

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE  
ANANTNAG

Advertisement Notice No. 02 of 2024

Dated: 07-11-2024

**Subject:- Selection Process for the posts of Process Servers, Chowkidars, Drivers and Orderlies.**

In continuation to this office Advertisement Notice No. 01 of 2024 dated 16.07.2024 and 01/A of 2024 dated 24.07.2024, Offline applications are invited on the prescribed format, attached to this advertisement Notice as Annexure 'A' from the eligible domiciles of the Union Territory of Jammu and Kashmir for filling up vacancies of 09 posts of Process Server, 03 posts of Chowkidars, 02 posts of Drivers and 03 posts of Orderlies (**for Special Courts**) of District Anantnag. The category wise details of vacancies for such posts in total are as under;

S. No.	Name of the Post with Pay Scale	CATAGORY							Total No. of Posts
		OM	ST-i	ST-ii	RBA	SC	OBC	EWS	
01	Driver L-2(19900-63200)	01	x	x	x	01	x	x	02
02	Process Server L-2(19900-63200)	03	01	01	01	01	01	01	09
03	Orderly/ Chowkidar SL-1(14800-47100)	03	01	01	x	01	x	x	06
	Grand total	07	02	02	01	03	01	01	17

**Note:**

- 01. Those candidates who have already applied pursuant to the earlier advertisement notice No. 1 of 2024, issued by this office for the said posts, need not to apply again.*
- 02. The vacancy Position may increase or decrease depending upon the actual availability of vacancies at the time of making final selection.*
- 03. The person(s) who is/are already engaged on adhoc or daily basis in the subordinate Courts shall be eligible to apply irrespective of the minimum and maximum standards of age and they shall be deemed to be given relaxation in the minimum and maximum standards of age.*

**Eligibility.**

**1) Educational Qualification:-**

- For the posts of Process Server, the candidate must have passed 10+2 Examination from any recognized Board.
- For the post of Driver-II, Orderlies, Chokidar, the candidate must have passed 10th (Metric) examination from any recognized Board..

**Note:** For the post of Driver-II, in addition to other requisite qualifications, the candidate must possess a valid driving license (LMV/HMV) and shall produce a Medical Certificate to the effect that the candidate is fit to drive the vehicle.

**II) Domicile:**

The candidate should be domicile of UT of Jammu and Kashmir possessing a domicile certificate in terms of Notification issued by the General Administration Department of UT of J&K vide S.O. 166 dated 18.05.2020.

**III) Age:**

The requirement of age as on 01-01-2024 for open merit and various reserved categories is as under.

S. No.	Category	Maximum age limit	Not born before	Not born after
01	OM	40 Years	01-01-1984	01-01-2006
02	RBA	43 Years	01-01-1981	01-01-2006
03	SC	43 Years	01-01-1981	01-01-2006
04	ST	43 Years	01-01-1981	01-01-2006
05	OBC	43 Years	01-01-1981	01-01-2006
06	EWS	43 Years	01-01-1981	01-01-2006

The application form for the aforementioned posts can be obtained from the Office of Principal District & Sessions Judge Anantnag during the office hours from 10<sup>th</sup> of November 2024 to 30<sup>th</sup> November, 2024. The application form can also be downloaded from the official website of District court Anantnag (<https://anantnag.dcourts.gov.in>). If a candidate intends to apply for two or more posts, he/she shall apply separately for each post.

The duly filled up application forms shall be submitted in the office of Principal District & Sessions Judge, Anantnag (Administrative Section) during office hours and no application form shall be accepted after the cut-off date i.e 30<sup>th</sup> of November, 2024. Application Forms submitted other than the offline mode shall not be accepted.

Application forms shall be supported with the self attested copies of the following documents.

- a) Qualification/Marks Certificate
- b) Date of Birth Certificate (Matriculate)
- c) Domicile certificate
- d) Category Certificate (if any)
- e) Driving License and the Medical Certificate for the post of Driver.

A candidate shall have to deposit fee of Rs. 300/- (Three Hundred) in the shape of Demand Draft from J&K Bank Ltd. Only Favoring Principal District & Sessions Judge, Anantnag.

In-service candidates can route their application forms through proper channel.

