

OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, REASI

Email: [reasi-dc@jk.gov.in](mailto:reasi-dc@jk.gov.in)

Website:- <https://reasi.dcourts.gov.in>

Advertisement No: 01 of 2024

Dated: 08-04.2024

Subject: Advertisement for filling up the vacancies of Process Servers (L-2 19900- 63200) and Orderlies (SL-1 14800-47100), Non-Gazetted in District Judiciary Reasi.

Reference: Communication No.70/PSY-661 DATED 23.01.2024 issued by Hon'ble High Court of J&K and Ladakh.

Total number of posts of Process Servers advertised= 04 (U.R.: - 02, R.B.A.: -01, S.C.: - 01)

Total number of posts of Orderlies advertised= 02 (Open Merit:-01, R.B.A.: -01)

- a) Date of commencement for submission of offline applications: - 15.04.2024  
b) Last date for submission of Offline applications: - 30.04.2024  
Last date for submission of fee: - 30.04.2024

The Principal District and Sessions Court, Reasi invites offline applications from eligible candidates for participation in the selection process for above said District Cadre Posts in terms of rules framed by Hon'ble the High Court of J&K and Ladakh from time to time. The terms and conditions are as follows:-

1. Candidates belonging to District Reasi only.
2. Candidates are domiciles of U.T. of Jammu and Kashmir in terms of S.O. 166 dated 18.05.2020 issued by General Administration Department, Government of Jammu and Kashmir and those who are resident of District Reasi for a period of not less than 15 years before the date of applying and are actually residing in the area.
3. Age as on 01.01.2024
  - (a) Should not be below 18 years; and
  - (b) Not above :-
    - (i) 40 years in case of Open Merit Candidates.
    - (ii) 43 years in case of Reserved Category Candidates.



4. Qualification Required :-

- (i) Candidate must be a 10+2 (Higher Secondary part-II) from a recognized School Board of Education for the post of Process Server.
- (ii) Candidate must be a Matriculate from a recognized School Board of Education for the post of Orderly.

Application Fee :-

5. The fees of Rs. 200/- (Rupees Two hundred only) for applying to the above said posts shall be paid through Demand Draft drawn from J&K Bank in the name of Principal District & Sessions Judge, Reasi. The fees shall be non-refundable. Applications along with the prescribed fee shall be received only through offline mode by this Office w.e.f 15.04.2024 to 30.04.2024.
6. Application Form annexed with this advertisement as Annexure 'A' alongwith the prescribed fee shall be received through offline mode in this office of Principal District and Sessions Judge, Reasi.
7. Notification regarding interview will be notified separately.
8. The persons who are already engaged on adhoc or daily wage basis in the subordinate Courts shall be eligible to apply irrespective of the minimum and maximum standards of age.

Important Instructions to Candidates :-

- i) Application form and fee payment shall not be accepted / entertained after the cut off date fixed for receipt of the same.
- ii) Candidates shall submit the Application form/ Fee payment along with Demand Draft of Rs. 200/- payable at J&K Bank Ltd. branch office Reasi in account No. CD 819 PDSJ, Reasi w.e.f. 15-04-2024 to 30-04-2024.
- iii) Please note that the above procedure is the only valid procedure for applying and in no other mode, the application form would be accepted and even offline incomplete application form would not be accepted.
- iv) The candidate must write his/her name and date of birth strictly as recorded in the matriculation certificate.
- v) Copies of academic qualification as per post applied shall be kept with the application form.
- vi) The in-service candidates/ contractual employees shall submit photocopy of the filled up offline application form through proper channel viz, the



concerned Head of Department. In the event of failure of the candidate to route the application through proper channel, his/her eligibility shall be assessed as if he/she is not an in-service candidate. The Head of Department concerned shall forward the application form of the in-service candidates at the address of the Principal District & Sessions Judge Reasi within the above referred period after filing their Application Form. The last date for the submission of offline application forms as prescribed above shall be the cut-off date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the 1st of January 2024. Any qualification/ experience acquired after last date of receipt/ submission of offline application form i.e. 30-04-2024 shall not be taken into account for any purpose.

- vii) No claim of being unaware of the dates/schedule for interview shall be entertained.
- viii) No. TA/DA will be paid for participation in the interview.
- ix) Call Letters/Admit Cards shall be issued individually, however, wide publicity shall be given through print and electronic media, official website <https://reasi.dcourts.gov.in> of the Principal District and Sessions Court, Reasi about the venues, dates of interview for the information of candidates.



(Sonia Gupta)

**Principal District & Sessions Judge, Reasi  
(Chairman Selection Committee)**

**Copy to:-**

1. Principal Secretary to Hon'ble the Chief Justice for information.
2. Pvt. Secretary to Hon'ble Mr. Justice Mohd. Akram Choudhary, Administrative Judge for District Reasi for information of his Lordship.
3. District Information Officer, Reasi with the request to publish the above notification in the daily newspapers and other print and electronic media, which have wide circulation in the District Reasi.
4. System Officer, e-courts District Court Reasi, for uploading the same on the District Court website.
5. Office file.



(Sonia Gupta)

**Principal District & Sessions Judge, Reasi  
(Chairman Selection Committee)**

**APPLICATION FORM FOR THE APPOINTMENT OF PROCESS SERVERS AND ORDERLIES IN  
DISTRICT JUDICIARY REASI**

9. Post Applied for \_\_\_\_\_

10. Name of the applicant \_\_\_\_\_  
(In Block Letters)

11. Father's Name \_\_\_\_\_

12. Permanent Address:-

Village \_\_\_\_\_ Mohalla \_\_\_\_\_

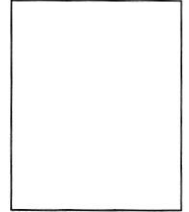
Tehsil \_\_\_\_\_ District \_\_\_\_\_

13. Date of Birth as per matriculation Certificate \_\_\_\_/\_\_\_\_/\_\_\_\_

14. Gender \_\_\_\_\_

15. Nationality \_\_\_\_\_

16. Religion \_\_\_\_\_



Educational Qualification (Please enclose documents in support)						
Examination Passed	Board/University	Year of Passing	Subjects	Total Marks	Marks Obtained	Percentage

18. Present Postal address for correspondence \_\_\_\_\_ District

\_\_\_\_\_ Tehsil \_\_\_\_\_ Mohalla \_\_\_\_\_ Mobile

Number \_\_\_\_\_

19. List of documents attached stating the item for which the document attached.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

I, hereby declare that all the statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found to be false/incorrect or ineligibility being detected before or after, my candidature for appointment will stand automatically cancelled without any notice.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature of the applicant