

OFFICE OF THE PRL. DISTRICT JUDGE, PRAKASAM DISTRICT, ONGOLE.

DATE: 04-09-2015

NOTIFICATION No.4/2015

(General Recruitment)

Applications are invited up to 5.00 P.M. on 28-09-2015 in the format enclosed herewith for temporary appointment to the following posts by Direct Recruitment in the A.P. Judicial Ministerial Service in the Unit of the District Judge, Prakasam District, Ongole.

ANNEXURE-I

S.No.	Category of Post	Class / Category	Number of Posts	Roster Points
1.	Typist	OC	2 (1W)	17(W) and 21
		BC-A	1	20
		BC-D(W)	1(W)	18(W)
		BC-E(W)	1(W)	19(W)
		SC(W)	1(W)	22(W)
		Total:	6	

ANNEXURE-II

S.No.	Category of Post	Class / Category	Number of Posts	Scale of Pay
1.	Typist	OC	2 (1W)	16400-49870
		BC-A	1	
		BC-D(W)	1(W)	
		BC-E(W)	1(W)	
		SC(W)	1(W)	
		Total:	6	

Note:- The selection and appointment of candidates against BC-E vacancies shall be subject to the decision of Hon'ble Supreme Court of India in Civil Appeal Nos.2638 & 2639 of 2010.

Applications shall be addressed to the **PRL. DISTRICT JUDGE, PRAKASAM DISTRICT, ONGOLE**. The applications can be submitted either by Registered Post or Courier Service or in person. The postal cover should be super scribed with "APPLICATION FOR THE POST OF TYPIST"

I. MINIMUM EDUCATIONAL QUALIFICATIONS:-

- (i) Must have passed Intermediate Examination conducted by the State Board of Intermediate Education or its equivalent and must have passed A.P.Govt.Technical Examination English typewriting by Higher Grade. "Must have knowledge or qualification in computer operation"
- (ii) No candidate shall be eligible for appointment to the posts in the District Judiciary of Prakasam, if he/she does not possess an adequate knowledge of Telugu.
- (iii) No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following:
 - i) That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.
 - ii) That his/her character and antecedents are such as would not disqualify for the service.

II. AGE LIMIT:-

1. As on 1.7.2015; the candidate must have completed the age of 18 years and must not have completed the age of 34 years.
2. The relaxation of maximum age limit in respect of SCs, STs and BCs is 5 years as per rules under 12(1)(b)(i) of A.P.State and Subordinate Service Rules, 10 years in respect of Physically Handicapped persons as per rules under 12(1)(b)(ii) of A.P.State and Subordinate Service Rules and the Ex-Servicemen are allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the armed forces for the purpose of maximum age limit as per rules under 12(1)(c)(i) of A.P. State and Subordinate Service Rules, 1996 provided after making the deduction they shall not exceed the maximum age limit prescribed for the post.

III. APPLICATION/EXAMINATION FEE:-

- i. A Demand Draft for **Rs.200/-(Rupees two hundred only)** drawn on any Nationalized Bank payable at Ongole in favour of **Pri.District Judge, Prakasam at Ongole** shall be enclosed to the application towards Examination Fee and mention the D.D.No., Date, Bank Name & Branch Name in the place provided in the application form.
- ii. The candidates belonging to SCs, STs, PHCs and Ex-Servicemen are exempted from payment of fee of Rs.200/-.
- iii. 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.
- iv. The amount of Rs.200/- will not be refunded under any circumstances to the candidates, though their applications are rejected on any ground.

IV. METHOD OF RECRUITMENT :-

- i. A Written test (objective type) of the standard consistent with the minimum educational qualification prescribed will be held on OMR (Technology) Basis for 50 marks and a practical test (skill test in typewriting) will be held for 30 marks and viva voce (oral interview) will be for 20 marks as per guidelines 9(b) of High Court's Circular Roc.No.2318/96-C.I.(1) Dt.1-7-96.
 - ii. As per the guidelines 8(f) of the said Circular the minimum qualifying marks in the written test for OC Candidates is 40%, for BCs 35% and for SC & ST candidates is 30%.
 - iii. As per circular of Hon'ble High Court in Roc.No.491/99-RC Dt.22-10-99; the minimum qualifying marks in Skill Test for OCs is 50% and for BC, SC & STs is 40%.
 - iv. The written test will be in English Language.
- (2) Interview letters will be sent to 10 candidates only for each post (1:10 ratio) in order of merit of marks secured in the written and skill tests.

