

**GENERAL INSTRUCTIONS TO THE APPLICANTS TO BE
FOLLOWED COMPULSORILY BEFORE FILLING UP OF THE
APPLICATION THROUGH ONLINE FOR THE POST OF
STENOGRAPHER GRADE-III, TYPIST and TYPIST-COPYIST.**

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 examination or Equivalent examination for Stenographer-Grade-III, Typist, Typist-Copyist and also must have passed for

Stenographer-Grade-III:- Senior Typewriting and Senior Shorthand examinations both in Kannada and English language conducted by the Department of Public Instructions or equivalent examination.

Typist:- Senior Typewriting examinations both in Kannada and English language conducted by the Department of Public Instructions or equivalent examination.

Typist-Copyist:- 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 the 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 the size 25 kb in jpg format**) separately and upload the same, while submitting the online application.

5. Print out of the submitted Application Form and the copy of payment receipt must 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 **22.01.2024**.

LAST DATES:

- **To register / submit online applications on or before 22.01.2024.**
- **For Online payment of fee through Net Banking / Credit /Debit/UPI on 23.01.2024.**

7. Intimation will be sent to the eligible candidates through SMS and e-mail. The list of eligible candidates for Test will also be notified in District Court, Ramanagara website URL link: <https://ramanagara.dcourts.gov.in/online-recruitment/>

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

8. The Candidates called for Tests will have to appear for the same at their own cost.

9. The Candidates shall obtain 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. 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) Online submitted application print out.
- b) The copy of application fee paid receipt.
- c) SSLC, II PUC or equivalent certificate.
- d) Kannada and English Typewriting and Kannada and English Shorthand Marks Cards or equivalent examination.
- e) No objection certificate (in service candidate).
- f) Caste Certificate, if reservation claimed under SC/ ST / Cat-I/IIA / IIB / IIIA / IIIB in prescribed formats issued by the competent authority.
- g) The Discharge certificate from Military Service (Ex-Serviceman), if reservation claimed.
- h) Rural Certificate in the prescribed form, if reservation claimed.
- i) Kannada Medium Certificate in the prescribed form, if reservation claimed (If post is Notified).
- j) Physical Handicapped Certificate issued by the competent authority, if reservation claimed.
- k) Project Displaced person certificate in the prescribed form, if reservation claimed (If post is Notified)

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 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 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.

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.

Sd/-
**Prl. District and Sessions Judge,
Ramanagara District,
Ramanagara.**