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OFFICE OF THE PRINCIPAL DISTRICT JUDGE: KURNOOL.

Dis. No. 1676/Estt/RC/2017

Dated : 08-03-2017.

NOTIFICATION No.01/2016

I. The Hon'ble High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh through its letter in ROC No.549/2016-RC, dt: 10-02-2017 permitted the undersigned to issue Notification for 7 posts of Process Server under direct recruitment against roster points and classes or categories as detailed hereunder.

Category of Post	Class or Category	No. of Posts	Scale of Pay
PROCESS SERVER	OC	05 (1W)	Rs.15,460 - 47,330
	BC-D	01	
	SC	01	
	Total	07 posts	

Hence, applications are invited in the prescribed format enclosed herewith for appointment to the post of **PROCESS SERVER** in the A.P. Last Grade Service Rules in the Unit of District Judge, Kurnool, by Direct Recruitment from the eligible candidates.

The applications shall be submitted to the following address by Post/Registered Post/Courier etc. **No application will be received directly.**

Application shall be addressed to : **THE PRINCIPAL DISTRICT JUDGE,**
KURNOOL.

LAST DATE FOR RECEIPT OF APPLICATION IS ON 10-04-2017 UP-TO 5.00 P.M.

I. EDUCATIONAL QUALIFICATIONS:-

1. Must have passed **VII Class** examination conducted by A.P. State Government .(Marks List should be enclosed, if not, the application stands rejected automatically).
2. Must be able to ride bicycle.
3. Preference will be given to the candidates, who possess professional skills, such as driving, electrical, carpentry, plumbing, gardening, cooking, water pump set mechanism, machinery work, etc. In addition to the above qualification, preference will be given to the candidates having previous experience, preferably in Judicial and Quasi-Judicial Department.
4. No person shall be eligible for appointment to the post of Process Server into District Judiciary of Kurnool, unless he/she is able to read and write 'the languages Telugu and Urdu or one of the languages.

II. AGE LIMIT:

1. Must not have completed 34 years of age and must have completed 18 years of age as on **01-07-2017** (Vide G.O.Ms.No.115, General Administration (SER.B) Department, dated 29-02-2008)
2. The age relaxation of maximum age limit is 5 years in respect of Scheduled Caste, Scheduled Tribe and Backward Class candidates and 10 years in respect of Physically Challenged. The age relaxation of maximum age limit in respect of Ex-Service men is as per Rule 12(1) (c) (i) of the A.P. State and Subordinate Service Rules, 1996.

III. EXAMINATION FEE

a) The candidates who are applying for the post of Process Server shall enclose a **DEMAND DRAFT for Rs.200/-** (Rupees Two hundred only) towards application/examination fee, drawn in favour of **THE PRINCIPAL DISTRICT JUDGE, KURNOOL**, payable at KURNOOL from any Nationalized Bank.

b) The candidates belonging to Schedule Caste/Schedule Tribe/Physically Challenged persons/ Ex-Service Men are **EXEMPTED** from submitting the Demand Draft for Rs.200/- towards application/examination fee. (Vide Circular of the Hon'ble High Court of A.P. in Lr.ROC.No.779/ 2011-RC, dated 01-10-2011).

c) The candidates are further instructed to note their name with pencil on the reverse side of the Demand Draft in a corner for information of the District Court.

d) The candidates are informed that the amount of Rs.200/- sent by Demand Draft shall not be refunded under any circumstances though the applications are rejected on any ground.

IV. MODE OF RECRUITMENT:-

1. Appointments 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 Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh.

2. "A simple written test in English of the Standard consistent with the minimum general educational qualification prescribed ie., VII Class qualification for the post shall be conducted on **OMR basis (Technology)** for all the eligible applicants.

3. The written test shall be conducted for 80 marks and oral interview for 20 marks.

4. The minimum qualifying marks to be secured in the written examination shall be 40% for OC candidates, 35% for BC candidates and 30% for SC & ST candidates as per the existing Rules.

5. Interview shall be conducted to the candidates qualified in the written examination, in the ratio of 1:10.

V. **The District Judge, Kurnool is the ultimate authority to take any decision and the decision of the District Judge, Kurnool on any aspect in regard to recruitment against this Notification shall be final.**

VI. No personal shall be eligible for appointment to the service by direct recruitment unless he/she satisfies the following conditions viz.,

- 1) that he/she is of sound health, active habit and free from any bodily defects or infirmities rendering him/her unfit for the service, and
- 2) that his/her character and antecedents are such as would not disqualify for the service.

