## **HOW TO APPLY ONLINE**

**1.** All eligible candidates shall visit the below mentioned website to apply online application for the various posts.

https://districts.ecourts.gov.in/vijayapura-onlinerecruitment

2. Click on "Online Application" button.



**3.** Candidates shall read the "**GENERAL INSTRUCTIONS**" carefully before filling the Online Application so as to avoid mistakes or rejection of application.



INSTRUCTIONS FOR FILLING ONLINE RECRUITMENT St. Nin. GENERAL INSTRUCTIONS TO THE APPLICANT 1 Applicants shall read all the instructions carefully before submitting online application, so as to avoid the mistakes /rejection. Applicants shall compulsory provide the Mobile Number and valid e-mail ID, for communication at relevant columns while submitting Online application. The authority is not responsible for non-receipt of SMS or E-mail. Applicants shall pass S.S.L.C, P.U.C. or equivalent examination, Junior Typewriting examinations both in Kannada and English language conducted by the Department of 3 Public Instructions or equivalent examination. 4 Applicants shall provide photograph and signature scan separately. The candidates shall scan his / her latest colour 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 application.

Note:- After successful payment of fee from the SBI Portal, the candidates are hereby instructed to download the E-receipt from SBI Portal in PDF format, thereafter by clicking on **To Application Fee and Upload e-Receipt.** Button, fill up payment/fee details and e-Receipt should be uploaded Printout of Application Form Submitted and payment receipt/challan may be taken and they shall be preserved till completion of Recruitment process. 0 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 12.07.2022. Last Dates: To register / submit online applications on or before 12.07.2022. Time-11.59 PM.
For Online SBI payment of fee through Net Banking / Credit / Debit and also Generation of challen on 12.07.2022. To remit Challan form to SBI BANK on 16.07.2022 (within Bank working hours).) Intimation will be sent to the eligible candidates through SMS and E-mail provided. The list of eligible candidates for viva-voce will also be notified in the notice board and in. website URL link:https://districts.ecourts.gov.in/bagalkot-onlinerecruitment. of Pri. District And Session Court, Vilavapura. 8 The Candidates called for Tests / Viva-voce will have to appear for the same at their own The Candidates shall obtain the prescribed forms of the below mentioned Certificates before the last date for submitting Online application from the concerned competent authorities and shall produce all the original Testimonials at the time of verification during VIVA-VOCE. The certificates obtained after the last date fixed for submitting Online applications would not be considered, failing wherein the Reservation claimed / candidature shall liable for rejection.

a) Print-out of the Application submitted online... b) The copy of application paid receipt / Challan. c) SSLC or equivalent certificate showing the date of birth.
 d) SSLC Marks Cards. e) P.U.C or equivalent Markscard. f) Kannada and English Typewriting Junior Grade Marks Cards. g) No objection certificate may be obtained only if the candidate is selected. h) Caste Certificate, if reservation claimed under SC/ ST / Cat-I/ IIA / IIB / IIIA / IIIB in prescribed formats issued by the competent authority.

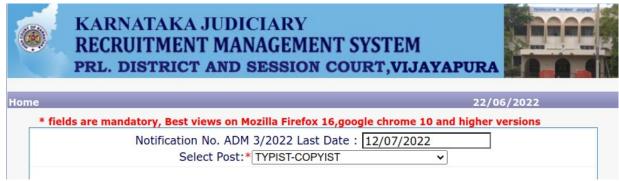
i) The Discharge certificate from Military Service (Ex-Serviceman), if reservation claimed. Rural Certificate in the prescribed form, if reservation claimed. k) Kannada Medium Certificate in the prescribed form, if reservation claimed (If post is Notified). Medical Certificate in respect of Physical Handicapped Candidates issued by the competent. authority, if reservation claimed. m) Certificate from concerned authority regarding displaced by projects 1.0 While Applying Online Application for the post, the candidates shall ensure that, he / she fulfils 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 the eligibility norms and / that he / she has suppressed / twisted or truncated any material facts, his/her candidature would stands cancelled. 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. The candidates shall not upload any of these original or attested copies of documents / certificates at the stage of submitting the online application. 17 The candidates shall produce all the original Testimonials along with one set of photocopies at the time verification Tests/Viva-voce. If any applicant is found to attempt / obtain extraneous support by any means for 13 candidature from any officials or non-officials, he/she will not be eligible for appointment. Appointment letter will be issued only for functioning Courts to the selected candidate I Accept that I have gone through all the instructions Apply Cancel

**4.** Candidates shall confirm that the "General Instructions" have been read by clicking check box "I Accept that I have gone through all the instructions" and click "Apply" Button to proceed for Online Application.

