

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE UDHAMPUR
(Committee for selection for the post of Process Server
in District Udhampur)

Website: <https://udhampur.dcourts.gov.in/>
Phone No: 01992-271866 Email Id: Udhampur-dc@jk.gov.in

Advertisement Notice No. 01 of 2024/PDSJU
Dated: 30-07-2024

Subject: Selection for the post of Process Servers (District Cadre) in District Udhampur.
Reference: Communication No. 64/Psy-661 dated 23.01.2024 issued by the Hon'ble High Court of J&K and Ladakh.

Applications on the prescribed format are invited for filling of 03 (Three) posts of Process Servers in the pay scale of Rs. 19900-63200 Level 2 and other allowances admissible by the Government of Jammu and Kashmir from time to time.

S. No	Name of the Post	Cadre	Scale of Pay	No. Of Posts
1	Process Server	District Cadre	LEVEL-2 (19900-63200)	03 (O.M-02, S.C-01)

IMPORTANT DATES:

A	Date of commencement for submission of offline applications	02.08.2024
B	Last date for submission of offline applications	31.08.2024
C	Last date for submission of the fee	31.08.2024

The Offline Applications from eligible candidates who are resident of District Udhampur for participation in the selection process for above said District Cadre post are invited in terms of rules framed by Hon'ble High Court of J&K and Ladakh from time to time. The terms and conditions are as follows:

ELIGIBILITY CRITERIA:

The candidates applying for the aforesaid posts of Process Server should fulfil the following eligibility criteria:

- I. That the candidates should belong to District Udhampur only.
- II. That the candidates should possess the domiciles of UT of Jammu and Kashmir in terms of S.O 166 dated 18.05.2020 issued by GAD, Government of Jammu and Kashmir, shall be resident of District Udhampur for a period of not less than 15 years before the date of applying and must be actually residing in the area.
- III. That the age of candidates as on 01.01.2024 should be:
 - a) Not below 18 years, and
 - b) Not above 40 in the case for General category,

- c) 43 years in case of Reserved Category candidates,
 - d) 48 years in case of Ex Servicemen,
 - e) 40 years in case of candidates in Government Service/Contractual employees;
- IV. That the candidate shall be having the prescribed minimum qualification i.e. 10+2 from a recognized School Board by or before the last date of submission of application forms i.e. 31.08.2024.
- V. That the candidate shall deposit (non-refundable) fee of Rs. 200/- (Rupees Two hundred only) through Demand Draft from J&K Bank in the name of Principal District & Sessions Judge, Udhampur.
- VI. That the candidates who are already engaged on adhoc or daily wage basis in the Subordinate Courts shall be eligible to apply irrespective of the minimum and maximum standards of age, and they shall be deemed to have been given relaxation in the minimum and maximum standards of age.

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM:

- I. Self-attested copy of certificates showing required qualification.
- II. Character certificate from Police/ Gazetted Officer/ 1st Class Magistrate.
- III. Self-attested copy of date of birth/ proof of age.
- IV. Self-attested copy of domicile.

NOTE

- a) Candidates shall submit the printout of the Application Form (Annexure A) /fee payment receipt along with Demand Draft of Rs. 200/- payable at JK Bank Main Branch Udhampur in Account No. 0028010200000050 in the office of Principal District & Sessions Judge, Udhampur.
- b) If a candidate is found to be failing to meet any conditions mentioned in the eligibility criteria, then their application form will be rejected.
- c) The candidates must write his/her name and Date of Birth strictly as recorded in the matriculation certificate.
- d) Please note that the above procedure is the only valid procedure for applying. In no other mode, the Application Form would be accepted and even offline incomplete Application Form (Annexure A) would not be accepted.
- e) The printout of the application form (Annexure A) along with the fee payment draft and required copies of documents shall be kept with the application form.
- f) Submission of Application Form (Annexure A) and payment of fee shall not be entertained after the cut-off date fixed for receipt of the same.
- g) Before applying offline, candidates are advised to carefully go through the guidelines for offline submission of applications from the District Court's Official Website
<https://udhampur.dcourts.gov.in/>
- h) Call letters/Admit Cards will be issued individually. However, wide publicity shall be given through print, electronic media and the District Court official website <https://udhampur.dcourts.gov.in/> about the venues, dates of the written test/interview, for the information of eligible candidates. No claim of being unaware of the dates/schedule for written test/interview shall be entertained.
- h) The in-service candidates/contractual employees shall submit the photocopy of the filled up offline application form through proper channel viz, the concerned Head of Department. In the event of failure of the candidate to route the

application through proper channel, his /her eligibility shall be assessed as if he/she is not an in-service candidate. The Head of Department concerned shall forward the application form of the in-service candidates at the address of the Principal District & Sessions Court Udhampur within the above referred period after filing their Application Form.

- i) The last date for the submission of offline application forms as prescribed above shall be the cut-off date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the 1st of January, 2024. Any qualification/ experience acquired after the last date of receipt/submission of the offline application form i.e., 31.08.2024 shall not be taken into account for any purpose.
- j) No TA/DA will be paid for participation in the written test/interview.
- k) No claim of the unawareness of the dates/schedule for the interview shall be entertained.

By Order

(Haq Nawaz Zargar)

Principal District & Sessions Judge
Udhampur

No: 2227-31 / PDSJU

Dated: 30-07-2024

Copy to the:

1. Worthy Principal Secretary to Hon'ble the Chief Justice, for information of his Lordship.
2. Pvt. Secretary to Hon'ble Ms. Justice Sindhu Sharma, Administrative Judge for District Udhampur for information of Her Ladyship.
3. District Information Officer, Udhampur, with the request to publish the above notification in the daily newspapers & other print and electronic media, which have wide circulation in the District Udhampur
4. System Officer, e-Courts District Court Udhampur, for uploading the same on the District Court website.
5. Office file.

Principal District & Sessions Judge

Udhampur & Sessions Judge
UDHAMPUR

APPLICATION FORM

ANNEXURE-A

Application for the post of _____

1. Name of the applicant _____
(in Block Letters)
2. Father's Name _____
3. Permanent Address:-
Village _____ Mohalla _____
Tehsil _____ District _____ PIN _____
4. Correspondence/Present Address:-
Village _____ Mohalla _____
Tehsil _____ District _____ PIN _____
5. Date of Birth as per matriculation Certificate _____ / _____ / _____
6. Age as on 01.01.2024 _____
7. Gender _____
8. Nationality _____
9. Religion _____
10. Contact No _____
11. Demand Draft No _____
12. Educational Qualification (Please enclose documents in support):

Affix Self Attested
recent passport size
photograph

Examination Passed	Board/ University	Year of Passing	Subjects	Total Marks	Marks Obtained	Percentage
10 th / Matric						
10+2						

13. List of documents attached:

1. _____
2. _____
3. _____
4. _____
5. _____

Signature of the applicant

DECLARATION

I, hereby declare that all the statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found to be false/ incorrect or ineligibility being detected before or after, my candidature for appointment will stand automatically cancelled without any notice.

Date: _____

Place: _____

Signature of the applicant