

General Instructions to the Applicant

1. Applicant must read all the instructions carefully before submitting the applications, so as to avoid the mistakes.
2. Candidate must specifically indicate the Category/Local cadre of reservation in the column earmarked in the application under which candidate would like to be considered. Further candidate is not permitted to change the Category/Local cadre claimed in the application.
3. The Applicant shall provide the **Mobile number (Compulsory)** and **E-mail id** if any for communication, at relevant columns while submitting online application. The authority is not responsible for non receipt of SMS or E-mail. Applicant may visit the website to ascertain the status of the application.
4. To avoid last minute rush, the Applicant are advised to submit the online applications well in advance. The website will accept the applications round the clock from 07.11.2014 10:30 a.m. to 25.11.2014 till 11.59 p.m.
5. The decision of the High Court of Karnataka will be final, as to the **eligibility** for **English Short Hand Test/ Written Test** or otherwise of an applicant for **Viva voce test**.
6. The list of eligible Applicant will be placed on High Court of Karnataka website www.karnatakajudiciary.kar.nic.in/recruitment.asp
7. Intimation will be sent to the eligible candidates through a message to Cell phone and also an email will be sent if **Email-Id** is provided. The list of short listed Applicant will also be notified on the High Court of Karnataka website: www.karnatakajudiciary.kar.nic.in/recruitment.asp , for downloading the "**Call- Letter**". Applicant must bring his/her '**Call-Letter**', at the time of appearing for the English Short Hand Test/ Written Test/ Viva Voce.
8. The Applicant shall have to appear for the English **Short Hand Test/ Written Test** and also for **Viva-Voce** if called for, at their **own expenses** at the place and time that may be decided and notified by the High Court of Karnataka.
9. The Applicant shall produce the copy of "**Call Letter**" and "**Identity Proof**" (Voter ID or Aadhaar Card or PAN Card or Driving License or Ration card or Passport in Original can be produced as a proof of identity) while appearing for the **English Short Hand Test/ Written Test/ Viva Voce** for scrutiny.
10. The Applicant shall produce all the original testimonials with a set of self attested photo copies i.e., Mark Sheets and Certificates of SSLC/Xth Std., PUC, Graduation, Post Graduation, and Diploma in commercial Practice or Senior Typewriting, shorthand examination, Caste Certificates, Certificates for claiming any reservations and Also Three character certificates (one from

the education institution and two from the respectable persons, while appearing for the **English Short Hand Test** for scrutiny.

11. On the basis of marks obtained in the **Short Hand Test** candidates will be short listed for **Written Test**, and On the basis of marks obtained in the **Written Test** candidates will be short listed for **Viva voce**.
12. **Mere success** in the **tests** and/or **Viva-voce** shall not confer any **right to appointment** and no applicant shall be appointed to the post unless the High Court is satisfied, after such **inquiries** as may be considered necessary that the applicant is **suitable** in all respects for appointment to the post.
13. The applicant shall pay the appropriate **Application Fee** as mentioned in the notification, either by mode of online banking or through **Challan form** as notified by the High Court of Karnataka. The fee shall be remitted at any branch of the State Bank of India (**SBI**).
14. The Applicant shall scan **his/her** latest passport size **photograph** with white back ground (having **5 cm of length X 3.6 cm of breadth with max. size 25kb**) and signature on white paper in black ball point pen (having **2.5cm of length X 7.5 cm of breadth with max. size 20kb**) in **.jpg format and** upload the same, while submitting the **Online application**.
15. The Applicant shall not upload any other original or attested copies of the documents/ certificates (except the above specified documents) at the stage of submitting the online application.
16. While applying online application for the post, the Applicant shall ensure that **he/she** fulfils the **eligibility and other norms as mentioned above** and that all the particulars furnished by him/her are **correct** in all respects. In case it is detected at any stage of recruitment that a applicant does not fulfill the eligibility norms and/or that he/she has suppressed/twisted or truncated any material facts, his/her candidature will stand cancelled. If any of these shortcomings is detected even after appointment, his/her contract shall be liable to be terminated. Furnishing of wrong, incomplete or incorrect information would not only lead to disqualification but also liable for criminal prosecution.
17. Enquiries on technical aspects may be made on following phone number of the High Court of Karnataka. Phone No. : 080 22954443.

Sd /-
(K. NATARAJAN)
REGISTRAR RECRUITMENT.

High Court of Karnataka
Bangalore.
Date: 07.11.2014