

OFFICE OF THE PRL.DISTRICT JUDGE: ANANTHAPURAM

Dis. No. 7461 /2014/ADMN

Dated : 29-10-2014

NOTIFICATION NO.1/2014 (GENERAL RECRUITMENT)

| | |
|---------|---|
| Ref : - | 1.High Court's Lr. Roc.No.1686/2014-RC, dt. 5.9.2014. 2.High Court's Lr. Roc.No.1686/2014-RC, dt.28.10.2014. |
|---------|---|

Applications are invited for appointment to the posts of Junior Assistant carrying the pay scale of Rs.8440 – 24950 (R.P.S.2010) to fill up (31) vacancies, in the A.P. Judicial Ministerial Services in the Unit of Prl. District Judge, Ananthapuram.

Applications should be addressed to: THE PRL. DISTRICT JUDGE, ANANTHAPURAM

LAST DATE FOR RECEIPT OF APPLICATIONS 28.11.2014 UPTO 5-00 PM

| Category of Post | Class or Category | Number of Posts | Roster Points |
|------------------|------------------------------|-----------------|---|
| Junior Assistant | OC | 15 (5W) | 21, 23(W), 26, 28, 30(W), 32, 34(W), 36, 38(W), 40, 42, 46, 48, 50(W) and 51 in II Cycle. |
| | OC(ESM) | 02 | 13 (Local candidate only) and 37 in II Cycle. |
| | OC(Hearing impaired) (Woman) | 01(W) | 31 in II Cycle. |
| | BC-A(W) | 01(W) | 45 in II Cycle. |
| | BC-B | 03(1W) | 24, 35 and 49 (W) in II Cycle. |
| | BC-D | 02 | 39 and 43 in II Cycle. |
| | SC | 05(2W) | 22(W), 27, 41, 47(W) and 52 in II Cycle. |
| | ST | 02 | 25 and 33 in II Cycle. |
| | Total | 31 | |

Note:- that out of 31 posts of Junior Assistants notified, 25 posts are reserved for local candidates and 6 posts are 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, dated 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. Must have knowledge or qualification in **Computer** Operation.

Linguistic qualification:-

No candidate shall be eligible for appointment to the post of Junior Assistant in the Ananthapuram District Judiciary, if he/she does not possess an adequate knowledge of Telugu and Kannada. 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 **01.07.2014**.
- 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.

4) Application/Examination Fee as per High Court's Circular Roc. No.779/2011-RC, dt.1.10.2011.

Candidates seeking appointment should send their applications in the prescribed proforma only: to be addressed to **THE PRL.DISTRICT JUDGE, ANANTHAPURAM** by Regd.post/Courier Service along with a Demand Draft for **Rs.200/-** (Rupees Two hundred only) in favour of Prl.District Judge, Ananthapuram towards Examination Fee, drawn on Andhra Bank, payable at Andhra Bank, District Court Complex, Ananthapuram only. The candidates belonging to SC/ST/Physical Handicapped/Ex.S.M. are exempted from payment of Fee. 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.**

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). The successful candidates will have to appear for an oral interview to be intimated later.
- ii) Only such candidates who secure 40% marks for OC category, 35% marks for BC category and 30% marks for SC/STs categories in the written test will be treated as qualified in the written examination.
- iii) Written examination which is objective in form shall carry 80 marks and oral interview shall carry 20 marks.
- iv) Candidates who are qualified in the written test shall be shortlisted to the level of 1:10 in order of merit/reservation for the oral interview.
- v) The Prl.District Judge, Ananthapuram 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 Judge, Ananthapuram 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 be 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.1.11.1975.
- 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 acknowledgment 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.22-9-2004.

- 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) No T.A. or D.A. will be paid for the journey performed in connection with recruitment.
- v) Applications with insufficient information and without certificates and attestation will be summarily rejected.
- vi) Applications which do not contain necessary enclosures as detailed above will be rejected.
- vii) Applications received prior to this notification and after due date will not be considered.
- viii) This office is not responsible for any postal delay, delay caused by any other service like courier or delay in delivery, etc.
- ix) 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.
- x) Selection will be made as per guidelines issued by the Hon'ble High Court of Andhra Pradesh and as per A.P.Judicial Ministerial Service Rules, 2003 and subject to approval by the Hon'ble High Court.
- xi) The appointing authority reserves the right to cancel the notification without assigning any reason therefor.
- xii) Candidates resorting to bring influence of any kind will be disqualified summarily.

M. Venkateswar Rao
PRL.DISTRICT JUDGE, 29/10/14
ANANTHAPURAM.
RJ

To

The Registrar (Recruitment), High Court of Telangana and Andhra Pradesh, Hyderabad with a covering letter.

All the Prl.District Judges in the State with a request to cause to display the Notification in their respective Notice Boards.

All the Judl.Officers in the District with a similar request.

The Collector and District Magistrate, Ananthapuram with a similar request.

The District Employment Officer, Ananthapuram with a similar request.

The Notice Board, Prl. District Court, Ananthapuram.

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

The District Public Relation Officer, Ananthapuram.

