

Dis.No.1064 /2017.

Prl. District and Sessions court,  
Mahabubnagar, Dt.01.03.2017.

**NOTIFICATION**  
**(GENERAL RECRUITMENT)**

Applications are invited up to 5-00 p.m. on **31.03.2017** in the prescribed format appended hereto for appointment to the posts of Copyists (Cat-12) by direct recruitment in A.P. Judicial Ministerial Services in the Unit of District Judge, Mahaboobnagar from the eligible Candidates.

**THE VACANCY POSITION IS HEREUNDER**

Name of the Post	Category	No of posts	Scale of Pay
Copyists			Rs. 15460 - 47330
	OC	5 (2W)	
	OC (Blindness or Low Vision)	1	
	OC – Ex- Serviceman	1	
	BC-C	1	
	SC	1	
		<b>9</b>	

**THE LAST DATE FOR RECEIPT OF APPLICATIONS IS : 31.03.2017 UP TO 5.00 P.M**

The applications shall be in the prescribed proforma and shall be addressed to **THE PRL.DISTRICT AND SESSIONS JUDGE, MAHABUBNAGAR. The applications shall be sent by Post/Registered Post/Courier etc.** No application will be received directly and the postal cover should be superscripted with” **APPLICATION FOR THE POST OF COPYISTS”**

**I. EDUCATIONAL QUALIFICATIONS**

- i) One must have passed Intermediate Examination conducted by Andhra Pradesh State Board of Intermediate Education or any equivalent examination.
- ii) Must have passed Andhra Pradesh Government Technical Examination in English Typewriting by Higher Grade. Provided that candidates who have passed the examination by the higher grade are not available those who have passed the examination by the lower grade may be considered.
- iii) The Candidate must have adequate knowledge of Telugu and Urdu ( If candidates who have adequate knowledge of both the 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 **B.Cs. 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 applications forms duly filed up in along with the necessary enclosures with a crossed *Demand Draft for Rs.200/- (Rupees Two Hundred Only)* drawn on any nationalized bank payable at Mahaboobnagar *in favour of the Prl.District and Sessions Judge, Mahaboobnagar* should be submitted to the Prl.District and Sessions Judge, Mahaboobnagar, 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.

**The candidates belonging to Schedule Caste, Schedule Tribe, Physically Handicapped and Ex-Servicemen are exempted from payment of Fee of Rs.200/-**

## **IV. METHOD OF RECRUITMENT :**

- (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 and Technical Test in Typewriting will also be held. Written Test will be for 50 Marks, Technical Test will be for 30 marks and viva voce will be for 20 marks.
- (ii) Minimum qualifying marks in the Written Test shall be 40% to the O.C Candidates, 35% to the BC Candidates and 30% to the SC/ST Candidates. Minimum qualifying marks in Technical Test shall be 50% for OCs and 40% for BCs/SCs/STs
- (iii) Interview letters will be sent to 10 Candidates only for each post in order of marks secured in the written/Technical examination from the top, for all categories according to rank of reservation
- (iv) For each post (3) names will be sent to the Hon'ble High Court, which will select one candidate from the merit list for each post.
- (v) No person shall be eligible for appointment to the service by direct recruitment unless he/she satisfies the following:
- (vi) That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.
- (vii) That his/her character and antecedents are such as would not disqualify for the service.

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

- i) Certificates of Academic and Technical qualifications such as marks lists, Pass Certificates, Provisional Certificate and other Testimonials etc., .
- ii) Date of Birth Certificate.
- iii) Community (Caste) certificate declaring that the candidate belongs to SC/ST/BC category issued by the competent authority.
- iv) Employment Registration Card.

- v) 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 G.O.P.No.729 G.A. (SPF-A) Department, dated 01.11.1975. If certificate in proof of local/non-local candidates is not in accordance with these instructions, the applications will be summarily rejected.
- vi) "Discharge Certificate" should be enclosed in respect of the service rendered in the Armed Forces.
- vii) In case of physically handicapped candidates the certificates issued by the Medicals Board clearly specifying the nature of disability and percentage of disability should be enclosed.
- viii) 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.
- ix) A self addressed cover (duly stamped for registered post with acknowledgement).

