

OFFICE OF THE CHIEF JUDGE :CITY CIVIL COURT : HYDERABAD
NOTIFICATION NO. CCC-HYD/AW/E1/2014/ 2693 DT. 14-07-2014

(Vide High Court's Letter ROC No. /2012-RC, dated

Applications are invited from the eligible candidates in the prescribed format appended hereto for appointment to the posts of **JUNIOR ASSISTANT (Category-8), TYPIST (Category-9), FIELD ASSISTANT (Category-10), EXAMINER (Category-11) and COPYIST (Category-12)** in the A.P. Judicial Ministerial Services, in the Unit of Chief Judge, City Civil Court, Hyderabad by direct recruitment **on or before 20-8-2014 by 5:00 P.M.**

The vacancy position is as here under:-

Name of the Post	Total number of posts	Communal Group	No. of Vacancies	Scale of Pay
Junior Assistant (Category-8)	24	OC	12 (4 W)	Rs. 8440 - 24950
		BC-A	2	
		BC-B	3 (1 W)	
		BC-D	1	
		BC-E	1	
		SC	4(2 W)	
		ST	1	

Name of the Post	Total number of posts	Communal Group	No. of Vacancies	Scale of Pay
TYPIST (Category-9)	12	OC	5 (2 W)	Rs. 8440 - 24950
		OC (Hearing Impaired)	1	
		BC-A	1	
		B.C.-B	1	
		B.C-E	1 (W)	
		S.C.	1	
		S.T.	2	

Name of the Post	Total number of posts	Communal Group	No. of Vacancies	Scale of Pay
FIELD ASSISTANT (Category-10)	7	OC	3 (2 W)	Rs. 8440 - 24950
		OC (ESM)	1	
		BC-C	1	
		BC-D	1 (W)	
		SC	1	

Name of the Post	Total number of posts	Communal Group	No. of Vacancies	Scale of Pay
EXAMINER (Category-11)	10	OC	1	Rs. 7960 - 23650
		OC (Hearing Impaired)	1	
		OC (ESM)	1	
		BC-B	2	
		BC-D	1	
		SC	2	
		ST	2	

Contd...2.

Name of the Post	Total number of posts	Communal Group	No. of Vacancies	Scale of Pay
COPYIST (Category-12)	14	OC	6 (2 W)	Rs. 7960 - 23650
		OC (Hearing Impaired)	1	
		OC (ESM)	1	
		BC-A	2 (1 W)	
		BC-B	1 (W)	
		BC-E	1	
		SC	2 (1 W)	

NOTE: The selection / appointment of the candidate belonging to B.C.-E Group is subject to result of the Civil Appeal No.2628 and 2637 of 2010 on the file of Hon'ble Supreme Court of India.

The application should be in the prescribed proforma and shall be addressed to **"THE CHIEF JUDGE, CITY CIVIL COURT, HYDERABAD"**. The application should sent by **Registered Post or Courier Service**. No application will be received directly.

EDUCATIONAL QUALIFICATIONS FOR THE POSTS OF JUNIOR ASSISTANT, TYPIST, FIELD ASSISTANT, EXAMINER AND COPYIST:

1. Must have passed Intermediate Examination conducted by State Board of **Intermediate Examination or its equivalent**.
2. The Candidate must have adequate knowledge of Telugu and Urdu (if candidates who have adequate knowledge of both the languages are not available, candidates who have adequate knowledge of any one of the language will be selected.)

TECHNICAL QUALIFICATIONS FOR THE POST OF JUNIOR ASSISTANT

Must have knowledge or qualification in computer operation for the post of Junior Assistant

TECHNICAL QUALIFICATIONS FOR THE POST OF TYPIST:

Must have passed A.P. Government Technical Examination in English Typewriting by Higher Grade qualification. Must have knowledge or qualification in Computer Operation.

TECHNICAL QUALIFICATIONS FOR THE POST OF COPYIST:

Must have passed A.P. Government Technical Examination in English Typewriting by Higher Grade qualification. Provided that candidates who have passed the examination by the Higher grade are not available those who have passed the examination by the lower grade shall be considered.

