

## NOTIFICATION

Limited Recruitment (with Local candidates only)

**OFFICE OF THE METROPOLITAN SESSIONS JUDGE :: HYDERABAD.**

**NOTIFICATION No. \_\_\_\_\_ /MSJ/Adm/Hyd/2016 Dated: -09-2016**

Applications are invited upto 5.00 P.M on 24-10-2016 in the prescribed format appended hereto for appointment to the post of **STENOGRAPHER GRADE-III** by Director Recruitment in A.P Judicial Ministerial Service in the Unit of Metropolitan Sessions Judge, Hyderabad, as per A.P.J.M.S Rules, 2003 and G.O.Ms.No.100 LAW Dept, dt.8-8-2013, under **LIMITED RECRUITMENT with Local Candidates only (The Local candidates have to submit study certificates for 4 consecutive academic years ie., from 7<sup>th</sup> Class to 10<sup>TH</sup> Class)**

The Vacancy position is as hereunder:-

### ABSTRACT

CATEGORY OF POST	CLASS/CATEGORY	NUMBER OF POSTS	SCALE OF PAY
<b>STENOGRAPHER GRADE-III</b>	<b>BC- D</b>	<b>01</b>	<b>Rs. 22460-66330</b>
	<b>S.C</b>	<b>01</b>	
	<b>ST</b>	<b>01</b>	
<b>Total</b>		<b>03 Posts</b>	

The Last Date for receipt of applications : **24-10-2016 upto 5.00 P.M.**

The post cover should be super scribed with "APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III UNDER LIMITED RECRUITMENT"

The applications should be addressed to the **METROPOLITAN SESSIONS JUDGE, CRIMINAL COURTS COMPLEX, NAMPALLY, HYDERABAD.**

### QUALIFICATIONS PRESCRIBED:

- 1 Must have passed **Intermediate Examination** conducted by A.P. State Board of Intermediate Education or any equivalent Examination as prescribed in G.O.Ms.No.100, dt.8-8-2013.
- 2 Must have passed A.P. Government Technical Examination in English Type writing by Higher Grade Qualification as prescribed in G.O.Ms.No.100, dt.8-8-2013.
3. Must have passed Govt.Technical Examination in English Shorthand by higher grade or equivalent provided that if candidates who have passed the examination by Higher Grade not available those who have passed the examination by the lower grade may be considered.
4. Must have knowledge or qualification in Computer Operation as prescribed in G.O.Ms.No.100, dt.8-8-2013.
5. Linguistic Qualification:  
No candidate shall be eligible for appointment to the post of Stenographer Grade-III in the Unit of Metropolitan Sessions Judge, Hyderabad, if he/she does not possess an adequate knowledge of Telugu & 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 language according to the needs of the District may be selected and such candidates shall be eligible for appointment.

### AGE LIMIT:

- 1.Must have **not completed 34 years** of age and must **have completed 18 years** of age as on **01-07-2016.**
2. The relaxation of maximum age limit is 5 years in respect of Backward Class candidates and 10 years in respect of Scheduled Casts/ Scheduled Tribes and Physically handicapped candidates, as per Rule 12(1)(b)(i) of A.P State and

Subordinate Service Rules, 1996 and for Ex-Service men is to be calculated as per the Proviso as per Rule 12 (1) (b) (i) of A.P. State and Subordinate Service Rules, 1996.

**APPLICATION/EXAMINATION FEE:**

An application/examination fee of Rs.200/- (Rupees two hundred only) shall be paid in the form of Crossed Demand Draft drawn at Hyderabad in any Nationalized Bank in favour of “ **The Metropolitan Sessions Judge, Nampally, Hyderabad**” and enclosed the Demand Draft to the application.

The applications of Candidates (who do not belong to SC/ST/PH/Ex-Servicemen Categories) will not be considered, if the prescribed fee is not paid.

The Fee once paid, is not refundable under any circumstances, **it is not refundable, even if the application is rejected for any reason.**

**EXEMPTION OF APPLICATION/EXAMINATION FEE :-**

The candidates belonging to Scheduled Caste/Scheduled Tribe/Physically Handicapped/ Ex-servicemen categories are exempt from payment of fee.

**METHOD OF RECRUITMENT:**

- i) Written Test (Objective Type with multiple choice answers) of the standard consistent with the minimum General Educational Qualifications prescribed will be conducted on O.M.R. basis (Technology) of matters on General English, General Knowledge, Judiciary General Science and General Maths. In addition to it skill test (Stenography) will also be conducted to the candidates appearing for the post of Stenographer Grade-III. 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 (Stenography) shall carry 30 marks and oral interview shall carry 20 marks.
- iii) Written Test: Only such candidates who secure 35% marks for BC Category, and 30% marks for SC/STs categories will be treated as qualified in the written test.
- iv) Skill Test (Stenography): Only such candidates who secure 40% marks for BC/SC/ST category in skill test for the post of Stenographer Grade-III will be treated as qualified in the skill test.
- v) Out of the qualified candidates both in Written Test and skill test, interviews will be conducted in the ratio of **1:10**.
- vi) For each post 3 names will be sent to the Hon'ble High Court, and Hon'ble High Court will select one candidate from each panel for each post.

**CERTIFIED COPIES/PHOTOCOPIES OF THE FOLLOWING DOCUMENTS  
WHICHEVER IS APPLICABLE SHOULD BE ENCLOSED TO THE APPLICATION**

- i) Certificates of Academic and Technical qualifications such as Marks Lists, Pass Certificates, Provisional Certificates and other Testimonials.
- ii) Certificate evidencing **Date of Birth**.
- iii) Bonafide/Study Certificate from VII to X Class.
- iv) Community Certificate in case of S.Cs. S.Ts and B.Cs. **The Certificate shall show specifically the classification of the GROUP.**
- v) Employment Registration Card.

