SUPPLEMENTARY NOTIFICATION TO P.R.No.4/16 Dated 8.2.16


Applications are invited in the format enclosed herewith for appointment to the PROCESS SERVER posts in the A.P. LAST GRADE SERVICE in the Unit of District Judge, Srikakulam BY DIRECT RECRUITMENT.

Applications should be addressed to the DISTRICT JUDGE, SRIKAKULAM -532 001.

Last date for receipt of applications is 5.00 P.M. on 24-09-2016

The vacancy position is hereunder:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Class / category</th>
<th>No. of Vacancies</th>
<th>Roster points (1 Cycle)</th>
<th>Scale of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>OC</td>
<td></td>
<td>14(5W)</td>
<td>1(W),3,5,9,11,12(W),13,15,17(W),21,23(W),26,28, and 30(W) in 1 Cycle.</td>
<td></td>
</tr>
<tr>
<td>OC (Blind or Low Vision) (Women)</td>
<td></td>
<td>01(W)</td>
<td>6 in 1 Cycle</td>
<td></td>
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<tr>
<td>PROCESS SERVER</td>
<td></td>
<td></td>
<td></td>
<td>15460-47330</td>
</tr>
<tr>
<td>B.C-A</td>
<td></td>
<td>03(1W)</td>
<td>4(W),20 and 29 in 1 Cycle</td>
<td></td>
</tr>
<tr>
<td>B.C-B</td>
<td></td>
<td>02(1W)</td>
<td>10(W) and 24 in 1 cycle</td>
<td></td>
</tr>
<tr>
<td>B.C-C</td>
<td></td>
<td>01</td>
<td>14 in 1 cycle</td>
<td></td>
</tr>
<tr>
<td>B.C-D(W)</td>
<td></td>
<td>01(W)</td>
<td>18 in 1 cycle</td>
<td></td>
</tr>
<tr>
<td>B.C-E(W)</td>
<td></td>
<td>01(W)</td>
<td>19 in 1 cycle</td>
<td></td>
</tr>
<tr>
<td>S.C</td>
<td></td>
<td>05(2W)</td>
<td>2(W),22(W),7,16 and 27 in 1 cycle</td>
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<tr>
<td>ST</td>
<td></td>
<td>02(1W)</td>
<td>8(W) and 25 in 1 cycle</td>
<td></td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: The candidates applied in response to the notification P.R.No.4/2016 dated 8.2.2016 need not apply again as their applications will also be considered for recruitment.
2

ABSTRACT

OC
OC(Blind or Low Vision)(W) 14(5W)
B.C-A 01(W)
B.C-B 03(1W)
B.C-C 02(1W)
B.C-D(W) 01(W)
B.C-E(W) 01(W)
S.C 05(2W)
S.T 02(1W)
TOTAL 30

"Selection and appointment of candidate against B.C-E vacancy shall be subject to the result of the Civil Appeal No. 2628 and 2637 of 2010 filed in the Hon'ble Supreme Court of India."

The applications shall be in the prescribed proforma enclosed hereto and to be sent to the above address, by a registered post with acknowledgement due or through courier service with acknowledgement, and should mention the name of the post applying and the notification date on the envelop cover. No applications will be received directly.

1. EDUCATIONAL QUALIFICATIONS:

i) Must have passed VII Class examination.

ii) Must be able to ride a bicycle.

iii) Preference shall be given to the candidates who possess with professional skills, such as Driving, Electrical, Carpentry, Plumbing, Cooking, Dhoi work etc., (Necessary certificates if any shall be enclosed to the application)

iv) The candidates who have higher academic qualifications, if any, shall enclose attested copies of relevant certificates.

v) No person shall be eligible for appointment to the post of Process server in the District Judiciary of Srikakulam unless he/she is able to read and write Telugu and English language.

