PRINCIPAL DISTRICT AND SESSIONS COURT, BALLARI.

How to apply online

1. All eligible candidates shall visit the below mentioned web link to apply online applications for the various posts.

   https://ballari.dcourts.gov.in/online-recruitment/

2. Candidates shall click **" Click Here to Apply ONLINE "** button below the relevant post.

GENERAL INSTRUCTIONS TO THE CANDIDATES BEFORE FILLING ONLINE APPLICATION		
Sl.No	Description	View Documents
1	General Instructions	**Click here to View**
2	How to Apply Online	**Click here to View**
3	How to make Online Payment	**Click here to View**

POST OF TYPIST (Hyderabad Karnataka Local Cadre)		
Sl.No	Description	Online Link
1	Notification No ADM/9/20024 Dated 04.04.2024	**Click here to Apply Online**

POST OF TYPIST-COPYISTS (Hyderabad Karnataka Local Cadre)		
Sl.No	Description	Online Link
1	Notification No ADM/9/2043 Dated 04.04.2024	**Click here to Apply Online**

3. Candidates shall click on " **Apply Online** "button present at the right corner.

Sl.No.	GENERAL INSTRUCTIONS TO THE APPLICANT
1	Applicants shall read all the instructions carefully before submitting online application, so as to avoid the mistakes /rejection.
2	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.
3	Applicants shall pass **S.S.L.C, P.U.C. or equivalent examination, Senior Typewriting examinations both in Kannada and English language** conducted by the Department of 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 50 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.
5	Printout of Application Form Submitted and payment of SBIe-receipt may be taken and they shall 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 06.05.2024. Last Dates: To register / submit online applications **on or before 06.05.2024. Time–11.59 PM.** For Online SBI e-pay of Application fee through Net Banking / Credit / Debit /UPI on or before **08.05.2024.** Mode of payment like Challan, Money-order, Postal-order is not accepted.
7	Intimation will be sent to the eligible candidates through SMS and E-mail provided. The list of eligible candidates for Typing Test / competitive test will be notified in the notice board and in. website URL link https://ballari.dcourts.gov.in/notice-category/recruitments/ of Pri. District And Session Court, Ballari Distict.
8	The Candidates called for Tests / Viva-voce will have to appear for the same at their own cost.
9	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 competitive test. 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 fee paid SBIepay e-receipt. c) SSLC or equivalent certificate showing the date of birth. d) P.U.C or equivalent Markscard. e) 371J Certificate. f) Kannada and English Typewriting Senior 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. j) Rural Certificate in the prescribed form, if reservation claimed. k) Kannada Medium Certificate in the prescribed from, if reservation claimed (If post is Notified). l) 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. n) Creamy Layer certificate, in case the applicant belongs to General Merit and claiming reservation under Rural Category
10	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.
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 Tests/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.

☐ I Accept that I have gone through all the instructions

[Apply]　　**[Cancel]**

4. Candidates shall read the instructions carefully before submitting the online application to avoid mistakes or rejection of application.

5. 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.

KARNATAKA JUDICIARY RECRUITMENT MANAGEMENT SYSTEM
Prl. District and Sessions Court, Ballari

Karnataka Judiciary Online Recruitment, PRL. DISTRICT AND SESSIONS COURT, BALLARI.

Sl.no.	Notification No	Name of the post	Last Date	Status
1	ADM 09/2024	Recruitment for the post of Typist(KKR)	06/05/2024	online Application
2	**Age Limit**			
	General Merit GM, Candidates Age-Min. 18 Years To Max. 35 Years			
	Cat-2A,Cat-2B,Cat-3A,Cat-3B, Candidates Age-Min. 18 Years To Max. 38 Years			
	SC/ST Category-I Candidates Age-Min. 18 Years To Max. 40 Years			
3	**Minimum Qualification**			
	1] XII Std/P.U.C			
	2] Senior GradeGr.English Typing			
	3] Senior GradeGr Kannada Typing			
	OR			
	Equivalent Qualification			
	4] Diploma Commercial Practice **OR 5]** Diploma Equivalent Course			
4	**Passport size Photo image**		**Signature image**	

IMAGE

5 cm

White Background

3.6 cm

Full Signature   2.5 cm

7.5 cm

Full Sign with Black ball point pen

6. Candidates shall ensure that they are submitting online application for the correct post.

7. General Instructions,

◆ Candidates shall submit the correct 'Personal Information. Fields marked with "*" are compulsory fields. The Candidates shall enter the name as mentioned in X/ S.S.L.C Marks Card.

