

**PRL. DISTRICT & SESSIONS COURT,**  
**BENGALURU RURAL DISTRICT,**  
**CITY CIVIL COURT COMPLEX, BENGALURU - 560 009**

**Notification No. ADM/126/2023 Dated 09.02.2024**

**Subject : Direct recruitment to the posts of Typist  
-reg.**

<><><>

**Online applications** are invited from eligible candidates for the vacant posts of Typist in the unit of Bengaluru Rural District Court.

Website Link for submission of online applications -

**<https://bengalururural.dcourts.gov.in/online-recruitment/>**

Applications can be submitted online through the above link from **16.02.2024 to 20.03.2024 till 11:59 pm.**

Last date for payment of fee will be **20.03.2024.**

**01. Post Name** : Typist

**02. Number of posts** : Total 30 posts (01 backlog and 29 new posts)

**03. Scale of Pay** : Rs.21400-500-22400-550-24600-600-27000-650-29600-750-32600-850-36000-950-39800-1100-42000

**04. Classification of Vacancies** :

(1) Backlog post -

Category	No. of post
CAT-I - PH	01 <sup>#</sup>

#Note: The above backlog post is reserved for visually impaired candidate. In case candidate with notified disability is not available, candidate with other disability or any Other candidate of same category will be considered as per Government Order No. DPAR 02 SeHiMa 2023 dated 08.03.2023.

(2) New posts -

Category	Others	Woman	Rural	Ex-MP	Kannada Medium	PDP	Persons with benchmark Disability	Transgender	Total
Scheduled Caste	1	2	1	-	-	-	1*	-	05
Scheduled Tribe	1	1	-	-	-	-	-	-	02
Cat - 1	1	-	-	-	-	-	-	-	01
Cat - 2A	1	2	1	-	-	-	1*	-	05
Cat - 2B	1	-	-	-	-	-	-	-	01
Cat - 3A	1	-	-	-	-	-	-	-	01
Cat - 3B	1	-	-	-	-	-	-	-	01
General Merit	2	5	4	1	-	-	1*	-	13
Total	09	10	06	01	0	0	03	0	29

\* Classification of vacancies reserved for persons with benchmark disability

Category	Number of post and Horizontal roster point	Nature of Disability
Scheduled Caste	Number of post – 01 Roster point - 04	Blindness / Low vision
Cat -2A	Number of post – 01 Roster point - 04	Blindness / Low vision
General Merit	Number of post – 01 Roster point - 04	Blindness / Low vision

**05. Educational Qualification:**

- (1) Must have passed 2<sup>nd</sup> PUC Examination or Three Years Diploma in Commercial Practice or equivalent examination.
- (2) Must have passed Kannada and English Senior Grade Typewriting Examination conducted by Department of Public Instruction or Diploma in Commercial Practice or equivalent examinations.

**06. Age Limit:**

Candidate must have attained the minimum age and must be within the maximum age limit as on the last date fixed for submission of applications.

Minimum Age :		18 years
Maximum Age :	General Merit	35 years
	Cat – 2A, 2B, 3A & 3B	38 years
	SC, ST & Cat -1	40 years

Relaxation in age limit will be given to Government Servants, Widows, Ex-Servicemen and Persons with benchmark disability as per Karnataka Civil Services (General Recruitment) Rules, 1977.

**07. Method of Recruitment:**

**(1) Selection will be made by direct recruitment as per the following rules:**

- Karnataka Civil Services (General Recruitment) Rules, 1977
- Karnataka Subordinate Courts (Ministerial and Other Posts) (Recruitment) Rules, 1982

- Karnataka Subordinate Courts (Ministerial and Other Posts) (Recruitment) (Amendment) Rules, 2007
- Karnataka Subordinate Courts (Ministerial and Other Posts) (Recruitment) (Amendment) Rules, 2021

**(2) The Qualifying Test and Interview for selection will be conducted as follows:**

- Qualifying Test - The candidate shall type the matter to be dictated for a duration of 15 minutes. The qualifying test carries maximum of 100 marks and minimum marks for pass is 50.
- Interview – The number of eligible candidates called for Interview will be equal to five times the total number of vacancies notified, in the order of merit on the basis of aggregate of percentage of total marks secured in the qualifying examinations and the qualifying test taking into consideration orders issued by Government relating to reservation. Interview will be held for a maximum of five (05) marks.

**(3) Selection list:**

The selection list will be prepared in the order of merit based on the aggregate of the percentage of total marks secured in the Qualification Examinations, the percentage of marks secured in the Qualifying Test and the marks secured in the Interview.

**08. Special Instruction:**

Selected candidates will be covered under National Pension Scheme (NPS).

**09. Probationary Period:**

Selected candidates will be on probation for a minimum period of 02 years as per Karnataka Civil Services (Probation) Rules, 1977.

