

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, VISAKHAPATNAM.**

**Notification No. 01 /2017**

**DATE: 22-07-2017.**

**Ref: Hon'ble High Court's letter ROC No.582/2016-RC/dt.13.06.2017**

In view of the directive of the Hon'ble High Court cited above, applications are invited from the eligible candidates for appointment to the **03** posts of **STENOGRAPHERS GRADE-III** (Cat.6) in A.P. Judicial Ministerial Services in the Unit of District Judge, Visakhapatnam, under **Limited Recruitment**.

NAME OF THE POST	Class/Category	No. of Posts.	Roster Points	Scale of pay
<b>STENOGRAPHER GRADE-III</b>	SCHEDULED TRIBE	03	33, 58 (W) & 75 in 1 - CYCLE	Rs. 22460-66330

Last date for receipt of applications is : 26.08.2017 Up to 5.00 PM

**The applications should be addressed to**

**THE DISTRICT JUDGE,  
OPP: C M R COMPLEX, PRAKASRAOPETA,  
VISAKHAPATNAM - 530 002.**

The applications shall be in the prescribed pro-forma enclosed herewith. (The prescribed form of application and other relevant information can be downloaded from the District Court's website <http://ecourts.gov.in./vishakhapatnam> from 25.7.2017). The duly filled in applications shall be submitted to the above mentioned address, **by Registered post/Courier only**. The applicant shall invariably submit the application **unfolded** super scribing on the top of cover mentioning the name of the post applied for, Notification No. & Date. **Applications will not be received directly.**

1.	<b>EDUCATIONAL QUALIFICATIONS REQUIRED.</b>	i) Must have passed Intermediate Examination conducted by A.P. State Board of <b>Intermediate</b> Examination or any equivalent Examination.
		ii) Must have passed A.P. Government Technical Examination in English Shorthand by Higher Grade. ii) Must have passed A.P. Government Technical Examination in English Typewriting by Higher Grade. Provided that if candidates who have passed the Examination by the Higher Grade in Shorthand are not <b>available</b> , those who have passed the Examination by <b>Lower Grade</b> will be considered.

		<p>iii) Must have knowledge or qualification in computer operation.</p>
		<p>iv) No candidate shall be eligible for appointment to the post of Stenographer Grade-III in the District Judiciary of Visakhapatnam District, if he/she does not possess an adequate knowledge of Telugu language.</p>
	<p><b><u>AGE LIMIT:</u></b></p>	<p>The candidate must have completed the age of <b>18</b> years and must not have completed the age of <b>44</b> years of age as on <b>01.07.2017</b>.</p>
	<p><b><u>METHOD OF RECRUITMENT:</u></b></p>	<p>i) Appointments to the posts notified will be made only on the basis of the presidential order to the extent it applies and subject to Rules of Reservation.</p> <p>ii) A Written test (<b>objective type with multiple choice answers</b>) of the standard consistent with the minimum General Educational qualifications prescribed i.e., Intermediate, will be held to the post of Stenographers Grade-III on <b>OMR Basis (technology)</b>, and a test in Shorthand and Typewriting will also be held to the said posts. The successful candidates in the test will have to appear for oral interview to be intimated later. The candidate shall bring his own typewriter for transcription.</p> <p>Written test, Skill test and oral interview will be conducted for 50, 30 and 20 respectively. The minimum qualifying marks in Written test for SC/ST Categories 30%.</p> <p>The minimum qualifying percentage of marks in Skill test for BC/SC/ST candidates is 40%.</p> <p>Interview shall be conducted to the candidates qualified in the Written test and skill test, in the ratio of 1:10</p>

**ATTESTED COPIES OF DOCUMENTS SHOULD BE ENCLOSED TO THE APPLICATION.**

1. Certificate of qualifying examination.
2. Certificate of technical examination. (Shorthand & Typewriting in English Higher Grade) and Certificate in **Computer** operations.
3. Certificate evidencing Date of Birth.
4. Latest Community Certificate (issued by the authority not less than the rank of MRO) in the case of reserved categories and the certificates shall show specifically the classification of group.
5. Certificate in respect of Local/Non-local candidature in terms of Presidential Orders, 1975 i.e., the **Study certificates of class VII to X** (or) in case, if they have not studied, in any institution, during the whole or any part of the four years period preceding the year of SSC examination, Residence Certificate from the concerned MRO, in Annexure-I shall be produced in terms of G.O.Ms.No.729, GAD,(SPF-A) Dept., dt.01.11.1975. If the certificates in proof of Local/Non-local candidature are not in accordance with these instructions, the applications will be rejected.
6. A self addressed postal cover duly affixed stamps of **Rs.30/-** with acknowledgment.
7. Recent colour passport size photographs of the applicant duly attested by the Govt. Gazetted Officer are to be affixed on all the forms in the space specified.
8. Any other relevant certificates such as additional/higher academic and technical qualifications.
9. Live Employment Registration Card.
10. Disability certificate is to be submitted by physically disabled candidates, obtained from medical board showing the percentage of disability.

