

NOTIFICATION

OFFICE OF THE METROPOLITAN SESSIONS JUDGE :: HYDERABAD.

(GENERAL RECRUITMENT)

NOTIFICATION No. /MSJ/Adm/Hyd/2016

Dated: 9-2016.

Applications are invited for appointment to the post of **COPYIST** (Cat.9) carrying the pay scale of Rs.15460 - 47330 (R.P.S.2015) to fill up (03) vacancies, in the A.P. Judicial Ministerial Services in the Unit of Metropolitan Sessions Judge, Hyderabad.

The application shall be in the prescribed proforma and to be sent by Post/Registered Post/Courier. The notification number and post applied shall be mentioned on the cover. NO APPLICATION WILL BE RECEIVED DIRECTLY. Application shall be addressed to:

THE METROPOLITAN SESSIONS JUDGE, RED HILLS, NAMPALLY, HYDERABAD.

LAST DATE FOR RECEIPT OF APPLICATIONS **24-10-2016 UPTO 05-00PM.**

This Notification is available in the following official website: <http://ecourts.gov.in/hmsj>

ABSTRACT

CATEGORY OF POST	CLASS/CATEGORY	NUMBER OF POSTS	SCALE OF PAY
COPYIST	OC(W)	01	Rs.15460-47330
	SC	02(1W)	
Total		03 Posts	

Note:-

1. That out of (03) posts of Copyist notified (2) posts are reserved for local candidates and (1) post is un-reserved (for which both local and non local 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.

2. EDUCATIONAL QUALIFICATIONS:

The candidate must have passed **Intermediate Examination** conducted by A.P. State Board of Intermediate Education or any equivalent Examination.

TECHNICAL QUALIFICATIONS FOR COPYIST:

Must have passed Government Technical Examination in English typewriting by Higher grade qualification. Provided that candidates who have passed the examination by the High Grade are not available those who have passed the examination by the Lower grade may be considered.

LINGUISTIC QUALIFICATION

No candidate shall be eligible for appointment to the post of COPYIST in the Hyderabad District Judiciary, if he does not possess an adequate knowledge of Telugu and Urdu. Provided that where sufficient number of candidates who have an adequate knowledge of the said two languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the District may be selected and such candidates shall be eligible for appointment.

3) AGE LIMIT:

- i) The candidate must have completed the age of **18** years and must not have completed the age of **34** years as on **01-07-2016**.
- ii) The age relaxation of maximum age limit is **5** years in respect of Scheduled Castes/ Scheduled Tribes and Backward Classes candidates: **10** years in respect of Physically handicapped candidates and Ex. Servicemen as per rule 12© of A.P.State and Subordinate Service Rules 1996. The Physically Handicapped candidates must produce disability certificate issued by the Medical Board showing the percentage of disability for claiming the age relaxation.

4.APPLICATION/EXAMINATION FEE AS PER HIGH COURT'S CIRCULAR ROC. NO. 779/2011-RC, DT.01-10-2011:

Candidates seeking appointment should send their applications in the prescribed proforma only: to be address to '**The Metropolitan Sessions Judge, Nampally, Hyderabad**' by Regd. Post/Courier Service along with a Demand Draft for Rs.200/- (Rupees two hundred only) infavour of Metropolitan Sessions Judge, Hyderabad towards Examination Fee, drawn on State Bank of Hyderabad, payable at State Bank of Hyderabad, Extension counter MCCBr.2096 only. The candidates are instructed to mention the particulars of DD in the relevant column of the application. Further, the name of the candidate shall be noted on the reverse side of the Demand Draft. The examination fee once paid will not be refunded under any circumstances, even in the event of application received after due date or gets rejected due to any reason.

Exemption of Fee:

The candidates belonging to SC/ST/Physical Handicapped/Ex. Servicemen are exempted from payment of Fee.

METHOD OF RECRUITMENT:

i) A Written Test of the standard consistent with the minimum general educational qualification prescribed will be conducted on O.M.R. basis (Technology) of matters on General English, General Knowledge, Judiciary, General Science and General Math's. In addition to it, skill test will also be conducted to the candidates appearing for the post of COPYISTS. The successful candidates will have to appear for an oral interview to be intimated later.

ii) Written examination which is objective in form shall carry 50 marks, skill test shall carry 30 marks and oral interview shall carry 20 marks.

iii) **Written Test:** only such candidates who secure 40% marks for OC category, 35% marks for BC category and 30% marks for SC/STs categories will be treated a qualified in the written test.

Skill Test: Only such candidates who secure minimum 50% marks for O.C. category and 40% marks for BC/SC /ST category in skill test for the post of COPYIST will be treated as qualified in the skill test.

iv) Candidates who are qualified in the written test/skill test as the case may be shall be short listed to the level of 1:10 in order of merit/reservation of the oral interview.

v) The Metropolitan Sessions Judge, Hyderabad is the ultimate authority to take decision on may aspect with regard to recruitment and it will be final.

vi) No person shall be eligible for appointment to the service by direct recruitment, unless, he satisfies the following conditions.

- 1) That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering unfit for service.
- 2) That his/her character and antecedents are such as would not disqualify for service.