- vi) **Certificate in respect of LOCAL candidates in terms of Presidential Orders 1975, i.e. Study Certificate for four (04) consecutive academic years from 7<sup>th</sup> Class to 10<sup>th</sup> class (S.S.C) (or) in case, they have not studied in any educational institution, in the District during the above period of four years, residence Certificate, from the concerned Tahasildar for four years preceding the year of S.S.C.(10th class) examination in Annexure-I (prescribed proforma) in terms of G.O.Ms.No. 729 GAD, (SPF-A) Department dated 01-11-1975. If the certificate in proof of Local/Non-Local candidature are not in accordance with these instructions, the applications will be summarily rejected**
- vii) In case of physically handicapped candidates, the certificate issued by Medical Board specifying the nature of disability and percentage of disability should be enclosed.
- viii) One recent Passport size photograph duly signed by Gazetted Officer to be affixed in the space provided in the application form and two passport size photographs duly signed by Gazetted Officer to be affixed in the space provided in Hall Ticket Original and Duplicate.
- ix) Self addressed cover (duly stamped for Registered post with Acknowledgment)
- x) The application should be addressed to the Metropolitan Sessions Judge, Criminal Courts Complex, Nampally, Hyderabad with a caption "Application for the post of **STENOGRAPHER GRADE-III**"

**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. Applications are to be submitted in the prescribed pro-forma enclosed herewith and applications received in any other format will be summarily rejected.
3. No T.A. or D.A. will be paid for the journey performed in connection with recruitment i.e. for Written examination/Interview.
4. Applications with insufficient information will summarily be rejected.
5. Applications which do not contain necessary enclosures as detailed above will be rejected.
6. Applications received after 5-00 p.m on **24-10-2016** will be ignored.
7. Applications which were received prior to this Notification will not be considered.
8. This Office is not responsible for any postal delay, delay caused by and other service like Courier or delay in delivery etc.,
9. All rights are reserved with the Appointing Authority to reject the applications at any stage, if found to be false and the appointment shall liable to be cancelled, if any information therein is found to be false at any later stage and the applicants are liable to be prosecution for furnishing such false information.
10. The Posts are being filled up as per the G.O.Ms.No.70 LAW LA&J Courts-D-1, Department dated 18-05-2002.
11. Selection to the posts will be made as per the guidelines issued by the Hon'ble High Court of A.P. and A.P. Judicial Ministerial Service Rules and subject to approval by the Hon'ble High Court of Judicature at Hyderabad.
12. Candidates resorting to bring influence of any kind will disqualify their candidature.

13. The appointment shall be covered by the Contributory Pension Scheme and the existing Pension Scheme as per the Andhra Pradesh Revised Pension Rules, 1980 will not be applicable to them as per G.O.Ms.No. 653, 654, 655 (Pen-I) Department, dated 22-09-2004 issued by the Government.
14. The Appointing Authority reserves the right to cancel the notification without assigning any reason there for.
15. The candidates who appear for the skill test shall have to bring their own Typewriters.

**METROPOLITAN SESSIONS JUDGE,  
HYDERABAD.**

To

1. Notice Board, Metropolitan Sessions Court, Nampally, Hyderabad.
2. All the Judicial Officers in the Unit with a request to direct the concerned staff to display on Notice Boards of the Court.
3. The Chief Judge, City Civil Court, Hyderabad, with a request to circulate the Notification to all the Judicial Officers under his control to display on Notice Boards of their respective Courts.
4. The Chief Judge, City Small Causes Court, Hyderabad, with a request to circulate the Notification to all the Judicial Officers under his control to display on Notice Boards of their respective Courts.

**Copies to:**

- 1 The Collector & District Magistrate, Hyderabad
2. The Commissioner, Greater Hyderabad, Municipal Corporation, Hyderabad.
- 3 The Revenue Divisional Officers, Hyderabad and Secunderabad.
- 4 Employment Officer, Greater Hyderabad /Secunderabad
- 5 Central Library, Hyderabad,
- 6 With a request to publish the Notification prescribed pro-forma of application on the Notice Boards of their respective Offices.
- 7 The Deputy Director, Social Welfare Office, Hyderabad
- 8 The District Tribal Welfare Officer, Hyderabad
- 9 The District Backward Class Welfare Society, Hyderabad  
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.
- 10 The Director, All India Radio Station, Hyderabad with a request to broadcast the gist of the notification.
- 11 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**  
**(UNDER LIMITED RECRUITMENT)**

Affix Latest  
Passport Size  
Photograph  
duly attested  
by the  
Gazetted  
Officer

**APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III**

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

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:-

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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., 10<sup>th</sup> 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:

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

**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 STENOGRAPHER GRADE-III**  
**NOTIFICATION NO.        /2016,**  
**(UNDER LIMITED 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**
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.

**DUPLICATE**  
**FOR OFFICE USE ONLY**

HALL TICKET NO: \_\_\_\_\_

EXAMINATION CENTRE: \_\_\_\_\_

EXAMINATION DATE & TIME: \_\_\_\_\_

**HALL TICKET**

**FOR FOR THE POST OF STENOGRAPHER GRADE-III**  
**NOTIFICATION NO.         /2016,**  
**(UNDER LIMITED 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.

SIGNATUTE OF THE CANDIDATE

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

CHIEF ADMINISTRATIVE OFFICER.

### **INSTRUCTIONS TO THE CANDIDATES**

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