#### **VI. GENERAL INSTRUCTIONS:**

- i) Out of Nine (9) posts of Copyists, notified Eight (8) posts are reserved for local candidates and one (1) post is unreserved for both local and non local candidates 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.
- ii) The candidates are instructed to bring their own typewriter for the skill test.
- iii) Candidates, who are successful in written examination and Skill test, will be called for oral interview in the ratio of 1:10 of each post.
- iv) Appointment will be made only on the basis of Presidential Orders issued under Article 371-D of the Constitution of India.
- v) 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.
- vi) Applications received prior to this notification and received after 5.00 PM of **31-03-2017** will not be entertained.
- vii) The successful candidates in the written test/Technical test will have to appear for oral interview.
- viii) In the event of more than 20 times the number of candidates applying for appointment, the appointing authority will be free to short list candidates as per High Court's circular instructions.
- ix) The Office is not responsible for any postal delay and no correspondence will be entertained in any respect.
- x) No T.A or D.A will be paid to the candidates who appear for the written test and interview.
- xi) Candidates resorting to bring influence of any kind will be disqualified summarily.

- xii) Candidates on their appointment shall become members of Contributory Pension scheme and shall pay a monthly contribution of 10% of the Basic Pay and D.A. from their salary to the contributory Pension Scheme as per G.O.Ms.No.655, Fin.(Pension-I) dept., dated 22.9.2004.
- xiii) Mere applying will not give any right to any candidate to be called for either written test or interview as the applications will be short listed as per guidelines of the High Court.
- xiv) Selection will be made as per guidelines of the High Court of Andhra Pradesh and in accordance with A.P.J.M.S. Rules and subject to approval by High Court.
- xv) The appointing authority reserves the Right to cancel the notification without assigning any reasons.
- xvi) All the right are reserved with the Appointing Authority to reject the applications at any stage if any information therein is found to be false at any later stage the appointment shall be cancelled and the applicants are liable for prosecution for furnishing such false information.

**Sd/- (Sri G.Venkata Krishnaiah)**  
**PRL.DISTRICT AND SESSIONS JUDGE,**  
**MAHABUBNAGAR.**

**To:**

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>1. All the Judicial Officers in the District</li> <li>2. The Collector and District Magistrate,</li> <li>3. The District Employment Officer<br/>Mahabubnagar</li> </ul> | } | <p>with a request to cause to<br/>affix this Notification on the<br/>notice boards together with<br/>prescribed proforma in the<br/>respective offices.</p> |
|--|---|---|
- 4. The District Social Welfare Officer, Mahabubnagar, with a request to ensure that the gist of this employment notification is published on the notice boards of all educational institutions/hostels run and managed under their control.
  - 5. The District Tribal Welfare Officer, Mahabubnagar, with a request to ensure that the gist of this employment notification is published on the notice boards of all educational institutions/hostels run and managed under their control.
  - 6. The Officer-in-charge of Backward Classes welfare office, Mahabubnagar with a request to ensure that the gist of this employment notification is published on the notice boards of all educational institutions/hostels run and managed under their control.
  - 7. The District Public Relations Officers, Mahabubnagar with a request to publish this notification on the notice board attached to his office as well as the Information Centers located at various places in the District. He is further requested to release the gist of the notification as “Press Release” to both print and electronic media.
  - 8. The Station Director, All India Radio, Saifabad, Hyderabad with a request to the broadcast the gist of this notification in the radio.
  - 9. The Officer-in-charge of District Library, Mahabubnagar for publication of the gist of this notification on the notice boards of all the libraries under their control.
  - 10. The Notice Board, District Court, Mahabubnagar.
  - 11. All the Unit Heads/ Prl. District and Session Judges in the State with a request to cause to display on the notice boards of the Courts.

