

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE: KATHUA

Website: <https://Kathua.dcourts.gov.in>
e-mail ID: Kathua-dc@jk.gov.in

Advertisement Notice No: 655 of 2025

Dated: 14.02.2025.

Subject: Filling up of the vacancies of Class-VII Posts (District Cadre), as per Schedule-B of the J&K Ministerial Staff of Subordinate Courts (Recruitment and Conditions of Service) Rules 2016, in District: Kathua. Offline Applications, on the prescribed format (Annexure A), are invited from the eligible candidates belonging to UT of J&K for filling of Class-VII Posts (District Cadre). The category wise details of the posts are given as under:

S.No.	Name of the Post with pay scale	Category				Total No. of posts
		OM	SC	ST-1	ST-2	
1	Orderly/Safaiwala SL-1(14800-47100)	2	1	1	1	04= Orderlies 01= Safaiwala 05 = Total

NOTE: The Vacancy position may increase or decrease upon the actual availability of vacancies at the time of making final selection.

ELIGIBILITY CRITERIA

1. Qualification

For the Post of Orderly/Safaiwala, the candidate must have passed matric (10th) from a recognized Board.

2. Domicile

The Candidates must be permanent resident/domicile of UT of J&K possessing 'domicile certificate' in terms of Notification issued by the General Administrative Department of UT vide S.O No 166 dated 18.05.2020.

3. Age of candidates as on 01.01.2025 should be:

- Not below 18 years;
- Not above 40 years in case of Open Category;
- 43 years in case of SC/ST/RBA/EWS/OBC;

4. Application forms shall be supported with the self-attested copies of the following Documents;

- Qualification/Marks Certificate.
- Date of Birth Certificate (Matriculation).
- Domicile Certificate.
- Category certificate (if any).
- Application form shall be accompanied with NON REFUNDABLE FEE in the shape of Demand Draft to the tune of 300/- (Three Hundred only) issued by J&K Bank Ltd. in favour of Principal District and Sessions Judge: Kathua.

DOWNLOADING & SUBMISSION OF FILLED APPLICATION FORMS:

The application form of the aforementioned posts can be downloaded from the official website of District Court Kathua <https://kathua.dcourts.gov.in>.

The duly filled up application forms shall be submitted in the office of Principal District & Sessions Judge: Kathua (Administrative Section) during office hours.

DATES FOR SUBMISSION OF APPLICATION FORMS

Date of commencement for submission of offline application- 20.02.2025.
Last Date for submission of offline applications- 15.03.2025.

NOTE:

- Candidates shall submit the duly filled Application Form (Annexure-A)/demand draft in the office of Principal District & Sessions Judge: Kathua w.e.f. 20.02.2025.
- If any candidate is found to be failing to meet any conditions mentioned in the eligibility criteria, then his/her/their application form(s) will be rejected.
- Please note that the above procedure is the only valid procedure for applying and in no other mode, the Application Form will be accepted and even offline incomplete Application Form (Annexure A) will not be accepted.
- The printout of the Application Form (Annexure A) along with the fee payment draft and requisite copies of documents shall be annexed with the application form.
- Submission of Application Form (Annexure A) and payment of fee shall not be entertained after the cut-off date fixed for receipt of the same.
- Before applying offline, candidates are advised to carefully go through the instructions for offline submission of Applications.
- Individual call letters shall not be issued, however, wide publicity shall be given through print, electronic media and the District Court official Website <https://Kathua.dcourts.gov.in> about the venue(s), dates of interview for the information of eligible candidates. No claim of being unaware of the dates/schedule for interview shall be entertained.
- The in-service candidates/contractual employees shall submit the photocopy of the duly filled up offline Application Form through proper channel viz. the concerned Head of the 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 candidate at the address of the Principal District & Sessions Judge: Kathua, within