

Des No.ADMN/ 5283 /2025

date : 09/12/2025

Office of the
Prl. District and Sessions Judge,
Kodagu-Madikeri

Date: 09/12/2025

MEMO

As per the directions of the Hon'ble eCommittee, Supreme Court of India, New Delhi, eSeva Kendra, Helpdesk Counter and VC cabins have to be established in the Court complexes of Madikeri, Ponnampet and Somwarpet for providing Citizen-Centric Services to the Advocates and Public litigants. The E-seva Kendras are conceptualized to provide eCourt and allied services to the Advocates and Public litigants, same includes services like help desk and VC cabins, thereby eSeva Kendras become one point centre for availing above multiple services under one roof.

The Hon'ble High Court has started to take steps for deployment of **Data Entry Operator** for deploying to the eSeva Kendras in the court complexes of Madikeri, Somwarpet and Ponnampet. Further, the following is the basic Educational Qualification and pay preferred for deployment of Data Entry Operators while selecting through outsource agency for deployment of said Manpower.

BASIC: SSLC/Diploma/PUC + Computer Certificate Course, Job typing certification.

PAY: Rs.15,000/- (Take home to the candidate after statutory deduction i.e., PF, EST etc would be Rs.9,153/- only per month).

In this regard, the Hon'ble High Court has directed this office that, the Data entry operators have to be identified locally, so that it will be feasible to deploy the Data entry Operator from the local jurisdiction of the respective court unit/location. The applications/resumes of eligible interested candidates will be forwarded to the Hon'ble High Court in the ratio of 1:3 and in this regard the selection of the candidates is at the discretion of the Undersigned.

Therefore, as per the educational qualification and pay as mentioned above, the applications are invited from the eligible candidates from the local jurisdiction of Madikeri, Somwarpet and Ponnampet to work as **Data Entry Operator on**

outsource basis in e-Seva Kendras to be established in the Court Complexes of Madikeri, Somwarpet and Ponnampet. The interested candidates shall submit their **application in the prescribed format (attached herewith)** along with **attested copies of supporting documents** to the below mentioned Courts on or before 5.00 P.M on 12.12.2025.

- 1) Prl.District & Sessions Court, Kodagu-Madikeri
- 2) Senior Civil Judge & JMFC Court, Somwarpet
- 3) Civil Judge & JMFC Court, Ponnampet.

(Hosamani Pundalik)

Principal District and Sessions Judge,
Kodagu-Madikeri.

Copy forwarded for information and necessary action to :

1. The Senior Civil Judge & JMFC, Somwarpet- with a request to affix the same in the Notice Board.
2. The Civil Judge & JMFC, Ponnampet - with a request to affix the same in the Notice Board.
3. The Software Technician, District Court, Kodagu-Madikeri - with a direction to web host the same.
4. Notice Board of this Court.
5. Office Copy.

APPOINTMENT OF DATA ENTRY OPERATORS FOR E-SEVA KENDRA AT

APPLICATION FORM

1. Name in full (in Block letters):

2. Father's/Spouse Name:

3. Permanent Address :

4. Address for correspondence:

5. Contact Number :

6. E-mail ID :

7. Date of Birth :

(Attested copy of proof of age to be attached)

8. Educational Qualifications : (Attested copy of Marks Cards to be attached)

Name of the Examination Passed	Year of Passing	Name of the Board/University	Percentage of marks obtained

Affix self-attested recent passport size photograph here.

-:2:-

9. Computer Course / Certification :-

10. Job Typing certification :-

11. Work Experience :-

Name & address of Employer	Period of service From To		Designation	Total length of service	Nature of work & level of responsibilit ies

DECLARATION AND CERTIFICATE

I hereby declare and certify that all the information declared in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understand that this position is purely temporary on contract basis, if it is found after my appointment at the Centre that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place.....

Date.....

NAME :

SIGNATURE :