

LAW-Ntry/5/2023-10-Law, Justice and Parliamentary Affairs

I/277889/2023

Government of Jammu and Kashmir
Department of Law, Justice and Parliamentary Affairs.
(Notary Section) **Civil Secretariat**
Jammu/Srinagar

No- LAW-Ntry/5 /2023-10

Dated 19 - 09-2023

Press Notice

Advertisement notice with memorials inviting applications from the eligible persons of the Union Territory of Jammu and Kashmir for appointment as notary in the Union Territory has been uploaded on the website of the Department of Law, Justice and Parliamentary Affairs i.e. www.jklaw.nic.in.

The last date of receipt of hard copy of the application/form has been fixed as 16.10.2023.


(Sajad Un Nabi Gashroo)

Additional Secretary to Government
Department of Law, Justice and Parliamentary Affairs

Copy to Director Information, J&K for information with a request to give wide publicity to the notice in two each leading dailies of the **UT** both in Srinagar as well as Jammu.

PROCEDURE FOR APPOINTMENT OF NOTARY PUBLIC

Application for appointment as a Notary

As per Rule 4(1) of Notaries Rule, 1956, a person may make an application (in original) for appointment as a notary (hereinafter called "the applicant"). The applications in this regard can be sent on following e-mail id:-

"lawdepartmentnotary@gmail.com".

The Address to whom the application has to be sent

(Sajad Un Nabi Gashroo)
Additional Secretary to Government,
Department of Law, Justice and Parliamentary Affairs
Civil Secretariat

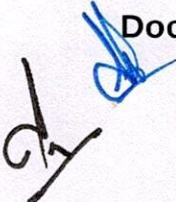
Form-I meant for those Advocates who have-

- (a) Practice experience of at least for 10 years i.e. 10 years' experience from the date of the enrolment in the concerned Bar Council.
- (b) Practice experience of at least for 07 years for those belonging to Scheduled Castes/Scheduled Tribes/Other Backward Classes/Woman/a person with benchmark disability as defined in clause(r) of Section-2 of the Rights of Persons with Disabilities Act, 2016(49 of 2016) i.e. 07 years' experience from the date of the enrolment in the concerned Bar Council.

Form-II is meant for those Retired Government Officers who had been-

- (a) A member of the Indian Legal Service under the Central Government, or
- (b) He had been at least for 10 years,-
 - (i) A member of Judicial Service; or
 - (ii) Held an office under the Central Government or a State Government requiring special knowledge of law after enrolment as an Advocate; or
 - (iii) Held an office in the department of Judge Advocate General or in the legal department of the armed forces.

Documents to be attached with the Application Form:-


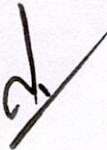


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- (i) An Attested copy of the Matriculation Certificate (for date of birth);
- (ii) An Attested copy of the Original Graduation Degree Certificate;
- (iii) An Attested copy of the Original LLB Degree Certificate;
- (iv) An Attested copy of the Original Enrolment Certificate issued from the concerned Bar Council;
- (v) Name in the application form should be same as that in the Enrolment Certificate issued from the Bar Council, if any Advocates want to change his/her name, generally in case of Women after marriage he/she has to change his/her name in the Enrolment Certificate also;
- (vi) Marriage Women Advocates should attach an attested copy of the Marriage Certificate.
- (vii) Domicile Certificate
- (viii) Disability Certificate on the prescribed format in case of a person with benchmark disability.

Note. Candidates, whose names have not been recommended by the Interview Board earlier, may apply afresh.



FORM 1

MEMORIAL

{Rule 4 (2)}

PHOTOGRAPH

- 1 Name of the applicant: _____
- 2 Father's/Husband's name: _____
- 3 Date of Birth: _____
- 4 Whether SC/ST/OBC/PwBD/ General: _____
- 5 Address (Residence) : _____
_____ Pin _____ Telephone: _____ Fax: _____
_____ EMail _____ Address(Office): _____
_____ Pin: _____
_____ Telephone: _____ Mail: _____ Fax: _____
- 6 Educational qualifications (Please attach attested photocopies): _____
- 7 Enrolment No. and date (Please attach attested photocopies): _____
- 8 Practising in: _____
Civil side: _____
Criminal side: _____

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Taxation: _____

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Revenue courts: _____

9 Whether income tax assessee: _____

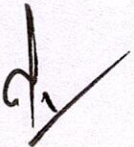
10 The memorial of (name of the applicant in block letters) showeth: _____

1. that the memorialist is a person eligible for appointment as notary under the notaries Act, 1952 and clause (a) of rule 3 of the Notaries Rules, 1956;
2. that the memorialist resides in _____ (here state the name of the local area or name of court where he intends to practise) and will reside for upwards of _____ (state how long);
3. that the number of notaries in the local area is insufficient for the requirements thereof (the grounds of the statement should be added) : _____
4. that no previous application of the memorialist has been rejected or withdrawn by him, within the preceding six-months.

The memorialist, therefore, prays that the government be placed to appoint and admit him as a notary under and by virtue of the notaries Act, 1952(53 of 1952) and clause (a) of the rule (3) of the notaries Rules, 1956 to practice in _____ (here state the name of the local area), \

Date: _____ day of _____

Signature of the Applicant



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S.No.	Name and address Of Organisation	Profession	Name and address of the firm/Orgn.	Signature (with seal)
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1.

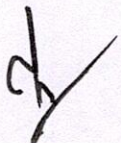
2.

3.

4.

5.

Note: (Under rule 4 (3) the memorial should be countersigned by a Judicial Magistrate, a Manager of a Nationalized Bank, a Merchant and two prominent inhabitants of the are where he intends as a notary)



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(FORM II)

(Rule 4(2))

PHOTOGRAPH

1. Name _____
2. Father's /Husband's name _____
3. Date of Birth _____
4. Whether
SC/ST/OBC/PwBD/General _____

5. Address (Residence) _____

PIN _____

Telephone _____ Fax _____ E-MAIL _____

Address (office) _____

_____ PIN _____ Telephone _____

_____ Fax _____ Email _____

6. Educational qualifications _____

7. Date of joining government service _____


8. Date of retirement _____

9. Post held at the time of retirement _____

10. Area where the memorialist intends to practice as

Notary _____

Signature of the applicant

 Dated _____ day of _____ 20 _____