Apply Cancel

**5.** Candidates shall ensure that they are submitting Online Application for correct

## Post.



## PERSONAL INFORMATION

- **6.** Candidates shall submit the correct "**Personal Information**". Fields marked with "\*" mark are compulsory fields.
  - > Candidates shall enter the name as mentioned in the X Std./SSLC marks card
    - (Maximum characters 50) [Sl.No.1].
  - > Candidates shall enter his/her Father name as mentioned in the X Std./SSLC marks card (Maximum characters 50) [Sl.No.2].
  - > Candidates shall select the appropriate Gender i.e. Male/ Female/ Others (Transgender) by selecting corresponding Check Box Button [Sl.No.3].
  - > Candidates shall mention his/her Date of birth, by selecting the Day, Month & Year as mentioned in the X Std./SSLC marks card [Sl.No.4].
  - > Applicant shall select the appropriate Category to which he/she belong and to mention certificate number and date of certificate [Sl.No. 5].
  - > The Candidates shall select the required 'Quota' under "Reservation" Rural, Physically Challenged, Kannada Medium, Displaced from Projects and Ex-

- Serviceman and mention the date certification and number of years of service for Ex-Serviceman [Sl.No. 6 "Quota"].
- > The Candidates shall select the required 'Age Relaxation' under "Reservation" In Karnataka state, Census Organization of India and Rural Industrialization Scheme, Bonded Laborer, Whole time Cadet instructor in National Cadet Corps (NCC) and mention the date certification and number of years [Sl.No. 6 "Others"].
- > The Candidates shall enter correct "Marital Status" i.e., Married or Unmarried and further whether the Candidate is Single, Divorced, Widowed or Judicially Separated if applicable [Sl.No. 7].
- > The Candidates shall enter correct Citizenship details [Sl.No. 8].

Personal Informa	ation				
1. Name of the Applica	nt in full(as in X/SSLC Marks card).*				
2. Name of Eathers	(Max 50 Characters)				
2. Name of Father:*	[F-H				
	Father (Max 50 Characters)				
3. Gender:*	OMaleOFemaleOTransgender				
4. Date of Birth:*	Day ✔/Month ✔/Year ✔				
	Age as on Last date of Notification: 0				
	Select ✓				
5. Category Claimed:*	Certificate No.				
	Date of Certificate:				
6. Reservation:					
	□a). RURAL Date of Certification:				
	□b). Benchmark disability(PH) Date of Certification:				
	Select Disability:Select-				
Quota :					
quota .	C). Kannada Medium Date of Certification:				
	□d). Displaced from Projects Date of Certification:				
	Can Ex Sandana (May May)				
	e). EX-Servicemen (No.Yrs)				
Others:					
outers.	□a). In KARNATAKA State, Census Organisation of India (No.Yrs)				
	Cash In thin thin State, Sensas organisation of India				
	□b). Bonded Labourer Date of Certification:				
Age Rexalation:					
_	□c). Whole time cadet instructor in NCC(National Cadet Cops) (No.Yrs)				
	□d). In KARNATAKA State, Rural Industrialisation Scheme (No.Yrs)				
7. Marital Status :*	■ Married OUN-MarriedSelect  ▼				
	IF Married, Mention Spouse Name:				
8. Citizen :*	Indian ▼				

## **CONTACT INFORMATION**

- 7. The Candidates shall enter correct "**Contact Information**". Fields marked with "\*" mark are compulsory fields.
  - > The Candidates shall enter correct Present and Permanent Address i.e., Door No. / Street, Area, State, District, Taluk and Pincode [Sl. No. 9].
  - > The Candidates shall enter correct Mobile Number compulsory and landline number if any [Sl. No. 10].
  - > The Candidates shall enter correct and valid e-Mail ID [Sl. No. 11].
  - ➤ If the Candidate is in service of Union of India or State Government or any undertaking, Click "Yes" and submit the service details as sought [Sl. No. 12].
  - ➤ If the Candidate is facing any Departmental Enquiry, then the details of Departmental Enquiry shall be submitted [S1. No. 13].
  - > If the Candidate is a party to any Civil or Criminal Proceedings in any of the Court, then details shall be submitted [Sl. No. 14].

