

OFFICE OF THE CHIEF JUDGE : CITY CIVIL COURT : HYDERABAD
NOTIFICATION NO. CCC-HYD/AW/E1/2014/ 3242 DT. 05-07-2014
(Vide High Court's Letter ROC No.1258 /2014-RC, dated: 28-06-2014)

Applications are invited from the eligible candidates for the (54) posts of **OFFICE SUBORDINATE (ATTENDER)** in the A.P. Last Grade Services in the Unit of Chief Judge, City Civil Court, Hyderabad by direct recruitment **on or before 30-7-2014** by 5:00 P.M.

The vacancy position is as here under:-

Sl. No.	Communal Group	No. of Vacancies	Scale of Pay
1	OC	27 (9 W)	Rs. 6700 - 20110
2	OC (Hearing Impaired)	2 (1W)	
3	OC (Blindness or low vision)	1	
4	BC - A	3 (2 W)	
5	BC - B	6 (3 W)	
6	BC - C	1 (W)	
7	BC - D	3 (1 W)	
8	BC - E	2(1 W)	
9	SC	6 (2 W)	
7	ST	3 (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 addressed to the **"THE CHIEF JUDGE, CITY CIVIL COURT, HYDERABAD"**.

The application should be in the prescribed pro-forma enclosed hereto and to be sent to the above address by **Registered Post or Courier Service.**

QUALIFICATIONS PRESCRIBED

1. Must have passed **VII Class.**
2. Must be able to ride a Bicycle.
3. 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.)

AGE LIMIT:

1. Must not have completed 34 years of age and must have completed 18 years of age as on 01-07-2014.
2. The relaxation of Maximum age limit is **5 years** in respect of Scheduled Castes / Scheduled Tribes and Backward Class candidates and **10 years** in respect of Physical handicapped candidate. 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.

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 of A.P., Hyderabad.
2. The candidate will have to appear for an Oral interview on a date to be intimated later.
3. For each post (3) names will be sent to the Hon'ble High Court, which will selected 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 IV to VII standard.
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.

Contd...2.

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 4th Class to 7th 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.
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 Interview Call Letter 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 OFFICE SUBORDINATE"**

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) Out of 54 posts of Office Subordinate 44 posts are reserved for Local Candidates and 10 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 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. and A.P. Last Grade Services 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, Hyderabad.

Contd...3.

- 1) Preference will be given to the candidates, who possessed special skills such as Driving, Cooking, Carpentry, Electrical, Painting and Plumbing etc.
- 2) Candidates resorting to bring influence of any kind will disqualify their candidature.
- 3) 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.
- 4) 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 Notification on the notice board of their respective offices. |
| 4. The Metropolitan Sessions Judge, Hyderabad | } | |
| 5. All the District and Sessions Judges in the State | } | |
| 6. The Collector & District Magistrate, Hyderabad. | } | |
| 7. The Commissioner, Greater Hyderabad, Municipal Corporation Hyderabad | } | } With a request to cause affix this Notification on the notice board of their offices. |
| 8. The Revenue Divisional Officers, Hyderabad /Sec'bad. | } | |
| 9. The Employment Officer, Greater Hyderabad/Sec'bad | } | |
| 10. The Librarian / In-Charge Officer, Central Library, Hyd. | } | |
| 11. The Deputy Director, Social Welfare Office, Hyderabad | } | |
| 12. The District Tribal Welfare Officer, Hyderabad | } | } - 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. |
| 13. The District Backward Class Welfare Society, Hyd. | } | |
| 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 A.P.,
Hyderabad.

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 OFFICE SUBORDINATE (ATTENDER)

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 VII Class
Qualifying Examination

Maximum Marks	Marks Secured	Percentage of Marks

(b) Technical :

(c) Others, if any :

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

Enclosed / Not enclosed

10. Experience, if any :

11. Employment Registration No. :
& Date

12. Local / Non-Local :

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

INTERVIEW CALL LETTER (ORIGINAL)

FOR THE POST OF OFFICE SUBORDINATE (ATTENDER)

Regd. No.

1. Name of the Candidate :
2. Father's / Husband's Name :
3. Date & Time of Interview :
4. Place of interview :

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
CHIE ADMINISTRATIVE OFFICER (ADMN.)
City Civil Court, Hyderabad

OFFICE OF THE CHIEF JUDGE :CITY CIVIL COURT : HYDERABAD

INTERVIEW CALL LETTER (DUPLICATE)

FOR THE POST OF OFFICE SUBORDINATE (ATTENDER)

Regd. No.

1. Name of the Candidate :
2. Father's / Husband's Name :
3. Date & Time of Interview :
4. Place of interview :

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
CHIE ADMINISTRATIVE OFFICER (ADMN.)
City Civil Court, Hyderabad