◆ The Candidates shall enter the name of Father, Husband or Guardian as applicable.

◆ The Candidates shall select "Gender" correctly i.e., Male, Female or Others.

◆ Enter correct "Date of Birth".

◆ The Candidates shall select the correct "Category" from the list i.e., GM- General Merit, SC- Scheduled Caste, ST Scheduled Tribe, Category-I, Category-IIA, Category-IIB, Category- IIIA, Category-IIIB.

Notification No. ADM 09/2024 Last Date : 06/05/2024
Select Post:* TYPIST - KKR

Personal Information

1. Name of the Applicant in full(as in X/SSLC Marks card).*
   xxxxxxxxxxxxxxxx (Max 50 Characters)

2. Name of Father/Mother:*
   Father   yyyyyyyyyyyyyyy
   (Max 50 Characters)

3. Gender:* ○Male○Female○Transgender

4. Date of Birth:* Day ▽ / Month ▽ / Year ▽
   Age as on Last date of Application: 0

   --Select--   ▽

5. Category Claimed:* Certificate No.
   Date of Certificate:

6. Are you appylying for 371J Hyderabad-Karnataka region (Local Cadre)?:* ◉Yes○No
   If yes,   ▦Date of Certification

7. Reservation:

   Quota :
   ☐a). RURAL Date of Certification: ▦
   (Must have certificate from 1st std to 10th std and mention only 10th std B.E.O issue date)

   ☐b). Benchmark disability(PH) Date of Certification: ▦
   Select Disability: --Select-- ▽

   ☐c). Kannada Medium Date of Certification: ▦
   (Must have certificate from 1st std to 10th std and mention only 10th std B.E.O issue date)

   ☐d). Displaced from Projects Date of Certification: ▦

◆ The Candidates shall check the required "***Quota***" under "***Reservation***" Rural, Physically Challenged, Kannada Medium, Project Displaced Person and Ex Serviceman.

◆ 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.

◆ The Candidates shall enter correct **"Contact Information"**.

◆ The Candidates shall enter correct Present and Permanent Address i.e., Door No. /Street, Area, State, District, Taluk and Pin code.

◆ The Candidates shall enter ***Mobile Number*** correctly and landline number, if any.

◆ The Candidates shall enter correct and valid ***e- Mail ID***.

◆ 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.

◆ The Candidates shall enter the details of Departmental Inquiry if any.

◆ If the Candidate is a party to any Civil or Criminal Proceedings in any Court, details shall be entered.

◆ The Candidates shall confirm the information submitted by checking the acceptance clause as shown in below screen. The candidates shall click "***Preview***" button to proceed further.

8. After clicking **"Preview"** button, the candidate details would be displayed on the screen.

9. Further the Candidates shall enter the captcha and confirm the details. Click **"Save & Continue"** button to proceed further or click **"Edit"** button to modify the details as shown in below screen.

Further modifications cannot be done once "**OK** " button is clicked

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

11. Candidates shall enter correct Educational Information.

◆ Candidates shall enter the S.S.L.C mark details
◆ Click **"ADD"** button to add next education details. Click "**DELETE**" button to remove the education details.

◆ ◆ Click "**Save & Continue**" button to proceed further.

12. Candidates shall confirm that the Passport size Photo and Signature does not exceed 50kb. Click "**Browse...**" to select the photo & signature and click "**Upload**" to upload the photo & signature.

13. The Candidates shall declare by clicking the check box that the information entered is true as shown in below screen. Click "*Submit*" to complete the application or 'Edit' for modifying the application.

14. Candidates shall note down the *"APPLICATION NUMBER"*

Click "*Print*" button to print your application and preserve the hard copy for future reference.

15. After succefully submitting the application, click on home button and choose make payment option.

16. Follow the Instruction while making the payment and do the e-pay verification after making payment to complete the entire process. If e-pay verify is not done then the application status will be incomplete.

NOTE:- Candidates shall secure and display the printed application to the authority without fail as and when required.

... End ...