

OFFICE OF THE DISTRICT AND SESSIONS JUDGE NALGONDA.

Notn.Dis.No. 4736 /Estt./RC/2015,

Date: 03-09 -2015.

In compliance with the letter Roc. No.915/2015-RC, Dt. 28-08-2015, from the High Court of Judicature at Hyderabad for the State of Telangana and the state of Andhra Pradesh, the District and Sessions Judge, Nalgonda, is pleased to issue the following Notification.

NOTIFICATION

I. Applications are invited in the format annexed from qualified candidates for appointment to the following posts in the A.P. Judicial Ministerial Services by Direct Recruitment in the Unit of the District Judge, Nalgonda through a Written Test followed by Interview.

Category of the post	Class / Category	Number of Posts	Roster Points	Scale of pay
COPYIST	OC	05 (2 W)	34 (W), 36, 38 (w), 40 and 42 in I Cycle.	Rs.15460-47330
	OC (Ex-Serviceman)	01	37 in Cycle	
	BC-B	01	35 in I Cycle.	
	SC	01	41 in I Cycle.	
	ST	01	33 in I Cycle.	
	TOAL	09 Posts		

II LAST DATE FOR RECEIPT OF APPLICATIONS: 28-09-2015, upto 5-00 P.M.

Applications shall be addressed to the Principal District Judge, Nalgonda. The applications shall be sent by Registered Post or Courier Service only. No application will be received directly. The Postal Cover should be superscripted with " **APPLICATION FOR THE POST OF COPYIST**".

III EDUCATIONAL QUALIFICATIONS:

- i) Must have passed Intermediate Examination conducted by State Board of Intermediate Education or any equivalent examination.
- ii) Must have passed State Government Technical Examination in English Typewriting by Higher Grade. 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 may be considered.
- iii) The Candidates, who have Higher Academic Qualifications, if any, other than the qualifications prescribed above, shall enclose copies of relevant Certificates in proof thereof.
- iv) 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 languages will be selected)

IV AGE LIMIT:

The candidate must have completed the age of 18 years and must not have completed the age of **34 years** as on **01-07-2015**.

V RELAXATION OF AGE:

The relaxation of maximum age limit in respect of BCs, SCs, STs is 5 years and in respect of Physically Handicapped and Ex-Servicemen is 10 years as per Rule 12 (1) (c) (i) of State and Subordinate Services Rules, 1996.

VI APPLICATION / EXAMINATION FEE:

The applications duly filled in along with the necessary enclosures and with a crossed Demand Draft for Rs. 200/- (Rupees Two Hundred only) drawn on any Nationalized Bank Payable at Nalgonda in favour of the **Principal District Judge, Nalgonda** should be submitted to the Principal District Judge, Nalgonda.

The Candidates belonging to SCs, STs, PHCs and Ex-Servicemen are exempted from payment of Fee of Rs. 200/-.

"The Examination Fee once paid will not be refunded back under any circumstances, even though the application is rejected on any ground".

The prescribed Form of Application, Hall Tickets Original and Duplicate and the instructions and information to the Candidates can be downloaded from the District Court Website <http://ecourts.gov.in/nalgonda>.

VII METHOD OF RECRUITMENT:

- 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. Written Test will be for 50 Marks and Skill Test of Typewriting will be for 30 marks and viva voce will be for 20 marks as per the guidelines 9 (a) of High Court's Circular ROC No. 2318/96-C1 (1), Dated: 01-07-1996. The Candidates who have qualified in the Written Test will be called for Skill Test in Typewriting on Standard Key Board. The Candidates shall bring their own Typewriters for Skill Test.
- ii) As per the guidelines 8 (f) of the above mentioned circular, the minimum qualifying marks in the Written Test shall be 40% for the OC & Ex-Servicemen Candidates, 35% to the BC Candidates and 30% to the SC/ST Candidates.
- iii) The minimum qualifying marks to be secured in Skill Test is 50% for OC and 40% for the Candidates of BCs/SCs/STs, as per the High Court's Circular ROC No. 491/99-RC, Dated: 28-07-1999.
- iv) The Written Test will be conducted only in **English Language**.
- v) Common Written Test will be conducted for the Posts of Stenographers, Typists and Copyists, but interview will be conducted separately for each and every Category of Post.
- vi) 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 Examination.
- vii) No person shall be eligible for appointment to the Service by Direct Recruitment unless he / she satisfies the following:
 - 1) That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.
 - 2) That his/her character and antecedents are such as would not disqualify for the service.

