

PRL. DISTRICT & SESSIONS COURT:: MEDAK AT SANGAREDDY.

Dis.No.427/2016

Date: 23-01-2016.

NOTIFICATION No. 5/2016 (GENERAL RECRUITMENT).

Applications are invited for appointment to the post of **TYPIST (Cat.9)** carrying the pay scale of **Rs. 16400-49870** (R.P.S. 2015) to fill up **(10)** vacancies, in the A.P. Judicial Ministerial Services in the Unit of Prl. District and Sessions Judge, Medak at Sangareddy.

The application shall be in the prescribed proforma and to be sent by Post/ Registered Post/ Courier. The **notification number** and **post** applied shall be mentioned on the cover. **NO APPLICATION WILL BE RECEIVED DIRECTLY.** Applications shall be addressed to:

**THE PRL. DISTRICT & SESSIONS JUDGE,
MEDAK AT SANGAREDDY.**

LAST DATE FOR RECEIPT OF APPLICATIONS 17-02-2016 UPTO 05-00P.M.

This Notification is available in the following official website:

“ <http://ecourts.gov.in/medak>”

Category of post & Scale of Pay	Class or Category	Number of Posts	Roster Points
TYPIST	OC	04 (2W)	28, 30(W), 32 & 34(W) of I Cycle
16400 - 49870 (R.P.S. 2015)	OC (Hearing Impaired)	01	31 of I Cycle
	BC-A	01	29 of I Cycle
	SC	01	27 of I Cycle
	ST	03 (1W)	25, 26(W) & 33 of I Cycle
	TOTAL:	10 (3W)	

ABSTRACT

Category of post	Class or Category	Number of Posts	Scale of Pay
Typist	OC	04 (2W)	Rs.16400 – 49870
	OC (Hearing Impaired)	01	
	BC-A	01	
	SC	01	
	ST	03 (1W)	
	TOTAL:	10 (3W)	

Note:

1. In view of permission of Government Lr. No. 32947/Cts- D1/2006-1, Dt. 29-01-2007 R.P. 8 (ST) is converted into (OC) and RP. 26 (OC) is converted into ST(W).
2. That out of **(10)** posts of Typist notified, (8) posts are reserved for local candidates and (2) post is un-reserved (for which both local and non local can compete and get selected as per merit), as per the instructions issued in Para 8(1) (a) of the Presidential Order issued vide G.O.Ms. No.674, Dt. 20-10-1975.

2) EDUCATIONAL QUALIFICATIONS:-

The candidate must have passed **Intermediate** Examination conducted by A.P., State Board of Intermediate Education or any equivalent Examination.

TECHNICAL QUALIFICATIONS FOR TYPIST:-

“The candidate must have passed A.P., Government Technical Examination in **English Typewriting by Higher Grade** qualification. Must have knowledge or qualification in **Computer Operation**”.

Linguistic Qualification:

No candidate shall be eligible for appointment to the post of **Typists** in the Medak District Judiciary, if he/ she does not possess an adequate knowledge of **Telugu & Urdu**. Provided that where sufficient number of candidates who have an adequate knowledge of the said two languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the District may be selected and such candidates shall be eligible for appointment.

3). AGE LIMIT:-

- i) 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**.
- ii) The age relaxation of maximum age limit is **5** years in respect of Scheduled Castes/ Scheduled Tribes and Backward Classes; **10** years in respect of Physically Handicapped and Ex-Servicemen as per rule 12(c) of A. P. State and Subordinate Service Rules, 1996. The Physically Handicapped candidates must produce disability certificate issued by the Medical Board showing the percentage of disability for claiming the age relaxation.

4) APPLICATION/ EXAMINATION FEE AS PER HIGH COURT'S CIRCULAR ROC. NO. 779/2011-RC, Dt. 01-10-2011.

