General Instructions

Applicants to follow the below mentioned instructions compulsorily before filling up of the application through ONLINE for the post of

TYPIST

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 P.U.C or equivalent examination and Junior 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 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 have 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 application round the clock till 11.59 p.m. of 31.05.2026.

Last Dates:

- To register / submit online applications on or before 31.05.2026.
- For online payment of fee through Net Banking /Credit/ Debit/UPI on 02.06.2026.

7. Intimation will be sent to the eligible candidates through SMS and e-mail provided. The list of eligible candidates for Skill Test /Competitive test will also be notified in District Court, Mysuru website URL link: **https://districts.ecourts.gov.in/mysuru-onlinerecruitment** for downloading the Call Letter. Candidate must bring his/her Call Letter for Tests/Viva-voce.

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 be liable for rejection.

    a) Print out of Online application submitted by the candidate.

    b) The copy of fee paid receipt.

    c) SSLC or equivalent examination certificate showing the date of birth.

    d) PUC or equivalent examination Marks Card.

e) Kannada and English Junior Type writing examination/equivalent examination Marks Card.

f) No objection certificate may be obtained only if the candidate is selected).

g) Caste Certificate, if reservation claimed under SC/ST/Cat-I/IIA/ -IIB/IIIA/IIIB in prescribed formats issued by the competent authority. Candidates shall make sure that the certificate is valid on 31.05.2026 by verifying its validity.

h) Caste certificates issued for **"education purpose only"** are not valid for employment.

i) The Discharge Certificate from Military Service (Ex-serviceman), if reservation claimed. (If post is notified).

j) Rural Certificate in the prescribed form, if reservation claimed. Form No.1 too in case of General Merit candidates.

k) Kannada Medium Certificate in the prescribed form, if reservation claimed (If post is notified).

l) Medical Certificate in respect of Physical Handicapped candidates issued by the competent authority, in prescribed proforma, if reservation claimed. (If post is notified/for age relaxation).

m) Certificate from the concerned authority regarding displaced by Project (PDP), if reservation claimed. (If post is notified).

n) Widow Certificate from the concerned authority, if relaxation in age claimed.

10. While applying Online 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 canceled. 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 and 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 of verification during competitive Tests/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.

Sd/-

Place: Mysuru
Date: 28.04.2026.

Prl. District & Sessions Judge
Mysuru.