VII. RESERVATION.

The recruitment shall be subject to the Rule of Reservation in favour of candidates belonging to SC, ST, BC, Physically challenged persons, Ex-service men and Women categories as per Rules in force.

VIII. ATTESTED TRUE COPIES/XEROX COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE SHOULD BE ENCLOSED TO THE APPLICATIONS:

The candidates must enclose the attested true copies/xerox copies of the following testimonials.

- 1) Certificates of Academic and Technical Qualifications such as Marks Lists, Pass Certificates, Provisional Certificates and other Certificates to prove their professional skills if any.
- 2) Certificate evidencing date of birth.
- 3) Community Certificate in case of SCs, STs and BCs. The Certificate shall show specifically the classification of the Group.
- 4) Live Employment Registration Card.
- 5) Service Certificate wherever applicable (for Ex-service men candidates)
- 6) Certificate in respect of Local and Non Local Candidate in terms of Presidential Orders 1975 i.e., Study Certificate for four (4) years preceding the year of qualifying the examination (ie., from Classes IV to VII Class) are to be enclosed to their applications (or) in case, they have not studied in any educational institution in the district during the above period of four years, Residence Certificate from the concerned Tahasildar for four years immediately preceding the years of qualifying examination in Annexure-I is to be enclosed to their applications in terms of G.O.Ms.No.729, GAD, (SPF-A) Department, Dated 01-11-1975. If the certificates in proof of Local/Non-Local candidature are not in accordance with these instructions, the applications will be summarily rejected.
- 7) **In case of Physically Challenged Persons, the Certificate issued by the Medical Board specifying the nature of disability and percentage of disability should be enclosed.**
- 8) One recent passport size photograph *duly attested by any Gazetted Officer* to be affixed in the space provided in 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.**
- 9) One self addressed stamped thick envelop (12 cm x 26 cm) for sending Hall Ticket to the applicants by post should be enclosed. **(Postal Stamp worth Rs.10/- to be affixed on envelop).**
- 10) The application should be addressed to THE PRINCIPAL DISTRICT JUDGE, DISTRICT COURT, KURNOOL with a caption "APPLICATION FOR THE POST OF PROCESS SERVER".

N.B.:-

- 1) The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in submitting the application.
- 2) Incomplete / incorrect application will be summarily rejected. The information, if any, furnished by the candidate subsequently will not be entertained by the institution under any circumstances. Applicants should be careful in filling up the application. If any lapses are detected during the scrutiny, the candidature will be rejected, even though he/she is found eligible for recruitment process or even at a later stage.
- 3) Before submission of the application candidates should ensure carefully his/her eligibility criteria for the written examination. No relevant column of the application should be left blank, otherwise application will not be accepted.

IX. GENERAL INSTRUCTIONS:-

- 1) Appointments will be made only on the basis of the PRESIDENTIAL ORDERS issued under Article 371-D of the Constitution of India and subject to Rule of Reservation.
- 2) Applications are to be submitted in the prescribed proforma enclosed herewith and applications received in any other format will be summarily rejected.
- 3) No. TA or DA will be paid for the journey performed in connection with recruitment i.e., for **Written Examination/Oral Interview**.
- 4) Applications with insufficient information will summarily be rejected.
- 5) Applications which do not contain necessary enclosures as detailed above will be rejected.
- 6) Applications received after 5-00 P.M. on 10 -04 -2017 will not be entertained.
- 7) Applications which were received prior to this notification will not be considered.
- 8) This Office is not responsible for any postal delay/delay caused by any other service like Courier service and no correspondence will be entertained in this regard.
- 9) Mere applying and mere securing minimum qualifying marks in the written test will not give any right to any candidate to be called for interview.
- 10) All rights are reserved with the Appointing Authority to reject the application at any stage, if found to be false and the appointment shall liable to be cancelled if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.
- 11) If the candidate furnishes wrong information with regard to category, caste or religion etc., they shall not have any right subsequently for selection in that particular category, caste or religion and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.
- 12) Selection to the posts will be made as per the guidelines issued by the Hon'ble High Court of Judicature at Hyderabad for the State of Telangana and for the State of Andhra Pradesh and A.P. Last Grade 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.
- 13) Candidates resorting to bring influence of any kind will be summarily disqualified.
- 14) The employees appointed under this Notification will be covered by the CONTRIBUTORY PENSION SCHEME ONLY and that the Pension Scheme as per Andhra Pradesh Revised Pension Rules, 1980 will not be applicable to them.
- 15) The Appointing Authority reserves the right to cancel the notification without assigning any reasons.
- 16) The Candidates are instructed that the D.D. Number and the name of the Bank with date should be noted on the top of the application form and Data Sheet Form and further instructed to note their name in full in capital letters with pencil on the reverse side of demand draft in a corner, for information.
- 17) The candidates, who have applied for various categories of posts shall enclose Demand Draft for Rs.200/- for each category of post.
- 18) The candidates are informed that the amount of Rs.200/- sent by Demand Draft will not be refunded under any circumstances, though their applications are rejected on any ground.
- 19) In respect of candidates continuing on temporary basis, short listing of their applications will be done on the basis of their performance during the period of their engagement.
- 20) Selection will be made as per the guidelines issued by the Hon'ble High Court of A.P. and A.P. Judicial Ministerial Service Rules, with A.P. Last Grade Service Rules.