Candidates seeking appointment should send their applications in the prescribed proforma only: to be addressed to “**THE PRL. DISTRICT & SESSIONS JUDGE, MEDAK AT SANGAREDDY**” by Regd. Post/ Courier Service along with a Demand Draft for Rs. 200/- (Rupees two hundred only) in favour of Prl. District & Sessions Judge, Medak at Sangareddy towards Examination Fee, drawn on State Bank of Hyderabad, payable at State Bank of Hyderabad, Main Branch Sangareddy, Medak District only. The candidates are instructed to mention the particulars of D.D. in the relevant column of the application. Further, the name of the candidate shall be noted on the reverse side of the Demand Draft. **The Examination Fee once paid will not be refunded under any circumstances, even in the event of application received after due date or gets rejected due to any reason.**

Exemption of Fee: The candidates belonging to SC/ ST/ Physical Handicapped/ Ex. Servicemen are **exempted** from payment of Fee.

5) METHOD OF RECRUITMENT:-

- i) A Written Test of the standard consistent with the minimum general educational qualifications prescribed will be conducted on O.M.R. basis (Technology) of matters on General English, General Knowledge, Judiciary, General Science and General Maths. In addition to it, skill test will also be conducted to the candidates appearing for the post of Typists. The successful candidates will have to appear for an oral interview to be intimated later.
- ii) Written examination which is objective in form shall carry 50 marks, skill test shall carry 30 marks and oral interview shall carry 20 marks.
- iii) **Written Test:** Only such candidates who secure 40% marks for **OC** category, 35% marks for **BC** category and 30% marks for **SC/ STs** categories will be treated as qualified in the written test.

Skill Test: Only such candidates who secure minimum 50% marks for **O.C.** category, and 40% marks for **BC/ SC/ ST** category in skill test for the post of Typist will be treated as qualified in the skill test.

- iv) Candidates who are qualified in the written test/ skill test as the case may be shall be short listed to the level of 1:10 in order of merit/ reservation for the oral interview.
- v) The Prl. District Judge, Medak at Sangareddy is the ultimate authority to take decision on any aspect with regard to recruitment and it will be final.
- vi) No person shall be eligible for appointment to the service by direct recruitment, unless, he satisfies the following conditions:
 - 1) That he/ she is of sound health, active habits and free from any bodily defects or infirmities rendering unfit for service;
 - 2) That his/ her character and antecedents are such as would not disqualify for service.

6) RESERVATION:-

The recruitment shall be subject to the Rule of reservation in favour of candidates belonging to **Ex. Servicemen, Handicapped, SC, ST, BC** categories and **women**, as per rules.

The Prl. District & Sessions Judge, Medak at Sangareddy reserves the right to increase or decrease the number of vacancies after issuance of the Notification, if the situation warrants.

7) LOCAL AREA:-

As per G.O.Ms. No.674, G.A.D. (SPFA) Dept., Dt. 20-10-1975 each District of the State shall be regarded as a Local area.

8) ATTESTED COPIES OF THE FOLLOWING SHOULD BE ENCLOSED TO THE APPLICATION:-

- 1) Certificates of Academic i.e., Intermediate and Technical Qualifications such as marks list, T.C., Study/ Bonafide Certificates, Pass Certificate and other certificates to prove their professional skills, if any.
- 2) Certificate evidencing Date of Birth.
- 3) Community Certificate i.e., BC/ SC/ ST with groups (in case of reserved categories issued by authority concerned).
- 4) Medical certificate issued by competent authority in case of physically handicapped candidates, specifying the nature of handicap.
- 5) Certificate in respect of Local/ Non-Local candidature in terms of Presidential Order, 1975 i.e., Study Certificate for four (4)years i.e., from Classes VII to X is to enclosed to their applications (or) in case, they have not studied in any educational institution, residence certificate for a period of not less (4) years immediately preceding the date of commencement of the X class examination, in Annexure-I has to be submitted in terms of G.O.P No. 729, G.A.D (SPF-A) Dept., Dt. 01-11-1975.
- 6) Employment Registration Card.
- 7) Ex-servicemen shall enclose Certificates in proof of their service and discharge.
- 8) Demand Draft for Rs.200/- to whom applicable.

- 9) A self addressed stamped cover Rs.25/- with acknowledgement due.
- 10) Three (3) recent Passport size photographs duly attested by a Gazetted Officer to be affixed: One is to be affixed at the top of application in the place specified. Another shall be affixed on the Original Hall Ticket and another shall be affixed on the duplicate hall ticket in the space provided.
- 11) Any other relevant certificates.

