

**OFFICE OF THE CHIEF JUDGE, COURT OF SMALL CAUSES,
CITY CIVIL COURT COMPLEX, BANGALORE - 560 009.**

NOTIFICATION

No. SCC/ADM.I/TYPIST-COPYIST/21 /2019 Dated: 8.1.2019.

1. Applications in the prescribed Proforma to this Notification are invited from the eligible candidates, for selection and appointment to the post of **TYPIST-COPYIST** in the Unit of Chief Judge, Court of Small Causes, City Civil Court Complex, Bangalore.
2. Last date for the receipt of the duly filled applications is **4.2.2019 before 5.30 p.m.**
3. Applications should be addressed to :

The Registrar,
Court of Small Causes,
City Civil Court Complex,
K.G.Road, Bangalore - 560 009.

4. TOTAL NUMBER AND CLASSIFICATION OF VACANCIES. -15

REMAINING PARENTAL CADRE. NO OF POST-13.

Category	Others	Women	Rural	PH	Ex. Ser	Kan. Med	Pro dis.	TOTAL
SC	1	1	-	-	-	-	-	2
ST	-	1	-	-	-	-	-	1
CAT-I	-	-	-	-	-	-	-	-
II-A	1	-	-	-	-	-	-	1
II-B	-	-	-	-	-	-	-	-
III-A	-	1	-	-	-	-	-	1
III-B	-	1	-	-	-	-	-	1
GM	2	2	1	1*	1	-	-	7
Total	4	6	1	1*	1	-	-	13

Note: * Reserved for Blind Candidate

HYDERABAD-KARNATAKA REGION LOCAL CADRE- 2 POSTS

Category	Others	Women	Total
SC	1(Backlog)	-	1(Backlog)
GM	-	1	1
Total	1	1	2

4(a) Selection of the alternate candidates in all the Horizontal/vertical reservations will be made in accordance with the Rules contemplated in the Government Orders issued from time to time.

5. PAY SCALE :

Rs.21400-500-22400-550-24600-600-27000-650-29600-750-32600-850-36000-950-39800-1100-42000 with admissible allowances.

6. MINIMUM QUALIFICATION :

The applicants should have passed :-

1. SSLC or equivalent examination.

2. English and Kannada Junior Typewriting Examination conducted by the Department of Public Instruction or a holder of a Diploma in Secretarial Practice with Kannada or English Typewriting as optional (elective) subjects granted by the Board of Technical Education in Karnataka or posses an equivalent qualification.

7. AGE LIMIT

The applicants must have attained the age of **18** years as on the **last date for submission of application** and must not have attained the age of :

(i) 35 years in case of candidates belonging to GM category

(ii) 40 years in case of candidates belonging SC / ST and Cat-I

(iii) 38 years in case of candidates belonging to all other categories of

Backward Classes.

Age relaxation will be given to the applicants who are in State / Central Govt. Service /P.H/ Widow as per the KCS (General Recruitment), Rules 1977

FOR EX.MILITARY PERSONS

As per the G.O.No.DPAR/163/REC/2006, dated 26.6.2007 age relaxation for the candidates under Ex-military person category will be by three years plus the number of years of service rendered by him in the armed forces of the Union.

8. APPLICATION FEE:-

The prescribed fee is **Rs.200/-** for all the candidates. For SC/ST and Category-I candidates is **Rs.50/-** payable through **Indian Postal Orders only** drawn in favour of the **Registrar, Court of Small Causes, Bangalore** which should be enclosed along with the application.

9. METHOD OF RECRUITMENT

Selection of candidates will be in accordance with the Provisions contemplated in :

(i) The KCS (General Recruitment) Rules,1977

(ii) The Karnataka Subordinate Courts (Ministerial and Other Posts) Recruitment Rules 1982

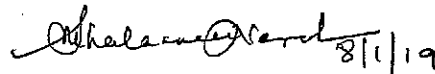
(iii) The Karnataka Subordinate Courts (Ministerial and Other Posts) Recruitment Rules (Amendment) Rules, 2007

