

Prl. District and Sessions Court,
Nizamabad.

Dis. No. 4280

Dt. 07-08-2014.

NOTIFICATION No. 01 / 2014
(GENERAL RECRUITMENT)

Hon'ble High Court Letter ROC. No. 1259/2012-RC, Dt.:17-07-2014

Applications are invited up to **5-00 p.m. on 08-09-2014** in the prescribed format appended hereto for appointment to the posts of Process Servers and Office Subordinates, by direct recruitment in A.P. Last Grade Services in the Unit of District Judge, Nizamabad from the eligible Candidates.

THE VACANCY POSITION IS HEREUNDER

Sl. No.	Category of post	Total number of posts	Communal Group	Number of posts community wise	Roster Points
1	Process Servers Scale of Pay Rs. 7960-23650	10	OC	04 (1W)	1(W), 3, 5 and 9 of I Cycle
			OC-W (Blindness or Low Vision)	01	6(W) of I Cycle
			BC-A(W)	01	4(W) of I Cycle
			BC-B(W)	01	10(W) of I Cycle
			SC	02 (1W)	2(W) and 7 of I Cycle
			ST (W)	01	8 (W) of I Cycle
			Total	10	

Sl. No.	Category of post	Total number of posts	Communal Group	Number of posts community wise	Roster Points
1	Office Subordinates Scale of Pay Rs. 6,700 - 20,110	24	O.C.	12 (5W)	38(W), 80, 82, 84(W), 86, 88, 90(W), 92, 96(W), 98, 100 of II Cycle 1(W) of III Cycle
			BC-B	05 (2W)	74, 81(W), 85, 95, 99 (W) of II Cycle
			BC-D	01	93 of II Cycle
			BC-E	02	69 and 94 of II Cycle.
			SC	02	97 of II Cycle 2 (W) of III Cycle
			ST	02	75 and 83 of II Cycle
			Total	24	

**THE LAST DATE FOR RECEIPT OF APPLICATIONS IS : 08-09-2014
UP TO 5.00 P.M.**

The applications shall be in the prescribed proforma and shall be addressed to **THE PRL. DISTRICT AND SESSIONS JUDGE, NIZAMABAD.** The applications shall be sent by Post/Registered Post/Courier etc. No application will be received directly and postal cover should be superscripted with "APPLICATION FOR THE POST OF PROCESS SERVER / OFFICE SUBORDINATE".

I. 1) EDUCATIONAL QUALIFICATIONS FOR PROCESS SERVER.

Must have passed 8th Class Examination and able to read English, Urdu/Hindi and Telugu.

2. EDUCATIONAL QUALIFICATIONS FOR OFFICE SUBORDINATE:

Must have passed 7th Class Examination and able to read English, Urdu/Hindi and Telugu.

- i) Those who possess professional skills such as Driving, Electrical, Carpentry, Plumbing, Cooking and Dhobi work will be given preference. (Necessary certificates if any shall be enclosed to the application).

II. AGE LIMIT:-

Must have completed the age of 18 years and must not have completed (34) years of age as on 01.07.2014. The Relaxation of maximum age limit in respect of B.Cs, SCs, STs is 5 years. The relaxation of maximum age limit in respect of candidates of **Physically Handicapped** is 10 years and the **Ex-Servicemen** are allowed to deduct from their age a period of three years in addition to the length of service rendered by them in the **Armed Forces** as per Rule 12(1) (c) (i) of A.P. State and Subordinate Service Rules, 1996.

III. APPLICATION/EXAMINATION FEE

The candidates who are applying for the post of **Process Server** have to enclose a crossed **Demand Draft for Rs.200/- (Rupees Two Hundred only)** drawn on any nationalized bank payable at Nizamabad in favour of the **Prl. District and Sessions Judge, Nizamabad** should be submitted to the **Prl. District and Sessions Judge, Nizamabad.** The candidates applying for more than one post shall submit separate application for each post.

