OFFICE OF THE PRL. DISTRICT JUDGE : ANANTHAPURAMU

Date 08.11.2016

NOTIFICATION
FOR LIMITED RECRUITMENT

Applications are invited only from the eligible candidates belonging to the categories of Scheduled Caste, Scheduled Tribe and Backward Class-E group for appointment to the post of Stenographer Gr.III in the A.P. Judicial Ministerial Services in the Unit of the Prl. District Judge, Ananthapuramu.

The applications should be addressed to:

THE PRL. DISTRICT JUDGE, ANANTHAPURAMU

LAST DATE FOR RECEIPT OF THE APPLICATIONS IS 12.12.2016 UPTO 5.00 PM

Total No. of vacancies : 3

<table>
<thead>
<tr>
<th>Category of Post</th>
<th>Class/Category</th>
<th>Number of Posts</th>
<th>Scale of Pay</th>
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<tbody>
<tr>
<td>Stenographer Grade-III (Limited Recruitment)</td>
<td>BC-E</td>
<td>01</td>
<td>Rs.22460-66330</td>
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<tr>
<td></td>
<td>SC</td>
<td>01</td>
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<td></td>
<td>ST</td>
<td>01</td>
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<tr>
<td>Total</td>
<td></td>
<td>03 posts</td>
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*Note: The selection/appointment of candidate belonging to BC/E group against the vacancy under BC/E above i.e. RP 44 (BC-E) is subject to the result of the Civil Appeal Nos.2638 & 2639 of 2010 on the file of the Hon’ble Supreme Court of India.

Educational and other Qualifications:

The candidate

i) Must be a citizen of India

ii) Must be of sound health, active habits and free from any bodily defects or infirmities rendering unfit for service;

iii) Must have character and antecedents such as to qualify for the service

iv) Must have passed Intermediate Examination conducted by A.P. State Board of Intermediate Education or its equivalent.

v) Must have passed Typewriting Examination in English by Higher Grade conducted by the State Board of Technical Education & Training, A.P., Hyderabad.

vi) Must have passed Shorthand Examination in English by Higher Grade conducted by the State Board of Technical Education & Training, A.P., Hyderabad or its equivalent. Provided that if candidates who have passed the examination by Higher Grade are not available, those who have passed the examination by Lower Grade will be considered.

vii) No candidate shall be eligible for appointment to the posts of Stenographer Grade-III in the Ananthapuramu District Judiciary, if he/she does not possess an adequate knowledge of Telugu and Kannada, 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 languages according to the needs of the District, may be selected and such candidates shall be eligible for appointment.

viii) Must have knowledge or qualification in computer operation.

Age Limit:

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.

The age relaxation of maximum age limit is 5 years in respect of Backward Classes and 10 years in respect of Physically Handicapped and Ex-Servicemen as per rules in force; AND the age relaxation of maximum age limit is 10 years in respect of Scheduled Castes/Scheduled Tribes as per proviso under Rule 12(1)(b)(i) of A.P. State and Subordinate Service Rules, 1996, as this is a Limited Recruitment.
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 on any Nationalised Bank in favour of “The Prl. District Judge, Ananthapuraamu” and the Demand Draft shall be enclosed to the application. Name of the candidate and post applied for should be written on the backside of the Demand Draft.

The candidates belonging to Scheduled Caste/Scheduled Tribe/Differently abled (Physically Handicapped)/Ex-servicemen categories are exempt from payment of fee. The applications of candidates (who do not belong to SC/ST/PH/ExS 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.

Method of recruitment:

i) A Written Test of the standard consistent with the minimum general educational qualifications prescribed will be conducted, followed by skill test in Typewriting and Shorthand in English. The successful candidates will have to appear for an oral interview to be intimated later.

ii) Written Test (Objective Type) on OMR (Technology) basis will be conducted for 50 marks. The skill test will be for 30 marks and 20 marks for oral interview.

iii) Only such candidates who secure the minimum 40% marks for OC category, 35% marks for BC category and 30% marks for SC/ST categories will be treated as qualified in the written test.

iv) Only such candidates who secure the minimum 50% marks for OC category and 40% marks for BC/ST/SC categories in the skill test will be treated as qualified in the skill test.

iv) Candidates who are qualified in the written test and skill test will be short-listed to the level of 1:10 in order of merit/reservation for calling for oral interview.