10. The candidates are required to attend Skill Test and Interview. The marks obtained in the Qualifying Examination, Skill Test and Interview will be considered for selection.
Applicant if selected shall be on Probation for two years from the date of Joining for Duty.
11. No person shall be eligible for appointment, if he/she is disqualified under the Karnataka Civil Services (General Recruitment) Rules, 1977 or any other Rules applicable.
12. If the applicant is already in Government Service, he/she has to submit his /her application through proper channel along with no objection certificate issued by the Appointing Authority concerned.
13. The person who attempts to obtain extraneous support for his /her candidature from any quarter shall not be eligible for appointment.
14. No applicant shall be appointed unless he/she satisfies the Appointing Authority that he/she is physically fit to discharge the duties that he /she may be called upon to perform.
15. Candidates at the time of applying for the post should enclose the **SELF ATTESTED** copies of the following documents in the order from (a) to (g) along with their applications completed in all respects failing which their application will be rejected without intimation.
 - (a) Proof of age (Date of Birth) (SSLC Marks Card, Transfer Certificate or Cumulative Record)
 - (b) Certificates regarding qualification prescribed for the post.
 - (c) Relevant Caste/Category Certificates in the prescribed form issued by the Competent Authority in case of candidates claiming reservation (For CAT-I in Form 'E' and for the Category II-A, II-B, III-A and III-B in the form prescribed in G.O.No:SWD.155.BCA.2011 dated.22.2.2012 from the concerned Tahsildar.)
 - (d) The Service Certificate and No Objection Certificate issued by the Appointing Authority under whom working at present. (In case of in service candidates.
 - (e) One Character Certificate issued by the Educational Institution, in last attended.
 - (f) Two Character Certificates issued by the two respectable persons of their locality not related to them. (Six Months prior to the date of Notification)
 - (g) Any authentic document of Address proof/ ID proof.
16. Candidates who want to Claim Reservation in Hyderabad Karnataka Region under Article 371(J) should produce the Eligibility Certificate issued by the Competent Authority.

NOTE: CANDIDATES SHOULD NOT ENCLOSE THE ORIGINAL CERTIFICATES.

GENERAL :

- (a) The Prescribed application forms are available in the Office of the Registrar, Court of Small Causes, Bangalore between 11.00 a.m. to 4.00 p.m. on all working days and to be obtained on payment of Rs.10/-.
- (b) The desirous applicants residing outside Bangalore can obtain the application through post by sending a postal order for Rs.10/- and a self-addressed envelope affixing a postal stamp of Rs.5/-.
- (c) The applications shall be submitted by the candidates, by filling in all the required particulars **in their own handwriting**.
- (d) Those candidates who are willing to get the letter of intimation for the skill test by RPAD shall enclose self addressed covers affixing stamp of Rs.30/- and those willing to get the letter of intimation by ordinary post shall enclose self addressed covers affixing stamp of Rs.5/- **Enclosing self addressed cover is mandatory**.
- (e) Last date for submission of applications in prescribed form completed in all respects, along with the necessary testimonials either by post or in person is **before 5.30 P.M. on 4.2.2019 & the applications are to be submitted along with the list of testimonials and other certificates**.
- (f) **"Applications not completely filled/not signed/ not accompanying required Fees / not self attested testimonials/received after due date/Xeroxed application having same number will be rejected summarily"**
- (g) The time limit, for submission of applications to all the applicants including those in-service is one and the same.
- (h) Candidate should submit only one application. If more than one application is submitted for the same post only one application complete in all respects, if any, will be considered.
- (i) One recent passport size photograph of the candidate should be affixed on the application with signature across the same.
- (j) Those candidates called for Skill Test or Interview will have to appear before the Appointing Authority in the premises of the Office at their own cost. The candidates appearing for the skill test or interview are **NOT ENTITLED FOR ANY T.A. /D.A.**
- (k) Skill Test and Interview will be only for the eligible candidates according to the Notification No. LAW 01 LAC 2005 dated 13.02.2008.
- (l) Candidates should furnish their complete and correct address with pin code, so that any communication by the Office reaches them well in time. This Office is not responsible for postal delay/lapses.

 8/1/19

CHIEF JUDGE & APPOINTING AUTHORITY,
COURT OF SMALL CAUSES,
BANGALORE