**10. Prescribed Fee and Mode of Payment:**

	Fee
General Merit Candidates	Rs. 200/-
Cat - 2A, 2B, 3A & 3B Candidates	Rs. 100/-
Scheduled Caste, Scheduled Tribe, Cat-1 Candidates and Candidates with benchmark disability	Exempted from payment of fee

The prescribed fee shall be paid through Net Banking / Credit Card / Debit Card / UPI through the link provided on the official website of this Court.

Apart from this no Challan, Demand Draft, Postal Order, Money Order etc. will be accepted.

Applications of candidates who do not pay the prescribed fee will be rejected.

Fee once paid will not be refunded for any reason.

**11. Candidates must note the following instructions before filling online application:**

- (1) Submission of online application on the official website of the court is allowed till 11:59 p.m., on 20.03.2024.
- (2) Candidates should submit applications in advance without waiting till the last date fixed for application.

- (3) Candidates should carefully read all the given instructions before submitting the online application and ensure that no mistakes are made. Applications with incorrect information and incomplete information will be rejected.
- (4) Details submitted by the candidate during online application such as date of birth, qualification, reservation and age relaxation etc. will only be considered and any request for change in this regard will not be entertained.
- (5) Candidate must enter mobile number and e-mail ID compulsorily.
- (6) The maximum marks and obtained marks in the qualifying examinations should be entered correctly.
- (7) Candidate should scan and upload recent passport size colour photograph in the application. The background of the photograph should be white. No signature should be made on the photograph. (Size should not exceed 50 kb and should be in .jpg format).
- (8) Candidate should sign on white sheet using black ball point pen, scan the same and upload in the application (Size should not exceed 26 kb and should be in .jpg format).
- (9) The candidate has to fill all the required information correctly in the online application and proceed to pay the prescribed fee. Thereafter, the duly filled application form and fee paid receipt shall be downloaded and retained by the candidate till completion of recruitment process. Such copy of the application form and fee receipt shall be presented during the time of qualifying test/interview/ documents verification.

**12. Other Instructions:**

- (1) Intimation will be given to the eligible candidates through SMS/ e-mail. This authority is not responsible in the event of non-delivery of the message to the candidates through SMS or e-mail.
- (2) The list of eligible candidates for qualifying test and interview and the schedule of qualifying test and interview will be published on the official website of this court.
- (3) Eligible candidates should download the Admission ticket for Qualifying Test from the official website of this court.
- (4) Admission ticket for qualifying test will not be sent to candidates, separately.
- (5) Candidates must attend the qualifying test and interview by carrying the admission ticket alongwith one original identity proof (Voter ID/Aadhaar Card/Driving License/PAN Card/Passport).
- (6) Candidates must produce the following original documents at the time of interview / document verification:
  - (i) Copy of online application.
  - (ii) Prescribed Fee Paid Receipt.
  - (iii) Date of Birth proof - SSLC Marks Card/ Birth Certificate.
  - (iv) Documents pertaining to Educational Qualification – P.U.C. / Diploma in Commercial Practice, Kannada & English Senior Typing Marks Cards/ Certificate.
  - (v) Valid Caste and Income certificates obtained from concerned Tahasildar in Form-D for Scheduled Caste/ Scheduled Tribe candidates, in Form-E for Category-1 candidates and in Form-F for candidates belonging to 2A, 2B, 3A & 3B.

(vi) Certificates issued by Competent Authorities for claiming reservation under Rural / Kannada Medium / Ex-Serviceman / Persons with benchmark disabilities / Project Displaced Person / Transgender category.

(vii) Medical Certificate in the prescribed form as per Government Official Memorandum No. DPAR 115 SeNeNi 2005 dated 19.11.2005 (other forms of certificate/identity cards will not be considered) for candidates seeking reservation under persons with benchmark disabilities quota.

(viii) Discharge letter/ Service certificates from the concerned authorities for candidates claiming reservation under Ex-Serviceman category.

(ix) Character certificates issued by two respectable persons, not prior to 06 months to the last date fixed for submission of application and character certificate obtained from the institution last studied by the candidate.

(x) As per Government of Karnataka Notification No. DPAR 19 SRR 2020 dated 12.10.2020, in-service candidates, if selected, should obtain No Objection Certificate from the concerned authority immediately after notification of the selection list and submit it to the appointing authority when directed.

(7) The above documents should have been obtained in the prescribed forms from the competent authority, prior to submission of application. All certificates should be valid as on the last date fixed for submission of application.



- (8) Candidates have to attend the qualifying test/interview/documents verification at their own expense.
- (9) Any letter correspondence with this office by the candidate in connection with this recruitment will not be entertained.
- (10) If the candidate is found to be a fake candidate or to have submitted forged documents or altered documents or to have made a false or untrue statement or to have concealed factual information or to have followed or attempted to follow any unlawful means in any stage of recruitment or to have relied on any other illegal and improper means in connection with this recruitment, his/her candidature will be cancelled and will be subject to criminal proceedings and disciplinary action.

**Sd/-**

**(M.L. RAGHUNATH)**

Prl. District & Sessions Judge,  
Bengaluru Rural District,  
Bengaluru