qualified and eligible to apply for empanelment as an Arbitrator as per the qualifications and eligibility mentioned in the notification and Kerala High Court Arbitration Centre Rules, 2025. I have not suppressed any material facts.

I undertake that I shall adhere to all the Rules, guidelines, and decisions of the Council and the Board of Governors of KHCAC regarding the empanelment, performance, code of conduct, ethical standards for Arbitrators, and removal from the panel.

Place :

Date :

Signature of the Applicant

FOR OFFICE USE ONLY

Date of receipt of application at the KHCAC :

Remarks of the Director :

Signature of the Director

Annexure-B

(Format of Certificate to be obtained from the Bar Association in the official letterhead and to enclose along with the application)

Certificate of Practice

This is to certify that Sri./Smt. (Name and Full Address with Enrolment No.), whose photograph is affixed, is a member of this Bar Association and he/she has been actively practicing as an *advocate* from to in Courts at His/her character and conduct is

Passport Size
Photo

Place :

Date :

Signature

Name

Designation (President/Secretary)