VIII COPIES OF DOCUMENTS TO BE ENCLOSED TO THE APPLICATION :

1. Certificates of academic and technical qualifications such as Marks lists, pass certificates, provisional certificate, testimonials and other certificates to prove their professional skills, if any.
2. Certificate evidencing date of birth.
3. Latest Community certificate in case of SC/ST/BC candidates issued by the competent authority (for those claiming reservation and age relaxation).
4. Physical Disability Certificates issued by the Medical Board clearly specifying the nature of disability and percentage of disability should be enclosed (for those claiming reservation and age relaxation).
5. Employment registration card.
6. Certificates in respect of Local/Non-local candidature in terms of Presidential Orders, 1975 i.e. Study Certificate for four (4) consecutive academic years from VII to X are to be enclosed (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 **Tahsildar** for four years preceding the year of the qualifying examination **SSC** in Annexure-I, in terms of G.O. Ms. No.729, GAD (SPF-A), Dept., Dt. 1-11-1975. If the certificate in proof of Local / Non-local candidature is not in accordance with these instructions, the applications will be summarily rejected.
7. One recent passport size photograph duly signed by the Gazetted Officer to be affixed in the space provided in the application form and two passport size photographs duly signed by the Gazetted Officer to be affixed in the space provided in the Hall Ticket Original and Duplicate.
8. A self addressed cover (duly stamped with Rs.25/- for registered post with acknowledgement should be submitted with the application.

IX. LOCAL AREA :

1. Appointments will be made only on the basis of Presidential Orders issued under Article 371-D of the Constitution of India.
2. As per Para 6 of the G.O.Ms. No. 674 GAD (SPFA) Department. issued in terms of the order of the President of India, GSR 524 (E) of 18-10-1975 each District of the State shall be regarded as a Local Area.
3. As per Para 7 (a) (i) Dt. 18-10-1975 of the Presidential Order if the candidate has studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination. Or
4. Where during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or as the case may, first appeared for the relevant qualifying examination he has not studied in any educational institution if he has resided in the local area for a period of not less than four years immediately preceding the date of commencement of the qualifying examination SSC in which he appeared or as the case may be, first appeared a residence Certificate to that effect has to be obtained from the Tahasildar and to be enclosed to the application.

Contd:...P-4.

NOTE: Out of 09 Posts 08 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 the instructions issued in Para 8 (1) (a) of the Presidential Order issued vide G.O.Ms. No. 674, Dt. 20-10-1975.

X. GENERAL INSTRUCTIONS:

1. Applications should be submitted only in the format prescribed duly filled in. Applications received in any other format will be summarily rejected.
2. The Applications received with insufficient information, without necessary enclosures and proper attestation will be summarily rejected and rejection will not be informed.
3. **Applications received prior to the Notification and received after 5-00 P.M. of Last Date of submission of application will not be entertained.**
4. Preference will be given to the candidates who possess higher qualifications and the candidates with computer knowledge.
5. The Principal District Judge reserves right to short-list the number of applications as per rules and instructions issued by the High Court of Judicature at Hyderabad for the State of Telangana and the State of A.P.
6. 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.
7. No T.A. or D.A. will be paid to the candidates for the journey performed in connection with Written Examination / interview.
8. This office is not responsible for any postal delay, delay caused by any other service like courier or delay in delivery, etc. and no correspondence will be entertained in any respect.
9. Candidates resorting to bring influence of any kind will be disqualified summarily.
10. The Principal District Judge, Nalgonda reserves right to increase or decrease the number of vacancies after issue of this notification, if necessary and to withhold or cancel appointment in any vacancy / vacancies in pursuance of this notification, before appointment. The appointing Authority also reserves the right to cancel the notification without assigning any reason thereof.
11. The candidates appointed will be covered by the Contributory Pension Scheme and shall pay monthly contribution of 10% of the Basic Pay and DA from their salary to the Contributory Pension Scheme as per G.O.Ms. No. 655 Fin. (Pension-I) Department, Dated: 22-09-2004.
12. The Principal District Judge, Nalgonda is the ultimate authority to take any decision and his decision on any aspect in regard to recruitment against this notification shall be final.
13. 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.

