

General Instructions to the Applicants to follow the below mentioned instructions compulsorily before filling up of the application through ONLINE for the post of Stenographers/Typists/Process Servers/Peons:

1. Applicants shall read all the instructions carefully before submitting online application, so as to avoid the mistakes /rejection.
2. Applicants shall provide the Mobile Number (**Compulsory**) and valid e-mail ID (if any), for communication at relevant fields while submitting Online application. The authority is not responsible for non-receipt of SMS or E-mail.
3. **For Stenographer Post-** Applicants shall have passed S.S.L.C. or equivalent examination and also must have passed Senior Typewriting and Senior Shorthand examinations both in Kannada and English language conducted by the Department of Public Instructions or equivalent examination for the post of Stenographer.

For Typist Post- Applicants shall have passed S.S.L.C. or equivalent examination and also must have passed Senior Typewriting both in Kannada and English language conducted by the Department of Public Instructions or equivalent examination for the post of Typist.

For Process Server Post- Applicants shall have passed S.S.L.C. or equivalent examination conducted by the Department of Public Instructions or equivalent examination.

For Peon Post- Applicants shall have passed 7th Standard examination conducted by the Department of Public Instructions or equivalent examination.

4. Applicants shall provide photograph and signature scan separately. The candidates shall scan his / her latest passport size photograph with white background (**having 5 cm of length x 3.6 cm. of breadth with maximum size 50 kb in jpg format**) and signature on white paper in black ball point pen (**having 2.5 cm. of length x 7.5 cm. of breadth with maximum size 26 kb in jpg format**) separately and upload the same, while submitting the online application.

5. Print out of submitted Application Form and the copy of payment receipt/challan has to be taken and to be preserved till completion of Recruitment process.
6. To avoid last minute rush, the Applicants are advised to submit the ONLINE applications well in advance. The website will accept the applications round the clock till 11.59 p.m. of 10.03.2017.

Last Dates:

- To register/submit online applications on or before 10.03.2017. Time-11.59PM
 - For Online payment of fee through **Net Banking/Credit/Debit** and also **Generation of challan** on or before 10.03.2017.
 - To remit **Challan** form to **SBI BANK** on or before 14.03.2017.
7. Intimation will be sent to the eligible candidates through SMS and e-mail provided. The list of eligible candidates for Tests / Viva-voce will also be notified in District Court notice board and Dakshina Kannada, Mangaluru website URL link:
<http://ecourts.gov.in/dakshinakannada/online-recruitment>
 8. The Candidates called for Tests / Viva-voce will have to appear for the same at their own cost.
 9. The Candidates shall obtain the prescribed forms of the below mentioned Certificates before the last date for submitting Online application from the concerned competent authorities and shall produce all the original Testimonials at the time of verification during competitive test. The certificates obtained after the last date fixed for submitting Online applications would not be considered, failing wherein the Reservation claimed / candidature shall be liable for rejection.
 - a) Online submitted application print out.
 - b) The copy of application fee paid receipt / Challan.
 - c) 7th Standard marks sheet or equivalent certificate/Transfer Certificate showing the date of birth (For Peon Post)
 - d) SSLC or equivalent certificate showing the date of birth (For Stenographer/Typist/Process Server Post).
 - e) Kannada and English Shorthand Senior Grade Marks Cards (For Stenographer Post)
 - f) Kannada and English Typewriting Senior Grade Marks Cards. (For Stenographer & Typist Post)
 - g) No objection certificate (in case of in service candidates).

- h) Caste Certificate, if reservation claimed under SC/ ST / Cat-I/ IIA / IIB / IIIA / IIIB in prescribed formats issued by the competent authority.
- i) The Discharge certificate from Military Service (Ex-Serviceman), if reservation claimed.
- j) Rural Certificate in the prescribed form, if reservation claimed.
- k) Kannada Medium Certificate in the prescribed form, if reservation claimed (If post is Notified).
- l) Medical Certificate in respect of Physically Handicapped Candidates issued by the competent authority, if reservation claimed.
- m) Certificate from concerned authority regarding displaced by projects (PDP).
- n) Required certificates for claiming age relaxation with respect to Serial Numbers-1,2,3,4,5,6 (as per Notification).
- o) Proof of the Driving License Card for Process Server Post (If available).

10. While applying Online application for the post, the candidates shall ensure that, he / she fulfils the eligibility and other norms as mentioned above and that all the particulars furnished by him / her are correct in all respects. In case, it is detected at any stage of Recruitment that, candidate does not fulfill the eligibility norms and / that he / she has suppressed / twisted or truncated any material facts, his/her candidature shall stand cancelled. If any of these short comings is detected even after appointment, his / her appointment shall liable to be terminated. Furnishing of wrong, incomplete and incorrect information would not only lead disqualification but also liable for criminal prosecution.
11. The candidates **shall not** upload any of these original or attested copies of documents / certificates at the stage of submitting the online application.
12. The candidates shall produce all the original Testimonials along with one set of photocopies at the time of verification during competitive Tests/Viva-voce.
13. If any applicant is found attempting / obtaining extraneous support by any means for candidature from any officials or non-officials, he/she will not be eligible for appointment.

**Place : Mangaluru,
Dated: 08-02-2017**

**Sd/-
Pr. District & Sessions Judge,
Dakshina Kannada, Mangaluru**