

PRL DISTRICT AND SESSIONS COURT :: KHAMMAM

Dis. No. 7014

Date: 10.10.2014

**NOTIFICATION No. 1/2014**

Applications are invited for Appointment to the Posts of OFFICE SUBORDINATES in the A.P. Last Grade Services in the Unit of Prl. District and Sessions Judge, Khammam by Direct Recruitment.

The application shall be in the prescribed proforma to be sent to the Prl District and Sessions Judge, Khammam by Post/ Registered Post/Courier. NO APPLICATION WILL BE RECEIVED DIRECTLY.

The last date of Receipt of Application is **25/10/2014** upto 5.00 P.M.

The Vacancies position is as hereunder:

Category of Post	Roster Points	Class or Category	No. of Posts	Scale of Pay
OFFICE SUBORDINATES	<b>Roster Cycle II</b> Nos.1(W), 63, 67, 71(W), 73, 76, 78(W), 79, 80, 82, 84(W), 86, 88, 90(W), 92, 96(W), 98, 100	CC	21 (07 for women)	6700-20110
	<b>Roster Cycle III</b> Nos.1(W), 3, 5,			
	<b>Roster Cycle II</b> Nos.44, 69, 94	BC-E	03	
	<b>Roster Cycle I</b> Nos.62, 66(W), 72, 77, 87(W), 91, 97	SC	08 (03 for women)	
	<b>Roster Cycle III</b> No.2(W),			
	<b>Roster Cycle II</b> Nos. 74 81(W), 85, 95, 99(W)	BC-B	05 (02 for women)	

Roster Cycle II Nos. 75, 83	ST	02
Roster Cycle II No. 93	BC-D	01
Roster Cycle III No. 4(W)	BC-A(W)	01
		41 Posts

Note:

The Selection/Appointment of the candidate belonging to BC-E Group is subject to result of the Civil Appeal No.2628 and 2637 of 2010 on the file of Hon'ble Supreme Court of India.

**I. QUALIFICATIONS PRESCRIBED:**

1. The candidates must have passed VII standard examination.
2. In addition to the above qualifications, preference will be given to the persons having Qualification of Electrician, Plumbing, Driving, Carpentry etc.

No person shall be eligible for appointment to any category in the service, unless he is able to read and write **TELUGU AND URDU**, which are the languages of Khammam District, as specified in Rule 5(b) of A.P. Last Grade Service Rules.

**II. AGE:**

1. As on 01.07.2014 the candidates must not have completed (34) years and must have completed (18) years.
2. The age relaxation of maximum age limit is 5 years in respect of SCs/STs and BC candidates and 10 years in respect of Physically handicapped and Ex-Service Men as per Rules under 12 (a) of A.P. State and Subordinate Service Rules 1996.

**IV. METHOD OF RECRUITMENT:**

1. Appointments to the posts notified will be made only on the basis of the presidential order to the extent it applies and subject to Rules of reservation.
2. Oral interview will be conducted by verifying the Testimonials and based on merit, appointments will be made.

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

1. Certificate of Qualifying Examination Qualification.
2. Certificate evidencing of Date of Birth
3. Community certificate (issued by the authority not less than the rank of MKO) in case of reserved categories and the certificates shall show specifically the classification of group.
4. Enclose study Certificates from IV to VII classes in respect of Local Candidates in terms of para 7(a) of the Presidential Order, 1975 or candidates claiming local candidature as per their Residence, shall be accepted, only. If they have not studied in any Educational Institution, but appeared directly as a Private candidate for SSC examination have to submit Residence Certificate in Annexure-1 for four years prior to the S.S.C. examination.

5. A Self-addressed Registered Postal Cover [WINDOW TYPE] duly acknowledgment.
6. One recent Colour Passport Size Photograph of the candidate to be affixed on the top of the application in the space specified and attested by Gazetted Officer. One photo each on the Original and Duplicate Call letter shall be pasted in the space specified and to be attested by Gazetted Officer.
7. Any other relevant certificates such as Additional/Higher Academic and Technical Qualifications.
8. Employment Registration Card.
9. Latest Attested copy of Disability Certificate has to be submitted by Disabled Candidates, obtained from District Medical Board.

\*\*\* the documents mentioned from Sl.No. 1 to 7 and 9 above should be enclosed, failing which, such applications of the applicants will be disqualified.

