

PRL. DISTRICT & SESSIONS COURT, MANDYA
DISTRICT.

GENERAL INSTRUCTIONS TO THE CANDIDATES BEFORE
FILLING ONLINE APPLICATION

- (1) Candidates should submit applications in advance without waiting till the last date fixed for application.
- (2) Candidates should carefully read all the given instructions before submitting the online application and ensure that no mistakes are made. Applications with incorrect information and incomplete information will be rejected.
- (3) Details submitted by the candidate during online application such as date of birth, qualification, reservation and age relaxation etc. will only be considered and any request for change in this regard will not be entertained.
- (4) Candidate must enter mobile number and e-mail ID compulsorily.
- (5) The maximum marks and obtained marks in the qualifying examinations should be entered correctly.
- (6) Candidate should scan and upload recent passport size colour photograph in the application. The background of the photograph should be white. No signature should be made on the photograph. (Size should not exceed 50 kb and should be in .jpg format).
- (7) Candidate should sign on white sheet using black ball point pen, scan the same and upload in the application (Size should not exceed 50 kb and should be in .jpg format).
- (8) The candidate has to fill all the required information correctly in the online application and proceed to pay the prescribed fee. Thereafter, the duly filled application form and fee paid receipt shall be downloaded and retained by the candidate till completion of recruitment process. Such copy of the application form and fee receipt shall be presented during the time of qualifying test/interview/ documents verification.

- (9) Intimation will be given to the eligible candidates through SMS/ e-mail. This authority is not responsible in the event of non-delivery of the message to the candidates through SMS or e-mail.
- (10) The list of eligible candidates for qualifying test and interview and the schedule of qualifying test and interview will be published on the official website of this court.
- (11) Eligible candidates should download the Admission ticket for Qualifying Test from the official website of this court.
- (12) Admission ticket for qualifying test will not be sent to candidates, separately.
- (13) Candidates must attend the qualifying test and interview by carrying the admission ticket along with one original identity proof (Voter ID/ Aadhaar Card/ Driving License/ PAN Card/ Passport).
- (14) Candidates must produce the following original documents at the time of interview / document verification:
- Copy of online application.
 - Prescribed Fee Paid Receipt.
 - Date of Birth proof - SSLC Marks Card/ Birth Certificate.
 - Documents pertaining to Educational Qualification
 - Valid Caste and Income certificates obtained from concerned Tahasildar in Form-D for Scheduled Caste/ Scheduled Tribe candidates, in Form-E for Category-1 candidates and in Form-F for candidates belonging to 2A, 2B, 3A & 3B.
 - Character certificates issued by two respectable persons, not prior to 06 months to the last date fixed for submission of application and character certificate obtained from the institution last studied by the candidate.
 - As per Government of Karnataka Notification No. DPAR 19 SRR 2020 dated 12.10.2020, in-service candidates, if selected, should obtain No Objection Certificate from the concerned authority immediately after notification of the selection list and submit it to the appointing authority when directed.

- (15) The above documents should have been obtained in the prescribed forms from the competent authority, prior to submission of application. All certificates should be valid as on the last date fixed for submission of application.
- (16) Candidates have to attend the qualifying test/ interview/ documents verification at their own expense.
- (17) Any letter correspondence with this office by the candidate in connection with this recruitment will not be entertained.
- (18) If the candidate is found to be a fake candidate or to have submitted forged documents or altered documents or to have made a false or untrue statement or to have concealed factual information or to have followed or attempted to follow any unlawful means in any stage of recruitment or to have relied on any other illegal and improper means in connection with this recruitment, his/her candidature will be cancelled and will be subject to criminal proceedings and disciplinary action.