

OFFICE OF THE PRINCIPAL DISTRICT JUDGE, KADAPA

Dis.No:5040

Dt:22.07.2016

Notification No. 01/2016, Dt:22-07-2016

Applications are invited for appointment to the post of **“COMPUTER ASSISTANT”** in the Unit of District and Sessions Judge, Kadapa, on Contract Basis from the eligible candidates, as per the guidelines issued by the Hon'ble High Court's Circular Roc.No.1/2005-CPS, Dt:07.01.2005.

The applications shall be in the prescribed proforma enclosed herewith and shall be submitted to the following address by Postal/Registered Post/Courier etc. **“Applications will not be received directly/by hand”**.

Applications are to be addressed to: **THE PRINCIPAL DISTRICT JUDGE,
KADAPA.**

Last Date for receipt of applications is: **22-08-2016 at 05-00 PM**

Applications received after due date and which do not contain full particulars will be rejected summarily and no further communication will be entertained in this regard.

Eligibility:-

Applicant must have passed Intermediate or its equivalent examination and must have sufficient knowledge of Computer Software and Hardware (Certificate shall be enclosed). The candidates who are the native of Kadapa District are eligible and shall not have completed 34 years of age and must have completed 18 years of age, as on **01.07.2016** (Vide G.O.Ms.No.115, General Administration (SER.B) Department, dated 29.02.2008). the age relaxation of maximum age limit is 5 years in respect of Schedule Caste, Schedule Tribe and Backward Class candidates and 10 years in respect of Physically Handicapped and Ex-Service Men, as per Rules in force.

Note: The top 5 candidates short listed in the Written examination will be called for to Skill Test on the same day.

Name of the Post	No. of posts	Monthly Remuneration
COMPUTER ASSISTANT, PRINCIPAL DISTRICT COURT, KADAPA	01	Rs.11,500/- P.M.

The Applications shall contain the full particulars of educational qualifications, Technical qualifications, date of birth and age and address for correspondence etc., of the candidates. Attested photo-copy of all requisite certificates of qualifications such as General and Technical, proof of age, certificate of knowledge of computer software and hardware etc., and residential

proof issued by the concerned Mandal Revenue Officer shall be enclosed to the application. Recent passport size photos of the applicant must be affixed on the application and Hall – Ticket duly attested by any Gazetted Officer. Self-addressed stamped envelop (for Registered post and Acknowledgment) to be enclosed.


**Principal District Judge,
Kadapa.**
22/7/16

Note:- The eligible candidates shall have to appear for Written test (50) marks; Skill Test (30 marks) in Trouble Shooting in Computers; Hardware and Software side. The time and venue will be intimated in due course.

To

All the Judicial Officers in the District with a request to cause affixture of the Notification on the Notice Board of their respective Courts.

Copies to:-

- 1) The District Court, Kadapa.
 - 2) The District Employment Officer, Kadapa.
 - 3) The District Public Relation Officer, Kadapa.
 - 4) The Deputy Director, Social Welfare Dept., Kadapa.
- } With a request to get the notification affixed on the Notice Board of the Office.
- 5) Copy to the District Court Notice Board.
 - 6) The Legal Reporters, Eenadu, Vaartha, Andhra Jyothi, Andhra Prabha, Andhra Bhoomi, The Hindu and Deccan Chronicle.
- } **(to publish in Daily News papers as News item)**
- 7) The Director, All India Radio Station, Kadapa with a request to broad-cast the gist of the Notification.

JUDICIAL DEPARTMENT

PRINCIPAL DISTRICT COURT :: KADAPA

NOTIFICATION No. 01/2016

**APPLICATION FOR THE POST OF COMPUTER ASSISTANT
(on Contract basis)**

Affix latest
Passport size
photograph
duly attested
by the
Gazetted
Offier

- 1) Name of the applicant :
(IN CAPITAL LETTERS ONLY)
- 2) Father's/Husband's name. :
- 3) Date of Birth and Age :
(as per S.S.C. Certificate)
- 4) Address for correspondence :

Email:

Mobile No.

- 5) Place of residence :
(strike of out not applicable)
- 6) Qualifications :
General :
Technical :
- 7) Previous experience if any :

DECLARATION

I hereby declare that all the entries/statements made in the 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 of 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 :

Date :

Signature of the Applicant.

ORIGINAL
FOR OFFICE USE ONLY

Hall Ticket No. :

Examination Center :

Examination Date & Time :

HALL TICKET
FOR THE POST OF COMPUTER ASSISTANT
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 :

3) Full Address of the
Candidate :

4) Date of Birth :

5) Age as on 1-7-2016 :

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.

Signature of the Candidate
(At the time of Examination
before the Invigilator)

**Administrative Officer,
District Court, Kadapa.**

Instructions to the candidates:-

- 1) The candidates should attend at least half-an-hour before the commencement of the Examination to verify the Hall Ticket.
- 2) No candidate will be permitted to enter the Examination Hall 15 minutes after the commencement of the Examination.
- 3) No candidates will be permitted to leave the examination hall till the examination is completed.
- 4) The candidates shall bring Pen, H.B. Pencil, eraser for the written test.
- 5) Use of Cell Phones, carrying books or bags or any other kind of material into the examination hall is prohibited.
- 6) Candidates shall invariably mention **HALL TICKETS** number on the top of the Answer Sheet in the space provided there for.
- 7) The candidates shall not write their names in the answer sheet.
- 8) The candidates shall maintain silence in the examination hall
- 9) Answer Sheets of the candidates who indulge in **malpractice** will summarily stands rejected.
- 10) Candidates are not entitled for TA/DA for attending the oral interview.

D U P L I C A T E
FOR OFFICE USE ONLY

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FOR THE POST OF COMPUTER ASSISTANT
NOTIFICATION No.01/2016
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