9) GENERAL INSTRUCTIONS:-

- i) Appointments will be made only on the basis of Presidential Order issued under Article 371-D of the constitution of India and subject to Rule of Reservation.
- ii) The appointees will be covered by the Contributory Pension Scheme and the existing pension scheme as per Andhra Pradesh Revised Pension Rules, 1980 will not be applicable to them as per G.O.Ms. No.655 Fin. (Pension-I) Department Dt. 22-09-2004.
- iii) Applications are to be submitted in the proforma prescribed which is appended hereto and applications in any other format will be summarily rejected.
- iv) The candidates who are applied for the post of Typist are instructed to **bring their own typewriter** for the skill test
- v) No T.A. or D.A. will be paid for the journey performed in connection with recruitment.
- vi) Applications with insufficient information and without certificates and attestation will be summarily rejected.
- vii) Applications which do not contain necessary enclosures as detailed above will be rejected.
- viii) Applications received prior to this notification and after due date will not be considered.
- ix) This office is not responsible for any postal delay, delay caused by any other service like courier or delay in delivery, etc.,
- x) Mere applying will not give any right to any person to be called for either for Written Examination or for interview as the applications of the candidates will be short listed as per the guidelines issued by the Hon'ble High Court from time to time.
- xi) Selection will be made as per guidelines issued by the Hon'ble High Court and as per A.P. Judicial Ministerial Service Rules, 2003 and subject to approval by the Hon'ble High Court.
- xii) The appointing authority reserves the right to cancel the notification without assigning any reason therefor.
- xiii) Candidates resorting to bring influence of any kind will be disqualified summarily.

Prl. District & Sessions Judge,
Medak at Sangareddy.

To,

- 1) The Registrar (Recruitment), High Court of Judicature for the State of Telangana and the State of Andhra Pradesh, Hyderabad with a covering letter.
- 2) All the Prl. District Judges in the State with a request to cause to display the notification in their respective Notice Boards.

The following officials with a request to display the Notification on their notice boards and to take necessary steps for its wide publicity.

- 3) All the Judicial Officers in the District.
- 4) The Collector and District Magistrate, Medak at Sangareddy.
- 5) The District Employment Officer, Medak at Sangareddy.
- 6) The District Public Relation Officer, Medak District at Sangareddy.
- 7) The District Educational Officer, Medak District at Sangareddy.
- 8) The President, Bar Association, Medak District at Sangareddy.
- 9) The Officer incharge, Zilla Grandhalaya Samstha, Sangareddy.
- 10) The Notice Board, Prl. District Court, Medak at Sangareddy.

JUDICIAL DEPARTMENT

**PRINCIPAL DISTRICT AND SESSIONS COURT ::
MEDAK AT SANGAREDDY**

NOTIFICATION No. 5/2016 (GENERAL RECRUITMENT).

APPLICATION FOR THE POST OF TYPIST

(All the columns must be filled by the Applicant
in his/ her own hand writing)

**Affix latest
passport
size
photograph
duly
attested by
Gazetted
Officer**

1	Name of the applicant In full (in capital letters)	
2	Father's/Husband's name	
3	Sex (Male/Female)	
4	Date of Birth (as per SSC certificate)	
5	Age as on 01-07-2016.	Years - Months - Days
6	Address for correspondence	
7	Permanent Address	
8	Mobile Number	
9	Whether belongs to (Category) : a)SC b)ST c)BC d)OC (Specify the Sub-group/ Caste)	
10	Whether the Applicant is Local or Non-Local	
11	Local Employment Exchange Regd. No. & date of last renewal.	
12	Whether belongs to Physically Handicapped category	
13	Whether Ex-serviceman If so, furnish details	
14	Whether involved in any Criminal Cases	
15	Previous Experience, if any	
16	Any other information	
17	Particulars of Demand Draft (Name of the Bank, Date of DD, D.D.No. & Branch etc.,)	

18. Qualifications:-

Examination Passed	Name of the School/ Board/ University	Month & Years of Passing	Division and % of marks	
			Division	% of Marks
VI to IX				
S.S.C.				
Intermediate				
Degree				
Technical Qualifications				
Computer & other qualifications if any.				

DECLARATION

I solemnly declare that all the entries/ statements made in the applications 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 fulfilled all the conditions of eligibility regarding the age limit/ educational qualifications/ caste etc., prescribed for the post to which I am applying.

