

**NOTIFICATION No.06/2014**

Application are invited in the format enclosed herewith for appointment to the posts of **PROCESS SERVER** in the A.P. Last Grade Service in the Unit of District Judge, Kurnool, by Direct Recruitment from the eligible candidates together with a **CROSSED DEMAND DRAFT for Rs.200/-** (Rupees Two hundred only) towards application/examination fee, drawn in favour of **THE PRINCIPAL DISTRICT JUDGE, KURNOOL**, payable at KURNOOL from any Nationalized Bank. The candidates belonging to Schedule Caste/Schedule Tribe/Physically Handicapped/ Ex-Service Men are EXEMPTED from submitting the Demand Draft for Rs.200/- towards application/examination fee. (Vide Circular of the Hon'ble High Court of A.P. in Lr.ROC.No.779/ 2011-RC, dated 01-10-2011).

The applications shall be in the prescribed proforma enclosed herewith and shall be submitted to the following address by Post/Registered Post/Courier etc. No application will be received directly.

Application are to be addressed to : **THE PRINCIPAL DISTRICT JUDGE,**  
**KURNOOL.**

LAST DATE FOR RECEIPT OF APPLICATION IS **ON 01-09-2014 UP-TO 5.00 P.M.**

Name of the Post	Community	No. of Posts	Total	Scale of Pay
PROCESS SERVER	OC	11 ( 4 Women )	23	Rs.7960 - 23650
	SC	04 ( 2 Women )		
	ST (W)	01		
	BC-A	02 (1 Women )		
	OC - (W) (Blindness or Low vision)	01		
	BC-B (W)	01		
	BC-C	01		
	BC-D (W)	01		
	BC-E (W)	01		

**NOTE:** The selection and appointment of candidate against BC-E vacancy at roster point 19 shall be subject to the result of Civil Appeal Nos.2628-2637 of 2010, pending in the Hon'ble Supreme Court.

**I. EDUCATIONAL QUALIFICATIONS:-**

Must have passed **VII Class** examination conducted by A.P. State Government. Preference will be given to the candidates, who possess professional skills, such as driving, electrical, carpentry, plumbing, gardening, cooking, water pump set mechanism, machinery work, etc. In addition to the above qualification, preference will be given to the candidates having previous experience, preferably in Judicial and Quasi-Judicial Department.

**II. AGE LIMIT :-**

1. Must not have completed 34 years of age and must have completed 18 years of age as on **01-07-2014** (Vide G.O.Ms.No.115, General Administration (SER.B) Department, dated 29-02-2008)
2. The age relaxation of maximum age limit is 5 years in respect of Scheduled Caste, Scheduled Tribe and Backward Class candidates and 10 years in respect of Physically Handicapped and Ex-Service Men, as per Rules in force.

**III. MODE OF RECRUITMENT:-**

1. Appointments to the posts notified will be made only on the basis of the Presidential Order to the extent it applied and subject to Rule of Reservation and Guidelines prescribed by the Hon'ble High Court of A.P.
2. "A simple written test in English of Standard consistent with minimum educational qualification prescribed for the post shall be conducted on OMR basis. The meritorious candidates in the ratio of 1:10 shall be called for oral interview to be intimated later. The written test shall be conducted for 80 marks and oral interview for 20 marks. The qualifying percentage of marks in written examination are 40% for OCs, 35% for BCs and 30% for SC/ST candidates.

**CERTIFIED COPIES/ATTESTED PHOTOSTAT COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE SHOULD BE ENCLOSED TO THE APPLICATIONS:**