**N.B.**

1. The particulars furnished by the applicant in the application form will be taken as final and data entry processed, based on these particulars only by computer. candidates should, therefore, be every careful in submitting the application.
2. Incomplete/incomplete application will be summarily rejected. The information if any furnished by the candidate subsequently will not be entertained by the institution under any circumstances, applicants should be careful in filling up the application for 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 a later stage.
3. Before submission of application, candidates should ensure carefully his/her eligibility criteria for the written examination. No relevant column of the application should be left blank; otherwise application will not be accepted.
4. Date of written examination will be announced later through source of media and candidates are requested be alert in this regard.

**VI. GENERAL INSTRUCTIONS:**

1. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfied the following viz.
  - 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 to disqualify him/her for the service.
2. The employees appointed after 01.09.2004 will be covered by the Contributory Pension Scheme only and that the existing Pension scheme as per Andhra Pradesh Revised Pension Rules, 1980 will not be applicable to them and per G.O.Ms. No. 653, 654 and 655 Finance (Pen-1) Department dated. 22.09.2004 issued by the Government.
3. Applications with insufficient information, without necessary enclosures and which are not in the prescribed form will be summarily rejected and will not be informed.
4. Applications received prior to this Notification and received after the due date and time will not be entertained.



5. Appointment will be made only on the basis of Presidential Orders issued under Article 371-D of the Constitution of India and subject to Rule of reservation.
6. No. T.A. will be paid for journey performed in connection with recruitment i.e., for interview.
7. Mere applying will not give any right to any person to be called for interview.
8. Selection to the posts will be made as per the guidelines issued by the Hon'ble High Court of A.P. Judicial Ministerial Service Rules and subject to approval by the Hon'ble High Court of Judicature of Hyderabad.
9. This office is not responsible for any postal delay and no correspondence will be entertained in any respect.
10. Candidates resorting to bring influence of any kind will be disqualified summarily.
11. The appointing authority reserves the right to cancel or other wise, the notification without assigning any reasons.
12. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the applicants shall liable to be cancelled if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.
13. The applicants working on contract basis/ outsourcing basis in Judicial Department shall send their applications through proper channel.
14. Number of Posts reserved for Local and number of Posts as Un-reserved as per Para 8(a) of the Presidential Order i.e. **Out of 41 Posts, 33 posts are reserved for Locals and 8 posts are un-reserved against which either local or a non-local candidate can come up for selection as per merit.**

  
 P.R. DISTRICT AND SESSIONS JUDGE,  
 Khammam.

To

1. The Registrar (Recruitment), Hon'ble High Court of A.P., Hyderabad for information (with a covering letter)
2. Notice Board, District Court, Khammam
3. All the Judicial Officers in the Unit of District Judge, Khammam
4. The Collector & District Magistrate, Khammam
5. The District Employment Officer, Khammam
6. All the District Judges in the State of A.P. for information and with a request to cause affixure of the same on the notice board of their respective courts.
7. District Social Welfare Officer, Khammam.
8. District Tribal Welfare Officer, Khammam.
9. The Officer in-charge of the Back Ward Class Welfare, Khammam.
10. The Zila Grandhalaya Samithi, Khammam.
11. The District Public Relations Officer, with a request to him 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. This apart, the District Public Relations Officer should also be requested to release the list of the notification as a 'Press Release' to both print and electronic media.

JUDICIAL DEPARTMENT, PRL. DISTRICT AND SESSIONS COURT, KHAMMAM

Notification No. 01/2014

Date: 10.10.2014

**APPLICATION FORM**

APPLIED FOR THE POST OF OFFICE SUBORDINATE  
(DIRECT RECRUITMENT)

Photo duly  
attested by the  
Gazetted  
officer.

1. NAME OF THE APPLICANT WITH SURNAME :  
(in full with capital letters)
2. FATHER'S NAME/HUSBAND'S NAME :  
(in capital letters)
3. DATE OF BIRTH (proof should be enclosed) :
4. POSTAL ADDRESS. :
5. NATIVE PLACE WITH DISTRICT :  
(proof should be enclosed)
6. Community (OC/SC/ST/BC) :
7. Whether belongs to :

PH VH HH Ex.SM

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8. Educational Qualifications:

Examination passed	Name of the Board/University/School	Month & year of passing	Marks obtained	Total marks	% of marks
SSC/Matric					
Intermediate/ Puc/10+2/ Polytechnic					
Degree					
Post-Graduate					
Technical Qualifications					
Other qualifications if any.					

\*\* Qualifying Examination Marks and Percentage is Compulsory.

