

# HOW TO APPLY ONLINE

- A. All eligible candidates shall visit the below mentioned websites to apply online application for the post visiting the below link.

<https://districts.ecourts.gov.in/chikkamagaluru-onlinerecruitment>

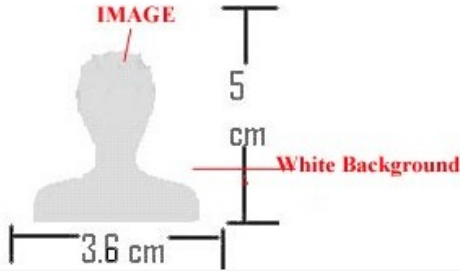
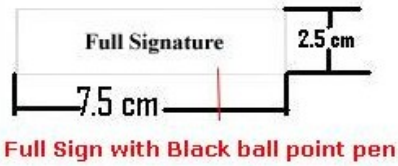
<b>Chikkamagaluru-OnlineRecruitment</b>	
<b>Chikkamagaluru Online Recruitment</b>	
<b>For the Post of Typist</b>	
Notification for the post of Typist (Notification No - ADM. 2/2022) 	
<a href="#">Online Application</a> 	
<a href="#">For any queries pertaining to Typist Online Application. Kindly email to aadalitackm@gmail.com</a>	
<b>For the Post of Typist-Copyist</b>	
Notification for the post of Typist-Copyist (Notification No - ADM. 3/2022) 	
<a href="#">Online Application</a> 	
<a href="#">For any queries pertaining to Stenographer Online Application. Kindly email to aadalitackm@gmail.com</a>	
<b>For the Post of Peon</b>	
Notification for the post of Peon (Notification No - ADM. 4/2022) 	
<a href="#">Online Application</a> 	
<a href="#">For any queries pertaining to Stenographer Online Application. Kindly email to aadalitackm@gmail.com</a>	
<b>For the Post of Stenographer</b>	
Notification for the post of Stenographer (Notification No - ADM. 6/2019)	
<b><u>General Instructions</u></b>	
<a href="#">1) How To Apply Online</a>	
<a href="#">2) How To Make Online Payment</a>	

B. Click on “Apply online” button. “Apply online”

**KARNATAKA JUDICIARY  
RECRUITMENT MANAGEMENT SYSTEM  
PRL. DISTRICT AND SESSIONS COURT, CHIKKAMAGALURU**

Home 16/08/2022

Karnataka Judiciary Online Recruitment, PRL. DISTRICT AND SESSIONS COURT, CHIKKAMAGALURU.

Sl.no.	Notification No	Name of the post	Last Date	Status
1	ADM. 2/2022	Recruitment for the post of Typist	15/09/2022	<a href="#">online Application</a>
2	<b>Age Relaxation</b> General Merit GM, Candidates Age-Min. 18 Years To Max. 35 Years Cat-2A,Cat-2B,Cat-3A,Cat-3B, Candidates Age-Min. 18 Years To Max. 38 Years SC/ST Category-I Candidates Age-Min. 18 Years To Max. 40 Years			
3	<b>Minimum Qualification</b> 1] XII Std/P.U.C in 2] Sr.Gr.English Typing in 3] Sr.Gr Kannada Typing in <b>OR</b> <b>Equivalent Qualification</b> 4] Diploma in Commercial Practice <b>OR</b> 5] Diploma in Secretarial Practice <b>OR</b> 6] Diploma in Equivalent Course			
4	<b>Pass Photo size image</b>		<b>Signature image</b>	
				
5	<b>List of the documents</b> All Marks Cards, Caste Certificate, Reservation Certificate etc.,			

C. Candidates shall read the “GENERAL INSTRUCTIONS” carefully before submitting the online application so as to avoid mistakes or rejection of application.