6) RESERVATION:

The recruitment shall be subject to the Rule of reservation infavour of candidates belonging to **Ex. Servicemen, Handicapped, SC, ST, BC** categories and **Women**, as per rules.

7) LOCAL AREA:

As per G.O.Ms.No.674, G.A.D. (SPFA) Dept., Dt.20-10-1975 each District of the state shall be regarded as a Local area.

8) ATTESTED COPIES OF THE FOLLOWING SHOULD BE ENCLOSED TO THE APPLICATION:

- 1 Certificates of Academic i.e. Intermediate and Technical qualifications such as Marks Lists, T.C., Study/Bonafide Certificates, Pass certificate and other certificates to prove their professional skills, if any.
- 2 Certificate evidencing DATE OF BIRTH.
- 3 Study/Bonafide Certificate from VII to X Class.
- 4 Community Certificate i.e. BC/SC/ST with groups (in case of reserved categories issued by authority concerned)
- 5 In case of physically handicapped candidates, the certificate issued by competent authority specifying the nature of disability and percentage of disability should be enclosed.
- 6 Certificate in respect of Local/Non Local candidature in terms of Presidential Order, 1975 i.e. Study Certificate for four (4) years i.e . from Class VII to X is to be enclosed to their applications (or) in case, they have not studied in any educational institution, residence certificate for a period of not less (4) years immediately preceding the date of commencement of the X class examination, in Annexure-I has to be submitted in terms of G.O.P.No.729, G.A.D.(SPF-A) Dept., Dt.01-11-1975.
- 7 Employment Registration Card.
- 8 Ex-Servicemen shall enclose Certificate in proof of their service and discharge.
- 9 Demand Draft for Rs.200/- to whom applicable.
- 10 A self address stamped cover Rs.25/- with acknowledgment due.
- 11 Three (3) recent Passport size photographs duly attested by a Gazetted Officer to be affixed. One is to be affixed at the top of application in the place specified. Another shall be affixed on the Original Hall Ticket and another shall be affixed on the duplicate hall ticket in the space provided.
- 12 Any other relevant certificates.

GENERAL INSTRUCTIONS/CONDITIONS:

1. 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.
2. The appointees will be covered by the Contributory Pension Scheme and the existing pension scheme as per Andhra Pradesh Revised Pension Rules. 1980 will be applicable to them as per G.O.Ms.No.655 Fin. (Pension-I) Department, Dt.22-09-2004.
3. Applications are to be submitted in the prescribed pro-forma enclosed herewith and applications received in any other format will be summarily rejected.
4. The candidates who are applied for the post of COPYIST are instructed to brining **their own typewriters** for the skill test.
5. No T.A. or D.A. will be paid for the journey performed in connection with recruitment i.e. for Written examination/Skill Test/ Interview.
6. Applications with insufficient information will summarily be rejected.

7. Applications which do not contain necessary enclosures as detailed above will be rejected.
8. Applications received prior to this notification and after due date will not be considered.
9. This Office is not responsible for any postal delay, delay caused by and other service like Courier or delay in delivery etc.,
10. Mere applying will not give any right to any person to be called for either for Written Examination or for interview as the applications of the candidates will be short listed as per the guidelines issued by the Hon'ble High Court from time to time.
11. Selection will be made as per guidelines issued by the Hon'ble High Court and as per A.P. Judicial Ministerial Service Rules., 2003 and subject to approval by the Hon'ble High Court.
12. The appointing authority reserves the right to cancel the notification without assigning any reason there for.
13. Candidates resorting to bring influence of any kind will be disqualified summarily.

**METROPOLITAN SESSIONS JUDGE,
HYDERABAD.**

To

- 1) The Registrar (Recruitment) High Court of Judicature for the State of Telagana and the State of Andhra Pradesh, Hyderabad with a covering letter.
- 2) The Chief Judge, City Civil Court, Hyderabad, } with a request to display
- 3) The Chief Judge, City Small Causes Court, Hyderabad } the Notification on the no
- 4) All the Prl. District Judges in the State with a request to cause display the Notification in their respective notice boards.

To The following officials with a request to display the Notification on their notice boards and to take necessary steps for its vide publicity.

Copies to:

- 1) The Collector & District Magistrate, Hyderabad
- 2) The Commissioner, Greater Hyderabad, Municipal Corporation, Hyderabad.
- 3) The District Employment Officer, Hyderabad District
- 4) Central Library, Hyderabad,
- 5) The Deputy Director, Social Welfare Office, Hyderabad
- 6) The District Tribal Welfare Officer, Hyderabad
- 7) The District Backward Class Welfare Society, Hyderabad
- 8) The Director, All India Radio Station, Hyderabad with a request to broadcast the gist of the notification.
- 9) The Public Relations Officer, Hyderabad with a request to publish the notification on the notice board attached in his office as well as the Information Centre located at various places in the District and also requested to release the gist of notification as a 'PRESS RELEASE' TO BOTH PRINT AND ELECTRONIC MEDIA.

