NOTIFICATION FOR APPOINTMENT ON CONTRACT BASIS.

Applications in prescribed proforma are invited from eligible candidates for appointment on Contract basis (on consolidated monthly remuneration) to the following posts in the Unit of the Prl. District Judge, Ananthapuramu, as per Rule 9 of A.P.State and Subordinate Service Rules, 1996 and in accordance with the instructions issued by Hon'ble High Court from time to time.

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>No. of vacancies</th>
<th>Name of the Court</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Clerk</td>
<td>1</td>
<td>III Addl. District Court (FTC), Ananthapuramu</td>
</tr>
<tr>
<td>Head Clerk</td>
<td>1</td>
<td>IV Additional District Court (FTC), Ananthapuramu</td>
</tr>
<tr>
<td>Head Clerk</td>
<td>1</td>
<td>VI Additional District Court, Gooty</td>
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<tr>
<td>Typist-cum-Assistant</td>
<td>1</td>
<td>III Additional District Court (FTC), Ananthapuramu</td>
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</tbody>
</table>

Consolidated remuneration:

Head Clerk - Rs.14,860/- p.m. if the employee retired in the cadre of Sr.Supdt (Cat.2)
Rs.13,660/- p.m. if the employee retired in the cadre of Supdt (Cat.3)

Typist-cum-Assistant-Rs.8,400/- p.m.

The period of contract/service will be one year to start with. The contract may be extended for further period, if necessary.

Eligibility:
1) Retired employees who worked in judicial department and possess required qualifications are eligible for the above post.

2) Outsiders possessing the required qualifications may also apply for the above post. However, their candidature will be considered in the event of non-availability of retired judicial employees.

3) Nationality: The candidate shall be an Indian national.

4) Educational Qualifications:

For the post of Head Clerk:
Pass in Intermediate Examination conducted by A.P.State Board of Intermediate Education or any equivalent examination.

For the post of Typist-cum-Assistant:
1) Pass in Intermediate Examination conducted by A.P.State Board of Intermediate Education or any equivalent examination.
2) Pass in Typewriting English Higher
3) Knowledge in computer operation.

5) Age: Must have completed the age of 18 years and must not have attained the age of 65 years.

6) Fitness: The candidates should be physically and mentally fit to hold the post.

7) The candidate should not be involved in any criminal cases.

Method of recruitment:
Written Test/Technical Test or Interview of the standard consistent with the minimum general educational qualifications prescribed and nature of duties may be conducted, as may be decided by the undersigned.

Last date for submission of applications: 22.10.2016 at 5 p.m.
Mode of applying:

Candidates seeking appointment to the above post should send their applications only in the prescribed proforma addressed to THE PRL.DISTRICT JUDGE, ANANTHAPURAMU 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. Separate application should be submitted for each category of post.

Applications received after last date will not be entertained.

Attested copies of the following should be enclosed to the application:

1. Certificates of Academic and Technical Qualifications and other certificates to prove their professional skills if any.
2. Certificate evidencing Date of Birth.
3. Proceedings of retirement and/or any other document in proof of service rendered in APJMS (in case of retired employees).
5. Physical fitness certificate issued by competent authority.
6. Any other relevant certificates.
7. 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:

(i) Applications are to be submitted in the proforma prescribed which is appended hereto and applications received in any other format will be summarily rejected.
(ii) No T.A. or D.A. will be paid for the journey performed in connection with recruitment.
(iii) Applications received after due date will not be accepted.
(iv) Applications received prior to this notification will not be considered.
(v) This office is not responsible for any postal delay, delay caused by any other service like courier or delay in delivery, etc.
(vi) Selection will be made as per guidelines issued by the Hon’ble High Court of Judicature at Hyderabad and Rule 9 of A.P. State and Subordinate Service Rules, 1996.
(vii) The appointing authority reserves the right to cancel the notification without assigning any reasons therefor.
(viii) The employees who were dismissed, removed, compulsorily retired or made to seek retirement are not eligible for re-employment.
(ix) The postings and transfers of the employees re-employed shall be at the discretion of the undersigned as required and necessitated by administrative exigencies subject to overall supervision of Hon’ble High Court of Judicature at Hyderabad.
(x) The appointed candidates shall be entitled to such consolidated remuneration as may be determined from time to time by the Government/Hon’ble High Court of Judicature at Hyderabad.
(xi) The appointed candidates shall be required to discharge their duties sincerely, courteously and honestly to the satisfaction of the Presiding Officers.
(xii) On appointment, the employees shall enter into an agreement with the Prl. District Judge, Ananthapuramu initially for a period till 31.03.2017, subject to renewal for a further period from time to time at the discretion of the Appointing Authority and subject to continuance of the concerned Courts.

PRL.DISTRICT JUDGE,
ANANTHAPURAM.

To
1) All the Judicial Officers in the district to display on Notice Boards.
2) The Notice Board.
3) The Website of Prl. District Court, Ananthapuramu.

Copy to stock file.
APPLICATION FOR THE POST OF: HEAD CLERK / TYPIST-CUM-ASSISTANT
(Strike out whichever is not applicable)

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


7. Permanent Address

8. Whether belongs to OC, BC, SC or ST (Specify the sub-group/caste)

9. Qualifications
   (Both Academic and Technical)

10. Particulars of service, in case of retired judicial staff

11. Previous Experience, if any, in case of outsiders

12. Whether involved in any criminal Cases. If so, furnish details

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 etc., prescribed for the post to which I am applying.

STATION: SIGNATURE OF THE APPLICANT.
DATE: 