D. Candidates shall confirm that the “General Instructions” have been read by clicking the check box “I Accept that I have gone through all the instructions” and click “Apply” Button to proceed for online application

INSTRUCTIONS FOR FILLING ONLINE RECRUITMENT	
Fresh Application	
Sl.No.	GENERAL INSTRUCTIONS TO THE APPLICANT
1	Applicants shall read all the instructions carefully before submitting online application, so as to avoid the mistakes /rejection.
2	Applicants shall compulsory provide the <b>Mobile Number</b> and valid e-mail ID, 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 pass <b>S.S.L.C, P.U.C. or equivalent examination, Senior Typewriting examinations both in Kannada and English language</b> 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 colour 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 25 kb in jpg format) separately and upload the same, while submitting the online application. <b>Note:-</b> After successful payment of fee from the SBI Portal, the candidates are hereby instructed to download the E-receipt from SBI Portal in PDF format, thereafter by clicking on <b>To Application Fee and Upload e-Receipt</b> . Button, fill up payment/fee details and e-Receipt should be uploaded
5	<b>Printout of Application Form Submitted and payment receipt/challan may be taken and they shall be preserved till completion of Recruitment process.</b>
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 15.09.2022. Last Dates: To register / submit online applications <b>on or before 15.09.2022. Time-11.59 PM.</b> For Online SBI payment of fee through Net Banking / Credit / Debit and also Generation of e-challan on <b>15.09.2022.</b> To remit Challan form to SBI BANK on <b>17.09.2022 (within Bank working hours).</b>
7	Intimation will be sent to the eligible candidates through SMS and E-mail provided. The list of eligible candidates for viva-voce will also be notified in the notice board and in website URL link: <a href="https://districts.ecourts.gov.in/chikkamagaluru-onlinerecruitment">https://districts.ecourts.gov.in/chikkamagaluru-onlinerecruitment</a> . of Prl.District and Sessions Court, Chikkamagaluru.
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 TEST/VIVA-VOCE. 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) Print-out of the Application submitted online.. b) The copy of application paid receipt / Challan. c) SSLC or equivalent certificate showing the date of birth. d) SSLC Marks Cards. e) P.U.C or equivalent Markscard. f) Kannada and English Typewriting Senior Grade Marks Cards. g) In-Service candidates shall obtain No objection certificate only if the candidate is selected. h) Caste Certificate, if reservation claimed under SC/ ST / Cat-I/ IIA / IIB / IIIA / IIIB in prescribed formats issued by the competent authority. i) The Discharge certificate from Military Service (Ex-Serviceman), if reservation claimed. j) Rural Certificate in the prescribed form, if reservation claimed. k) Kannada Medium Certificate in the prescribed form, if reservation claimed (If post is Notified). l) Medical Certificate in respect of Benchmark disability(PH) Candidates issued by the competent authority, if reservation claimed. m) Certificate from concerned authority regarding displaced by projects. n) Creamy Layer certificate, in case the applicant belongs to General Merit and claiming reservation under Rural Category
10	While Applying Online Application for the post, the candidates shall ensure that, he / she fulfils 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 would 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 to disqualification but 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 verification Tests/Viva-voce.
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.
14	Appointment letter will be issued only for functioning Courts to the selected candidate
	<input type="checkbox"/> Accept that I have gone through all the instructions
	<input type="button" value="Apply"/> <input type="button" value="Cancel"/>

E. Candidates shall ensure that they are submitting online application for correct post

\* fields are mandatory, Best views on Mozilla Firefox 16,google chrome 10 and higher versions

Notification No. ADM. 2/2022 Last Date :

Select Post:\*

F. Candidates shall submit the correct “Personal Information” .

Fields marked with “\*” mark are compulsory fields.

1. The Candidates shall enter the name as mentioned in “X/S.S.L.C” marks card.

Personal Information	
1. Name of the Applicant in full(as in X/SSLC Marks card):*	<input type="text"/> (Max 50 Characters)
2. Name of Father:*	<input type="text" value="Father"/> (Max 50 Characters)
3. Gender:*	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
4. Date of Birth:*	Day <input type="text"/> / Month <input type="text"/> / Year <input type="text"/> Age as on Last date of Notification: <input type="text" value="0"/>
5. Category Claimed:*	<input type="text" value="--Select--"/> Certificate No. <input type="text"/> Date of Certificate: <input type="text"/>
6. Reservation:	<input type="checkbox"/> a). RURAL Date of Certification: <input type="text"/> <input type="checkbox"/> b). Benchmark disability(PH) Date of Certification: <input type="text"/> Select Disability: <input type="text" value="--Select--"/> <input type="checkbox"/> c). Kannada Medium Date of Certification: <input type="text"/> <input type="checkbox"/> d). Displaced from Projects Date of Certification: <input type="text"/> <input type="checkbox"/> e). EX-Servicemen <input type="text"/> (No.Yrs)
Quota :	
7. Marital Status :*	<input checked="" type="radio"/> Married <input type="radio"/> UN-Married <input type="text" value="--Select--"/> IF Married, Mention Spouse Name: <input type="text"/>
8. Citizen :*	<input type="text" value="Indian"/>

2. The Candidates shall enter the name of Father, Husband or Guardian as applicable.

3. The Candidates shall select "Gender" correctly i.e., Male, Female or Others

4. Enter correct "Date of Birth".

5. The Candidates shall select the correct "Category" from the list i.e., GM- General Merit, SC- Scheduled Caste, ST- Scheduled Tribe, Category-I, Category-IIA, Category-IIB, Category- IIIA, Category- IIIB.