Mode of applying:

Candidates seeking appointment to the above post should send their applications in the prescribed proforma only addressed to THE PRL. DISTRICT JUDGE, ANANTHAPURAAMU and should mention the name of the post applied for on the envelope cover. The applications must reach the above address by 5.00 P.M. on or before the last date.

Applications received after last date will not be entertained.

The following should be enclosed to the application:

1. Crossed Demand Draft for Rs.200/- (Rupees Two hundred only) in favour of the Prl. District Judge, Ananthapuraamu (wherever applicable).
2. Attested copies of certificates of Academic and Technical Qualifications and other certificates to prove their professional skills if any.
3. Attested copy of certificate evidencing Date of Birth.
4. Attested copy of Community Certificate i.e., BC/SC/ST with groups (in case of reserved categories issued by competent authority).
5. Attested copy of Medical certificate issued by competent authority in case of Differently abled (physically handicapped) candidates, specifying the nature of handicap.
6. Attested copy of certificate in respect of Local/Non-Local candidature in terms of Presidential Order, 1975 i.e., Study Certificate for four (4) years preceding the year of S.S.C. (10th class) or in case they have not studied in any educational institution, Residence Certificate from the concerned Tahsildar for four years preceding the year of S.S.C. (10th Class) in Appendix – I (prescribed proforma) in terms of G.O.Ms.No.729, GAD (SPF-A) Dept. Dated 01.11.1975. If the certificates in proof of local/non-local candidature are not in accordance with these instructions, the applications will be rejected.
7. Attested copy of Employment Registration Card.
8. Ex-servicemen shall enclose attested copies of certificates in proof of their service and Discharge.
9. Any other relevant certificates (attested copies).
10. A self-addressed stamped envelope cover (with stamps worth Rs.25/-) with acknowledgment due.

11. One recent passport size photograph of the applicant duly attested by the Gazetted Officer to be affixed at the top of application in the place specified.

**GENERAL INSTRUCTIONS:**

a) Appointments will be made only on the basis of Presidential Order issued under Article 371-D of the Constitution of India and subject to Rule of Reservation.

b) The candidates are hereby informed that the employees appointed after 1-9-2004 will be covered by the Contributory Pension Scheme, and the pension scheme as per Andhra Pradesh Revised Pension Rules, 1980 will not be applicable to them as per the instructions issued by the Government in G.O.Ms.No.655 Fin.(Pension-I) Department dt.22-9-2004.

c) Applications are to be submitted in the proforma prescribed which is appended hereto and applications received in any other format will be summarily rejected.

d) No T.A. or D.A. will be paid for the journey performed in connection with recruitment.

e) Applications with insufficient information will be summarily rejected.

f) Applications which do not contain necessary enclosures as detailed above will be rejected.

g) Applications received after due date will not be accepted.

h) Applications received prior to this notification will not be considered.

i) This office is not responsible for any postal delay, delay caused by any other service like courier or delay in delivery, etc.

j) Mere applying will not give any right to any person to be called for either Written Examination or interview as the applications of the candidates will be short listed as per the guidelines issued by the Hon’ble High Court of Judicature at Hyderabad from time to time.

k) Selection will be made as per guidelines issued by the Hon’ble High Court of Judicature at Hyderabad and A.P. Judicial Ministerial Service Rules, 2003.

l) The appointing authority reserves the right to cancel the notification without assigning any reasons therefor.

m) Candidates resorting to bring influence of any kind will be disqualified summarily.

n) The candidates who appear for the skill test shall have to bring their own typewriters.

To All the Judicial Officers in the District; District Collector, Ananthapuramu; and all the District Judges in the State with a request to display the same in their respective Notice Boards.

Copy to the District Social Welfare Officer, Ananthapuramu with a request to publish
Copy to the District Tribal Welfare Officer, Ananthapuramu with the gist of notification on the notice board of his office and Information centres located at various places in Ananthapuramu District. He is also requested to release the gist of notification as a 'Press Release' to both print and electronic media.