**JUDICIAL DEPARTMENT
METROPOLITAN SESSIONS JUDGE
HYDERABAD**

NOTIFICATION No. _____ /2016 (GENERAL RECRUITMENT)

APPLICATION FOR THE POST OF COPYIST

(All the columns must be filled by the
Applicant in his/her own hand writing)

Affix Latest Passport Size Photograph duly attested by the Gazetted Officer

1	Name of the applicant In full (in capital letters)	
2	Father's/Husband's name	
3	Sex (Male/Female)	
4	Date of Birth (as per SSC Certificate)	
5	Age as on 01-07-2016	Years-Months-Days
6	Address for correspondence	
7	Permanent Address	
8	Mobile Number	
9	Whether belongs to (Category): a) SC b) ST c) BC d) OC e) (Specify the Sub-group/Caste)	
10	Whether the Applicant is Local or Non-Local	
11	Local Employment Exchange Regd. No. & Date of last renewal.	
12	Whether belongs to Physically Handicapped Category	
13	Whether Ex-Serviceman if so, Furnish details	
14	Whether involved in any Criminal Cases	
15	Previous Experience, if any	
16	Any other information	
17	Particulars of Demand Draft (Name of the Bank, Date of DD, DD.No.& Branch etc.,)	

18. Qualifications:-

Examination Passed	Name of the School/Board/University	Month & Year of Passing	Division and % of Marks	
			Division	% of Marks
VI to IX				
S.S.C				
Intermediate				
Degree				
Computer Qualification				
Technical & Other qualifications if any				

DECLARATION

I solemnly declare that all the entries/statements made in the applications 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 or after selection, action can be taken against me by the authority.

I further declare that I fulfilled 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

CHECK LIST

Whether the copies of the following documents are enclosed.

1	Study Certificate from Class VII to Intermediate.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	S.S.C. Memo of Marks.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Intermediate Memo of Marks.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Certificate of other Academic Qualifications.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Caste Certificate.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Certificate of Residence in Annexure-I	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Nativity Certificate.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Employment Registration Card	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Certificate of Physically Handicapped.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	Certificate Ex-Serviceman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Other Date of Birth Certificate if any	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Demand Draft for Rs.200/-	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Other Certificate if any	Yes <input type="checkbox"/>	No <input type="checkbox"/>

APPENDIX-I
CERTIFICATE OF RESIDENCE

(Vide Sub-clause (ii) of Clause (a) of Para 7 of the Presidential Order)

It is here by Certified that:

a) That Sri/Smt/Kum. _____ S/o. W/o.

D/o. _____ appeared for the first time for the Qualifying Examination i.e., 10th Class Examination in _____ (Month) _____ (Year):

b) That he/she has not studied in any educational institutions during the whole or 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 namely:

S.No.	VILLAGE	TALUK/MANDAL	DISTRICT	PERIOD
1				
2				
3				
4				

**Signature of the Officer of
Revenue Department
(not below the rank of Tahsildar
or Deputy Tahsildar in Independent
Charge of Sub-Taluq).**

OFFICE SEAL

Station: _____

Date : _____

* (Strike off “whole” or “a part”, as the case may be).

ORIGINAL
FOR OFFICE USE ONLY

HALL TICKET NO: _____

EXAMINATION CENTRE: _____

EXAMINATION DATE & TIME: _____

HALL TICKET

FOR THE POST OF COPYIST
NOTIFICATION NO. /2016, (GENERAL RECRUITMENT)
(TO BE FILLED BY THE APPLICANT)

Affix Latest Passport Size Photograph duly attested by the Gazetted Officer
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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 01-07-2016 :

Certified that the above particulars given by me are correct and true to the best of my knowledge.

SIGNATURE OF THE CANDIDATE

Signature of the Candidate
(Before the Invigilator at the
time of Examination)

CHIEF ADMINISTRATIVE OFFICER.

DUPLICATE
FOR OFFICE USE ONLY

HALL TICKET NO: _____

EXAMINATION CENTRE: _____

EXAMINATION DATE & TIME: _____

HALL TICKET

FOR THE POST OF COPYIST
NOTIFICATION NO. /2016, (GENERAL RECRUITMENT)
(TO BE FILLED BY THE APPLICANT)

Affix Latest Passport Size Photograph duly attested by the Gazetted Officer
--

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 01-07-2016 :

Certified that the above particulars given by me are correct and true to the best of my knowledge.

SIGNATURE OF THE CANDIDATE

Signature of the Candidate
(Before the Invigilator at the
time of Examination)

CHIEF ADMINISTRATIVE OFFICER.

INSTRUCTIONS 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 Ball Pen at the time of **Written Examination**.
5. The Candidates are instructed to **bring their own Typewriter for the skill test (Typist / Copyist)**
6. Use of Cell Phones, carrying books or bags or any other kind of material into the examination hall is prohibited.
7. Candidate shall invariably mention Hall Ticket Number on the top of the Answer Sheet in the space provided thereof.
8. The Candidates shall not write their names in the Answer Sheets.
9. The Candidates shall maintain silence in the examination hall.
10. Answer Sheets of the candidates who indulge in malpractice will summarily stand rejected.
11. Candidates are not entitled for TA/DA for attending the examination.