**iv) Mode of Selection:**

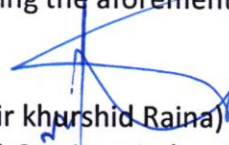
**A) Process Server/Orderlies / Chowkidar**

Candidates who will apply for the posts of Process Server, Orderly/Chowkidar, shall have to appear in the interview/viva voce. The selection for the said posts shall be made on the basis of merit obtained in the interview/viva voce only.

**Driver-II.**


Candidates for the post of driver shall have to undergo the written test to determine the general knowledge and the traffic rules. On the basis of merit obtained in the written test the candidates shall be called for determining the driving skill test in the ratio of 1:5.

**Note:** The aspiring candidates shall be informed through print and electronic media, & also through official website (<https://anantnag.dcourts.gov.in>) about the venue, the date of interview/viva voce and driving skill test. For any information, the aspiring candidates in their own interest are impressed upon to keep track by visiting the aforementioned official website of District Court Anantnag.

  
(Tahir khurshid Raina)  
Pr. District & Sessions Judge Anantnag

No: 3746-53/PDSJ/Anj.  
Dt: 07-11-2024.  
Copy to the.....

- I. Principal Secretary to Hon'ble the Chief Justice, High Court of Jammu & Kashmir & Ladakh for information.
- II. Secretary to Hon'ble Mr. Justice Vinod Chatterji Koul, Hon'ble Judge, High Court of Jammu & Kashmir & Ladakh (Administrative Judge District Anantnag) for information of his lordship.
- III. Director Information & Public Relations, J&K Srinagar for information and with the request to publish the advertisement notification at least in the two Newspapers having wide publicity including the one having publicity in whole UT of J&K.
- IV. Joint Director Information & Public Relations, J&K Srinagar for information and with the request to publish the advertisement notification at least in the two Newspapers having wide publicity including the one having publicity in whole UT of J&K.
- V. Deputy Director Information & Public Relations, J&K Srinagar for information and with the request to publish the advertisement notification at least in the two Newspapers having wide publicity including the one having publicity in whole UT of J&K.
- VI. Deputy Director General, All India Radio, Srinagar.
- VII. Head of Office, Doordarshan Kendra, Srinagar.  
.....for information & with the request to give publicity of the advertisement notification in the Rozgar bulletin for 07 days.
- VIII. System Officer, e-courts District Court Anantnag to upload the Advertisement Notification on the District Court website.

  
(Mohd Shafi Parray)  
Chief Administrative Officer

**Annexure "A" to Advertisement Notification No 02 of 2024 Dated 07-11-2024**

**APPLICATION FORM FOR FILLING UP OF CLASS IVth POSTS IN DISTRICT JUDICIARY ANANTNAG**

Advertisement Notification No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of the Post: \_\_\_\_\_

Name of the candidate: \_\_\_\_\_

(in Block Letters)

S/O, D/O, W/O \_\_\_\_\_

(in Block Letters)

Date of Birth (as per the matriculation Certificate) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Permanent Address:**

Village: \_\_\_\_\_ Tehsil: \_\_\_\_\_

District: \_\_\_\_\_ Pin code: \_\_\_\_\_

**Present Postal Address:** \_\_\_\_\_

\_\_\_\_\_

Contact details: Mobile No: \_\_\_\_\_ e-mail: \_\_\_\_\_

Reservation Category (if any): \_\_\_\_\_

Whether the candidate is the domicile of UT of J&K: Yes No

**Qualification details:**

Examination passed	Marks obtained	Max. Marks	Percentage of Marks	Board

**Documents attached:**

- |   |          |
|---|----------|
| a) Qualification Certificate.   | Yes / NO |
| b) Date of Birth Certificate. (Matriculate)   | Yes / NO |
| c) Domicile certificate issued by the competent authority.                          | Yes / NO |
| d) Valid Driving license (LMV/HMV).   | Yes / NO |
| e) Reservation Certificate  | Yes / NO |
| f) Medical certificate to the effect that the candidate is fit to drive the vehicle |          |

**Payment details:**

Draft No: \_\_\_\_\_ Bank/Branch Name: \_\_\_\_\_

Dated: \_\_\_\_\_ Amount: \_\_\_\_\_

**Declaration by the Candidate:**

I hereby declare that the entries made in this application form are and correct to the best of my knowledge. In case of any misrepresentation of facts or concealment of information, I shall be liable for cancelation of my candidate without any notice.

Signature of the candidate.

Paste a recent  
Passport Size  
Photograph here.  
  
Do not staple