STATION:

DATE : SIGNATURE OF THE APPLICANT

CHECK LIST.Whether the copies of the following documents are enclosed.

1	Study Certificates from Class VII to Intermediate	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	S.S.C. Memo of Marks.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Intermediate Memo of Marks.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Certificate of other Academic Qualifications.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Caste Certificate.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Certificate of Residence in Annexure-I	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Nativity Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Employment Registration Card	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Certificate of Physically Handicapped.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Certificate of Ex-Serviceman.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Other Date of Birth Certificate, if any.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12	Demand Draft for Rs.200/-	Yes <input type="checkbox"/> No <input type="checkbox"/>
13	Other Certificates if any	Yes <input type="checkbox"/> No <input type="checkbox"/>

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 for
the first time for the Qualifying Examination i.e., 10th Class Examination in
_____ (month) _____ (year);

b) That he/ she has not studied in any educational institutions during the
whole or 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:

Sl. No.	VILLAGE	TALUK/MANDAL	DISTRICT	PERIOD
1				
2				
3				
4				

**Signature of the Officer of
Revenue Department
(not below the rank of Tahsildar
Or Deputy Tasildar in Independent
Charge of Sub-Taluq).**

OFFICE SEAL

Station:

Date:

*Strike off "whole" or "a part", as the case may be).

ORIGINAL
FOR OFFICE USE ONLY

HALL TICKET NO: _____

EXAMINATION CENTRE: _____

EXAMINATION DATE & TIME: _____

HALL TICKET

**FOR THE POST OF TYPIST
NOTIFICATION NO. 5/2016, (GENERAL RECRUITMENT)**

(TO BE FILLED BY THE APPLICANT)

<p>Affix Latest passport size photograph duly attested by the Gazetted officer</p>

1. Name of the Applicant :
(in capital letters)

2. Father's Name/ Husband's name :

3. Full Address of the candidate :

4. Date of Birth :

5. Age as on 01-07-2016 :

Certified that the above particulars given by me are correct and true to the best of my knowledge.

Signature of the Candidate

Signature of the Candidate
(Before the invigilator
at the time of Examination).

Chief Administrative Officer.

INSTRUCTIONS TO THE CANDIDATES

1. The candidates should attend the Examination Hall at least half-an-hour before the commencement of the examination to verify their hall tickets.
2. No candidate will be permitted to enter the examination hall 15 minutes after the commencement of the examination.
3. No candidate will be permitted to leave the examination hall till the examination is completed.
4. The candidates shall bring H.B. Pencil, eraser and pen/Ball Pen at the time of **written examination**.
5. The candidates are instructed to **bring their own typewriter** for the **skill test**.
6. Use of Cell Phones, carrying books or bags or any other kind of material into the examination hall is prohibited.
7. Candidate shall invariably mention Hall Ticket Number on the top of the Answer Sheet in the space provided thereof.
8. The candidates shall not write their names in the answer sheets.
9. The candidate shall maintain silence in the examination hall.
10. Answer sheets of the candidates who indulge in malpractice will summarily stand rejected.
11. Candidates are not entitled for TA/ DA for attending the examination.

DUPLICATE
FOR OFFICE USE ONLY

HALL TICKET NO: _____

EXAMINATION CENTRE: _____

EXAMINATION DATE & TIME: _____

HALL TICKET

**FOR THE POST OF TYPIST
NOTIFICATION NO. 5/2016, (GENERAL RECRUITMENT)**

(TO BE FILLED BY THE APPLICANT)

**Affix Latest
passport size
photograph
duly attested by
the Gazetted
officer**

1. Name of the Applicant :
(in capital letters)

2. Father's Name/ Husband's name :

3. Full Address of the candidate :

4. Date of Birth :

5. Age as on 01-07-2016 :

Certified that the above particulars given by me are correct and true to the best of my knowledge.

Signature of the Candidate

Signature of the Candidate
(Before the invigilator
at the time of Examination).

Chief Administrative Officer.

INSTRUCTIONS TO THE CANDIDATES

1. The candidates should attend the Examination Hall at least half-an-hour before the commencement of the examination to verify their hall tickets.
2. No candidate will be permitted to enter the examination hall 15 minutes after the commencement of the examination.
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