- 1) Certificates of Academic and Technical Qualifications such as Marks Lists, Pass Certificates, Provisional Certificates and other Testimonials.
- 2) Certificate evidencing date of birth.
- 3) Community Certificate in case of B.Cs., SCs and STs and the certificate shall show specifically the classification of the Group.
- 4) Employment Registration Card.
- 5) Certificate in respect of Local Candidate in terms of Presidential Orders 1975 i.e., Study Certificate for four (4) years i.e., Classes IV to VII are to be enclosed to their applications (or) in case, they have not studied in any institution in the District during the above period of four years residence certificate, from the concerned M.R.O. for four years "i.e., Classes IV to VII are to be enclosed to their applications" in Annexure-I and Residence Certificate for four (4) years i.e., "Classes IV to VII are to be enclosed to their applications" in terms of G.O.Ms.No.729, GAD, (SPF-A) Department, Dated 01-11-1975. If the certificates in proof of Local candidature are not in accordance with these instructions, the applications will be summarily rejected.
- 6) **Latest attested copy of disability certificate has to be submitted by disabled candidates, obtained from Medical Board.**
- 7) Any other relevant Certificate.
- 8) One recent passport size photograph **duly attested** by **any Gazetted Officer** to be affixed in the space provided in the application form.
- 9) A duly stamped self-addressed envelope cover should be enclosed.
- 10) The application should be addressed to THE PRINCIPAL DISTRICT JUDGE, DISTRICT COURT, KURNOOL with a caption "APPLICATION FOR THE POST OF PROCESS SERVER".

**N.B.:-**

- 1) The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in submitting the application.
- 2) Incomplete / incorrect 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 lapses are detected during the scrutiny, the candidature will be rejected, even though he/she is found eligible for recruitment process or even at a later stage.
- 3) Before submission of the 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) The Written Examination will be held as per OMR Technique.

**GENERAL INSTRUCTIONS:-**

- 1) 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.
- 2) Applications are to be submitted in the prescribed proforma enclosed herewith and applications received in any other format will be summarily rejected.
- 3) No. TA or DA will be paid for the journey performed in connection with recruitment i.e., for **Written Examination/Oral Interview**.
- 4) Applications with insufficient information will summarily be rejected.
- 5) Applications which do not contain necessary enclosures as detailed above will be rejected.
- 6) **Applications received after 5-00 P.M. on 01-09 -2014 will be ignored.**
- 7) Applications which were received prior to this notification will not be considered.
- 8) This Office is not responsible for any postal delay, delay caused by any other service like Courier or delay in delivery etc.,
- 9) All rights are reserved with the Appointing Authority to reject the application at any stage, if found to be false and the appointment 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.
- 10) Selection to the posts will be made as per the guidelines issued by the Hon'ble High Court of Judicature at Hyderabad for the State of Telangana and for the State of Andhra Pradesh and A.P. Judicial Ministerial Service Rules / A.P. Last Grade Service Rules and subject to approval by the Hon'ble High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh.
- 11) Candidates resorting to bring influence of any kind will disqualify their candidature.
- 12) The employees appointed under this notification will be covered by the **CONTRIBUTORY PENSION SCHEME ONLY** and that the Pension Scheme as per Andhra Pradesh Revised Pension Rules, 1980 will not be applicable to them as per G.O.Ms.No.653,654,655 Finance (Pen-I) Department, dated 22-09-2004 issued by the Government.
- 13) The Appointing Authority reserves the right to cancel the notification without assigning any reasons.
- 14) The Candidates are instructed that the D.D. Number and the name of the Bank with date should be noted on the top of the application form and Data Sheet Form and further instructed to note their name in full in capital letters **with pencil** on the reverse side of demand draft in a corner, for information.
- 15) The candidates, who have applied for various categories of posts shall enclose Demand Draft for Rs.200/- for each category of post.
- 16) **The candidates are informed that the amount of Rs.200/- sent by Demand Draft will not be refunded under any circumstances, though their applications are rejected on any ground.**
- 17) Mere applying will not give any right to any person to be called either for written test or for skill test or for oral interview, as the applications of the candidates will be short listed as per the guidelines issued by the Hon'ble High Court of A.P. from time to time.
- 18) In respect of candidates continuing on temporary basis, short listing of their applications will be done on the basis of their performance during the period of their engagement.
- 19) Selection will be made as per the guidelines issued by the Hon'ble High Court of A.P. and A.P. Judicial Ministerial Service Rules, with A.P. Last Grade Service Rules.
- 20) Specify that out of 23 posts of Process Servers, 19 posts are reserved for local candidates and 04 posts are un-reserved (for which both local and non-local candidates can compete and get selected as per merit), as per instructions issued in para 8 (1)(a) of the Presidential Order issued vide G.O.Ms.No.674, dated 20-10-1975.