9. Local Employment Exchange Registration :  
Number with date of last renewal.
10. Previous experience, if any, :
11. Involved in any Criminal cases (if yes,  
Give details thereof) :
12. Local/Non-Local :  
(Attested copies of relevant certificates  
Should be enclosed for proof)
13. Working in State/Central Government  
(if so, the particulars)

SIGNATURE OF THE CANDIDATE

DECLARATION

I hereby declare that all the entries/statements made in this 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 the examination/ interview/ appointment, action can be taken against me by the authority. I have read the provisions in the notification carefully and I hereby undertake to abide by them.

I further declare that I fulfil all the conditions of eligibility regarding the age limit/education qualifications etc., prescribed for appointment to the post to which I am applying.

Station:

SIGNATURE OF THE CANDIDATE

Date:

**APPENDIX - I**

**CERTIFICATE OF RESIDENCE**

(vide sub clause (iii) of clause (a) of Para 7 of the Presidential Order)

It is hereby certified

- a) That Sr/Smt./Kum/ \_\_\_\_\_ Sr.  
W/o, D/o, \_\_\_\_\_  
appeared for the first time for the SSC/Intermediate Examination in \_\_\_\_\_  
(Month) \_\_\_\_\_ | Year|;
- b) That 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) That in the 4 years immediately preceding the commencement of the  
aforesaid examination he/she resided in the following place/ places name y/

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

**OFFICE SEAL**

Officer of Revenue Department not below  
The Rank of Tahsildar or Deputy Tahsildar  
in independent charge of a Sub Taluk.

Station:  
Date:

"Strike off "Whole", "a part", as the case may be.



JUDICIAL DEPARTMENT, PRL. DISTRICT AND SESSIONS COURT, KHAMMAM.

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DATA SHEET OF THE APPLICANT

APPLIED FOR THE POST OF

OFFICE SUBORDINATE  
(DIRECT RECRUITMENT)

1. NAME OF THE APPLICANT WITH SURNAME  
(in full with capital letters)

2. DATE OF BIRTH (as mentioned in the Application)

3. POSTAL ADDRESS

4. Community (OC/SC/ST/BC)

5. Whether belongs to

: PH    VH    FH    Ex.S.M.  
        

6. Educational Qualifications

7. Technical Qualifications : 1. Type Writing (H/L) : English ----- Telugu-----  
2. Computers

8. Local - Non Local

SIGNATURE OF THE CANDIDATE

ESSENTIAL ENCLOSURES: (must be enclosed as in the order given)

1. Application form duly filled with signature
2. Date of Birth Certificate/SSC Certificate
3. Inter/10+2/Diploma (provisional) Certificate
4. Technical Qualifications Certificates (Type Writing & Stenography)
5. Caste Certificate
6. Study Certificates (4th to 7th Class)
7. Medical Certificates (incase applicable)
8. Ex-Service Man Certificate (incase applicable)
9. Other Technical Certificate (such as Computers, if passes)
10. Other relevant certificates (such as Degree/Post Graduate etc., if passes)
11. Self Addressed cover with postage of Rs. 25/-
12. Call Letter-cum-Identity Certificate duly filled and attested.

REMARKS:

[for office use only]

Signature of the Scrutinizer

Signature of the Admn. Officer.



ORIGINAL

REGD. No.:

**PRL DISTRICT AND SESSIONS COURT : KHAMMAM**  
**ORAL TEST FOR THE POST OF OFFICE SUBORDINATE**  
**CALL LETTER-CUM-IDENTITY SHEET**

DATE	TIME	NAME OF THE EXAMINATION CENTER
NAME AND FULL POSTAL ADDRESS OF THE CANDIDATE (to be filled by the Candidate)		Affix latest passport size photo duly attested by the Gazetted Officer
Signature of the Candidate (to be signed before the Attesting Officer)		

CHIEF ADMINISTRATIVE OFFICER  
PRL DISTRICT COURT, KHAMMAM.

DUPLICATE

REGD. No.:

**PRL DISTRICT AND SESSIONS COURT : KHAMMAM**  
**ORAL TEST FOR THE POST OF OFFICE SUBORDINATE**  
**CALL LETTER-CUM-IDENTITY SHEET**

DATE	TIME	NAME OF THE EXAMINATION CENTER
NAME AND FULL POSTAL ADDRESS OF THE CANDIDATE (to be filled by the Candidate)		Affix latest passport size photo duly attested by the Gazetted Officer
Signature of the Candidate (to be signed before the Attesting Officer)		

CHIEF ADMINISTRATIVE OFFICER  
PRL DISTRICT COURT, KHAMMAM.