Contact Informat	ion		
9. a)Present Address *			
Door No/Street/Place :			
Area :			
State: *			
District:*			
	Select		
If not Karnataka State,			
	District:	(Max 20 Char	•
	Taluk:	(Max 20 Charac	cters)
PinCode :*			
b)Permanent Address			
Same as Present Add	ress: NO 🕶		
Door No/Street/Place :			
Area :			
State:	Select	~	
District:	Select		
	Select		
If not Karnataka State,			
	District:	(Max 20 Char	•
	Taluk:	(Max 20 Charac	cters)
PinCode:			
10. a). Mobile No.:*			
b). Landline No.:			
11. E-MAIL ID:			
12. Whether the Applica Union of India / State		ir Undertaking ?:OYes®No	
If yes, give details	(No. of Years)	(Months)	
13. Is there any Depart with impostion of pena		ng / Contemplated / Ending cant? : ○Yes No	
If yes, give details	(Max 80 characters)		
14. Whether the applica	nt is /was a party to	any Civil /Criminal Proceedin	igs : ○Yes®No
If yes, give details	(Max 100 characters)		

**8.** The Candidates shall confirm the details entered under "Personal Information" and "Contact Information" are true and if the furnished information is untrue in material particulars then will be liable for criminal prosecution and also forgo the claim for public services under State Government by clicking the the acceptance clause as shown in below screen. Then the candidates shall click on "Preview" button to proceed further.

I do hereby solemnly ar Should it however be foun- liable for criminal prosecu Government.	d that any informat	tion furnished l	herein is untrue	e in material p	articulars,I real	lise that I am
	Preview	Clear	)			

**9.** The Candidates shall declare that entered Name, Gender, Date of Birth and Category Claimed are as per the SSLC/Birth Certificate by marking the Check boxes.

PRL. DI	STRICT AND SESSION COURT, VIJAYAPURA.
Notification No:	ADM 3/2022
Applied for the Post :	TYPIST-COPYIST
Personnal Information:	
1. Name of the Applicant :	
	□ I declare that name mention in the SI.No 1(Name of the Applicant column) is correct as per the SSLC/BIRTH Certificate.
2. Name of the Father :	d/o SHANTAPPA
3. Gender:	Female
Ü	I declare that gender mention in the SI.No 3(Gender Column) is correct as per the SSLC/BIRTH Certificate.
4. Date of Birth :	
Age as on Last date of Notification:	31Yrs 1Mon 23days
	☐ I declare that Date of the Birth mention in the SI.No 4(Date of Birth Column) is correct as per the SSLC/BIRTH Certificate.
5. Category :	SC - Schedule Caste Certificate No:123456 Date of Certificate:01/06/2022
	☐ I declare that category mention in the SI.No 5(Category Column) is correct as per the Caste Certificate.

**10.** Further the Candidates shall enter the **Captcha** and shall confirm the details. Click on "**Save & Continue**" button to proceed further or click '**Edit**' button to modify the details. Further changes / modifications cannot be done once the "Save & Continue" button is clicked.

Enter the text as shown in the image*	1225cb
I do hereby confirmed all information	that was submitted are correct
	Save & Continue Edit

11. The Candidates shall note down the "Reference Number" generated and enter the OTP (One Time password) received. After entering OTP click on "Submit" button to proceed further.

TYPIST-COPYIST	
202247TCP000010	
23/06/2022 11:40:32	
b545ec	
	202247TCP000010 23/06/2022 11:40:32

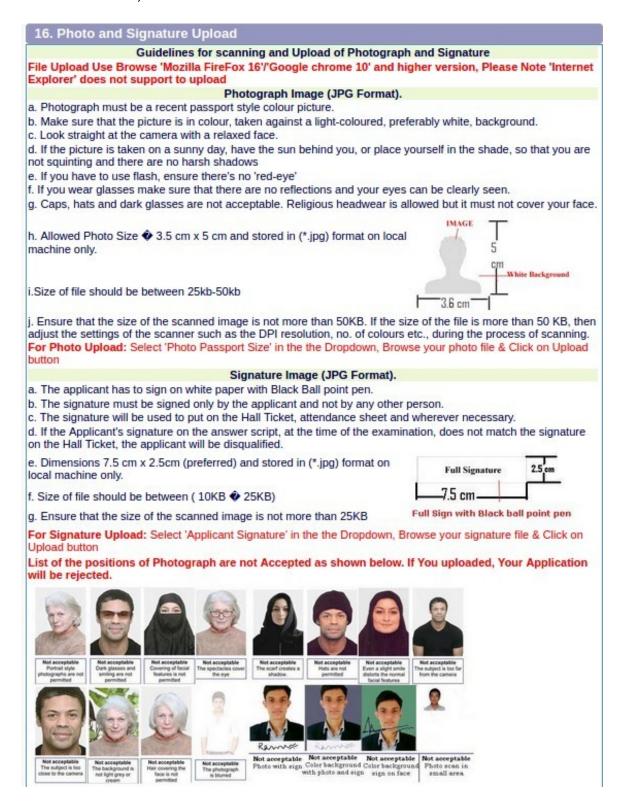
# **EDUCATIONAL INFORMATION**

- **12.** The Candidates shall enter correct Educational Information (Carefully read guidelines for qualification details and enter correct details).
- **13.** The candidates shall click on '**ADD'** button to add education details. Click on '**DELETE'** button to remove the education details.
- 14. Click on "Save & Continue" button to proceed further.