P. V. J. J. J.

SPECIAL JUDGE FOR TRIAL OF SC/ST CASES-CUM-  
VI ADDITIONAL DISTRICT JUDGE, KURNOOL,  
F/A.C. PRINCIPAL DISTRICT JUDGE, KURNOOL

21/7/14

(M)

TO

1. The Registrar (Recruitment), High Court of Andhra Pradesh, Hyderabad.
2. The Presiding Officers of all Courts in the District with a direction to affix the Notification with its enclosures in the Notice Board of their respective Courts.
3. All the District Judges in the State with a request to display in the Notice Board of their Courts and also in their subordinate Courts in the respective Districts.
4. The District Collector, Kurnool – with a request to display in the Notice Board and also to mark the Notification to the concerned authorities in the entire District for publication of the same on the Notice Boards of such authorities for the purpose of wide publicity.
5. The Deputy Director, Social Welfare Department, Kurnool – with a request to display on the Notice Boards of all Educational Institutions and Hostels run and managed under their control for wide publicity.
6. The Executive Director, Schedule Caste Cooperative Society Limited, Kurnool with a request to display on the Notice Boards of all Educational Institutions and Hostels run and managed under their control for wide publicity.
7. The Executive Director, District Backward Classes Service Cooperative Society Limited, Kurnool with a request to display on the Notice Boards of all Educational Institutions and Hostels run and managed under their control for wide publicity.
8. The District Tribal Welfare Officer, Kurnool with a request to display on the Notice Boards of all Educational Institutions and Hostels run and managed under their control for wide publicity.
9. The District Public Relation Officer, Kurnool - with a request to publish the Notification on the Notice Boards attached to his Office as well as Information Centers located at various places in Kurnool District and also with a request to release the Notification as (Press Release) to both Print and Electronic Media.
10. The Station Directors, All India Radio, Kurnool, Kadapa, Anantapur and Chittoor – with a request to broadcast the list of the Notification.
11. The Chairman and the Secretary Zilla Grandhalaya Samstha, Kurnool – with a request to publish the Notification in the Notice Boards and also to mark the Notification in all the Libraries in Kurnool District for publication of the same on the Notice Boards of such Libraries.
12. All the Bar Association in Kurnool District – with a request to display the Notification on the Notice Boards of their respective Bar Association.
13. The Chairman, Zilla Parishad, Kurnool – with a request to display the Notification on the Notice Boards of all Educational Institutions and Hostels run and managed under his their control for wide publicity.
14. The District Educational Officer, Kurnool - with a request to display on the Notice Boards of all Educational Institutions and Hostels run and managed under their control for wide publicity.
15. The District Employment Officer, Kurnool – for necessary action with regard to wide publicity.
16. Notice Board of District Court, Kurnool.

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DD.NO. & DATE : \_\_\_\_\_ BANK : \_\_\_\_\_

**JUDICIAL DEPARTMENT**  
**PRINCIPAL DISTRICT COURT, KURNOOL**

NOTIFICATION No: 06 /2014

Date: 31-07-2014.

**DATA SHEET OF THE APPLICANT**

**APPLIED TO THE POST OF PROCESS SERVER**

1.	<b>NAME OF THE APPLICANT (in Capital Letters)</b>	
2.	<b>FATHER'S NAME/HUSBAND'S NAME (in Capital Letters)</b>	
3.	<b>DATE OF BIRTH</b>	
4.	<b>COMMUNITY</b>	
5.	<b>WHETHER BELONGS TO</b>	<b>PH (Blindness or Low Vision/Hearing Impaired/Locomotor Disability)</b>
		<b>Ex. Ser.</b>
6.	<b>EDUCATIONAL QUALIFICATIONS</b>	
7.	<b>TECHNICAL QUALIFICATIONS:</b>	<b>1. Typewriting (H / L) : 2. Stenography (H / L): 3. Computers (PG/DIPLOMA):</b>
8.	<b>LOCAL / NON-LOCAL</b>	

**SIGNATURE OF THE CANDIDATE**

**Essential enclosures (must be enclosed as in order given)**

1. Application form duly filled with signature.
2. Date of Birth Certificate / SSC Certificate.
3. Inter / 10+2 / Diploma Certificate.
4. Technical Qualifications Certificates (Typewriting, Stenography & Computers).
5. Caste Certificate.
6. Study Certificates (7<sup>th</sup> to 10<sup>th</sup> Class).
7. Medical Certificate (incase applicable) (For Handicapped Candidates).
8. Ex-Servicemen Certificates (incase applicable).
9. Other relevant Certificates (such as Degree / Post Graduate etc., if possess).