2. AGE LIMIT:

1. 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

2. The age relaxation of maximum age limit in respect of S.Cs/S.Ts/B.Cs is 5 years and 10 years in respect of candidates of Physically Handicapped Persons. Relaxation of maximum age limit for Ex-Service Men will be as per rule 12(1)(c)(i) of A.P. State and Subordinate Service Rules 1996.
3. METHOD OF RECRUITMENT:

i). Appointment to the posts notified will be made only on the basis of Presidential Order to the extent it applies and subject to rules of reservation and guidelines prescribed by the Hon'ble High Court.

ii). A simple Written Test in English of the standard consistent with the minimum general educational qualifications prescribed to know whether the applicants are able to read, write and understand properly will be conducted on O.M.R basis (Technology). The successful candidates will have to appear for an oral interview to be intimated later.

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

iv). Written examination which is objective in form shall carry 80 marks and oral interview shall carry 20 marks.

v). Candidates who are qualified in the written test shall be short listed to the level of 1:10 in order of merit/reservation for the oral interview.

vi). The Principal District Judge, Srikakulam is the ultimate authority to take decision on any aspect with regard to recruitment and it will be final.

vii). No person shall be eligible for appointment to the service by direct recruitment, unless, he/she satisfies the following conditions:

(a) that he/she is of sound health, active habits and free from any bodily defects or infirmity rendering him/her unfit for the service.

(b) that his/her character and antecedents are such as would not disqualify for the service.

4. APPLICATION/EXAMINATION FEE:

The application forms duly filled up along with the necessary enclosures with a Crossed Demand Draft for Rs.200/- (Rupees Two Hundred only) drawn on any nationalized bank payable at Srikakulam in favour of the Principal District Judge, Srikakulam.

The candidates belonging to Schedule Caste, Schedule Tribe, Physically Handicapped & Ex-Service Men are exempted from payment of Fee of Rs.200/-.

The candidates are informed that the amount of Rs.200/- sent by Demand Draft will not be refunded under any circumstances, though the applications are rejected on any ground.

The above condition will apply to the candidates who applied for the posts in response to the notification in P.R.No.4/16 dated 8.2.16.

5. ATTESTED COPIES OF THE DOCUMENTS SHOULD BE ENCLOSED TO THE APPLICATION:

i) Certificates of academic qualification such as marks list, pass certificate, provisional certificate and other testimonial, Transfer Certificate, Study Certificates from IV to VII Class and conduct certificates etc.

ii) Marks list of qualifying examination i.e. VII Class should be enclosed to the application form. If not, the application form shall be rejected summarily even without registration.

iii) Certificate evidencing Date of Birth.

iv) Latest Community Certificate (issued by the authority not less than rank of M.R.O.) in the case of reserved category and the certificate shall shows specifically the classification of group.

V) Live Employment Registration card.

VI. Service Certificate wherever applicable for Ex-serviceman candidates.
VII) Certificate in respect of Local/Non-local candidates in terms of Presidential Orders, 1975 i.e., Study Certificate of IV to VII Classes to be enclosed to the application or in case, if they have not studied in any institution in the district during the said period for four years, Residence Certificate from the concerned M.R.O for four years preceding the years of qualifying examination in Annexure-I in terms of G.O. Ms.No.729, GAD, (SPF-A) Dept., dt.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 and no correspondence will be entertained in this regard.

VIII) Any other relevant certificates.

IX) In case of physically handicapped certificates, the certificates issued by the medical board specifying the nature of disability and percentage of disability should be enclosed.

X) A self addressed registered postal cover with acknowledgment duly stamped worth Rs.30/-

XI) Three recent colour passport size photographs of the applicant: one is to be affixed at the top of the application in the space provided and attested by the gazetted officer and other two photos to be affixed on the call letters/hall tickets in the space provided and attested by the Gazetted Officer. If the photos as stated above are not pasted at the specified place in the application and Hall Ticket, the application will be rejected.

N.B: 1. Incomplete/incorrect application form will be summarily rejected. The information if any furnished by the candidate subsequently will not be entertained by this office under any circumstances. Applicants should be careful in filling of the application and submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she found eligible for recruitment process or even at later stage.

2. No relevant columns of the application should be left blank; otherwise applications will not be accepted.

3. Date of oral interview will be announced later through source of media.

V. GENERAL INSTRUCTIONS:

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

2. Applications should be submitted in the prescribed proforma (copy enclosed). The applications received in any other formats will be summarily rejected.