Copy to the District Public Relations Officer, Ananthapuramu, with a request to publish the notification on the notice board of his office and Information institutions/hostels run and managed under their control.

Copy to the Director, All India Radio Station, Ananthapuramu, with a request to broadcast the gist of notification.

Copy to the District Employment Officer, Ananthapuramu.

Copy to the Officer-in-charge, Zilla Grandhalaya Samstha, Ananthapuramu, with a request to publish copies of notification on the notice boards of libraries run by the Organisation.

Copy submitted to
The Registrar (Recruitment), Hon’ble High Court Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh, Hyderabad, with covering letter.
APPLICATION FOR THE POST OF STENOGRAPHER GR.III
(Under Limited Recruitment)

1. Name of the applicant, in full :
   (in capital letters)
   :

2. a) Father’s Name :

   b) Husband’s Name :
   (In case of married woman)

3. Sex (Male / Female) :

4. Date of Birth and Age as on 01.07.2016 :
   (as per S.S.C. certificate)

5. Address for correspondence :
   (With Cell phone No., if any)
   :

6. Permanent Address :

7. Whether belongs to OC, BC, SC or ST (Specify the sub-group/caste
   - copy of certificate to be enclosed in case of BC/SC/ST)

8. Whether belongs to Differently Abled (Physically Handicapped)
   category :
   (Specify nature of handicap and enclose copy of certificate)

9. Whether Ex-serviceman :
   If so, furnish details and enclose copies of relevant certificates

10. Qualifications :

<table>
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<tr>
<th>Examination passed</th>
<th>Name of the Board/University</th>
<th>Month &amp; year of passing</th>
<th>Division and percentage of marks</th>
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<td>SSC</td>
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<td>Intermediate</td>
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<td>Degree</td>
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<td>Post Graduation</td>
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<tr>
<td>Typewriting English</td>
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<tr>
<td>Higher Grade</td>
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<tr>
<td>Shorthand English</td>
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<tr>
<td>Higher Grade</td>
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<tr>
<td>Shorthand English Lower Grade</td>
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<tr>
<td>Other qualifications, if any</td>
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</table>
12. Languages known, with adequate Knowledge:

13. Whether possesses knowledge in Computer operation (enclose Attested copies of certificates, If any):

14. Local Employment Exchange Registration Number with Date of last renewal:

15. Whether the applicant is Local or Non-Local (Study certificates/Appendix-I shall be enclosed in proof):

16. Previous Experience, if any (rendered in Government):

16. Particulars of application/examination fee paid (Rs.200/-):
(Nota: SC/ST/PH/ExS candidates are exempt from payment of fee)

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<thead>
<tr>
<th>No. of the Demand draft and date</th>
<th>Name of the Bank on which drawn</th>
<th>Amount of fee paid Rs.</th>
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DECLARATION

I hereby declare that all the entries/statements made in the application 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 fulfil 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

Whether the following are enclosed –

CHECK LIST

1. Crossed Demand Draft for Rs.200/-

Attested copies of –

2. Date of Birth Certificate i.e. SSC/its equivalent

3. Intermediate Marks List

4. Degree Certificate with marks lists

5. Post Graduate Certificate with Marks Lists

6. Certificates of technical qualifications

7. Certificates in proof of claim of PH/OH/VH/Ex-servicemen

8. Study Certificates from VII Class onwards

9. Caste Certificate

10. Employment Registration Card

11. Certificate of Residence in Appendix-I (If applicable)

12. A self addressed stamped envelope cover with acknowledgement due

Yes/No
APPENDIX – I
CERTIFICATE OF RESIDENCE

(Vide sub clause (ii) of clause (a) of Para 7 of the Presidential Order)

It is hereby certified:

a) That Sri/Smt/Kum.__________________________

s/o. w/o. d/o __________________________ appeared for the first time for the
X Class Examination in ________________(month) ________ (year);

b) That he/she has not studied in any educational institution 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;

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Village</th>
<th>Taluk/Mandal</th>
<th>District</th>
<th>Period</th>
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<td>4.</td>
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Office Seal

Tahsildar/M.R.O.

Station:

Date:

(Strike off ‘whole’ or ‘a part’, as the case may be).