AGE LIMIT:

1. Must have completed 18 years of age and must not have completed 34 years of age as on 01-07-2014.
2. The relaxation of Maximum age limit in respect of Scheduled Castes / Scheduled Tribes and Backward Class candidates is **5 years** and in respect of Physical handicapped candidate is **10 years**. Relaxation of maximum age limit for Ex-Service men will be as per Rule 12(1) (c) (i) of A.P. State and Subordinate Service Rules, 1996.

APPLICATION / EXAMINATION FEE

1. The application forms duly filled-in with necessary enclosures with a cross **Demand Draft for Rs.200/- (Rupees Two hundred only) drawn on any Nationalised Bank payable at Hyderabad in favour of the Chief Judge, City Civil Court, Hyderabad** should be submitted to the Chief Judge, City Civil Court, Hyderabad by **Registered Post / Courier Service only**. The candidates applying for more than one post shall submit separate application for each post accompanied by a separate demand draft of **Rs.200/- for each post**, towards required examination fee.
2. The applications without prescribed fee will not be considered.
3. The Fee once paid is not refundable, even if the application is rejected for any reason.

Contd...3.

EXEMPTION OF EXAMINATION FEE

The candidates belonging to **Scheduled Caste/ Scheduled Tribe/ Physically Handicapped/ Ex-servicemen categories are exempted** from payment of examination fee of Rs.200/-.

METHOD OF RECRUITMENT

1. Appointment to the posts notified will be made only on the basis of the Presidential Order to the extent it applies and subject to Rule of Reservation and guidelines prescribed by the Hon'ble High Court.
2. **For the posts of Junior Assistant, Field Assistant and Examiner:** Written Test (Objective Type) of the standard consistent with the General Educational Qualifications prescribed i.e., Intermediate will be held on OMR (Technology) Basis. Written Test will be for 80 Marks and Oral Interview for 20 Marks. Minimum Qualifying marks in the Written Test shall be 40% to the O.C. Candidates, 35% to the BC Candidates and 30% to the SC/ST candidates.
3. **For the posts of Typist and Copyist:**
 - i) Written Test (Objective Type) of the standard consistent with the General Educational Qualifications prescribed i.e., Intermediate will be held on OMR (Technology) Basis.
 - ii) Technical Test in Typewriting will also be held for the posts of Typist & Copyist. Written Test will be for 50 Marks, Practical Test will be for 30 marks and Oral interview for 20 Marks.

Minimum Qualifying marks in the Written Test shall be 40% to the O.C. Candidates, 35% to the BC Candidates and 30% to the SC/ST candidates. Minimum Qualifying marks in Technical Test shall be 50% for OCs and 40% for BCs/SCs/STs.

4. Out of the qualified candidates in Written Test, Interviews will be conducted in the ratio of 1:10 as per merit list.
5. For each post 3 names will be sent to the Hon'ble High Court, which will select one candidate from each panel for each post.

ATTESTED COPIES OF THE FOLLOWING DOCUMENTS SHOULD BE ENCLOSED TO THE APPLICATION

1. Certificate of Academic and Technical qualifications such as Marks Lists, Pass Certificates, Provisional Certificates and other testimonials.
2. Study certificates from VII Class to X Class
3. Certificate evidence of Date of Birth.
4. Community Certificate i.e., SC/ST/ BC (in case of reserved categories) issued by the competent authority.
5. Employment Exchange Registration Card.
6. Service Certificate wherever applicable for Ex-service men candidates
7. Certificate in respect of LOCAL candidature in terms of Presidential Orders, 1975, i.e., Study Certificate for four (04) years from 7th Class to 10th Class (or) in case, they have not studied in any institution, in the District during the above period of four years, Residence Certificate from the concerned Tahasildar for four (04) years preceding the years of qualifying examination in Annexure-I in terms of G.O.Ms.No.729 GAD, (SFA-A) Department dated:01-11-1975. If the certificate in proof of Local candidature are not in accordance with these instructions, the applications will be summarily rejected.
8. In case of Physically handicapped candidates, the certificate issued by Medical Board specifying the nature of disability and percentage of disability should be enclosed.