3. Selection to the posts will be made as per the guidelines issued by the Hon'ble High Court of A.P., and A.P. Last Grade Service Rules and subject to approval by the Hon'ble High Court of Judicature at Hyderabad. Preference will be given to the candidates who possessed special skills such as driving, cooking, carpentry, electrical and plumbing etc.

4. Out of 30 posts of Process Servers, 80% of posts i.e., 24 posts are reserved for the local candidates and 20% of posts i.e., 06 posts are unreserved (for which both local and non-local candidates can compete and get selected as per merit), as per the instructions issued in Para(8)(a) of the Presidential Order issued vide G.O.Ms.No.674 General Administration Department, dated 20-10-1975.

5. No T.A. will be paid to the candidates for the journey performed in connection with the recruitment.

6. Applications with insufficient information will be summarily rejected.

7. Applications which do not contain necessary enclosures as detailed above, will be rejected and no correspondence will be entertained in this regard.

8. Applications received after the due date will not be accepted.

9. This office is not responsible for any postal delay/delay caused by any other service like courier or delay in delivery, etc. and no correspondence will be entertained in this regard.

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

11. The undersigned reserves the right to cancel this Notification at any time without assigning any reasons.

12. Applications should be sent by Registered Post or Courier Service only. No application will be received by hand in the office of the District Judge.
13. The successful candidates in the written examination have to appear for oral interview also.

14. The candidates appointed after 01.09.2004 will be covered by the Contributory Pension Scheme and that the existing pension scheme as per Andhra Pradesh Revised Pension Rules will not be applicable to them.

15. The Notification and Application is available in the District Court Website ecourts.gov.in/srikakulam

16. No application will be entertained for supply of information, individual marks secured in the oral interview etc., under RTI Act, 2005 till the selection process is completed.

17. Applications received prior to the Notification and received after 5.00 P.M. on 24.09.2016 will not be entertained.

DISTRICT JUDGE, SRIKAKULAM.

To:

1. The Registrar General, Hon’ble High Court of Judicature for the state of Telengana and the state of Andhra Pradesh at Hyderabad, for favour of information, with covering letter.

2. The Registrar (Recruitment), Hon’ble High Court of Judicature for the state of Telengana and the state of Andhra Pradesh at Hyderabad, for favour of information, with covering letter.

3. All the Judicial Officers in the Unit of Srikakulam, with a request to affix the notification on the notice boards of their respective courts.

4. The District Collector, Srikakulam with a request to affix the notification on the Notice Board.

5. The District Employment Officer, Srikakulam with a request to affix the notification on the notice board and also ensure the gist of the notification to be published on the notice boards of sub - exchanges available under your control, so that the members belonging to above categories for good response in appropriate measure to the notification.

6. All the Prl. District Judges in the State with a request to affix notification on the notice boards of their respective offices.

7. Notice Board of the District Court, Srikakulam.

8. The District Public Relation Officer, Srikakulam with a request to publish the notification on the notice board attached to his office as well as the information centers located at various places in the District. He is also requested to release the gist of the notification as a "Press Release" to both print and electronic media.

9. The Deputy Director, Social Welfare Department, Srikakulam, with a request to publish the notification on the notice boards of all educational institutions/hostels run and managed under the control so that members belonging to above categories would respond in appropriate measure to the employment notification.

10. The District Officer, I.T.D.C., Seethampeta, Srikakulam District, with a Request to publish the notification on the notice boards of all educational institutions/hostels run and managed under the control so that members belonging to above categories would respond appropriate measure to the employment notification.

11. The Director, All India Radio and Doordarshan, Visakhapatnam with a request to broadcast the gist of the notification.

12. The Officer-in-charge, Zilla Grandalaya Samstha, Srikakulam for publication of the notice on the notice boards of all Libraries in the District.