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

IV. METHOD OF RECRUITMENT:

- i) A simple written test in English of the standard consistent with the minimum General Educational qualification prescribed will be held for 80 Marks and oral interview for 20 marks for the post of Process Servers.
- ii) Only Oral Interview will be conducted for the post of Office Subordinate.
- 2) Interview letters will be sent to 10 Candidates only for each post in order of marks secured in the written test from the top, for all categories according to rank of reservation.
- 3) For each post (3) names will be sent to the Hon'ble High Court, which will select one candidate from the merit list for each post.
- 4) No person shall be eligible for appointment to the service by direct recruitment unless he/she satisfies the following:
- 5) That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.
- 6) That his/her character and antecedents are such as would not disqualify for the service.

V. COPIES OF DOCUMENTS TO BE ENCLOSED:

- (i) Certificates of Academic such as marks lists, Pass Certificates, Provisional Certificate and other Testimonials etc.
- (ii) Date of Birth Certificate.
- (iii) Community (Caste) Certificate declaring that the candidate belongs to SC/ST/BC category issued by the competent authority.
- (iv) Employment Registration Card.
- (v) Certificate in respect of Local/Non-Local candidature in terms of Presidential Order, 1975 i.e. Study Certificate for four consecutive academic years from classes IV to VII are to be enclosed (or) in case if, they have not studied in any institution in the District during the said period of four years, Residence certificate from the concerned Tahasildar for four years preceding the year for the qualifying examination in Annexure-I in terms of G.O.Ms.No.729, G.A. (SPF-A). If the certificate in proof of Local/Non Local candidature is not in accordance with these instructions, the applications will be summarily rejected.

- (vi) In case of physically handicapped candidates the certificates issued by the Medicals Board clearly specifying the nature of disability and percentage of disability should be enclosed.
- (vii) One recent passport size photograph duly signed by the Gazetted Officer to be affixed in the space provided in the application form and two passport size photographs duly signed by the Gazetted Officer to be affixed in the space provided in the Hall Tickets Original and Duplicate.
- (viii) A self addressed cover (duly stamped for registered post with acknowledgement).

VI. GENERAL INSTRUCTIONS:

- (i) Appointment will be made only on the basis of Presidential Orders issued under Article 371-D of the Constitution of India.
- (ii) “ 10 posts of Process Servers will be filled under direct recruitment and out of which 8 posts are specifically reserved in favour of local candidates. The remaining 2 posts are unreserved. For the 2 unreserved posts, any local candidate of NIZAMABAD District or any other districts of the state can apply and complete with other candidates.”
- (iii) “24 posts of Office Subordinates will be filled under direct recruitment and out of which 20 posts are specifically reserved in favour of local candidates. The remaining 4 posts are unreserved. For the 4 unreserved posts, any local candidate of NIZAMABAD District or any other districts of the state can apply and complete with other candidates.
- (iv) With regard to the Office Subordinate post “the selection / appointment of candidate belonging to BC-E group against roster points 69 & 94 is subject to the result of the Civil Appeal Nos. 2628-2637 of 2010 on the file of Hon’ble Supreme Court of India”.

Local Area:

As per para 6 of the G.O.Ms. No. 674, General Admn. (SPFA) Dept., issued in terms of the order of the President of India, GSR 524(E) of 18.10.75 each district of the state shall be regarded as a local area.

Local Candidate:

(1) As per para 7(a)(i) dated 18.10.1975 if the candidate has studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination.

or

(2) where during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination he has not studied in any educational institution, if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the qualifying examination in which he appeared or as the case may be, first appeared.

- (v) The application should be in the prescribed form as enclosed to the notification and application with insufficient information, without necessary enclosures and which are not in the prescribed form will be summarily rejected and will not be informed.
- (vi) The successful candidate in the Written Test will have to appear for oral interview.
- (vii) The office is not responsible for any postal delay and no correspondence will be entertained in any respect.
- (viii) No T.A. or D.A. will be paid to the candidates who appear for the written test and interview.
- (ix) Candidates resorting to bring influence of any kind will be disqualified summarily.
- (x) Candidates on their appointment shall become members of contributory pension scheme and shall pay monthly contribution of 10% of the Basic Pay and D.A. from their salary to the contributory Pension Scheme as per G.O.Ms. 655, Fin.(Pension-I)Dept. dated 22.9.2004.
- (xi) Mere applying will not give any right to any candidate to be called for either written test or interview as the applications will be short listed as per guidelines of the High Court.
- (xii) Selection will be made as per guidelines of the High Court of Andhra Pradesh and in accordance with A.P.L.G.S. Rules and subject to approval by High Court.