\*\*\* the documents mentioned from Sl.Nos. 1 to 7 and 10 above should be enclosed; failing which, such applications of the applicants will be disqualified.

***N.B. 1. The particulars furnished by the applicant in the application form will be taken as final, and data entry processed, based on these particulars only by Computer, Candidates should, therefore, be very careful in submitting the application form.***

***2. Incomplete/incorrect application form 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 for and submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she found eligible for recruitment process or even at a later stage.***

***3. Before submission of 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.***

***4. Date of written examination & skill test will be announced later through source of media and candidates are requested to be alert in this regard.***

***5. The Written Examination will be held as per OMR technique.***

**General Instructions:**

1. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfied the following viz.,
  - a) that he/she is of sound health, active habits and free from any bodily defects or infirmity rendering him/her unfit for the service.
  - b) that his/her character and antecedents are such as to disqualify him/her for the service.
2. The employees appointed after **01.09.2004** will be covered by the Contributory Pension Scheme only and that the existing Pension scheme as per Andhra Pradesh Revised Pension Rules, 1980 will not be applicable to them and per G.O.Ms.No.653, 654 and 655 Finance (Pen-I) Department Dated 22.9.2004 issued by the Government.
3. Applications with insufficient information, without necessary enclosures and which are not in the prescribed form will be summarily rejected and will not be informed.
4. Applications received prior to this Notification and received after the due date and time will not be entertained.
5. 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.
6. No T.A./D.A., will be paid for the journey performed in connection with the recruitment. i.e., for Written test / Skill test/Interview.
7. Selection to the posts will be made as per the guidelines issued by the Hon'ble High Court of A.P., and A.P. Judicial Ministerial Service Rules and subject to approval by the Hon'ble High Court of Judicature at Hyderabad.
8. This office is not responsible for any postal delay and no correspondence will be entertained in any respect.
9. Candidates resorting to bring influence of any kind will be disqualified summarily.
10. The appointing authority reserves the right to cancel or otherwise, the notification without assigning any reasons.
11. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the applicants 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.
12. **Mere applying to the post will not give any right to any person to be called for either written test/skill test/interview. The appointing authority fully reserves its right to shortlist the candidates, if more than 20 applications are received for a post, as per the circular instructions of the Hon'ble High Court.**
13. The candidates who apply for the post of Stenographer Grade-III, are instructed to bring their own **Typewriter** for the skill test.

DWO 6227  
22/7/17  
To

P.V. J. J. J.  
DISTRICT JUDGE  
VISHAKHAPATNAM  
DWO

1. The Registrar General, High Court of Judicature at Hyderabad, for favour of information, with a covering letter.
2. The Registrar (Recruitment), High Court of Judicature at Hyderabad, for favour of information, with a covering letter.
3. All the District & Sessions Judges in the State of A.P., for information and with a request to cause affixture of the same on the notice board of their respective courts.

4. All the Judicial Officers in the District for causing affixture of the same on the notice board of their respective courts.
5. The District Collector, Visakhapatnam with a request to display on the Notice Boards and also 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.
6. The District Employment Officer (Clerical), District Employment Exchange, Visakhapatnam.
7. The District Employment Officer (Technical), District Employment Exchange, Visakhapatnam.
8. The Employment Officer, ITDA, Paderu.
9. The District Public Relation Officer, Visakhapatnam 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 Visakhapatnam District and also with a request to release the Notification as Press Release to both Print and Electronic Media and furnish the relevant publications made for record at this end.
10. The Deputy Director, Social Welfare Department, Visakhapatnam with a request to display on the Notice Boards of all Educational Institutions and Hostels run and Managed under their control for wide publicity.
11. The Executive Director, Schedule caste cooperative society limited, Visakhapatnam District with a request to display on the Notice Boards of all Educational Institutions and Hostels run and managed under their control for wide publicity.
12. The Station House Officer, All India Radio, Visakhapatnam, with a request to broadcast the Gist of the notification.
13. The Chairman, Zilla Grandhalaya Samstha, Visakhapatnam with a request to display on the notice boards and also to mark the notification in all the libraries in the Visakhapatnam District for publication of the same on the notice boards of such libraries.
14. All the Bar Associations in Visakhapatnam District with a request to display on the Notice Board of their Bar Associations.
15. The Chairman and Secretary, Zilla Parishad, Visakhapatnam with a request to display on the Notice Boards of all institutions and Hostels run and managed under his control for wide publicity.
16. The District Educational Officer, Visakhapatnam, with a request to display on the Notice Boards of all institutions run under his control in the entire District for wide publicity.
17. The District Tribal Officer, Visakhapatnam for causing affixture of this Notification on the Notice Board of his office and also request to mark the Notification to all the offices run under his control in the entire District for wide publicity.
18. The Notice Boards of District Court, Visakhapatnam.