V. COPIES OF THE FOLLOWING DOCUMENTS WHICH EVER IS APPLICABLE SHOULD BE ENCLOSED TO THE APPLICATIONS:-

- i. Attested copies of certificates of Academic and Technical Qualifications such as Marks lists, Pass Certificates, Provisional Certificates, Testimonials and other Certificates to prove their professional skills, if any, shall be enclosed.
- ii. Certificate evidencing date of birth.
- iii. Latest Community Certificate issued by the Competent Revenue Authority in case of BC, SC & ST Candidates.
- iv. Employment Registration Card duly renewed.

- v. Certificate in respect of Local status of the candidature in terms of Presidential Order, 1975, i.e., Study Certificates for four (4) consecutive academic years from Classes VII to X are to be enclosed (or) in case if they have not studied in any institution in the District during the said period of four years, but to claim local candidature as per residence, the said candidates have to submit Residence Certificate from the concerned Tahsildar for four years, preceding the years of qualifying examination SSC in Appendix-I shall be produced in terms of G.O.Ms.No.729, GAD (SPF-A) Department, Dated.01.11.1975. If the certificate in proof of Local candidature is not in accordance with these instructions, the applications will be summarily rejected.
- vi. The applicants of physically handicapped candidates shall submit the certificates issued by a competent Medical Board specifying the nature and percentage of disability.
- vii. The applicants of Ex-Servicemen shall submit necessary proof of their service etc.
- viii. One recent passport size photograph duly attested by a Gazetted Officer shall be affixed in the space provided in the application form and two passport size photographs duly attested by a Gazetted Officer shall be affixed in the space provided in the Hall Tickets Original and Duplicate.
- ix. A self addressed cover (duly stamped with Rs.30/-) for Registered Post with acknowledgment shall be enclosed to the application.

VI. LOCAL AREA:


- i. 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.
- ii. As per para 6 of the G.O.Ms.No.674 GAD (SPA A) Dept issued in terms of the order of the President of India, GSR 524(E) of 18-10-75 each district of the State shall be regarded as a local area.

VII. GENERAL INSTRUCTIONS:-

1. No T.A and D.A. will be paid for the Journey performed in connection with the recruitment.
2. The application should be in the prescribed form as enclosed to the Notification and applications with insufficient information, without necessary enclosures and which are not in the prescribed form will be summarily rejected and will not be informed.
3. Applications received prior to the notification and received after 5-00P.M of **28-09-2015** will not be entertained.
4. This Office is not responsible for any postal or courier delay and no correspondence will be entertained in this regard.
5. Candidates resorting to bringing influence of any kind will be disqualified summarily.
6. Applications are liable to be rejected at any stage and the appointment made is 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 false information.
7. The appointing Authority reserves its right for short listing of applications in the event of more number of applications is received for each vacancy on the basis of marks obtained in the qualifying examination and the candidates who are considered most suitable for appointment will be called for written examination.
8. The applicants are informed that the employees who are appointed after 1-9-2004 will be covered by the contributory pension scheme and that the existing pension scheme as per A.P. Revised Pension Rules, 1980 will not be applicable to them as per Government Order in G.O.Ms. Nos.653 to 655 Finance (Pen-I) Dept. Dt.22-09-2004.

9. Selection will be made as per guidelines issued by Hon'ble High Court and A.P.Judicial Ministerial Service Rules and subject to approval by the Hon'ble High Court.
10. The Appointing authority reserves it's right to cancel the notification without assigning any reason at any stage of recruitment process.
11. The hall ticket numbers of the qualified candidates for interview will be published in the Notice Board of District Court, Ongole and call letters will also be sent to them.
12. No information will be sent to the unsuccessful candidates either after announcement of list of qualifying candidates for interview/final selection.
13. No application will be entertained for supply of information for question paper, individual marks secured in the written test/oral interview etc., under RTI Act till the selection process is completed.
14. Out of 6 posts of Typist notified, 80% of posts i.e., 5 posts are reserved for local candidates and 20% of posts i.e., 1 post is un-reserved (for which both local and non-local candidates can compete and get selected as per merit), as per the instructions issued in Para 8(a) of the Presidential Order issued vide G.O.Ms.No.674 Dt.20-10-1975.
15. **The Candidates shall bring their own typewriter for Skill Test and in no case typewriter will be provided by the office of the Prl.District Judge, Prakasam at Ongole.**

DIS 6969
4.9.15


PRL. DISTRICT JUDGE,
ONGOLE. 4/9/15

To

1. The Registrar (Recruitment), High Court of A.P., Hyderabad with covering letter.

Copies to:

2. All the Judicial Officers in the District with a request to affix the Notification along with prescribed proforma of application to the Notice Boards of their respective Courts.
3. All the District Judges under the control of High Court of Judicature at Hyderabad for affixing on the notice boards.
4. Notice Board, District Court, Ongole.
5. The District Collector, Prakasam District, Ongole.
6. The Employment Officer, District Employment Exchange, Ongole
7. The Commissioner, Ongole Municipal Corporation, Ongole.
8. The Chairman, Dist Library, Ongole, Prakasam Dist.