(for Office Use only)

**PRINCIPAL DISTRICT COURT, KURNOOL**

**NOTIFICATION No. 06 /2014**

**Dated : 31-07-2014**

**APPLICATION FOR THE POST OF PROCESS SERVER**

Affix latest  
Passport size  
photograph duly  
attested by  
Gazetted Officer  
(Do not staple the  
photo, but paste it)

1.	Name of the Applicant (in Capital Letters)	
2.	Father's name/Husband's Name (in Capital Letters)	
3.	Date of Birth and age as on 01-07-2014	
4.	Address for correspondence (with pin code)	
5.	Permanent Address	
6.	Mobile Number/Landline Number	
7.	Local / Non-Local	
8.	Category to which he/she belongs	
9.	Local Employment Exchange Registration Number and Date and Last Renewal Date	
10.	Involved in any Criminal Cases (If Yes, give details thereof)	
11.	Previous experience, if any	
12.	Any other relevant information	

**EDUCATIONAL QUALIFICATIONS:**

Examination Passed	Name of the Board/University/School	Month & Year of Passing	Division and Percent of Marks	
			Division	% of Marks
VI to IX				
SSC				
Intermediate				
Degree				
Post-Graduation				

<b>Technical Qualification Typewriting (Higher Grade)</b>				
<b>Shorthand (Lower/Higher Grade)</b>				
<b>Computer (PG Diploma/ Diploma)</b>				
<b>Other Qualification, if any.</b>				

### DECLARATION

I hereby declared that all the entries/statements made in 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 qualifications/caste etc., prescribed for the post to which I am applying.

STATION

SIGNATURE OF THE APPLICANT.

DATE : - -2013.

Note : Attested copies of certificates to be enclosed, wherever necessary.

### CHECK LIST

Whether the following Attested Copies of documents have been enclosed.

01.	All Study and Conduct Certificates from <b>Class-VII up to Intermediate</b>	Yes / No
02.	Marks List of Secondary School Certificate Examination	Yes / No
03.	Marks Lists of Intermediate	Yes / No
04.	Certificates for other academic educational qualifications, if any	Yes / No
05.	Typewriting English Higher Grade Certificate	Yes / No
06.	Typewriting Telugu Higher / Lower Grade Certificate	Yes / No
07.	Shorthand English Higher / Lower Grade Certificate	Yes / No
08.	Shorthand Telugu Higher / Lower Grade Certificate	Yes / No
09.	Other Technical Certificates, if any	Yes / No
10.	Caste Certificate.	Yes / No
11.	Employment Registration card	Yes / No
12.	Nativity Certificate	Yes / No
13.	Date of Birth Certificate	Yes / No

ANNEXURE - I

**CERTIFICATE OF RESIDENCE**

(Vide sub Clause (ii) of clause (a) of para 7 of the Presidential Order.)

It is hereby certified that :

b) that Sri / Smt/Kum\_\_\_\_\_S/o

W/o , D/o\_\_\_\_\_appeared for the first time for

the 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:

b) that in the 4 years i.e., Classes VII to X are to be enclosed to their applications  
immediately preceding the commencement of the aforesaid examination he/she resided  
in the following place/places namely;

S.No.	Village Taluk / Mandal	District	Period
01			
02			
03			
04			

OFFICE SEAL

OFFICER OF REVENUE DEPARTMENT  
NOT BELOW THE RANK OF TAHSILDAR  
OR DEPUTY TAHSILDAR IN INDEPENDENT  
CHARGE OF SUB THALUK.

STATION

DATE

\* Strike of "Whole". "a part". as the case may be.

ANNEXURE - II

CERTIFICATE OF RESIDENCE

(Vide sub Clause (ii) of clause (a) of para 7 of the Presidential Order.)