- 21) Out of 07 posts of Process Servers, 06 posts are reserved for local candidates and 01 post is un-reserved (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.
- 22) No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for interview/final selection.
- 23) No application will be entertained for supply of information for question paper, key of answers, individual marks secured in the written test/oral interview etc., under Right to Information Act, 2005 till the selection process is completed.
- 24) Website address of Kurnool District Judiciary: <http://ecourts.gov.in/kurnool>.


PRINCIPAL DISTRICT JUDGE,
KURNOOL, KURNOOL DISTRICT

To

1. The Registrar (Recruitment), High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh (with a covering letter).
2. The Presiding Officers of all Courts in the District-with a direction to affix the Notification with its enclosures on the Notice Board of their respective Courts.
3. All the District Judges in the State with a request to display on the Notice Board of their Courts and also in the subordinate Courts in the respective Districts.
4. The District Collector, Kurnool - with a request to display on the Notice Board and also to mark the Notification to the concerned authorities in the entire District for publication of the same on the Notice Boards of such authorities for the purpose of wide publicity.
5. The Deputy Director, Social Welfare Department, Kurnool - with a request to display on the Notice Boards of all Educational Institutions and Hostel run and managed under their control for wide publicity.
6. The Executive Director, Schedule Caste Cooperative Society Limited, Kurnool-with a request to display on the Notice Boards of all Educational Institutions and Hostels run and managed under their control for wide publicity.
7. The Executive Director, District Backward Classes Service Cooperative Society Limited, Kurnool-with a request to display on the Notice Boards of all Educational Institutions and Hostels run and managed under their control for wide publicity.
8. The District Tribal Welfare Officer, Kurnool-with a request to display on the Notice Boards of all Educational Institutions and Hostels run and managed under their control for wide publicity.
9. The District Public Relation Officer, Kurnool - with a request to publish the Notification on the Notice Boards attached to his Office as well as Information Centers located at various places in Kurnool District and also with a request to release the Notification as (Press Release) to both Print and Electronic Media.
10. The Station Directors, All India Radio, Kurnool, Kadapa, Anantapur and Chittoor - with a request to broadcast the gist of the Notification.
11. The Chairman and the Secretary Zilla Grandhalaya Samstha, Kurnool - with a request to publish the Notification in the Notice Boards and also to mark the Notification in all the Libraries in Kurnool District for publication of the same on the Notice Boards of such Libraries.
12. All the Bar Association in Kurnool District - with a request to display the Notification on the Notice Boards of their respective Bar Association.
13. The Chairman, Zilla Parishad, Kurnool - with a request to display the Notification on the Notice Boards of all Educational Institutions and Hostels run and managed under his/her control for wide publicity.
14. The District Educational Officer, Kurnool - with a request to display on the Notice Boards of all Educational Institutions and Hostels run and managed under their control for wide publicity.
15. The District Employment Officer, Kurnool - for necessary action with regard to wide publicity.
16. Notice Board of District Court, Kurnool

PRINCIPAL DISTRICT COURT: KURNOOL

NOTIFICATION No. 01 /2016

Dated : 08 -03-2017

APPLICATION FOR THE POST OF PROCESS SERVER

Affix latest Passport
size photograph
duly attested by
Gazetted Officer
(Do not staple the
photo, but paste it)

1.	Name of the Applicant (in Capital Letters)	
2.	Father's name/Husband's Name (in Capital Letters)	
3.	Sex (Male/Female)	
4.	Date of Birth and age as on 01-07-2017	
5.	Address for correspondence (with pin code)	
6.	Permanent Address	
7.	Mobile Number/Landline Number	
8.	Local / Non-Local	
9.	Category to which he/she belongs Viz., OC, SC, ST, BC-A, BC-B, BC-C, BC-D, BC-E and ESM (Copy of Certificate to be enclosed)	
10.	Whether belongs physically challenged person category (Copy of Certificate to be enclosed)	
11.	Educational qualifications (Copies of Certificate to be enclosed)	
12.	Technical qualifications (Copies of Certificate to be enclosed)	
13.	Local Employment Exchange Registration Number and Date and Last Renewal Date	