Contd...4.

9. One recent Passport size photograph duly signed by Gazetted Officer to be affixed in the space provided in the the application form and two passport size photographs duly signed by Gazetted Officer to be affixed in the space provided in Hall Ticket Original and Duplicate.
10. Self addressed cover (duly stamped for Registered post with Acknowledgment).
11. The application should be addressed to **the Chief Judge, City Civil Court, Hyderabad with a caption of "APPLICATION FOR THE POST OF JUNIOR ASSISTANT / TYPIST / FIELD ASSISTANT / EXAMINER / COPYIST "** for each post separately.

GENERAL INSTRUCTIONS / CONDITIONS:

- 1) Appointments will be made only on the basis of PRESIDENTIAL ORDERS issued under Article 371-D of the constitution of India and subject to Rule of Reservation.
- 2) **i) Out of 24 posts of Junior Assistant** 20 posts are reserved for Local Candidates and 4 posts are unreserved (for which both Local and Non-Local Candidates can compete and get selected as per merit), as per instructions issued in Para 8(1)(a) of the Presidential Order issued vide G.O.Ms. No.674, dated 20-10-1975.
ii) Out of 12 posts of Typist, 10 posts are reserved for Local Candidates and two posts are unreserved (for which both Local and Non-Local Candidates can compete and get selected as per merit) as per instructions issued in Para 8(1)(a) of the Presidential Order issued vide G.O.Ms.No.674, dated 20-10-1975.
iii) Out of 7 posts of Field Assistant, 6 posts are reserved for Local Candidates and one post is unreserved (for which both Local and Non-Local Candidates can compete and get selected as per merit) as per instructions issued in Para 8(1)(a) of the Presidential Order issued vide G.O.Ms.No.674, dated 20-10-1975.
iv) Out of 10 posts of Examiner, 8 posts are reserved for Local Candidates and two posts are unreserved (for which both Local and Non-Local Candidates can compete and get selected as per merit) as per instructions issued in Para 8(1)(a) of the Presidential Order issued vide G.O.Ms.No.674, dated 20-10-1975
v) Out of 14 posts of Copyist, 12 posts are reserved for Local Candidates and two posts are unreserved (for which both Local and Non-Local Candidates can compete and get selected as per merit) as per instructions issued in Para 8(1)(a) of the Presidential Order issued vide G.O.Ms.No.674, dated 20-10-1975.
- 3) Applications are to be submitted in the prescribed pro-forma enclosed herewith and applications received in any other format will be summarily rejected.
- 4) No T.A. Or D.A. will be paid for the journey performed in connection with recruitment i.e., for Written examination / Interview.
- 5) Applications with insufficient information will summarily be rejected.
- 6) Applications which do not contain necessary enclosures as detailed above will be rejected.
- 7) Applications received after due date will be ignored.
- 8) Applications which were received prior to this Notification will not be considered.
- 9) This Office is not responsible for any postal delay, delay caused by and other service like Courier or delay in delivery etc.
- 10) All rights are reserved with the Appointing Authority to reject the applications at any stage, if found to be false and appointment shall liable to be cancelled, if any information therein is found to be false at any later stage and the applicants are liable to be prosecution for furnishing such false information.
- 11) Selection to the posts will be made as per the guidelines issued by the Hon'ble High Court of A.P. Judicial Ministerial Service Rules and subject to approval by the Hon'ble High Court of Judicature at Hyderabad, For the state of Telangana and the State of Andhra Pradesh.
- 12) Candidates resorting to bring influence of any kind will disqualify their candidature.

Cont. ..5..

- 13) The appointment shall be covered by the CONTRIBUTORY PENSION SCHEME and the existing Pension Scheme as per the Andhra Pradesh Revised Pension Rules, 1980 will not be applicable to them as per G.O.Ms.No.653, 654, 655 (Pen.-I) Department, dated 22-09-2004 issued by the Government.
- 14) The Appointing Authority reserves the right to cancel the notification without assigning any reason there for.