**Copy submitted to:-**

The Registrar (Recruitment), Hon'ble High Court at Hyderabad for the states of Telangana and Andhra Pradesh with a covering letter for favour of information.

**JUDICIAL DEPARTMENT**  
**PRL.DIST. & SESSIONS COURT :: MAHAUBNAGAR**  
 (Notification dated 01.03.2017)  
**APPLICATION FORM**

Latest passport size photograph duly attested by Gazetted Officer

Application for the post of **COPYIST**

1. Name of the Applicant in full (in capital letters) :
2. Father's/Husband's name :
3. Sex(Male/Female) :
4. **Date of Birth** and **AGE** (as on **01-07-2017**) :
5. Address for correspondence :
6. Permanent Address :
7. Whether belonging to SC/ST/BC (Copy of Caste Certificate to be enclosed) :
8. Whether belongs to Physically Handicapped Category(Specify nature of handicap and Enclose copy of certificate) :1. Orthopedic Handicapped  
2: Hearing impaired  
3: Visually handicapped
9. Educational qualifications :
 

i) Academic	Qualification/ Course studied	Pass Division

  

i) Technical	Qualification/ Course studied	Pass Division
10. Percentage of Marks secured in Intermediate/ Qualifying Examination :
11. Previous experience, if any,
12. Local : Local/Non-Local
13. List of certificates enclosed (Only Xerox copies should be enclosed) :
14. Demand Draft Number, Date and Name of the bank :  
( Write Candidates full name and address on the Reverse side of DD with Pencil)

I solemnly declare that the above information furnished by me is true and correct to the best of my knowledge.

Station :

Date :

Signature of the candidate/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) Sri/Smt./Kum. \_\_\_\_\_

S/o. W/o. D/o. \_\_\_\_\_ appeared S.S.C. examination for the first time in \_\_\_\_\_ (month) \_\_\_\_\_ (year);

b) 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) in the 4 years immediately preceding the commencement of the aforesaid examination, he/she resided in the following place/places:

<u>VILLAGE</u>	<u>TALUQ/MANDAL</u>	<u>DISTRICT</u>	<u>PERIOD</u>
1.			
2.			
3.			
4.			

OFFICE SEAL

Station:  
Date:Signature of the Officer  
of Revenue Department  
(not below the rank of Tahsildar  
or Deputy Tasildar in Independent  
charge of Sub-Taluq.)

\*Strike off "whole" or "a part", as the case may be.

**OFFICE OF THE PRL.DISTRICT AND SESSIONS JUDGE, MAHABOOBNAGAR**

**HALL TICKET (ORIGINAL)**

**WRITTEN/TECHNICAL EXMINATION FOR RECRUITMENT  
TO THE POST OF COPYIST**

Hall Ticket No.

1. Name of the Candidate :
2. Father's Name :
3. Address for Correspondence :
3. Date & Time of Exam :
5. Examination Centre :

Passport size photo duly  
attested by the Gazetted  
Officer to be affixed

Signature of the candidate

Signature of the Administrative  
Officer, Prl.District Court,  
Mahaboobnagar

**(Note : Items 1 to 3 shall be filled by the candidate)**

**OFFICE OF THE PRL.DISTRICT AND SESSIONS JUDGE, MAHABOOBNAGAR**

**HALL TICKET (DUPLICATE)**

**WRITTEN/TECHNICAL EXMINATION FOR RECRUITMENT  
TO THE POST OF COPYIST**

Hall Ticket No.

1. Name of the Candidate :
2. Father's Name :
3. Address for Correspondence :
3. Date & Time of Exam :
5. Examination Centre :

Passport size photo duly  
attested by the Gazetted  
Officer to be affixed

Signature of the candidate

Signature of the Administrative  
Officer, Prl.District Court,  
Mahaboobnagar

**(Note : Items 1 to 3 shall be filled by the candidate)**



