

General Instructions to the Applicants to follow the below mentioned instructions compulsorily before filling up of the application through ONLINE for the posts of Process-Servers.

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. The authority is not responsible for non-receipt of SMS or E-mail.
3. Applicants shall have passed SSLC examination or Equivalent examination for Process-Servers.
4. Applicants shall provide photograph and signature scan 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 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 26 kb in jpg format**) separately and upload the same, while submitting the online application.
5. Print out of submitted Application Form and the copy of payment receipt has to be taken and to 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 **16.01.2024**.

Last Dates:

- To register / submit online applications on or before **16.01.2024**.
 - For Online payment of fee through **Net Banking / Credit / Debit/UPI** on **18.01.2024**.
7. Intimation will be sent to the eligible candidates through SMS and e-mail provided.

<https://ballari.dcourts.gov.in/notice-category/recruitments/>

for downloading the Call Letter. Candidate must bring his / her Call Letter for Viva-voce.

8. The Candidates called for Viva-voce will have to appear for the same at their own cost.
9. The Candidates shall obtain the below mentioned Certificates in the prescribed forms 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 be liable for rejection.
 - a) Online submitted application print out.
 - b) The copy of application fee paid receipt.
 - c) SSLC or equivalent certificate showing the date of birth.
 - d) Caste Certificate, if reservation claimed/age relaxation is claimed under SC/ ST / Cat-I/ IIA / IIB / IIIA / IIIB in prescribed formats issued by the competent authority.
 - e) The Discharge certificate from Military Service (Ex-Serviceman), if age relaxation claimed.
 - f) Physically Handicapped Certificate issued by the competent authority, if age relaxation claimed.
 - g) Relevant certificate from concerned authority for age relaxation is claimed.
 - h) Driving License, if any.
10. While applying Online application for the post, the candidates shall ensure that, he / she fulfills 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 shall stand cancelled. If any of these shortcomings is detected even after appointment, his / her appointment shall be liable to be terminated. Furnishing of wrong, incomplete and incorrect information would not only lead to disqualification and also be liable for criminal prosecution.

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 of verification during Viva-voce.
13. If any applicant is found attempting / obtaining extraneous support by any means for candidature from any officials or non-officials, he/she will not be eligible for appointment.

Place : Ballari,
Dated: 14.12.2023


(S.H.PUSHPANJALI DEVI)
Principal District & Sessions Judge,
Pri. District Ballari Sessions Judge
BALLARI
14/12/23