

**PRINCIPAL DISTRICT AND SESSIONS COURT :: ADILABAD.**

Notification Dis.No. 1300/2017/Admn.

Dated: 08.03.2017

**NOTIFICATION No.01/2017**

Ref:- The Registrar, Recruitment, Hon'ble High Court of Judicature at Hyderabad for the state of Telangana and the state of Andhra Pradesh ROC No.638/2016-RC, dt: 03-11-2016 & dt. 21.01.2017

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Applications are invited in the prescribed format appended here to for appointment to the posts of **TYPIST** by Direct Recruitment under A.P. Judicial Ministerial Service Rules in the unit of District and Sessions Judge, Adilabad from the eligible candidates.

By Direct Recruitment (3)

Sl. No.	Name of the post	Class/ category	No. of vacancies	Scale of Pay
1	Typists	OC	2 (1 Post for women)	Rs16,400-49,870/-
		BC-D	01	
		<b>Total</b>	<b>03</b>	

**LAST DATE FOR RECEIPT OF APPLICATIONS IS 01.04.2017 UP TO 5.00 P.M.**

Applications shall be addressed to the **Prl. District and Sessions Judge, Adilabad**. 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 TYPIST**".

**I. EDUCATIONAL QUALIFICATIONS FOR TYPIST**

- i) Must have passed Intermediate examination conducted by A.P. State Board of Intermediate Education or its equivalent examination. "**Must have knowledge or qualification in computer operation**".
- ii) Must have passed A.P. Government Technical Examination in English Type writing by Higher Grade
- 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 candidates must have adequate knowledge of local languages i.e., Telugu, Urdu and Marathi (if candidates who have adequate knowledge of the local languages are not available, candidates who have adequate knowledge of any one of the languages will be selected)

**II. AGE LIMIT**

Must have completed the age of 18 years and must not have completed (34) years of age as on 01.07.2017. The relaxation of maximum age limit in respect of BCs, SCs, STs is 5 years. The relaxation of maximum age limit in respect of candidates of Physically Handicapped is 10 years and the Ex Servicemen are allowed to deduct from their age a period of three years in addition to the length of service rendered by them in the Armed Forces as per Rule 12(1)(c)(i) of A.P. State and Subordinate Service Rules, 1996.

**III APPLICATION/EXAMINATION FEE**

The application forms duly filled in along with the necessary enclosures and with a crossed Demand Draft for **Rs.200/-** (Rs. Two hundred only) drawn on any nationalized bank payable at Adilabad in favour of the Principal District and Sessions Judge, Adilabad should be submitted to the Prl. District and Sessions Judge, Adilabad.

The candidates belonging to SCs, STs, PHCs and Ex-servicemen are exempted from payment of fee of Rs.200/-.

***"The Demand drafts of the rejected applications shall not be returned"***

#### IV. 1) METHOD OF RECRUITMENT FOR TYPISTS.

- 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, skill test (Typing test) for 30 marks and viva voce for 20 marks as per the guidelines 9(b) of High Court's Circular ROC No.2318/96-C1(1) dated 01.07.1996. The candidates, who become eligible for typing test shall have to bring their own typewriters, but no typewriter will be provided by this office.
  - 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-serviceman 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 28-7-1999.
  - 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 separate interviews will be conducted for each and every category of post.
  - VI) Weightage marks will be awarded for possessing shorthand with higher grade with 5 additional marks in the interview. Law Degree holders shall be awarded 5 additional marks as per the guideline 9 (c) issued by the Hon'ble High Court in ROC No.2318/96-C1(1) dated 01.07.1996
- 2) 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 and skill test.
  - 3) No person shall be eligible for appointment to the service by direct recruitment unless he/she satisfies the following:
    - i) That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.
    - ii) That his/her character and antecedents are such as would not disqualify for the service.