The Station Director, All India Radio, Ananthapuram.

The District Educational officer, Ananthapuram.

The President, Bar Association, Ananthapuram.

The Executive Director, Schedule Caste Cooperative Society Ltd., Ananthapuram

The Executive Director, Dist. Backward Classes Service Cooperative Society Ltd Ananthapuram.

The District Tribal Welfare Officer, Ananthapuram.

The Dy. Director, social Welfare Dept, Ananthapuram.

The Chairman and the Secretary, Zilla Grandhalaya Samstha, Ananthapuram.

The Chairman, Zilla Parishad, Ananthapuram.

PRL.DISTRICT & SESSIONS COURT : ANANTHAPURAM.

(Notification No.1/2014/Admn. Dated 29.10.2014)

APPLICATION FOR THE POST OF JUNIOR ASSISTANT

(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 S.S.C. certificate) | |
| 5 | Age as on 1.7.2014 | Years - Months - Days |
| 6 | Address for correspondence | |
| 7 | Permanent Address | |
| 8 | Mobile Number | |
| 9 | Whether belongs to OC, BC, SC or ST (Specify the sub- group/ Caste | |
| 10 | Whether the applicant is Local or Non-Local | |
| 11 | Local Employment Exchange Regn. Number & 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 & year of passing | Division and % of marks | |
|--|-------------------------------------|-------------------------|-------------------------|------------|
| | | | Division | % of marks |
| VI to IX | | | | |
| SSC | | | | |
| Intermediate | | | | |
| Degree | | | | |
| Technical/Computer Qualifications if any | | | | |

DECLARATION

I solemnly 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 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/No |
| 2 | S.S.C. Memo of Marks | Yes/No |
| 3 | Intermediate Memo of Marks. | Yes/No |
| 4 | Certificates of other Academic Qualifications. | Yes/No |
| 5 | Caste Certificate | Yes/No |
| 6 | Certificate of Residence in Annexure-I/II | Yes/No |
| 7 | Nativity Certificate | Yes/No |
| 8 | Employment Registration Card | Yes/No |
| 9 | Certificate of Physically Handicapped. | Yes/No |
| 10 | Certificate of Ex.Service Men | Yes/No |
| 11 | Other Date of birth Certificate, if any. | Yes/No |
| 12 | Demand Draft for Rs.200/- | Yes/No |
| 13 | Other certificates if any | 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:

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 institution 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. | | | | |

Office Seal

Tahsildar/M.R.O.

Station:

Date:

(Strike off 'whole' or 'a part', as the case may be).

ANNEXURE - II

CERTIFICATE OF RESIDENCE

(Vide Clause (b) 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 (4) years immediately preceding the date of issue of this Certificate in the following place/places, namely.

| Sl. No. | Village | Taluk/Mandal | District | Period |
|---------|---------|--------------|----------|--------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

OFFICIAL SEAL

Station:-

Date:-

Officer of Revenue Department
Not below the rank of Tahsildar
Or Dy. Tahsildar in independent
Charge of a Sub Taluk.

ORIGINAL
FOR OFFICE USE ONLY

Hall Ticket No. : _____

Examination Centre :

Date and Time :

HALL TICKET
FOR THE POST OF JUNIOR ASSISTANT
NOTIFICATION NO. 1/2014 (GENERAL RECRUITMENT)
(TO BE FILLED BY THE APPLICANT)

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 :

AFFIX LATEST
PASSPORT
PHOTOGRAPH
DULY
ATTESTED BY
GAZETTED
OFFICER.

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

Signature of the Candidate
(Before the Invigilator
At the time of Examination)

Signature of the Candidate

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 for the written test. Use of **Pen/Ball Pen** at the time of written examination is prohibited.
- 5) Use of Cell Phones, carrying books or bags or any other kind of material into the examination hall is prohibited.
- 6) Candidates shall invariably mention HALL TICKET Numbers on the top of the answer sheet in the space provided therefor.
- 7) The candidates shall not write their names in the answer sheet.
- 8) The candidates shall maintain silence in the examination hall.
- 9) 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

Hall Ticket No. : _____

Examination Centre :

Examination Date :

HALL TICKET
FOR THE POST OF JUNIOR ASSISTANT
NOTIFICATION NO. 1/2014 (GENERAL RECRUITMENT)
(TO BE FILLED BY THE APPLICANT)

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

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

3. Full Address of the
Candidate :

AFFIX LATEST
PASSPORT
PHOTOGRAPH
DULY
ATTESTED BY
GAZETTED
OFFICER.

4. Date of Birth :

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

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- 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 for the written test. Use of **Pen/Ball Pen** at the time of written examination is prohibited.
- 5) Use of Cell Phones, carrying books or bags or any other kind of material into the examination hall is prohibited.
- 6) Candidates shall invariably mention HALL TICKET Numbers on the top of the answer sheet in the space provided therefor.
- 7) The candidates shall not write their names in the answer sheet.
- 8) The candidates shall maintain silence in the examination hall.
- 9) Answer sheets of the candidates who indulge in malpractice will summarily stand rejected.
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