6. The Candidates shall check the required 'Quota' under "Reservation" Rural, Physically Challenged, , Kannada Medium, Displacement and Ex Serviceman.

7. The Candidates shall enter correct "Marital Status" i.e., Married or Unmarried and further whether the Candidate is Single, Divorced, Widowed or Judicially-Separated if applicable.

8. The Candidates shall enter correct Citizenship details.

### CONTACT INFORMATION

9. The Candidates shall enter correct "Contact Information".



10. The Candidates shall enter correct Present and Permanent Address i.e., Door No. /Street, Area, State, District, Taluk and Pin code.

11. The Candidates shall enter Mobile Number correctly and landline number if any.

12. The Candidates shall enter correct and valid e-Mail ID.

13. The Candidates shall enter Driving License details if present.

Contact Information	
9. a) Present Address *	
Door No/Street/Place :	<input type="text"/>
Area :	<input type="text"/>
State: *	--Select-- <input type="button" value="v"/>
District:*	--Select-- <input type="button" value="v"/>
Taluk:*	--Select-- <input type="button" value="v"/>
If not Karnataka State, Please Specify District and Taluk	
District:	<input type="text"/> (Max 20 Characters)
Taluk:	<input type="text"/> (Max 20 Characters)
PinCode :*	<input type="text"/>
b) Permanent Address	
Same as Present Address:	NO <input type="button" value="v"/>
Door No/Street/Place :	<input type="text"/>
Area :	<input type="text"/>
State:	--Select-- <input type="button" value="v"/>
District:	--Select-- <input type="button" value="v"/>
Taluk:	--Select-- <input type="button" value="v"/>
If not Karnataka State, Please Specify District and Taluk	
District:	<input type="text"/> (Max 20 Characters)
Taluk:	<input type="text"/> (Max 20 Characters)
PinCode :	<input type="text"/>
10. a). Mobile No.:*	<input type="text"/>
b). Landline No.:	<input type="text"/>
11. E-MAIL ID:	<input type="text"/>

14. If the Candidate is in service of Union of India or State Government or any undertaking, Click “Yes” and submit the service details as sought.

15. The Candidates shall enter the details of Departmental Inquiry if any.

16. If the Candidate is a party to any Civil or Criminal Proceedings in any of the Court, details shall be submitted.

17. The Candidates shall confirm the information submitted by checking the acceptance clause as shown in below screen. The candidates shall click on “Preview” button to proceed further.

12. Whether the Applicant is in service of Union of India / State Government and their Undertaking ?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, give details	<input type="text"/> (No. of Years) <input type="text"/> (Months)
13. Is there any Departmental Enquiry Pending / Contemplated / Ending with imposition of penalty against the Applicant? :	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, give details	<input type="text"/> (Max 80 characters)
14. Whether the applicant is /was a party to any Civil /Criminal Proceedings :	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, give details	<input type="text"/> (Max 100 characters)
<input checked="" type="checkbox"/> I do hereby solemnly and sincerely affirm that the statement made and the informations furnished above is true. Should it however be found that any information furnished herein is untrue in material particulars, I realise that I am liable for criminal prosecution and I am also agreeable to forego the claim for public services under the State Government.	
<input type="button" value="Preview"/> <input type="button" value="Clear"/>	

18. After clicking “Preview” button, the screen showing the candidate details would be Displayed

11. E-mail ID:	
12. Whether the Applicant are in service of Union of India / State Government and their Undertaking? :	NO
13. Is there any Departmental Enquiry Pending / Contemplated / Ending with imposition of penalty against the Applicant? :	No
14. Whether the applicant is /was a party to any Civil /Criminal Proceedings :	No
Enter the text as shown in the image*	<input type="text"/> 1b2c31
<input checked="" type="checkbox"/> I do hereby confirmed all information that was submitted are correct	
<input type="button" value="Save &amp; Continue"/> <input type="button" value="Edit"/>	

19 . Further the Candidates shall enter the captcha and shall confirm the details. Click on “Save & Continue” button to proceed further or click or “Edit” button to modify the details as shown in above screen. Further changes / modifications cannot be done once the ‘OK’ button is clicked.

