

INSTRUCTIONS TO THE CANDIDATES FOR THE POST OF **PROCESS SERVER**

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 columns while submitting online application. The authority is not responsible for non-receipt of SMS or E-mail.
3. Applicants shall have passed **S.S.L.C. or equivalent 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 colour passport size photograph with white background (having 5 cm of length x 3.6 c.m. 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. Submitted Application Form has to be taken print out and the copy of payment receipt/challan 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 **18.01.2019**.

Last Dates:

To register/submit online applications on or before **18.01.2019. Time-11.59 PM.**

For Online payment of fee through Net Banking / Credit / Debit and also Generation of Challan on **18.01.2019**.

To remit challan form to SBI BANK on **19.01.2019**.

7. Intimation will be sent to the eligible candidates through SMS and e-mail provided. The list of eligible candidates for viva-voce will also be notified in Prl. District and Session Court of Shivamogga.

Website URL link: <https://districts.ecourts.gov.in/shivamogga/online-recruitment> or <https://karnatakajudiciary.kar.nic.in/districtrecruitment.asp> for downloading the Call Letter. Candidate must bring his/her Call Letter for Tests/Viva-voce.

8. The Candidates called for 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 Viva-voce. The certificates obtained after the last date fixed for submitting online applications would not be considered, failing wherein in Reservation claimed / candidature shall liable for rejection.
 - a) Online submitted application print out.

- b) The copy of application fee paid receipt / Challan.
 - c) SSLC or equivalent certificate showing qualification & the date of birth.
 - d) Proof of the Driving License Card.
 - e) No objection certificate (in service candidate).
 - f) Caste Certificate, if reservation claimed under SC/ST/Cat-I/IIA/IIB/IIIA/IIIB in prescribed formats issued by the competent authority.
 - g) Rural Certificate in the prescribed form, if reservation claimed.
 - h) Military Discharge book
 - i) Medical certificate in respect of Physical Handicapped Candidates issued by competent authority. If reservation claimed.
 - j) Widow Certificate issued by the competent authority (if age relaxation claimed)
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 will shall stands cancelled. If any of these shortcomings 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 and 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 Tests/Viva-voce.
13. If any applicant is found to attempt/obtain extraneous support by any means for candidature from any officials or non-officials, he/she will not be eligible for appointment.

Sd/-
(PRABHAVATI M HIREMATH),
Prl.District & Sessions Judge,
Shivamogga.