PRL. DISTRICT AND SESSIONS JUDGE, SHIVAMOGGA

INSTRUCTIONS TO THE CANDIDATES APPLYING FOR THE POST .

1. Applicants shall read all the instructions carefully before submitting online application, so as to avoid the mistakes/rejection.

2. Applicants shall compulsorily provide the **Mobile Number** 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 must have pass **Tenth Standard/ S.S.L.C. or Equivalent Examination. Tenth Standard or equivalent means, examinations/ courses as prescribed in Government of Karnataka Circular No. DPAR 81 SCR 2017 dated 27.02.2018.**

4. **The candidate shall upload his/her 10th Standard or equivalent examination marks card (having marks and not grade or CGPA) and fees paid receipts at the time of submitting online application. The scanned document shall be uploaded in PDF format only and it shall be clear and readable.**

5. 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 c.m. 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 26 kb in jpg format) separately and upload the same, while submitting the online application.

6. **The printout of the submitted Application Form shall to be preserved till completion of Recruitment process.**

7. 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 **24.08.2026.**
   Last Dates: To register/submit online applications and for payment of fees through net-banking / credit / debit / UPI, on or before **24.08.2026 Time-11.59 PM.**
   Mode of payment like challan, money order, postal order is not accepted.

8. 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 official Website of Shivamogga District.
   Website URL link:
   https://shivamogga.dcourts.gov.in/notice-category/recruitments/ for downloading the Call Letter. Candidate must bring his/her Call Letter for Tests/Viva-voce.

9. The Candidates called for Viva-voce will have to appear for the same at their own cost.

10. 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 in Reservation claimed / candidature shall liable for rejection.

a) Online submitted application print out.
b) The copy of fee paid e-receipt.
c) S.S.L.C. or equivalent Certificate showing the date of birth.
d) S.S.L.C. Marks Card.
e) Caste Certificate, if reservation claimed under SC/IIA/IIB in prescribed formats issued by the competent authority.
f) Rural Certificate in the prescribed form, if reservation claimed.
g) Medical certificate in respect of Persons with benchmark disabilities (Physical Handicapped Candidates) issued by competent authority, if reservation claimed.
h) Creamy Layer Certificate in case the applicant belongs to General Merit and claims reservation under Rural Category.
i) Documents for age relaxation. (If age relaxation claimed)
j) Driving License, if available.

11. If the candidate is employed / working in any State Government or Central Government or an establishment of Public Sector, the candidate shall mention **'Yes'** or **'No'** in the online application and if candidate is selected, he/she shall produce 'No Objection Certificate' from the concerned department, where he/she is working as per amended Rule 11 of Karnataka Civil Service (General Recruitment) Rules, 1977.

12. 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 will shall stands cancelled. If any of these shortcomings 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.

13. The candidates shall produce all the original Testimonials along with one set of photocopies and two passport sized photographs, at the time of Viva-voce.

14. 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.

15. The applicant shall agree that, the appointments are subject to the Final orders by the Hon'ble High Court of Karnataka, in Writ Petitions No. 200448/2025, 17968/2025 and 3145/2023.

sd/-
(MANJUNATHA G.A.)
Prl. District & Sessions Judge,
Shivamogga.