20. The Candidates shall note down the “Reference Number” generated and enter the OTP (One Time password) received. After entering OTP click on “Submit” button to proceed further.





# KARNATAKA JUDICIARY RECRUITMENT MANAGEMENT SYSTEM PRL. DISTRICT AND SESSIONS COURT, CHIKKAMAGALURU



Home

16/08/2022

Please Note down the Reference No for the Applicant details for further communication.  
One time password is sent through SMS/Email please Check!

**Once, One Time Password has Expired or Invalid Please Apply for Fresh Application**

Application Information	
Applied for the Post.:	TYPIST
Reference No.:	202252TYP000010
<b>One Time password:</b>	<b>b4a0f9</b>
Valid Till:	16/08/2022 13:47:52
Enter One Time password:	<input type="text"/>
Enter the text as shown in the image*	<input type="text"/> 9bf3d0
	<input type="text"/>
	<input type="button" value="Submit"/>

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## EDUCATIONAL INFORMATION

21. Candidates shall enter correct Educational Information.

22. Candidates shall enter the S.S.L.C/PUC or equivalent mark details, Shorthand & Typing Marks details as applicable.

23. Click on “ADD” button to add next education details. Click on “DELETE” button to remove the education details. “DELETE”

24. Click on “Save & Continue” button to proceed further. “Save & Continue

## 15. Educational Information

### Guidelines for Qualification Details

#### Qualification

In case of Marks in Grade System, **Maximum SGPA, Obtain SGPA and Enter CGPA Grade points is Compulsory.**

- X/SSLC **Marks should be entered compulsorily.**
- Senior Typewriting examinations in Kannada and English Marks should entered compulsorily..
- XII STD/P.U.C **Marks should be entered.**

#### OR

Diploma in Commercial Practice/Secretarial Practice or any other examination recognized as equivalent examination, Senior Typewriting both in Kannada and English of Subject Marks of **MaximumMarks and ObtainMarks should be entered compulsorily.**

Qualification	---Select---
Board	
Roll Number	
Is your qualification marks card issued in grade points (CGPA)? * <input type="radio"/> Yes <input checked="" type="radio"/> No	
Year of Passing	---Select---
Maximum Marks	
Obtained Marks	
<input type="button" value="Add"/>	

**Note: Marks obtained in X/SSLC, P.U.C or Equivalent Exam shall be furnished, Otherwise Application stands disqualified..**

**Senior Typewriting examinations in English and Kannada Marks should entered.(Mandatory).**

## PHOTO AND SIGNATURE UPLOAD

25. Candidates shall confirm that the Passport size Photo and Signature does not exceed **50kb**.

Click on "Browse..." button to select the photo and signature and click on "Upload" button to upload the photo and signature

**PRESS ctrl+F5 KEY TO REFRESH AND LOAD IMGAES.**

**Photo Passport Size:**   No file chosen   
(Max. File Size 50kB )  
 I declare that uploaded Photo image as per the said notification in prescribed format and clearly visible.

**Applicant Signature:**   No file chosen   
(Max. File Size 50kB )  
 I declare that uploaded Signature image as per the said notification in prescribed format and clearly visible.

26. The Candidates shall declare that the information submitted is correct by clicking as shown in above screen. Click on “Submit” button to complete the online application process.

27. Candidates shall note down the “APPLICATION NUMBER.

**15. Educational Information**

I do hereby solemnly and sincerely affirm that the statement made and the information furnished above is true. Should it however be found that any information furnished herein is untrue in material particulars, I realise that I am liable to criminal prosecution and I am also agreeable to forego the claim for public services under the State Government.

**Note:**

1. Marks obtained in X/SSLC, XII/P.U.C or Equivalent Exam, Senior Typing examination (Both in English and Kannada) shall be furnished, Otherwise Application stands disqualified.
2. If Photograph and signature(in JPG format) is not uploaded, Application stands disqualified.

I hereby declare that the above information is true to the best of my knowledge and information.

28. Click on “Print” button to print the application submitte.

**NOTE:-** Candidates shall secure and display the printed application to the authority without fail.