14. Hall Ticket number of the qualifying candidates for interview will be published in the notice board of the District Court and in local news papers. Call letters will be sent to the candidates eligible for interview in the order of merit at 1 : 10 ratio as stated supra.
15. No information will be sent to the unsuccessful candidates either after announcement of list of qualifying candidates for interview/final selection.
16. 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 completed.
17. If the Candidates furnish 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.
18. All rights are reserved with the Appointing Authority to reject the application at any stage, if any information therein is found to be false at any later stage and the appointment shall be cancelled and the applicants are liable for prosecution for furnishing such false information.



**PRINCIPAL DISTRICT JUDGE,
NALGONDA.**

To

1. The Registrar (Recruitment), High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh, for information (with Covering Letter)
2. The Registrar General, High Court of Andhra Pradesh, Hyderabad, for information (with covering letter).
3. The District Social Welfare Officer(Schedule Caste), Nalgonda (with a request to publish the notification copy on the notice boards of all educational institutions/hostels, run and managed under your control)
4. The District Social Welfare Officer(Backward Classes), Nalgonda (with a request to publish the notification copy on the notice boards of all educational institutions/hostels, run and managed under your control)
5. The District Tribal Welfare Officer (Schedule Tribe), Nalgonda (with a request to publish the notification copy on the notice boards of all educational institutions/hostels, run and managed under your control)
6. The District Public Relation Officer, Nalgonda (with a request to publish the notification on the notice board attached to his office as well as the information centers located at various places in the District and to released the gist of notification as a “**Press Release**” to both print and electronic media.
7. The Director, All India Radio Station, Ramanthapur, Hyderabad (with a request to broadcast the gist of notification.
8. The District Employment Officer, Nalgonda (with a request affix the notification on the notice board and sponsor list of eligible candidates at the ratio of 1:10 enabling to send call letter for attending to the selection process.
9. The Chairman/Officer-in-charge, Zilla Grandalaya Samstha, Nalgonda District (with a request to publish the notification on the notice board of Libraries under your control.
10. All the District and Sessions Judges in both the States of Telangana and the State of A.P.,(with a request to affix on the notice board and to circulate notification copies to all the Courts under their control for display on the notice boards.
11. All the Judicial Officers in Nalgonda District for display on the Notice Board of their respective Courts.
12. The Notice Board of the District Court, Nalgonda.
13. The District Collector, Nalgonda (for display on the Notice Board).
14. The Legal Reporters, Eenadu, Vaartha, Andhra Jyothi, Andhra Prabha, Siasat (Urdu Daily), The Hindu, Deccan Chronicle, Namaste Telangana, Mana Telangana, Nava Telangana, Saakshi.
15. Spare

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JUDICIAL DEPARTMENT
PRINCIPAL DISTRICT & SESSIONS COURT, NALGONDA.
NOTIFICATION DIS. NO: 4736/2015, Dt. 03-09-2015.

Affix Recent
Passport size
Photograph
duly
attested.

APPLICATION FOR THE POST OF :: COPYIST.

1	Name of the Applicant with Surname (in capital Letters)	:	
2	Father's/Husband's Name	:	
3	Date of Birth and Age As on 01-7-2015. (As per SSC)	:	Years Months Days
4	Sex	:	Male/Female
5	Address for communication (With Pin Code)	:	
6	Permanent Address (With Pin Code)	:	
7	Telephone/Mobile No Email ID	:	
8	Category to which the applicant belongs to OC/BC-A, B, C, D/SC/ST/PH/ PH (VH)	:	
9	Involved in any Criminal Cases (If Yes, give details thereof)	:	
10	Native Place and District	:	
11	Local/Non-Local	:	
12	Educational Qualifications	:	
13	Experience if any	:	
14	Employment Registration No and Date	:	
15	Identification Marks	:	1) 2)
16	Demand Draft No., Date and Name of the Bank (Write candidate's full name and address on the reverse side of DD with Pencil only)	:	

Educational Qualification Particulars:

Examination Passed	Name of the Board/University /School	Month & Year of passing with Regn. Number	Division of pass	Percentage of Marks secured.
SSC				
Intermediate				
Graduation				
Post-Graduation				
Technical Qualification Typewriting Eng. (L/H)				
Short-Hand(L/H)				
Computer Qualifications				
Other Qualifications if any				

I solemnly declare that the above information furnished by me and all the statements made in this application are true and correct to the best of my knowledge and belief and if any information found to be false in future, I will be liable for any action to be taken against me, as per rules. I further declare that I fulfill all the conditions of the eligibility regarding age limit, education qualifications etc., prescribed for appointment to the post to which I have applied.

