

**OFFICE OF THE
PRINCIPAL DISTRICT AND SESSIONS JUDGE
KUPWARA**

Advertisement Notice No. 01 of 2024

Dated 16/5/2024

Subject:- Filling up of the posts of Process Server and Sweeper/Safiawala (District Cadre)

Ref:-

Offline application are invited on prescribed form (Annexure A) attached to this advertisement notice from eligible candidates belonging to District Kupwara only for the posts of Process Server, Sweeper (Safiawala) in the Pay Level 2 (19900-63200) and Pay Level SL 1 (14800-47100) respectively.

A. Eligibility

5. A candidate should be domicile of UT of Jammu and Kashmir in terms of Notification issued by the General Administrative Department vide S.O 166 dated 18-05-2020 and domicile of District Kupwara.
6. Maximum and Minimum age of the candidate as on 01-01-2024 shall be same as prescribed by the Government in terms of Civil Services Regulations.
7. A candidate should be a Matriculate from a recognized Board of School Education for the post of Sweeper/Safiawala and (10+2) for the post of Process Server.
8. Application shall be supported with self attested copies of the following documents
 - f. Qualification Certificate (Matriculation)
 - g. Date of Birth certificate (Secondary School/Matric certificate)
 - h. Domicile certificate of the UT of J&K issued by the competent authority and must a domicile of District Kupwara.
 - i. E-Ration Card.

B. Number of Posts =02 Open merit (Sweeper/Safiawala =1 and Process Server =1)

C. Date of commencement for submission of offline application 21-05-2024

D. Last date for submission of offline applications 04-06-2024.


- E. **Fee** candidate shall have to deposit fee of Rs 300/- in the form of Demand Draft from J&K Bank Ltd. in favour of Principal District and Sessions Judge Kupwara
- F. A candidate shall have to undergo a written test for the assessment of his General Knowledge and the English comprehension and Urdu and on the basis of merit obtained in the written test only shortlisted candidates shall be called for interview in the ratio as prescribed by the government.
- G. In-Service candidates shall route their applications through proper channel only.
- H. Wide publicity shall be given through print and electronic media, official website of District Court Complex Kupwara about venue, dates of the written test and for interview for the information of the eligible candidates.
- I. No TA/DA shall be paid for participation in the written test and appearing in interview.

~~Shazia Tabasum~~
Principal District and Sessions Judge
Kupwara

Dated 16/05/2024

No. 246-51/PDJE
Copy to the...

1. Principal Secretary to Hon'ble the Chief Justice, High Court of Jammu and Kashmir and Ladakh for information.
2. Secretary to Hon'ble Mr. Justice Wasim Sadiq Nargal, (Administrative Judge for District Kupwara) for information.
3. District Information Officer, Kupwara for publication of the notification in all the reputed daily newspapers having wide circulation in UT particularly in District Kupwara
4. Director, Doordarshan Kendra Srinagar for wide publicity.
5. Director, All India Radio Srinagar for publicity.
6. System officer E-Courts for uploading the same on the official website.
7. Office file.


Ali Mohammad Kumar
(Chief Administrative Officer)
Principal District and Sessions Court Kupwara

ANNEXURE A
**APPLICATION FORM FOR THE POST OF
PROCESS SERVER/SWEEPER**

1. Name of the Candidate (In block letters) _____

2. Fathers Name _____

3. Post applied for _____

4. Permanent Address _____

Village _____

Tehsil _____

District _____

Mobile Number _____

Whatsapp No. _____

5. Date of Birth (As per matriculation certificate) _____

6. Educational Qualification

Qualification	Board/University	Year of passing	Total Marks	Marks Obtained	Percentage

7. Postal Address for correspondence

Affix self
attested and
recent passport
size
photograph

Declaration:- I hereby declare that the particulars made herein above are true and correct to the best of my knowledge and nothing has been mentioned wrongly or concealed.

Signature of the candidate