

**OFFICE OF THE  
PRINCIPAL DISTRICT & SESSIONS JUDGE SRINAGAR**  
\*\*\*\*\*

**Advertisement Notification No. 02 (Two).**  
**Dated: 22-08-2026**

**Subject:- Filling up of the vacancies of Class IV<sup>th</sup> posts.**

**Offline applications** are invited on the prescribed format, attached to this advertisement Notice as **Annexure 'A'** from the eligible candidates of UT of Jammu & Kashmir for filling up of vacancies of Class-IV<sup>th</sup> posts in the Courts of District Srinagar. The details with regard to Category & Number of posts, Pay level, Educational Qualification, Reservation, etc are as under;

**Total Number of Posts: 17 (Seventeen).**

| S. No | Name of the Post                 | Minimum Educational qualification | OM | SC | ST1 | ST2 | RBA | OBC | EWS | ALC | Total No. of posts |
|-------|----------------------------------|-----------------------------------|----|----|-----|-----|-----|-----|-----|-----|--------------------|
| 01    | Process Server (19900-63100)     | 10+2                              | 01 | X  | 01  | X   | X   | X   | X   | X   | 02                 |
| 02    | Orderly, Chowkidar (14800-47100) | 10 <sup>th</sup> Pass             | 08 | 01 | 01  | 01  | 01  | 01  | 01  | 01  | 15                 |

**Note:**

- A. The vacancy Position may increase or decrease depending upon the actual Availability of vacancies at the time of making final selection.
- B. Candidates who had already applied under notification No. 04 of 2024 dated 16.05.2024 for the said posts need not to apply afresh.

**Eligibility.**

**I) Educational Qualification:**

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

**II) Domicile:**

The candidate should be resident of UT of Jammu & Kashmir 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.

**III) Age:**



The requirement of age as on **01-01-2026** 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          | 01-01-1986      | 01-01-2008     |
| 02   | RBA      | 43 Years          | 01-01-1983      | 01-01-2008     |
| 03   | SC       | 43 Years          | 01-01-1983      | 01-01-2008     |
| 04   | ST       | 43 Years          | 01-01-1983      | 01-01-2008     |
| 05   | OBC      | 43 years          | 01-01-1983      | 01-01-2008     |
| 06   | EWS      | 43 Years          | 01-01-1983      | 01-01-2008     |
| 07   | ALC/IB   | 43 Years          | 01-01-1983      | 01-01-2008     |

**IV).** The application forms for the aforementioned posts can be obtained from the office of Principal District & Sessions Judge Srinagar during office hours from 24<sup>th</sup> of August 2026 till 22<sup>nd</sup> of September, 2026. The application forms can be downloaded from the official website of District Court Srinagar (<https://srinagar.dcourts.gov.in>). If a candidate intends to apply for two or more posts, he/she shall apply separately for each post.

**V).** The duly filled up application forms shall be submitted in the office of Principal District & Sessions Judge, Srinagar (Administrative Section) during office hours and no application form shall be accepted after the cut off date i.e **22<sup>nd</sup> of September 2026**. In case of applications submitted through Registered Post, the last date for submission shall be **25<sup>th</sup> of September, 2026**. Application forms submitted other than the offline mode shall not be accepted.

**VI)** 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)**

**VII)** A candidate shall have to deposit fee of ₹.300/- (Rupees. Three Hundred only) in the shape of Demand Draft from J&K Bank Ltd. Favouring Principal District & Sessions Judge, Srinagar.

**VIII)** Qualification acquired after the last date of submission of application form shall not be taken into consideration.

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



**X) Mode of selection.** The selection for the said posts shall be made on the basis of merit obtained in interview/Viva Voce only.

**XI)** The reservation for various categories would be determined as per the provisions of S.O. 176 dated 15.03.2024 and S.O 305 dated 21.05.2024.