#### V. COPIES OF DOCUMENTS TO BE ENCLOSED.

1. Certificate of Academic and Technical Qualifications such as Marks list, provisional certificate, pass certificate, and other testimonials etc.,
2. Certificate evidencing date of birth.
3. Community (Caste) certificate declaring that the candidate belongs to SC/ST/BC/ category issued by the competent authority.
4. Employment registration Card
5. Certificate in respect of local Non-local status of the candidature in terms of Presidential Order, 1975, i.e., Study certificate for four consecutive academic years from Classes VII to X are to be enclosed (or) in case if, they have not studied in any institution in the District during the said period of four years, but to claim local candidature as per residence, the said candidates have to submit Residence Certificate from the concerned Tahasildar for four years preceding the year of the qualifying examination SSC in Appendix-I shall be produced in terms of GOMs.No. 729 GA (SPF-A). If the certificate in proof of local/Non local candidates is not in accordance with these instructions, the applications will be summarily rejected.
6. In case of physically handicapped candidates the certificates issued by the Medical Board clearly specifying the nature of disability and percentage of disability should be enclosed.
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 Tickets Original and Duplicate.
8. A self addressed cover (duly stamped with Rs.25/- for registered post with acknowledgement)

## VI. LOCAL AREA:

- i. Appointments will be made only on the basis of Presidential Orders issued under Article 371-D of the Constitution of India
- ii. As per para 6 of the GOMs.No.674 GAD (SPFA) Dept. issued in terms of the order of the President of India, GSR 524(E) of 18.10.75 each district of the state shall be regarded as a local area.

## VII. GENERAL INSTRUCTIONS.

- 1) 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

- i) 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 be,, first appeared for the relevant qualifying examination SSC he has not studied in any educational institution, if he has resided in that 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 MRO/Tahsildar and to be enclosed to the application form.
  - ii) The application should be in the prescribed form as enclosed to the notification and application with insufficient information, without necessary enclosures and which are not in the prescribed form will be summarily rejected and will not be informed.
  - iii) **Applications received prior to the notification and received after 5.00 p.m of 01.04.2017 will not be entertained.**
  - iv) The successful candidate in the Written and skill Test will have to appear for oral interview.
  - v) The office is not responsible for any postal delay and no correspondence will be entertained in any respect
  - vi) No TA or DA will be paid to the candidates who appear for the written test and interview.
  - vii) Candidates resorting to bring influence of any kind will be disqualified summarily.
  - viii) Candidates on their appointment shall become members of 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 GOMs. No.655 Fin (Pension-I) Dept. dt. 22.9.2004
  - ix) **Out of 03 posts, 02 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 (8)(a) of the Presidential order issued vide G.O.Ms.No.674, dated: 20-10-1975.
  - x) The candidates who are applied for the posts of Typist are instructed to bring their own Typewriter for the skill test.
2. Mere applying and mere securing minimum qualifying marks in the written test will not give any right to any candidate to be called for either written test or Interview
  3. Selection will be made as per the guidelines issued by the Hon'ble High Court of Andhra Pradesh and A.P. Judicial Ministerial Service Rules and subject to the approval by the High court.
  4. The appointing authority reserves the Right to cancel the notification without assigning any reasons at any stage of recruitment process.
  5. All the Rights are reserved with the Appointing Authority to reject the applications at any stage if any information therein is found to be false at any latter stage the appointment shall be cancelled and the applicants are liable for prosecution for furnishing such false information.
  6. 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.

7. No information will be sent to the unsuccessful candidates either after announcement of list of qualifying candidates for interview/final selection.
8. 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 is completed.
9. 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.

Sd/-  
PRINCIPAL DISTRICT AND SESSIONS JUDGE  
ADILABAD

To

1. The Registrar General, High Court of A.P. Hyderabad for information.
  2. The Registrar, Administration, Hon'ble High Court of A.P. Hyderabad
  3. The Registrar, Recruitment, Hon'ble High Court of A.P. Hyderabad
  4. All the Judicial Officers in the unit of Adilabad with instructions to affix the notification on the notice boards of their respective courts.
  5. The District Collector, Adilabad.
  6. The District Employment Officer, Adilabad.
  7. All the District Judges in the State
  8. Notice Board of the District Court, Adilabad.
  9. The District Public Relation Officer, Adilabad.
  10. The Dy. Director, Social Welfare Officer, Adilabad.
  11. The District B. C. Welfare Officer, Adilabad.
- } With a request to cause  
this notification affixed  
on their respective  
office Notice Boards
12. The Legal Reporters, Eenadu, Namasthe Telangana, Andhra Jyoti  
Andhra Prabha, Andhra Bhoomi and Sakshi.
  13. Spare