CHIEF JUDGE
CITY CIVIL COURT, HYDERABAD

To

- | | | |
|---|---|------------------------------------|
| 1. Notice Board of this Court. | } | |
| 2. All the Judicial Officers of this unit | } | |
| 3. The Chief Judge, City Small Causes Court, Hyderabad | } | With a request to cause affix this |
| 4. The Metropolitan Sessions Judge, Hyderabad | } | Notification on the notice board |
| 5. All the District and Sessions Judges in the State | } | of their respective offices. |
| 6. The Collector & District Magistrate, Hyderabad. | } | |
| 7. The Commissioner, Greater Hyderabad, Municipal Corporation Hyderabad | } | |
| 8. The Revenue Divisional Officers, Hyderabad /Sec'bad. | } | With a request to cause affix |
| 9. The Employment Officer, Greater Hyderabad/Sec'bad | } | this Notification on the notice |
| 10. The Librarian / In-Charge Officer, Central Library, Hyd. | } | board of their offices. |
| 11. The Deputy Director, Social Welfare Office, Hyderabad | } | |
| 12. The District Tribal Welfare Officer, Hyderabad | } | |
| 13. The District Backward Class Welfare Society, Hyd. | } | - with a request to ensure that |
| | | notification is affixed on the |
| | | notice boards of all the |
| | | educational institutions /Hostels |
| | | run and Managed under their |
| | | control. |
| 14. The Director, All India Radio Station, Hyderabad | } | - with a request to Broadcast the |
| | | gist of the Notification |
| 15. The Public Relation Officer, Hyderabad | } | - with a request to affix the |
| | | Notification on the notice board |
| | | attached in his office as well as |
| | | the information centre local at |
| | | various places in the District |
| | | and to release the gist of the |
| | | Notification as a "PRESS |
| | | RELEASE" TO BOTH PRINT |
| | | AND ELECTRONIC MEDIA |

Copy to :

The Register (Recruitment),
High Court of Judicature at Hyderabad
For the State of Telangana and the State of Andhrapradesh.

APPENDIX - I

CERTIFICATE OF RESIDENCE

(Vide sub-clause (ii) of Clause (a) of Para 7 of the Presidential Order)

It is hereby certified that;

- a) that Sri/Smt./Kum. _____
S/o.W/o.D/o. _____
appeared S.S.C. examination for the first time in
_____ (month) _____ (year);
- b) that he/she has not studied in any educational institutions during the
*whole/a part of the 4 consecutive academic years ending with the
academic year in which he/she first appeared for the aforesaid
examination;
- c) that in the 4 years immediately preceding the commencement of the
aforesaid examination, he/she resided in the following place/places:

	<u>VILLAGE</u>	<u>TALUK/MANDAL</u>	<u>DISTRICT</u>	<u>PERIOD</u>
1.				
2.				
3.				
4.				

OFFICE SEAL
Officer of Revenue Department not
below the rank of Tahsildar or Deputy
Tahsildar in independent charge of
Sub-Taluk.

Station:

Date :

- Strike off "whole" or "a part", as the case may be.

ANNEXURE -II

CERTIFICATE OF RESIDENCE

(Vide Clause (b) of para 7 of the Presidential Order)

* * *

It is hereby certified that Sri/Smt./Kum. _____
S/o.W/o.D/o. _____ has resided for a
period of not less than 4 years immediately preceding the date of issue of this
Certificate, in the following place/places, namely.

	<u>VILLAGE</u>	<u>TALUK/MANDAL</u>	<u>DISTRICT</u>	<u>PERIOD</u>
1.				
2.				
3.				
4.				

OFFICE SEAL
Officer of Revenue Department not
below the rank of Tahsildar or Deputy
Tahsildar in independent charge of a
Sub-Taluk.

