

**Office of the  
Principal District and Sessions Judge  
Kupwara**

**Advertisement Notice No. 03 of 2024**

**Dated:- 14-12-2024**

**Subject:- Re-advertisement of the posts of Process Server and Sweeper/Safiawala (District Cadre, Kupwara) in-terms of Amended version of Section 6 of Civil Services Decentralization and Recruitment Act, 2010.**

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

**A. Eligibility**

1. 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 UT of Jammu and Kashmir.
2. 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.
3. 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.
4. Application shall be supported by self attested copies of the following documents.
  - a. Qualification certificate (Matriculation).
  - b. Marks Card/Certificate of Highest qualification required for the post.
  - c. Date of Birth certificate (Secondary School/Matric certificate).
  - d. Domicile certificate of UT of J&K issued by competent authority.
  - d. Number of posts = 03 Open Merit (**Process Server 2 posts, Sweeper/Safiawala 1 post**)

C. Date of commencement for submission of offline application **20-12-2024**



D. Last Date of Submission of offline applications **31-12-2024**

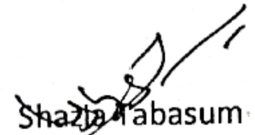
E. **Fee :-** Candidate shall have to deposit fee of Rs 300/- in the form of Demand Draft from J&K Bank Ltd in favour of Principal District and Sessions Judge Kupwara.

F. In-Service candidates shall route their applications through proper channel only.

G. Wide publicity shall be given through print and electronic media and official website of District Court Complex Kupwara.


H. No TA/DA shall be paid for participation in the written test and appearing in interview.

**Note:-** The candidates who have already applied for the said posts vide Advertisement Notice No. 01 dated 16-05-2024 need not to apply afresh.

  
Shazia Tabasum  
Principal District and Sessions Judge  
Kupwara  
Dated 16/12/2024

No. 708-72/POJK  
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 have 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

\_\_\_\_\_

\_\_\_\_\_

**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