

OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE KATHUA

ADVERTISEMENT NOTICE NO.524 OF 2024/PDSJK

DATED: 02-08-2024

Subject:-Filling up of the Vacancies of Class IVth posts (District Cadre)

Last date for submission of Offline applications is from 08.08.2024 to 23.08.2024. In reference to the aforesaid letter No.66/Psy-166 dated 23.01.2024, offline applications as per prescribed proforma are invited from eligible candidate belonging to District Kathua for participating in the selection process of Process Server and orderly mentioned in this notification who are found eligible as per the following laid down criteria:

S.No.	Name of the post with pay scale	Category						Total no. of posts
		OM	ST	RBA	SC	OBC	EWS	
1.	Process Server	03	01	01	01	01	01	08
2.	Orderly	01	-	-	-	-	-	01

Note:- The vacancy position may increase or decrease upon the actual availability of vacancies at the time of making final selection.

1. Education Qualification:-

For the post of Process server, the candidate must have passed 12th (10+2) examination from any recognized Board.

For the post of Orderly, the candidate must have passed 10th (matric) examination from any recognized Board.

II) Domicile:

The candidates must be permanent resident/domicile of District Kathua and possessing a domicile certificate in terms of Notification issued by The General Administrative Department of UT Vide S.O No.166 dated 18-05-2020.

III) Age

S. No.	Category	Maximum age limit
1.	OM	40 years
2.	RBA	43 years
3.	SC	43years
4.	ST	43 years.
5.	OBC	43 years.

The application form of the aforementioned posts can be downloaded from the official website of District Court Kathua(<https://kathua.dcourts.gov.in>) If a candidate intends to apply for two or more posts, he/she shall apply separately for each post.

The duly filled up application forms shall be submitted in the office of Principal District and Sessions Judge, Kathua(Administrative Section) during office hours.

a) Date of commencement for submission of Offline application- **08-08-2024**

b) Last Date of submission of Offline applications:- **23-08-2024**

No application form shall be accepted after the cut off date i.e 23-08-2024. Application forms submitted other than the offline mode shall not be accepted.

Application forms shall be supported with the self attested copies of the following

documents:

- a) Qualification/marks certificate
- b) Dare of birth Certificate(Matriculation)
- c) Domicile Certificate
- d) Category certificate(if any)

Application form be accompanied with Demand Draft of Rs.300/- from J&k Bank Ltd in favour of Principal District and Sessions Judge, Kathua

In-service candidates can route their application forms through proper channel.

IV) Note:-

- a) The aspiring candidates shall be informed through print and electronic media and also through official website (<https://kathua.dcourts.gov.in>) about the venue. For any information candidates in their own interest are impressed upon to keep track by visiting the aforementioned official website of District Court Kathua.
- b) No claim of being unaware of the dates/schedule for interview shall be entrained.
- c) No TA /DA will be paid for participation in the interview/test/

(Annexure-A)

APPLICATION FORM FOR THE APPOINTMENT OF PROCESS SERVER
AND ORDERLY AT DISTRICT JUDICIARY KATHUA.

1. Name of the applicant _____
(In block Letters)
2. Father's name _____ (Affix Self Attested recent
Passport size photographs
(4cm x cm))
3. Permanent Address & Mobile No. _____
Village _____ Mohalla _____ Post Office _____
PIN Code _____ Tehsil _____ District _____
4. Date of birth as per matriculation Certificate ____/____/____.
5. Gender _____
6. Nationality _____
7. Religion _____
8. Demand Draft No. _____
9. Reservation category(if any) _____
8. Educational Qualification:-

Examination passed	Board/University	Year of passing	Subjects	Total Marks	Marks obtained	%age
10 th /Matriculation						

Document attached:-

- a) Qualification/marks certificate Yes ___/NO ___
- b) Date of birth Certificate(Matriculation) Yes ___/NO ___
- c) Domicile Certificate Yes ___/NO ___
- d) Reservation certificate Yes ___/NO ___

Date: _____
Place: _____

Signature of applicant

DECLARATION

I, hereby declare that all the statements made in the application form are true, complete are 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 candidate for appointment will stand automatically cancelled without any notice.

Signature of applicant

By Order

(Ashok Kumar)
(Pr. District & Sessions Judge)
Kathua

No. _____

Dt: _____

Copy to the:

1. Worthy Principal Secretary to Hon'ble the Chief Justice, High Court of J&k and Ladakh for information
2. The Secretary to Hon'ble Mr. Justice, Administrative Judge for District Kathua for information of His Lordships.
3. District information officer, Kathua with the request to publish the above notification in the daily newspapers and other print and electronic media, which have wide circulation in the District Kathua
4. System Officer, e courts District Court Kathua for uploading the same on the District Court website.
5. Office file.

(Pr. District & Sessions Judge)
Kathua