It is hereby certified that Sri/Smt./Kum. \_\_\_\_\_

S/o,W/o,D/o \_\_\_\_\_ has resided for a period of not less than four years immediately preceding the date of issue this certificate, in the following place/places namely;

S.No.	Village Taluk / Mandal	District	Period
01			
02			
03			
04			

OFFICE SEAL

OFFICER OF REVENUE DEPARTMENT  
NOT BELOW THE RANK OF TAHSILDAR  
OR DEPUTY TAHSILDAR IN INDEPENDENT  
CHARGE OF SUB THALUK.

STATION

DATE

**JUDICIAL DEPARTMENT**

**PRINCIPAL DISTRICT COURT, KURNOOL**

**NOTIFICATION No: 06/2014**

**Date:31-07-2014.**

**D.D. ENCLOSURE FORM**

**APPLIED TO THE POST OF PROCESS SERVER**

1.	<b>NAME OF THE APPLICANT (in Capital Letters)</b>					
2.	<b>FATHER'S NAME/HUSBAND'S NAME (in Capital Letters)</b>					
3.	<b>DATE OF BIRTH</b>					
4.	<b>COMMUNITY</b>					
5.	<b>WHETHER BELONGS TO</b>	<table border="1"><tr><td><b>PH (Blindness or Low Vision/Hearing Impaired/Locomotor Disability)</b></td><td><b>Ex. Ser.</b></td></tr><tr><td></td><td></td></tr></table>	<b>PH (Blindness or Low Vision/Hearing Impaired/Locomotor Disability)</b>	<b>Ex. Ser.</b>		
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6.	<b>DEMAND DRAFT NUMBER &amp; DATE</b>					
7.	<b>D.D. drawn Bank name and Branch</b>					

**SIGNATURE OF THE CANDIDATE**

**NOTE :** Write the name of the candidate on the reverse side of the Demand Draft with PENCIL only.

# ORIGINAL

For Office Use only

Examination Centre : \_\_\_\_\_

Hall Ticket Number: \_\_\_\_\_

Date and Time : \_\_\_\_\_

## HALL TICKET FOR THE POST OF PROCESS SERVER

Notification No.06/2014

(To be filled by the applicant)

1 Name of the applicant :  
(in Capital Letters)

2 Father's Name /  
Husband's name

3....Date of Birth & age  
As on 01-07-2014

Affix latest  
Passport size  
photograph duly  
attested by  
Gazetted Officer  
(Do not staple  
the photo, but  
paste it)

Certified that the above particulars given by me are correct and true to my  
Knowledge

Signature of the Candidate  
at the time of examination  
Before the Invigilator.

**Signature of the Candidate**

### INSTRUCTIONS TO THE CANDIDATES

01. The candidates should attend the Examination Hall at least **Half-an-hour** before the Commencement of the examination to verify their Hall Tickets.
02. **No** Candidate will be permitted to enter the examination hall 15 minutes after the commencement of the examination.
03. **No** candidate will be permitted to leave the examination till the examination is completed.
04. The candidates shall bring H.B. Pencil, eraser for the written test. Use of **Pen/Ball Pen** at the time of written examination is prohibited.
05. Use of Cell phones, carrying books or bags or any other kind of material into the examination hall is prohibited.
06. Candidates shall invariably mention **HALL TICKETS** number on the top of the Hall Ticket in the space provided there for.
07. The candidates shall **not write their names** in the answer sheet.
08. The candidates shall maintain **silence** in the examination hall.
09. Answer Sheets of the candidates who indulge in **malpractice** will summarily stand rejected.
10. The candidates are not entitled for **TA/DA** for attending the examination.

# DUPLICATE

For Office Use only

Examination Centre : \_\_\_\_\_

Hall Ticket Number: \_\_\_\_\_

Date and Time : \_\_\_\_\_

## HALL TICKET FOR THE POST OF PROCESS SERVER

Notification No.06/2014

(To be filled by the applicant)

1 Name of the applicant :  
(in Capital Letters)

2 Father's Name /  
Husband's name

3....Date of Birth & age  
As on 01-07-2014

Affix latest  
Passport size  
photograph duly  
attested by  
Gazetted Officer  
(Do not staple  
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Certified that the above particulars given by me are correct and true to my  
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