**XII)** No TA/DA shall be paid to the candidates for the aforesaid interview/Viva Voce.

**XIII)** The eligible candidates shall have to appear in the interview/Viva Voce on the date/s notified separately. No separate call letters shall be issued individually, however wide publicity shall be given through print and electronic media and official website (<https://srinagar.dcourts.gov.in>) of the court about venues, date of interview for the information of eligible candidates. The aspiring candidates on their own interest are impressed upon to keep track by visiting the aforementioned official website of District Court Srinagar. No claim of being unaware of the schedule dates for the interview shall be entertained.

**No.4471-78/PDJS/Adm Dated: 22-08-26**

**(Haq Nawaz Zargar)**

Pr. District & Sessions Judge,  
Srinagar

22/8/26

**Copy to the.....**

- I. Principal Secretary to Hon'ble the Chief Justice, High Court of Jammu & Kashmir & Ladakh for information.
- II. Secretary to Hon'ble Ms. Justice Sindhu Sharma, Hon'ble Judge, High Court of Jammu & Kashmir & Ladakh (Administrative Judge District Srinagar) for information of her ladyship.
- III. Director Information & Public relations, J&K Srinagar for information and with the request to publish the advertisement notification at least in the two Newspapers having wide publicity including the one having publicity in whole UT of J&K.
- IV. Joint Director Information & Public relations, Kashmir Srinagar for information and with the request to publish the advertisement notification at least in the two Newspapers having wide publicity including the one having publicity in whole UT of J&K.
- V. Deputy Director Information & Public relations, Kashmir Srinagar for information and with the request to publish the advertisement notification at least in the two Newspapers having wide publicity including the one having publicity in whole UT of J&K.
- VI. Director General, All India Radio, Srinagar.
- VII. Director, Doordarshan Kendra, Srinagar.  
.....for information & with the request to give publicity of the advertisement notification in the Rozgar bulletin for 07 days.
- VIII. System Officer, e-courts District Court Srinagar to upload the Advertisement notification on the District Court website.



**Annexure-A**  
**APPLICATION FORM FOR FILLING OF CLASS IV<sup>th</sup> POSTS IN DISTRICT JUDICIARY**  
**SRINAGAR**

Advertisement Notification No: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Post: \_\_\_\_\_

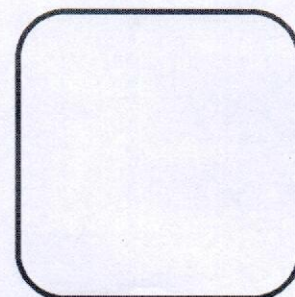
Name of the candidate: \_\_\_\_\_

(in Block Letters)

Fathers Name: \_\_\_\_\_

(in Block Letters)

Date of Birth (as per the matriculation certificate) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



**Permanent Address:**

Village: \_\_\_\_\_ Tehsil: \_\_\_\_\_

District: \_\_\_\_\_ Pin code: \_\_\_\_\_

**Present postal Address:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact details: Mobile No: \_\_\_\_\_ e-mail: \_\_\_\_\_

Reservation Category (if any): \_\_\_\_\_

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

**Qualification details:**

| S. No | Qualification | Marks obtained | Board | Remarks |
|-------|---------------|----------------|-------|---------|
|       |               |                |       |         |
|       |               |                |       |         |
|       |               |                |       |         |
|       |               |                |       |         |

**Documents Annexed:**

- |                                                            |                              |                             |  |
|------------------------------------------------------------|------------------------------|-----------------------------|--|
| a) Qualification Certificate.                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |  |
| b) Date of Birth Certificate.                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |  |
| c) Domicile certificate issued by the competent authority. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |  |
| e) Reservation Certificate                                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |  |

**Payment details:**

Draft No: \_\_\_\_\_ Bank/Branch Name: \_\_\_\_\_

Dated: \_\_\_\_\_ Amount: \_\_\_\_\_

**Declaration by the Candidate:**

I hereby declare that the entries 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



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