14.	Involved in any Criminal Cases (If Yes, give details thereof)	
15.	Previous experience, if any	
16.	Any other relevant information	
17.	Working in State/Central Government, if so the particulars.	
18.	D.D.No., date, amount and name Of the Bank	

EDUCATIONAL QUALIFICATIONS:

Examination Passed	Name of the Board/University/School	Month & Year of Passing	Division and Percent of Marks	
			Division	% of Marks
IV				
V				
VI				
VII				
SSC				
Intermediate				
Degree				
Post-Graduation				
<u>Technical Qualification</u>				
Typewriting (Higher Grade)				
Shorthand (Lower/Higher Grade)				
Computer				

DECLARATION

I hereby declare that all the entries/statements made in application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, action can be taken against me by the authority.

I further declare that I fulfill all the conditions of eligibility regarding the age limit/educational qualifications/caste etc., prescribed for the post to which I am applying.

STATION

SIGNATURE OF THE APPLICANT.

DATE :

Note :

1. Attested copies of certificates to be enclosed, wherever necessary.
2. Unsigned Applications and Hall Tickets: Applications not properly filled by the candidates, applications without necessary enclosures and insufficient information, will be summarily rejected.
3. **The applicants working on contract basis/Out sourcing basis in Judicial Department shall send their applications through proper channel.**

ORIGINAL

DISTRICT COURT, KURNOOL
WRITTEN TEST FOR THE POST OF PROCESS SERVER
O R I G I N A L H A L L T I C K E T
For Office Use only

Examination Centre : _____
Hall Ticket Number: _____
Date and Time : _____

ORIGINAL HALL TICKET
FOR THE POST OF PROCESS SERVER
Notification No.01/2016
(To be filled by the applicant)

- 1 Name of the applicant :
(in Capital Letters)
- 2 Father's Name /
Husband's name :

Affix latest Passport
size photograph
duly attested by
Gazetted Officer
(Do not staple
the photo, but
paste it)

Certified that the above particulars given by me are correct and true to my knowledge

Signature of the Candidate
at the time of examination
before the Invigilator.

SIGNATURE OF THE CANDIDATE

INSTRUCTIONS TO THE CANDIDATES

01. The candidates should attend the Examination Hall at least **Half-an-hour** before the Commencement of the examination to verify their Hall Tickets.
02. **No** Candidate will be permitted to enter the examination hall 15 minutes after the commencement of the examination.
03. **No** candidate will be permitted to leave the examination till the examination is completed.
04. The candidates shall bring H.B. Pencil, eraser and Ball Pen Blue/Black for the written test.
05. Use of Cell phones, carrying books or bags or any other kind of material into the examination hall is prohibited.
06. Candidates shall invariably mention **HALL TICKET** number on the top of the **Answer Sheet** in the space provided there for.
07. The candidates shall **not write their names** in the answer sheet.
08. The candidates shall maintain **silence** in the examination hall.
09. Answer Sheets of the candidates who indulge in **malpractice** will summarily stand rejected.
10. The candidates are not entitled to **TA/DA** for attending the examination.

Full Postal Address of the applicant with PIN Code

Name:
Father's Name:
Door No.
Village and Mandal

DUPLICATE

DISTRICT COURT, KURNOOL
WRITTEN TEST FOR THE POST OF PROCESS SERVER
DUPLICATE HALL TICKET
For Office Use only

Examination Centre : _____
Hall Ticket Number: _____
Date and Time : _____

DUPLICATE HALL TICKET
FOR THE POST OF PROCESS SERVER
Notification No.01/2016
(To be filled by the applicant)

- 1 Name of the applicant :
(in Capital Letters)
- 2 Father's Name /
Husband's name :

Affix latest Passport
size photograph
duly attested by
Gazetted Officer
(Do not staple
the photo, but
paste it)

Certified that the above particulars given by me are correct and true to my knowledge

Signature of the Candidate
at the time of examination
before the Invigilator.