13. The Deputy Director and Sub Employment Office, Tribal Welfare, Seethampeta, Srikakulam for information and to affix the notification on the Notice Board.
PRL. DISTRICT & SESSIONS JUDGE'S COURT, SRIKAKULAM

APPLICATION FOR THE POST OF PROCESS SERVER
(Notifications in P.R.No. 60/2016, Dt: 20-08-2016)

Place provided to affix photograph duly attested by the Gazetted Officer

1. Name of the applicant
   (in capital letters)

2. Father’s Name/ Husband’s Name

3. Date of Birth and age as on 01.07.2016.

4. Address for correspondence:
   (with phone number)

5. Permanent Address

6. Whether belongs to S.C/S.T/O.C.
   B.C (A/B/C/D/E)

7. Local Employment Registration No.
   and Date

8. Educational Qualifications

<table>
<thead>
<tr>
<th>Examination passed</th>
<th>Name and full address of the school</th>
<th>Month and year of passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV Class</td>
<td></td>
<td></td>
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<tr>
<td>V Class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VI Class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VII Class</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Technical Qualifications

10. Previous Experience, if any

11. Whether Local/Non-local

12. Whether belonging to physically handicapped Category (specify nature, percent and enclose a copy of certificate)
   1. Orthopedic Handicapped.
   2. Hearing Impaired.
   3. Visually handicapped.

13. Special skills if any, such as Cooking, Driving, Carpentry, Electrical, Plumbing etc.
14. Involved in any criminal cases (if yes, give details thereof):

15. Study Certificates from IV to VIII Class: Enclosed/not enclosed.

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 fulfill all the conditions of eligibility regarding the age limit/educational qualification/caste etc., prescribed for the post to which I am applying.

Station: 
Date: 

SIGNATURE OF THE APPLICANT

Note:
1. Attested copies of certificates to be enclosed wherever necessary.
2. A self addressed postal cover duly stamped.
3. Application should be sent by Registered Post or Courier Service only.

Encl:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VII Class Marks list</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Technical Certificate (Electrical, Cooking etc.)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Study Certificates from IV Class to VII Class</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Caste Certificate issued by the competent authority</td>
<td></td>
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<tr>
<td>5</td>
<td>Employment Certificate/card</td>
<td></td>
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<tr>
<td>6</td>
<td>Nativity Certificate/Residence Certificate as per Annexure I and II</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Medical Certificate in case of Physically Handicapped Persons</td>
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<tr>
<td>8</td>
<td>Self addressed Cover duly stamped for Registered Post with Acknowledgment Card</td>
<td></td>
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</tbody>
</table>

To
THE DISTRICT JUDGE,
SRIKAKULAM.
DISTRICT COURT, SRIKAKULAM

HALL TICKET (ORIGINAL)

WRITTEN EXAMINATION FOR RECRUITMENT FOR THE POST OF
PROCESS SERVER

1. Name of the Candidate :
2. Father's/Husband's Name :
3. Date & Time of Written Exam :
4. Examination centre :

Signature of the candidate
(S.Nos. 1 and 2 shall be filled by the applicant)

Signature of the officer-in-charge/
Administrative Officer, District Court,
Srikakulam.

Hall Ticket No.

Place provided
to affix
photograph
duly attested by
the Gazetted
Officer

DISTRICT COURT, SRIKAKULAM

HALL TICKET (DUPLICATE)

WRITTEN EXAMINATION FOR RECRUITMENT TO THE POST OF
PROCESS SERVER

1. Name of the Candidate :
2. Father's/Husband's Name :
3. Date & Time of Written Exam :
4. Examination centre :

Signature of the Candidate
(S.Nos. 1 and 2 shall be filled by the applicant)

Signature of the officer-in-charge/
Administrative Officer, District Court,
Srikakulam.

Hall Ticket No.

Place provided
to affix
photograph
duly attested by
the Gazetted
Officer
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 VII Class examination for the first time in ____________________ (month), ______________ (year);

(b) that he/she has not studied in any educational institutions during *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 preceding the commencement of the aforesaid examination he/she resided in the following place/places namely:

<table>
<thead>
<tr>
<th>VILLAGE</th>
<th>TALUK/MANDAL DISTRICT</th>
<th>PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
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</tbody>
</table>

OFFICE SEAL

Officer of Revenue Department not below the rank of Tahsildar or Deputy Tahsildar in independent charge of a Sub-Taluk.

Station : 
Date : 