10. The Notice Board, District Court, Nizamabad.

11. All the Unit Heads/Prl. Dist. & Sessions Judges in the State with a request to cause to display on the notice boards of the Courts.

Copy submitted to:-

The Registrar General, Hon'ble High Court of A.P., Hyderabad with a covering letter for favour of information.

The Registrar(Recruitment), Hon'ble High Court of A.P., Hyderabad with a covering letter for favour of information.

JUDICIAL DEPARTMENT
PRL. DIST. & SESSIONS COURT :: NIZAMABAD
(Notification dated 07-08-2014)
APPLICATION FORM

Latest passport Size photograph duly attested by Gazetted Officer
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Application for the post of _____

1. Name of the Applicant in full (in capital letters) :
2. Father's/Husband's name :
3. Sex(Male/Female) :
4. **Date of Birth** and **AGE** (as on 01-07-2014) :
5. Address for correspondence :
6. Permanent Address :
7. Whether belonging to SC/ST/BC (Copy of Caste Certificate to be enclosed) :
8. Whether belongs to Physically Handicapped Category(Specify nature of handicap and Enclose copy of Certificate) :: 1.Orthopedic Handicapped
2.Hearing impaired
3.Visually handicapped

9. Educational qualifications

i)Academic	Qualification/ Course studied	Pass Division

ii)Technical	Qualification/ Course studied	Pass Division

10. Percentage of Marks secured in Intermediate/Qualifying Examination :
11. Previous experience, if any, :
12. Local : Local/Non-Local
13. List of Certificates enclosed (Only Xerox copies should be enclosed) :
14. Demand Draft Number,Date and Name of the Bank (Write candidates full name and address on the Reverse side of DD with Pencil) :

I solemnly declare that the above information furnished by me is true and correct to the best of my knowledge.

Station:
Date :

Signature of the candidate/Applicant.

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) Sri/Smt/Kum. _____ S/o
W/o. D/o _____
appeared VII / VIII examination for the first time in _____
(month) _____ (year).
- b) That he/she has not studied in any educational institutions during the whole/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:

Sl. No.	Village	Taluq/Mandal	District	Period
1.				
2.				
3.				
4.				

OFFICE SEAL:

Officer of Revenue Department
not below the rank of Tahasildar
or Deputy Tahasildar in
independent charge of a Sub
Taluq.

Station:

Date:

OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE, NIZAMABAD.

HALL TICKET (ORIGINAL)

**WRITTEN EXAMINATION FOR RECRUITMENT
TO THE POST OF _____**

Hall Ticket No.

- 1) Name of the candidate :
(IN CAPITAL LETTERS)
- 2) Father's Name/Husband's Name :
- 3) Address for Correspondence :
- 4) Date and Time of examination :
- 5) Examination Centre :

AFFIX LATEST
PASSPORT SIZE
PHOTOGRAPH
DULY ATTESTED
BY GAZETTED
OFFICER

Signature of the candidate

Signature of the Chief Administrative Officer,
Prl. Dist. & Sessions Court,
Nizamabad.

(Note : Items 1 to 3 shall be filled by the candidate)

OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE, NIZAMABAD.

HALL TICKET (DUPLICATE)

**WRITTEN EXAMINATION FOR RECRUITMENT
TO THE POST OF _____**

Hall Ticket No.

- 1) Name of the candidate :
(IN CAPITAL LETTERS)
- 2) Father's Name/Husband's Name :
- 3) Address for Correspondence :
- 4) Date and Time of examination :
- 5) Examination Centre :

AFFIX LATEST
PASSPORT SIZE
PHOTOGRAPH
DULY ATTESTED
BY GAZETTED
OFFICER

Signature of the candidate

Signature of the Chief Administrative Officer,
Prl. Dist. & Sessions Court,
Nizamabad.

(Note : Items 1 to 3 shall be filled by the candidate)