

GENERAL INSTRUCTIONS TO THE CANDIDATES TO FOLLOW THE BELOW MENTIONED INSTRUCTIONS COMPULSORILY BEFORE FILLING UP OF ONLINE APPLICATION POST OF TYPIST-COPYISTS

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. However, the authority will not be responsible under any circumstances for non-receipt of SMS or E-mail.
3. Applicants shall have passed **S.S.L.C. or equivalent examination** and also must have passed **English Junior Grade Typewriting examination 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 size not more than 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 size not more than 26 kb in jpg format) separately and upload the same, while submitting the online application.
5. Print out of the submitted application form and the copy of payment receipt / challan must 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 15.11.2017**.

LAST DATES:

- **To register / submit online applications up to 15.11.2017 till 11.59 PM**
- **For Online payment of fee through Net Banking / Credit /Debit and also Generation of challan up to 15.11.2017 till 11.59 p.m.**
- **To remit Challan form to SBI Bank up to 16.11.2017 within Bank Hours**

NOTE: If any of the mode of payment service is not working, Candidates shall immediately make payment using other available mode of payment service. The authority would not be responsible for non-working of mode of payment service.

7. Intimation will be sent to the eligible candidates through SMS or e-mail or both. The list of eligible candidates for Competitive Test and Interview will also be notified in below websites

www.karnatakajudiciary.kar.nic.in/districtrecruitment.asp
<http://ecourts.gov.in/bangalore>

8. The Candidates shall appear for Tests at their own cost.

9. The Candidates shall obtain the required Certificates before the last date of submitting online application 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 Reservation claimed / candidature shall be liable for rejection.

The Candidates shall produce the following documents at the time of verification.

- a) Print out of online application
- b) Copy of fee paid receipt / Challan
- c) SSLC Marks card or equivalent certificate
- d) Marks Card of English Typewriting Junior Grade or equivalent examination.
- e) No Objection Certificate from concerned authority (in-service candidates).
- f) Valid Caste Certificate under prescribed form issued by the competent authority (reservation claimed under SC/ ST / Cat-I/IIA / IIB / IIIA / IIIB)
- g) The Discharge certificate from Military Service (Reservation under Ex-Serviceman)
- h) Rural Certificate under the prescribed form (Reservation under Rural Quota)
- i) Kannada Medium Certificate in the prescribed form (Reservation under Kannada Medium Quota)
- j) Physical Handicapped Certificate issued by the competent authority (Reservation under PH quota) (If post is Notified).
- k) Project Displacement certificate in the prescribed form (Reservation under Project Displacement Candidate quota) (If post is Notified).

10. While applying Online application for the post, the candidates shall ensure that, he / she fulfils the eligibility and other norms as mentioned and that all the particulars furnished by him / her are correct in all respects. In case candidate does not fulfill the eligibility norms and that if he/she has suppressed/twisted or truncated any material facts, his/her candidature shall stands cancelled at any stage of recruitment. 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 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 self attested photocopies at the time of verification.

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.

For Queries regarding Recruitment contact Ph:- 080-22939100

Sd/-
(REGISTRAR)
CITY CIVIL COURT