

Sl. No.	GENERAL INSTRUCTIONS TO THE APPLICANT (For the post of Typist-Copyist)
1	Applicants shall read all the instructions carefully before submitting online applications, so as to avoid the mistakes /rejection.
2	Applicants shall compulsory provide the Mobile Number and valid e-mail ID, for communication at relevant columns while submitting Online applications. The authority is not responsible for non-receipt of SMS or e-mail.
3	Applicants shall pass S.S.L.C. or equivalent examination, Junior Typewriting Examinations both in Kannada and English language conducted by the Department of Public Instructions or equivalent examination.
4	Applicants shall provide scanned photograph and signature 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 25 kb in .jpg format) separately and upload the same, while submitting the online applications.
5	Printout of Application Form Submitted and payment receipt/challan should taken and they shall be preserved till completion of Recruitment process.
6	<p>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 11.02.2019.</p> <p>Last Dates: To register/ submit online applications on or before 11.02.2019. Time 11.59 PM. For Online SBI payment of fee through Net Banking / Credit / Debit and also Generation of challan on 11.02.2019. To remit Challan form to SBI Bank on 14.02.2019 during working hours.</p>
7	Intimation will be sent to the eligible candidates through SMS/e-mail provided. The list of eligible candidates for Qualifying test will also be notified in the notice board and also in website URL link: https://districts.ecourts.gov.in/bagalkot of Prl. District and Sessions Court, Bagalkot.
8	The eligible candidates shall appear before this Court at their own cost.
9	<p>The candidates shall obtain the required certificates before the last date of submitting online applications from the concerned competent authorities and shall produce all the original Testimonials at the time of verification. The certificates obtained after the last date fixed for submitting online applications would not be considered, failing which the candidature shall be liable for rejection.</p> <p>The Candidates shall produce all the following documents at the time of verification.</p> <ol style="list-style-type: none"> Print out of online application. Copy of fee paid receipt / Challan. SSLC Marks card or equivalent certificate and Marks Cards of Kannada and English Typewriting Senior Grade or equivalent examination. No Objection Certificate from concerned authority (in-service candidates).

	<p>e) Valid Caste Certificate under prescribed form issued by the competent authority (reservation claimed under SC/ ST/ Cat-I/ IIA/ IIB/ IIIA/ IIIB).</p> <p>f) The Discharge certificate from Military Service (Reservation under Ex-Serviceman).</p> <p>g) Rural Certificate under the prescribed form (Reservation under Rural Quota).</p> <p>h) Kannada Medium Certificate in the prescribed form (Reservation under Kannada Medium Quota).</p> <p>i) Physical Handicapped Certificate issued by the competent authority (Reservation under PH Quota).</p> <p>j) Project Displacement certificate in the prescribed form (Reservation under Project Displacement Candidate Quota) (if post is Notified)</p> <p>h) The candidates should produce required documents whenever called by this office.</p>
10	<p>While Applying Online Application for the post, the candidates shall ensure that, he/ she fulfills all 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 all the eligibility norms and / that he / she has suppressed / twisted or truncated any material facts, his/her candidature would stands canceled. 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 to disqualification but also liable for criminal prosecution.</p>
11	<p>The candidates shall not upload any of these original or attested copies of documents/ certificates at the stage of submitting the online application.</p>
12	<p>The candidates shall produce all the original Testimonials along with one set of photocopies at the time of qualifying test/Viva-voce.</p>
13	<p>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.</p>