APPLICATION FOR THE POST OF "TYPIST"			
Ref: District Court, Adilabad Notification No.01/2017, Dis.No.1300/2017 Dated: 08.03.2017			
1	Full Name of the applicant. (in Block letters)		Affix Recent colour passport size photograph duly attested by Gazetted Officer.
2	Father's/Husband's name.		
3.	Permanent Address	:	
4.	Address for communication with Mobile / Landline number	:	
5.	Sex.	:	Male/Female.
6.	Date of Birth.	:	
7.	Age (As on 01.07.2017)	:	Years Months Days
8.	Nationality	:	Indian
9.	Religion	:	
10.	Caste/Category/PHC/ESM	:	
11.	Local Employment Exchange registration No. and Date	:	
12.	Local/ Non-local.	:	
13.	13. Educational qualifications 1) Academic.  2) Technical.  3) Other (if any)	:	
14.	Previous experience (if any)	:	
15.	Identification marks	:	1) 2)
16.	Demand Draft No. Date and Name of the Bank (write candidates full name and address on the reverse side of DD with pencil)	:	

I hereby declare that all the statements made in this application are true 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 the examination/interview/appointment, action may be taken against me.

I have read the provisions in the notification carefully and I hereby undertake to abide by them.

I further declare that I will fulfill all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for appointment to the post of Typist, under recruitment.

Station:

Date :

SIGNATURE OF THE APPLICANT

APPENDIX - I  
CERTIFICATE OF RESIDENCE

(vide sub-clause(ii) of Clause (a) of para 7 of the Presidential Order)

It is hereby certified that:

- a. That, 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 proceeding 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  
 Office 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.

**ORIGINAL**  
**DISTRICT AND SESSIONS COURT ; ADILABAD.**  
**WRITTEN TEST FOR THE POST OF TYPIST**  
**HALL TICKET CUM IDENTIFY SHEET**  
**Notification No.01/2017**

HALL TICKET NO. \_\_\_\_\_

(To be filled by the District Court, Adilabad)

Date:	Time	Name of the examination centre

(To be filled by the Candidate)

1.Name of the Candidate: (in capital Letters)		Affix latest pass port size photo duly attested by the Gazetted Officer.(Do not staple)
2.Father's/Husband Name:		
3.Full postal address of the candidate:		

Signature of the candidate:  
(To be signed before the Attesting Officer)

Signature of the Candidate Before the Invigilator	Signature of the Officer in charge/ Invigilator
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**INSTRUCTIONS TO THE CANDIDATE**

1. The Candidate should report at the centre of examination at least half an hour before the commencement of examination for verification of Hall Tickets.
2. No Candidate will be permitted to enter the examination hall 15 minutes after commencement of examination.
3. No candidate will be permitted to leave the examination hall till the completion of time of the examination.
4. 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 blue/black ball pen only.
5. The candidate shall bring Blue/Black Ball pen for the purposes of written examination and the OMR sheet shall not be filled with any pencil and such answer sheet will be disqualified.
6. For attending the skill test of typing the candidate shall bring his type writer.
7. Use of Cell Phones, Carrying books or bags or any other kind of material into the examination hall is prohibited.
8. Candidate shall invariably mention HALL TICKET NUMBER in the space provided as per the instructions given in the OMR Answer Sheet.
9. The candidate shall not write their name in the OMR sheet and such answer sheet is disqualified.
10. All the candidates shall maintain strict silence in the examination Hall.
11. Answer sheet of the candidate will be rejected if he/she indulge in malpractice.
12. No TA and DA will be paid for any candidate for attending written examination or interview.

PRL DIST JUDGE, ADILABAD.

**DUPLICATE**  
**DISTRICT AND SESSIONS COURT ; ADILABAD.**  
**WRITTEN TEST FOR THE POST OF TYPIST**  
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PRL DIST JUDGE, ADILABAD.

\*Copy of this notification and Application is also available in website  
<http://ecourts.gov.in/adilabad>