

**OFFICE OF THE
INCIPAL DISTRICT & SESSIONS JUDGE KULGAM**

Advertisement Notice No: 01

Dated: 15-07-2025

Subject: Commencement of process of selection for the vacant posts of Process Servers, Orderlies, Chowkidar and Safaiwala in subordinate courts of District Kulgam.

Offline applications are invited on the prescribed format, attached to this advertisement Notice as Annexure 'A' from the eligible candidates of Union Territory of Jammu & Kashmir for filling up vacancies of (04) posts of Process Servers, (02) posts of Orderlies, (01) post of Chowkidar and (01) post of Safaiwala in subordinate courts of District Kulgam. The category wise details of vacancies for such posts in total are as under:

S. No	Name of the post with Pay Scale	Category							
		OM	ST-i	ST-ii	RB A	SC	OB C	EWS	Total No. of posts
1.	Process Server L-2 (19900-63200)	02	01	x	x	01	x	x	04
2.	Orderly SL-1 (14800-47100)	01	x	x	x	01	x	x	02
3.	Chowkidar SL-1 (14800-47100)	01	x	x	x	x	x	x	01
4.	Safaiwala SL-1 (14800-47100)	01	x	x	x	x	x	x	01
	Total	05	01	x	x	02	x	x	08

Note: The vacancy Position may increase or decrease depending upon the actual availability of vacancies at the time of making final selection.

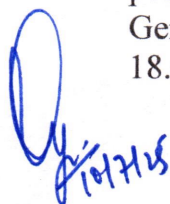
Eligibility:

I) Educational Qualification:

- For the post of Process Server, the candidate must have passed 12th class examination from any recognized board.
- For the post of Orderly and Chowkidar, the candidate must have passed 10th class (Matric) examination from any recognized Board.
- For the post of Safaiwala, the candidate must have passed 8" class examination from any recognized Board.

II) Domicile:

The candidate should be resident of Union Territory of Jammu & Kashmir possessing a valid 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	Not born before	Not born after
1	OM	40 Years	01.01.1984	01.01.2006
2	SC	43 Years	01.01.1981	01.01.2006
3	ST	43 Years	01.01.1981	01.01.2006
4	OBC	43 Years	01.01.1981	01.01.2006
5	EWS	43 Years	01.01.1981	01.01.2006

IV) Mode of Selection:

The mode of selection for the aforesaid posts is shown in Annexure "B" attached to this advertisement,

The application forms for the aforementioned posts can be obtained from the Office of Principal District & Sessions Judge Kulgam during the office hours from ~~21 July~~ to ~~31 July 2025~~. The application form can also be downloaded from the official website of District court Kulgam (<https://kulgam.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, Kulgam (Administrative Section) during office hours and no application form shall be accepted after the cut-off date and forms submitted other than the offline mode shall not be accepted. Application form shall be supported with the self attested copies of the following documents.

- Qualification/Marks Certificate
- Date of Birth Certificate
- Domicile certificate
- Category Certificate (if any)

A candidate shall have to deposit fee of Rs. 300/- (Three hundred) in the shape of Demand Draft from J&K Bank Ltd. favoring Principal District & Sessions Judge Kulgam.

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

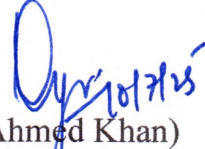
V) Qualification acquired after the last date of submission of application form shall not be taken into consideration.

VI) No TA/DA shall be paid to the candidate for the aforesaid test.

VII) The eligible candidates shall have to appear in the test on the date/s notified separately. No separate call letter shall be issued individually, however, vide publicity shall be given through print and electronic media and official website <https://Kulgam.dcourts.gov.in> of the court about venues, date of interview for the information of eligible candidates. No claim of being unaware of the schedule dates for interview shall be entertained.

Note: The aspiring candidates shall be informed through print and electronic media &

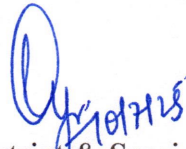
also through official website (<https://kulgam.dcourts.gov.in>) about the venue and the date of Interview/viva voce. For any information, the aspiring candidates in their own interest are impressed upon to keep track by visiting the aforementioned official website of District Court Kulgam.



(Aijaz Ahmed Khan)
Pr. District & Sessions Judge
Kulgam

No: 556-63/PDSJ/Kgm.
Dated: 15-07-2025
Copy to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of Jammu & Kashmir & Ladakh at Srinagar for information.
2. Secretary to Hon'ble Mr. Justice Sanjay Dhar. Hon'ble Judge. High Court of Jammu & Kashmir & Ladakh (Administrative Judge for District Kulgam) for information of his lordship.
3. 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.
4. 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.
5. 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.
6. Deputy Director General, All India Radio, Srinagar.
7. 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.
8. System Officer, e-courts District Court Kulgam to upload the Advertisement Notification on the District Court website.



Pr. District & Sessions Judge
Kulgam

Annexure "B"

Mode of selection for the post of Process server, Orderlies, Chowkidar and Safaiwala

(A) Process Servers:- For making selection to the vacant posts of Process Servers the assessment of the candidates shall be made on the basis of their merit in the qualifying examination (12th) and their merit in the interview/ Viva Voce.

There shall be total 100 marks.

Out of these 100 Marks, 80 Marks shall be allocated to the candidates on pro rata basis on the basis of percentage of Marks obtained by the candidate in the qualifying examination (12th). The Interview/Viva Voce shall be for 20 marks. The candidate shall be awarded marks on the basis of his/her performance in the interview. The final selection shall be made on the basis of cumulative marks obtained by the candidate in the qualifying examination awarded to him/her on Pro rata basis allocated out of 80 marks on the basis of percentage of marks obtained in the qualifying examination plus the marks obtained by him/her out of 20 marks in the interview.

(B) Orderlies /Chowkidar

For making selection to the vacant posts of Orderlies/ Chowkidar the assessment of the candidates shall be made on the basis of their merit in the qualifying examination (Matric) and their merit in the Interview/ Viva Voce.

There shall be total 100 marks.


Out of these 100 Marks, 80 Marks shall be allocated to the candidates on pro rata basis on the basis of percentage of Marks obtained by the candidate in the qualifying examination (Matric).

The interview/ Viva Voce shall be for 20 Marks. The candidate shall be awarded marks on the basis of his/her performance in the interview.

The final selection shall be made on the basis of cumulative Marks obtained by the candidate in the qualifying examination awarded to him/her on pro rata basis allocated out of 80 Marks on the basis of percentage of marks obtained in the qualifying examination plus the marks obtained by him/her out of 20 Marks in the interview.

(C) Safaiwala; For making selection to the vacant post of Safaiwala

The interview/ Viva Voce shall be for 100 Marks. The candidate shall be awarded marks on the basis of his/her performance in the interview.


Pr. District & Sessions Judge
Kulgam

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

Advertisement Notification No: _____ Dated: _____

Name of the Post: _____

Name of the Candidate: _____

(In Block Letters)

S/O,D/O,W/O _____

(In Block Letters)

Paste a recent
Passport Size
Photograph here.

Do Not Stample.

Date of Birth (as per the Matric 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 Jammu & Kashmir: 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) Reservation Certificate | Yes/No |
| e) 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.