

**OFFICE OF THE
PRINCIPAL DISTRICT & SESSIONS JUDGE BHADERWAH**

Advertisement Notice No. 242

Dated: 05-11-2024

Subject: Filling up of the vacancies of Class IV posts. (District Cadre)

Offline applications are hereby invited on the prescribed format, attached to this advertisement Notice as **Annexure "A"** from the eligible candidates who are domicile of UT of J&K for filling up vacancies of Class IV in the Courts of District Doda. The category of vacancies for such posts is as under;

S. No.	Name of the Post with Pay Scale	CATEGORY						Total No. of Posts
		OM	ST	RBA	SC	OBC	EWS	
01	Process Server L-2 (19900-63200)	01	--	01	01	--	--	03
02	Orderly, Chowkidar SL-1 (14800-47100)	02	01	01	01	--	--	05

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

Eligibility:

1. Educational Qualification:

- a) For the posts of Process Server, the candidate must have passed 10+2 examination from any recognized Board.
- b) For the post of Orderlies and Chowkidar, the candidate must have passed 10th (Matric) examination from any recognized Board.

2. Domicile:

The candidate should be domicile of UT of J&K possessing a 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.

3. 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 limit	Not born before	Not born after
01	OM	40 years	01.01.1984	01.01.2006
02	RBA	43 years	01.01.1981	01.01.2006
03	SC	43 years	01.01.1981	01.01.2006
04	ST	43 years	01.01.1981	01.01.2006
05	OBC	43 years	01.01.1981	01.01.2006
06	EWS	43 years	01.01.1981	01.01.2006

The application form for the aforementioned posts can be obtained from the Office of the Principal District & Sessions Judge, Bhaderwah during the office hours from **7th of November 2024 to 26th of November, 2024**. The application form can also be downloaded from the official website of District Court Bhaderwah (<https://bhadervwah.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 the Principal District & Sessions Judge, Bhaderwah during office hours and no application form shall be accepted after the cut of date **i.e. 26th of November, 2024**. Application forms submitted other than the offline mode shall not be accepted.

Application forms shall be supported with the self attested copies of the following documents.

- a) Qualification/Marks Certificate.
- b) Date of Birth Certificate (Matriculate).
- c) Domicile Certificate.
- d) Category Certificate (if any)
- e) Character certificate from competent authority.

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

4. Mode of Selection:

A) Orderlies, Chowkidar

For making selection to the vacant posts of Orderlies and Chowkidar, the assessment of the candidates shall be made on the basis of their merit in the interview/Viva Voce only.

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 interview/Viva Voce only.

Note:-

- i. Candidates shall submit the print out of the Application Form(annexure A)/ fee payment receipt along with Demand Draft of Rs. 300/- payable at J&K Bank Bhaderwah in favour of Principal District & Sessions Judge, Bhaderwah,
- ii. If a candidate is found to be failing to meet any conditions mentioned in the eligibility criteria, then their application form will be rejected.
- iii. The candidates must write his/her name and Date of Birth strictly as recorded in the matriculation certificate.
- iv. Please note that the above procedure is the only valid procedure for applying. In no other mode, the application form would be accepted and even offline incomplete application form (Annexure A) would not be accepted.
- v. The print out of the application form (Annexure A) along with the fee payment draft and self attested copies of documents be submitted.
- vi. Submission of application form and payment of fee shall not be entertained after the cut off date i.e. 26th of November, 2024.
- vii. No TA/DA will be paid for participation in the interview/viva voce.
- viii. No claim of the unawareness of the dates/schedule for the interview shall be entertained.

(Balbir L Jaswal)

Pr. District & Sessions Judge
Bhaderwah

No: 1500-1504/PDSJB
Copy to the:-

Dated: 05-11-2024

- I. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh for information.
- II. Secretary to Hon'ble Mr. Justice Vinod Chatterji Koul, Hon'ble Judge, High Court of J&K and Ladakh (Administrative Judge for District Doda) for information of His Lordship.
- III. District Information Officer, Doda for information and with the request to publish the advertisement notification at least in the two newspapers having wide publication including the one having publicity in whole UT of J&K.
- IV. Editor, Daily Excelsior with the request to publish the advertisement notification.
- V. System Officer, e-Courts, District Court Bhaderwah to upload the Advertisement notification on the official website.

Pr. District & Sessions Judge
Bhaderwah

Annexure "A" to Advertisement Notification No. 01 of 2024 Dated 05.11.2024

APPLICATION FORM FOR FILING UP OF CLASS IV POST IN DISTRICT JUDICIARY DODA

Advertisement Notification NO: _____ Dated: _____

Name of the Post: _____

Name of the candidate: _____

(In BLOCK LETTERS) _____

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

(In BLOCK LETTERS) _____

Date of Birth (as per the matriculation certificate) ____/____/____

Permanent Address:

Village/ Mohalla _____ Tehsil _____

District _____ Pin Code _____

Present Postal Address/ Address for correspondence:

Contact Details: Mobile No. _____ email: _____

Category: _____.

Whether the candidate is the domicile of UT of J&K: Yes/No

Qualification Details

Examination passed	Marks obtained	Max. Marks	Percentage	Board

Documents attached:

- a) Qualification/ Marks Certificate. Yes/No.
- b) Date of Birth Certificate (Matriculation certificate). Yes/No.
- c) Domicile certificate issue by competent authority. Yes/No.
- d) Category certificate (if any) Yes/No.
- e) Original Demand Draft. Yes/No.

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 true and correct to the best of my knowledge. In case of any misrepresentation of facts or concealment of information, I shall be liable for cancellation of my candidature without any notice.

Signature of the candidate