			T			
		No. ADM 3/2022 Las	_		22	
Applied Post Name : TYPIST-COPYIST  Applicant Information						
Reference No :	инастоп	203	2247TCP000	010		
Reference No.		202	247101000	010		
15. Educatio	nal Inform	nation				
		Guidelines for Qua		Details	:	
In case of Marks	in Grade Syst	Qualifi		SCDA	and Enter Co	CDA Crade
In case of Marks in Grade System, Maximum SGPA, Obtain SGPA and Enter CGPA Grade points is Compulsory.  a. X/SSLC Marks should be entered compulsorily  b. Junior Typewriting examinations in Kannad and English Marks should entered compulsorily  c. XII STD/P.U.C Marks should be entered.  OR						
equivalent exami	ination, Junio	e/Secretarial Practi r Typewriting both in Marks should be	n Kannada a	and Eng	lish of Subjec	ognized as t Marks of
Qualification		X Std/S.S.L.C		~		
Board		KSSEB				
Roll Number		123456				
Is your qualificat	tion marks ca	rd issued in grade p	oints (CGPA	ı)? * ○\	Yes  No	
Year of Passing	2007 🗸					
Maximum Marks	625					
Obtained Marks	539					
		Add				
Note: Marks obtained in X/SSLC, P.U.C or Equivalent Exam shall be furnished, Otherwise Application stands disqualified Junior Typewriting examinations in English and Kannada Marks should entered. (Mandatory).						
Qualification D	etails :					
Qualification B	oard Year of	Passing Maximum M	larks Obtain	ned Mar	rks Percentage	Click to delete
X Std/S.S.L.C	SSEB 2007	625.00	539.0	0	86.24	Delete
Equivalent Exam	details					
1]. Qualification			Select-			~
2]. University						
3]. Roll Number						
4]. Total No. of s	semesters or	years  SEMOYEAR				
5]. Is your qualification marks card issued in grade points? * OYes® No						
li i			Maximu	n Marks	Obtained Ma	rks click to Add
Select ✓Select ✓ Add						
Diploma in Com All(semesters/		ctice/Secretarial ( (Mandatory).	Practice of	Marks	should ente	er of
0	_					
Save & Cont	inue					

#### PHOTOGRAPH AND SIGNATURE UPLOAD

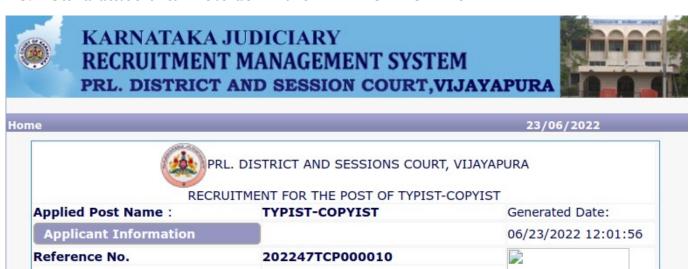
15. Candidates shall upload the Photo and Signature (Carefully read the guidelines for scanning and upload of Photograph and Signature as shown below)



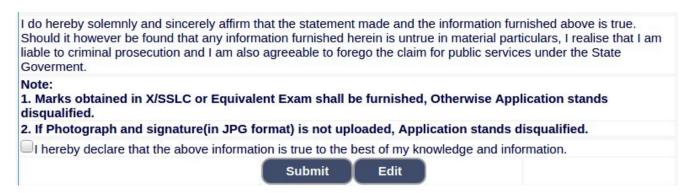
- **16.** Click on **Browse'** button to select the photo and signature and click on **Upload'** button to upload the photo and signature and click on Check box button to declare that the uploaded photo and signature image as per the said notification in the prescribed format and clearly visible.
- 17. Click **Preview button** to proceed further and after clicking preview button all entered information will be displayed on the screen. Applicant shall verify and modify if any mistakes before final submission.

Photo Passport Size:	Photo Passport Size >	Browse	No files selected.	Upload
(Max. File Size 50k	B)			
	I declare that uploaded Proclearly visible.	noto image as p	er the said notification in p	orescribed format and
Applicant Signature:	Applicant Signature >	Browse	No files selected.	Upload
(Max. File Size 50k	B)			
	I declare that uploaded Signand clearly visible.	gnature image a	as per the said notification	in prescribed format
	Pre	view	Back	

18. Candidates shall note down the "APPLICATION NUMBER"



**19.** On verifying that information is correct, applicant should declare that information is true by clicking the check box button shown below and click on **'Submit'** button.



20. Candidates shall Click on "Print" button to print the application submitted.

11 The candidates shall not upload any of these 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 photocopies at the time verification Viva-voce.
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.
print <u>close</u>

**NOTE:** - Candidates shall secure the printed application and submit to the authority without fail at the time of document verification.