SIGNATURE OF THE CANDIDATE

INSTRUCTIONS TO THE CANDIDATES

11. The candidates should attend the Examination Hall at least **Half-an-hour** before the Commencement of the examination to verify their Hall Tickets.
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05. Candidates shall invariably mention **HALL TICKET** number on the top of the **Answer Sheet** in the space provided there for.
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08. Answer Sheets of the candidates who indulge in **malpractice** will summarily stand rejected.
09. The candidates are not entitled to **TA/DA** for attending the examination.

Full Postal Address of the applicant with PIN Code

Name:
Father's Name:
Door No.
Village and Mandal

DD.NO. & DATE : _____ BANK : _____

JUDICIAL DEPARTMENT

PRINCIPAL DISTRICT COURT, KURNOOL

NOTIFICATION No: 01 /2016

Date: 08/03/2017

DATA SHEET OF THE APPLICANT

APPLIED TO THE POST OF PROCESS SERVER

1.	NAME OF THE APPLICANT (in Capital Letters)		
2.	FATHER'S NAME/HUSBAND'S NAME (in Capital Letters)		
3.	DATE OF BIRTH		
4.	COMMUNITY		
5.	WHETHER BELONGS TO	PH (Blindness or Low Vision/Hearing Impaired/Locomotor Disability)	Ex. Ser.
6.	EDUCATIONAL QUALIFICATIONS		
7.	TECHNICAL QUALIFICATIONS:	1. Typewriting (H / L) : 2. Stenography (H / L): 3. Computers (PG/DIPLOMA):	
8.	LOCAL / NON-LOCAL		

SIGNATURE OF THE CANDIDATE

Essential enclosures (must be enclosed as in order given)

1. Application form duly filled with signature.
2. Date of Birth Certificate / SSC Certificate.
3. Inter / 10+2 / Diploma Certificate.
4. Technical Qualifications Certificates (Typewriting, Stenography & Computers).
5. Caste Certificate.
6. Study Certificates (7th to 10th Class).
7. Medical Certificate (incase applicable) (For Handicapped Candidates).
8. Ex-Servicemen Certificates (incase applicable).
9. Other relevant Certificates (such as Degree / Post Graduate etc., if possess).

(for Office Use only)

REMARKS:

Signature of the Scrutinizer

ANNEXURE - I

CERTIFICATE OF RESIDENCE

(Vide sub Clause (ii) of clause (a) of para 7 of the Presidential Order.)

It is hereby certified that :

a) Sri / Smt/Kum_____

S/o, W/o, D/o_____appeared for the first time for **VII Class**

Examination in _____(month)_____ (year);

b) that he/she has not studied in any educational institution during the (*) whole/or 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 namely;

S.No.	Village Taluk / Mandal	District	Period
01			
02			
03			
04			

OFFICE SEAL

OFFICER OF REVENUE DEPARTMENT
NOT BELOW THE RANK OF TAHSILDAR
OR DEPUTY TAHSILDAR IN INDEPENDENT
CHARGE OF SUB THALUK.

STATION

D A T E

* Strike of "Whole", "a part", as the case may be

ANNEXURE - II

CERTIFICATE OF RESIDENCE

(Vide sub Clause (ii) of clause (a) 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 four years immediately preceding the date of issue of this Certificate, in the following place/places namely.

S.No.	Village Taluk / Mandal	District	Period
01			
02			
03			
04			

OFFICE SEAL

OFFICER OF REVENUE DEPARTMENT
NOT BELOW THE RANK OF TAHSILDAR
OR DEPUTY TAHSILDAR IN INDEPENDENT
CHARGE OF SUB THALUK.

STATION

DATE

CHECK LIST

Whether the following Attested Copies of documents have been enclosed.

01.	All Study and Conduct Certificates from Class - IV to VII	Yes / No
02.	VII Class pass certificate and Marks list	Yes/No
03.	Marks List of Secondary School Certificate Examination	Yes / No
04.	Marks Lists of Intermediate	Yes / No
05.	Certificates for other academic educational qualifications, if any	Yes / No
06.	Typewriting English Higher/Lower Grade Certificate	Yes / No
07.	Typewriting Telugu Higher / Lower Grade Certificate	Yes / No
08.	Shorthand English Higher / Lower Grade Certificate	Yes / No
09.	Shorthand Telugu Higher / Lower Grade Certificate	Yes / No
10.	Other Technical Certificates, if any	Yes / No
11.	Caste Certificate.	Yes / No
12.	Employment Registration card	Yes / No
13.	Residence Certificate	Yes / No
14.	Date of Birth proof Certificate	Yes / No

FOR OFFICE USE ONLY

I. Verified and found the applications are in Order.

II. Verified and found the following defects.

1.

2.

3.

4.

5.

Signature of the Scrutinizer