

NOTIFICATION

(As per the guidelines issued by the Hon'ble High Court in Roc.701/E1/2010,
dt. 02-11-2017)

APPLICATIONS FROM THE ELIGIBLE CANDIDATES ARE INVITED FOR THE
POST OF **TYPIST(ON CONTRACT BASIS)**, SPECIAL MAGISTRATE COURT,
TANUKU, WEST GODAVARI DISTRICT.

Name of the Post.	Emoluments.
TYPIST	POSTS : 2
Special Magistrate Court, Tanuku, West Godavari District	Rs. 8,000/- P.M, per each post (Consolidated Pay)

The applications (together with bio-data) should be addressed to the
PRL. DISTRICT JUDGE, WEST GODAVARI, ELURU.

The last date for receipt of applications is upto **5-00 P.M. on 2-1-18.**

TERMS AND CONDITIONS: (In respect of employees who retired from service, under
the purview of A.P.J.M.S)

1. Any person who retired from service as Typist in A.P. Judicial Ministerial Service is eligible for appointment as Typist in the Spl. Magistrate Court.
2. Any employee who crossed the age limit of 65 years shall not be eligible for appointment to the said posts.
3. Any employee who has taken voluntary retirement on the ground of medical invalidation, retired on compulsory retirement from service, dismissed or removed from service shall not be eligible for appointment to the said posts.
4. If no suitable retired persons are available from A.P. Judicial Ministerial Services in Judicial Department in the District, an outsider will be considered.

QUALIFICATIONS FOR OUT - SIDERS :

- a. INTERMEDIATE Examination conducted by A.P.State Board of Intermediate Education or any equivalent examination.
- b. Typewriting Examination in English by Higher Grade conducted by the State Board of Technical Education & Training, Andhra Pradesh, Hyderabad.

Note : If candidates with Higher Grade qualifications in English Typewriting are not available, the candidates with Lower Grade qualification in English Typewriting shall be considered.

AGE :-As on **01-07-2017** the candidate must have completed the age of 18 years and must not have completed the age of 34 years. The age relaxation of maximum age limit in respect of S.Cs., S.Ts., and B.Cs is 5 years and 10 years in case of candidates of Physically Handicapped and Ex-Service men as per existing Rules, subject to maximum of 44 years.

5. Preference shall be given to the local candidates i.e., persons living in the same station or near about Place.
6. The person must have medical fitness and mental alertness for holding of the above said post.
7. Preference will be given to those candidates who have experience in the relevant field.
8. The tenure of the appointment of the contract basis is 2 Years from the date of joining duty **subject to extension by the Government from time to time.**
9. During the contract period, the 2nd party i.e., the candidate shall work in the court to which he/she is appointed and shall render unblemished service.

10. During the tenure of this appointment and working in the Court, the 2nd party shall follow the norms of discipline which the employee of a regular court follows, like attending the court during regular working hours etc.,
11. The Selected candidate shall enter into an agreement as Prescribed by the authority.
12. During the contract period, in lieu of services rendered by the second party, the later shall be paid:
 - a. **Rs.8,000/-** per month. This shall be in addition to the terminal benefits the second party is getting from his/her previous employment.
 - b. The place of posting shall not be considered as a permanent arrangement even in the tenure of two years and the second party shall be liable to be transferred to such other place as may be directed by the first party.
 - c. The provisions contained in Andhra Pradesh Civil Services (Conduct) Rules, 1964 shall be applicable.
 - d. During the tenure of the contract of appointment, either party can terminate this contract by issuing one month's prior notice or on payment of **Rs.8,000/-** in lieu thereof, without assigning any reasons.
13. No T.A. and D.A. will be paid to the candidates who attend the interview.
14. Applications will be rejected summarily if any applicant is found canvassing or endeavoring to enlist his candidature, extraneous support whether from officials or non officials by himself /herself or through his / her relatives or friends or acquaintance.
15. Applications are liable to be rejected at any stage if any information furnished therein is found to be false and applicants are liable for prosecution for furnishing false information.
16. Application should be submitted in the proforma enclosed herewith. Applications received in any other format will be rejected summarily.

Copies of documents to be enclosed to the application:

1. Date of Birth certificate duly attested by a Gazetted Officer.
2. Nativity Certificate issued by not below the rank of Tahsildar.
3. Academic qualification marks lists, Pass certificate, Provisional certificate, and other certificates to prove their professional skills if any.
4. Two Pass port size photographs, out of which one should be affixed on the application form, duly attested
5. Caste/Community certificate issued by not below the rank of Tahsildhar.
6. A self addressed stamped envelope (for ordinary post).

Scanned
PRL. DISTRICT JUDGE, (1121)
W.G., ELURU.

To:

All the Judicial Officers in the District with a request to cause display of the same on their respective Courts Notice Boards.

The Prl. District Court's Notice Board.

Copy to:

The District Public Relations Officer, West Godavari, Eluru , for wide publicity.

The Senior Superintendents, Accounts Section & Central Nazareth,
Prl. District Court, W.G., Eluru.

Placed the District Court's website i.e., ecourts.gov.in/westgodavari.

DIB No. 10537
DATE: 11/2/17

P R O F O R M A.

Application for the post of TYPIST.

Ref:- District Court's Notification Dis.No.
Dt.

Affix a latest
Passport size
Photo

1. Name of the Applicant :
(In Block letters)
2. Father's Name :
3. Date of Birth and age :
4. Address for Correspondence :
5. Permanent Address :
6. Whether belonging to :
7. Employment Exchange
Registration Number with
date and place. :
8. Educational Qualifications :
9. Other Qualifications if any :
10. Previous Experience if any :
11. Any other relevant information :
12. If the applicant is a retired
Judicial Employee (other than
medical invalidation candidates) :
 - (a) Date of retirement :
 - (b) Date of crossing 65 yrs :
 - (c) Specify category of post
held at the time
of retirement :

Station :
Dt.

SIGNATURE OF THE APPLICANT.