Station:

Date :

COURT OF THE CHIEF JUDGE :CITY CIVIL COURT : HYDERABAD
NOTIFICATION NO. CCC-HYD/AW/E1/2014/ DT. - -2014

APPLICATION FOR THE POST OF _____

1. Name of the applicant :
(in capital),

2. Father's / Husband's Name :

3. Sex (Male / Female) :

4. (a) Date of Birth :
(b) Age as on 01-07-2014 :

5. Marital Status :

6. Address for Communication :
(with cell Phone No. if any.)

7. Whether belongs to OC, BC,
SC, or ST (Specify sub-Group/
Caste Copy of Certificate to be
enclosed in case of BC/SC/ST) :

8. Whether belongs to Physically Handicapped
Category (Specify nature and
enclose a copy of Certificate)

1. Blindness or Low Vision
2. Hearing Impaired.
3. Locomotor Disability or Cerebral Palsy.

9. Educational Qualifications :
(a) i) Academic

Qualifications	Passed in Division

(ii) Marks secured in Intermediate
Qualifying Examination

Maximum Marks	Marks Secured	Percentage of Marks

(b) Technical :

(c) Others, if any :

(d) Study Certificate from VII Class :
onwards / Residence
Certificate issued by Tahsildar

Enclosed / Not enclosed

10. Experience, if any :

11. Employment Registration No. :
& Date

12. Local / Non-Local :

13. D.D.No. & Date :
(*Write candidate's name and
surname in full on the reverse
side of the D.D.Leaf (with pencil only)

14. D.D. Drawn Bank Name & Branch :

I Solemnly declare that the above information submitted by me is true to the best of my knowledge, if an information submitted by me is found to be false, action may be taken against me.

SIGNATURE OF THE APPLICANT

Station :
Date :

Enclosures:

OFFICE OF THE CHIEF JUDGE :CITY CIVIL COURT : HYDERABAD

HALL TICKET (ORIGINAL)

WRITTEN EXAMINATION FOR RECRUITMENT

TO THE POST OF _____

Hall Ticket No.

1. Name of the Candidate :
2. Father's / Husband's Name :
3. Date & Time of Examination :
4. Examination Centre :

AFFIX RECENT
PASSPORT SIZE
PHOTOGRAPH
DULY ATTESTED
BY GAZETTED
OFFICER

Signature of the Candidate

(Sl. No. 1 and 2 shall be filled
by the applicant)

Signature of the
CHIEF ADMINISTRATIVE OFFICER (ADMN.)
City Civil Court, Hyderabad

OFFICE OF THE CHIEF JUDGE :CITY CIVIL COURT : HYDERABAD

HALL TICKET (DUPLICATE)

WRITTEN EXAMINATION FOR RECRUITMENT

TO THE POST OF _____

Hall Ticket No.

1. Name of the Candidate :
2. Father's / Husband's Name :
3. Date & Time of Examination :
4. Examination Centre :

AFFIX RECENT
PASSPORT SIZE
PHOTOGRAPH
DULY ATTESTED
BY GAZETTED
OFFICER

Signature of the Candidate

(Sl. No. 1 and 2 shall be filled
by the applicant)

Signature of the
CHIEF ADMINISTRATIVE OFFICER (ADMN.)
City Civil Court, Hyderabad

INSTRUCTIONS

1. The candidates are required to affix their latest passport size photograph duly attested by a Gazetted Officer, in the place provided in the hall ticket.
2. The candidates should reach the Examination Centre at least half-an-hour prior to commencement of examination and occupy the seat in the Examination hall 15 minutes prior to commencement of examination.
3. No candidate shall be allowed to attend the examination 10 Minutes after the commencement and similarly no candidate shall be permitted to leave the examination hall half-an-hour prior to completion of the examination time.
4. No candidate shall indulge in any malpractices viz., communication, consultation, conversation etc., in the examination Hall.
5. Use of Pagers, Cellular Phones, Calculators or any other electronic gadgets in the examination hall is strictly prohibited.
6. The candidates shall bring alongwith them 1) Ball Point Pen(blue/black) 2) H.B.Pencil, 3) Eraser 4) Sharpener. They will not be supplied in the examination centre.
7. The candidates are informed that no T.A/D.A shall be paid for appearing the examination.

INSTRUCTIONS

1. The candidates are required to affix their latest passport size photograph duly attested by a Gazetted Officer, in the place provided in the hall ticket.
2. The candidates should reach the Examination Centre at least half-an-hour prior to commencement of examination and occupy the seat in the Examination hall 15 minutes prior to commencement of examination.
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