

**NOTIFICATION**

(As per the guidelines issued by the Hon'ble High Court in Roc.4335/E1/2000,  
dt.26-03-2003)

APPLICATIONS FROM THE ELIGIBLE CANDIDATES ARE INVITED FOR THE  
POST OF PERSONAL ASSISTANT (STENO-TYPIST), III ADDL. DISTRICT  
JUDGE'S (FTC) COURT, BHIMAVARAM AND IV ADDL. DISTRICT JUDGE'S (FTC)  
COURT, TANUKU, W.G. DIST.

(Annexure-I to G.O.Ms.No.87, Finance (SMPC-I) Department, dated 30.03.2013  
(Fast Track Courts to be continued on permanent basis)

Name of the Post.	Emoluments.
PERSONAL ASSISTANT (STENO-TYPIST)	POST : (2)
III Addl. District Judge's (FTC) Court, Bhimavaram, West Godavari District.	} Rs. 17,500/-
IV Addl. District Judge's (FTC) Court, Tanuku, West Godavari District	

The applications (together with bio-data) should be addressed to the DISTRICT  
JUDGE, WEST GODAVARI, ELURU.

The last date for receipt of applications is upto 5-00 P.M. on 06.02.2017.

**TERMS AND CONDITIONS:**

1. Any person who retired from service as Personal Assistant (Stenographer) in A.P. Judicial Ministerial Service is eligible for appointment as Personal Assistant (Steno-Typist) in the Fast Track Courts.
2. Any employee who crossed the age limit of 65 years shall not be eligible for appointment to the said posts.
3. Any employee who has taken voluntary retirement on the ground of medical invalidation, retired on compulsory retirement from service, dismissed or removed from service shall not be eligible for appointment to the said posts.
4. If no suitable retired persons are available from A.P. Judicial Ministerial Services in Judicial Department in the District, an outsider will be considered.

**QUALIFICATIONS FOR OUT - SIDERS :**

- a. INTERMEDIATE Examination conducted by A.P.State Board of Intermediate Education or any equivalent examination.
- b. Typewriting Examination in English by Higher Grade conducted by the State Board of Technical Education & Training, Andhra Pradesh, Hyderabad.
- c. Shorthand Examination in English by Higher Grade conducted by the State Board of Technical Education & Training, Andhra Pradesh, Hyderabad.

Note : (i) If candidates with Higher Grade qualifications in English Shorthand are not available, the candidates with Lower Grade qualification in English shorthand shall be considered.

(ii) Preference shall be given to the candidates possessing Typewriting and Shorthand in Telugu either by Lower or Higher Grade conducted by the State Board of Technical Education and Training, Andhra Pradesh, Hyderabad.

**AGE** :-As on **01-07-2016** the candidate must have completed the age of 18 years and must not have completed the age of 34 years. The age relaxation of maximum age limit in respect of S.Cs., S.Ts., and B.Cs is 5 years and 10 years in case of candidates of Physically Handicapped and Ex-Service men as per existing Rules, subject to maximum of 45 years.

5. Preference shall be given to the local candidates i.e., persons living in the same station or near about Place.

6. The person must have medical fitness and mental alertness for holding of the above said post.
7. Preference will be given to those candidates who have experience in the relevant field.
8. The tenure of the appointment of the contract basis is 2 Years from the date of joining duty **subject to extension of the Fast Track Courts by the Government from time to time.**
9. During the contract period, the 2<sup>nd</sup> party shall work in the court to which he/she is appointed and shall render unblemished service.
10. During the tenure of this appointment and working in the Court, the 2<sup>nd</sup> party shall follow the norms of discipline which the employee of a regular court follows, like attending the court during regular working hours etc.,
11. The Selected candidate shall enter into an agreement as Prescribed by the authority.
12. During the contract period, in lieu of services rendered by the second party, the later shall be paid:
  - a. **Rs.17,500/-** per month. This shall be in addition to the terminal benefits the second party is getting from his/her previous employment.
  - b. The place of posting shall not be considered as a permanent arrangement even in the tenure of two years and the second party shall be liable to be transferred to such other place as may be directed by the first party.
  - c. The provisions contained in Andhra Pradesh Civil Services (Conduct) Rules, 1964 A.P.Pension Code shall be applicable mutatis mutandis.
  - d. During the tenure of the contract of appointment, either party can terminate this contract by issuing one month's prior notice or on payment of **Rs.17,500/-** in lieu thereof, without assigning any reasons.
13. No T.A. and D.A. will be paid to the candidates who attend the interview.
14. Applications will be rejected summarily if any applicant is found canvassing or endeavoring to enlist his candidature, extraneous support whether from officials or non officials by himself /herself or through his / her relatives or friends or acquaintance.
15. Applications are liable to be rejected at any stage if any information furnished therein is found to be false and applicants are liable for prosecution for furnishing false information.
16. Application should be submitted in the proforma enclosed herewith. Applications received in any other format will be rejected summarily.

**Copies of documents to be enclosed to the application:**

1. Date of Birth certificate duly attested by a Gazetted Officer.
2. Nativity Certificate issued by not below the rank of Tahsildar.
3. Academic qualification marks lists, Pass certificate, Provisional certificate, and other certificates to prove their professional skills if any.
4. Two Pass port size photographs, out of which one should be affixed on the application form.
5. A self addressed stamped envelope (for ordinary post).

  
PRL. DISTRICT JUDGE,  
W.G., ELURU.

Copy to  
All the Judicial Officers in the District with a request to cause display of the same on their respective Courts Notice Boards.  
The Prl. District Court's Notice Board.

**Copy to:**

The District Public Relations Officer, West Codavari, Eluru , for wide publicity.  
The Senior Superintendents, Accounts Section & Central Nazareth,  
Prl. District Court, W.G., Eluru.

**DIB No: 540**  
**DATE: 21.6.17**

**PROFORMA.**

Application for the post of Personal Assistant (Steno-Typist), III Addl. District Judge's Court (FTC), Bhimavaram and IV Addl. District Judge's Court (FTC), Tanuku.

Ref:- District Court's Notification dated 21.01.2017.

1. Name of the Applicant :  
(In Block letters)
2. Father's Name :
3. Date of Birth and Age :
4. Permanent Address for Correspondence :
5. Community :
6. Employment Exchange Registration Number and date. :
7. Educational Qualifications :
8. Technical Qualifications :
9. Other Qualifications if any :
10. Previous Experience if any :
11. Any other relevant information :
12. If the applicant is a retired Judicial Employee if so, the following particulars should be given. :
  - (a) Date of retirement. :
  - (b) Where the individual was retired in which category. :
  - (c) Date of completion of 65 yrs :

Station :  
Dt.

Signature of the Applicant.