With a request to publish the Notification together with Prescribed proforma of application on the Notice Boards of their respective Offices as well as in the offices under their control

9. The Dy. Director, Social Welfare Office, Pragathi Bhavan, Ongole
10. The District Tribal Welfare Officer, Pragathi Bhavan, Ongole.
11. The District Backward Class Welfare Society, Pragathi Bhavan, Ongole, Prakasam District.

With a request to ensure that the gist of the notification is published on the notice boards of all educational institutions / hostels run and managed under their control.

12. The Director, All India Radio Station, Markapur with a request to broadcast the gist of the notification.
13. The District Public Relations Officer, Santhapeta, Ongole with a request to publish the notification on the notice board attached in his Office as well as the Information Centers located at various places in the District and also requested to release the gist of the notification as a 'Press Release' to both print and electronic media.
14. The Presidents of all Bar Associations in the District for causing affixture to Notice Boards.

APPLICATION FOR THE POST OF TYPIST
(Under General Direct Recruitment)

Ref: Notification 4/2015 of Prl. District Court, Ongole.

1. Name of the Applicant :
with surname (in Capital letters)
2. Father's / Husband's Name :
3. Date of Birth and Age :days.....months.....years
(As on 01-07-2015)
4. Address for Correspondence :
with Mobile or Land Line No.
5. Permanent Address :
6. Whether belongs to category :
OC/SC/ST/BC-(ABCDE)/PHC/ESM
7. Local Employment Exchange :
Regd. No & Date
8. Educational Qualifications :
9. Technical Qualifications :
10. Computer knowledge :
11. Previous Experience if any :
12. Whether the Applicant submitted :
any application to any other post
13. Whether Local or Non-Local. :
14. Demand Draft Number & Date :
Name of the Bank & Branch

Affix latest
passport size
photograph
duly attested
by Gazetted
Officer

DECLARATION

I solemnly declare that the above information submitted by me is true to the best of my knowledge. If any information submitted by me is found to be false at any later stage, action may be taken against me.

Station :
Date :

SIGNATURE OF THE APPLICANT

List of Enclosures: (Enclosures as per applicability should be in the following Order only)

1) Demand Draft 2) Application Form 3) Age Proof 4) Attested copies of Educational, Technical and Computer Qualifications, 5) Attested Copy of Caste Certificate issued by Tahsildhar 6) Attested copies of Study Certificates from VII to SSC or Appendix-I & II as per applicability 7) Attested copies of proof of PHC & ESM Certificate 8) A duly stamped self addressed registered post cover with postage of Rs.30/- with acknowledgment for sending hall ticket. 9) Duly filled Hall Ticket-cum - Identity Sheet in duplicate with photos duly attested by the Gazetted Officer.

ORIGINAL

PRINCIPAL DISTRICT COURT::PRAKASAM::ONGOLE

HALL TICKET-CUM-IDENTITY SHEET

**WRITTEN EXAMINATION AND SKILL TEST
FOR THE POST OF TYPIST**

(GENERAL DIRECT RECRUITMENT)

REGD.NO:

<u>DATE</u>	<u>TIME</u>	<u>NAME OF EXAMINATION CENTRE</u>
(For Office Use)		
<u>NAME AND FULL ADDRESS OF THE CANDIDATE</u> (to be filled by the Candidate)		Affix latest passport size photo duly attested by the Gazetted Officer
Signature of the candidate (to be signed before the Attesting Officer)		

**Chief Administrative Officer,
District Court, Ongole.**

DUPLICATE

PRINCIPAL DISTRICT COURT::PRAKASAM::ONGOLE

HALL TICKET-CUM-IDENTITY SHEET

**WRITTEN EXAMINATION AND SKILL TEST
FOR THE POST OF TYPIST**

(GENERAL DIRECT RECRUITMENT)

REGD.NO:

<u>DATE</u>	<u>TIME</u>	<u>NAME OF EXAMINATION CENTRE</u>
(For Office Use)		
<u>NAME AND FULL ADDRESS OF THE CANDIDATE</u> (to be filled by the Candidate)		Affix latest passport size photo duly attested by the Gazetted Officer
Signature of the candidate (to be signed before the Attesting Officer)		

**Chief Administrative Officer,
District Court, Ongole.**

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 SSC 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:

Sl.No.	Village	Taluq/Mandal	District	Period
1				
2				
3				
4				

OFFICIAL SEAL

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

Station :

Date :

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

APPENDIX – 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.

Sl.No.	Village	Taluq/Mandal	District	Period
1				
2				
3				
4				

OFFICIAL SEAL

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

Station :

Date :