STATION : NALGONDA.

DATE :

SIGNATURE OF THE APPLICANT.

Note: The applicants working on Contract/outsourcing basis in the Judicial Department should send their applications in the proforma through proper channel.

CHECK LIST

Whether the following attested copies of documents have been enclosed.

1.	All study & conduct certificates from I to X class	Yes / No
2.	Secondary School Certificate	Yes / No
3.	Intermediate Certificate	Yes / No
4.	Certificates of Other academic qualifications, if any	Yes / No
5.	Typewriting English/Telugu Higher/Lower Grade Certificates	Yes / No
6.	Shorthand English Higher/Lower Grade Certificate	Yes / No
7.	Computer Education Certificate	Yes / No
8.	Any other Technical Qualification Certificates	Yes / No
9.	Caste Certificate	Yes / No
10.	Disability Certificate.	
11.	Employment Registration Card	Yes / No
12.	Nativity Certificate	Yes / No
13.	Date of Birth Certificate	Yes / No
14.	Demand Draft for Rs.200/- drawn in favour of Principal District Judge, Nalgonda.	Yes / No
15.	Self Addressed cover duly stamped for Registered Post with Acknowledgement Card.	Yes / No

FOR OFFICE USE ONLY

DATE:

SIGNATURE OF THE SCRUTINIZER,

ORIGINAL

HALL TICKET NO:

PRL.DISTRICT AND SESSIONS COURT : NALGONDA
WRITTEN TEST FOR THE POST OF COPYIST
HALL TICKET-CUM-IDENTITY SHEET

DATE	TIME	NAME OF THE EXAMINATION CENTER
NAME AND FULL POSTAL ADDRESS OF THE CANDIDATE		Affix latest passport size photo duly attested by the Gazetted Officer
(to be filled by the Candidate)		
Signature of the Candidate (to be signed before the Attesting Officer)		

CHIEF ADMINISTRATIVE OFFICER
PRL.DISTRICT COURT, NALGONDA.

INSRUCTIONS TO THE CANDIDATES

1. The Candidates should attend the Examination Hall at least half an hour before the commencement of the Examination to verify their Hall Tickets.
2. No candidate will be permitted to enter the Examination Hall 15 minutes after the commencement of the Examination.
3. No candidate will be permitted to leave the Examination Hall till the Examination is completed.
4. The Candidates shall bring H.B. Pencil, Eraser and Blue/Black point Pens for the written Test.
5. The OMR Sheet will be supplied at the Examination Hall and the Candidate should fill the correct circle out of A,B,C,D by encircling the same with H.B. Pencil only.
6. The Candidates shall invariably mention HALL TICKET NUMBER in the space provided as per the instructions given in the OMR Sheet.
7. The Candidates shall not write their names in the OMR Sheet and such answer sheet shall be disqualified.
8. The Candidates shall make their own arrangements to get a Typewriter at the time of skill test, who applied for the Posts of Stenographers Grade-III, Typist & Copyist.
9. Use of Cell Phones, carrying books or bags or any other kind of material into the Examination Hall is prohibited.
10. All the Candidates shall maintain strict silence in the Examination Hall.
11. Answer sheets of the Candidates who indulge in malpractice will summarily stand rejected.
12. The Candidates are not entitled for TA/DA for attending the Examination.

DUPLICATE

HALL TICKET NO:

PRL.DISTRICT AND SESSIONS COURT : NALGONDA
WRITTEN TEST FOR THE POST OF COPYIST
HALL TICKET-CUM-IDENTITY SHEET

DATE	TIME	NAME OF THE EXAMINATION CENTER
NAME AND FULL POSTAL ADDRESS OF THE CANDIDATE		Affix latest passport size photo duly attested by the Gazetted Officer
(to be filled by the Candidate)		
Signature of the Candidate (to be signed before the Attesting Officer)		

CHIEF ADMINISTRATIVE OFFICER
PRL.DISTRICT COURT, NALGONDA.

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ANNEXURE-I
CERTIFICATE OF RESIDENCE
(Vide sub-clauses (a) of Para 7 of the Presidential Order).

It is hereby Certified that :

a) 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.

VILLAGE	TALUQ/MANDAL	DISTRICT	PERIOD
1)			
2)			
3)			
4)			

OFFICE 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.