

OFFICE OF THE PRINCIPAL DISTRICT JUDGE, KADAPA

Dis. No:5908

19-08-2015

Notification No.06 /2015, Dt:19-08-2015

Applications are invited for appointment to the posts of **OFFICE SUBORDINATE (ATTENDER)** in the A.P. Last Grade Services, in the Unit of District and Sessions Judge, Kadapa, by Direct Recruitment from the eligible candidates.

The applications shall be in the prescribed proforma enclosed herewith and shall be submitted to the following address by Postal/Registered Post/Courier etc. **"Applications will not be received directly/by hand"**.

Applications are to be addressed to: **THE PRINCIPAL DISTRICT JUDGE, KADAPA**

Last Date for receipt of applications is on before: **19-09-2015 at 05-00 PM**

Name of the Post	Class or Category	No. of Posts	Scale of Pay
OFFICE SUBORDINATE (ATTENDER)	OC	25(9W)	Rs.13,000 - 40270 (In Revised Pay Scales)
	OC (Blindness or Low Vision) (Woman)	01	
	OC (Hearing Impaired)	01	
	BC-A	04(2W)	
	BC-B	05(2W)	
	BC-C	01	
	BC-D	05(1W)	
	BC-E	03(1W)	
	SC	07(2W)	
	ST	03(1W)	
TOTAL	55 Posts		

NOTE: That the selection/appointment of candidate belonging to BC-E group against roster point 19, 44 and 94 shall be subject to the result of Civil Appeal Nos.2628 - 2637 of 2010 on the file of the Hon'ble Supreme Court.

I. EDUCATIONAL QUALIFICATIONS:-

1. 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.,
2. No person shall be eligible for appointment to the post of Office Subordinate (Attender) in the District Judiciary of Kadapa, unless he/she is able to read and write Telugu **"and Urdu or one of the said languages of the District"**, as per the qualifications referred to in Rule 5(b)(Annexure-II) of A.P. Last Grade Service rules, 1996.

II. AGE LIMIT:-

1. Must not have completed 34 years of age and must have completed 18 years of age, as on **01.07.2015** (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 Schedule Caste, Schedule 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. Appointment 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. Oral Interview will be held.

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

- a) Certificates of Academic and Technical Qualifications such as Marks Lists, Pass Certificates, Provisional Certificates and other Testimonials.
- b) Certificate evidencing date of Birth.
- c) Community Certificate in case of BCs., SCs and STs and the certificate shall show specifically the classification of the Group.
- d) Employment Registration Card.

- e) Certificate in respect of Local/Non-local candidature in terms of Presidential Orders, 1975 i.e., the **Study certificates of Classes IV to VII** (or) in case, if they have not studied, in any institution, during the whole or any part of the 4 years period preceding the year of **VII Class** examination, Residence certificate from the concerned MRO/Thasildar in Annexure-1 shall be produced in terms of G.O.Ms.No.729, GAD.(SPF-A) Dept., dt.01.11.1975. If the certificates in proof of Local/Non-local candidature are not in accordance with these instructions, the applications will be rejected.
- f) Latest attested copy of disability certificate **“showing the percentage of disability”** has to be submitted by disabled candidates, obtained from Medical Board.
- g) Any other relevant certificate.
- h) One recent passport size photograph duly attested by any Gazetted Officer to be affixed in the space provided in the application form.
- i) A duly stamped self Addressed envelope cover should be enclosed.
- j) The application should be addressed to **THE PRINCIPAL DISTRICT JUDGE, KADAPA** with a caption **“APPLICATION FOR THE POST OF OFFICE SUBORDINATE (ATTENDER).”**

Note:-

- I. 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 form.
- II. Applicant should be careful in filling the application form. The information, if any, furnished by the candidate subsequently will not be entertained by the institution under any circumstances. **Incomplete/incorrect application form will be summarily rejected.** If any lapse is 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.
- III. 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 with blank. If any column is not applicable, write “not applicable” against that column. Do not fill up such columns with dots or dashes or leave any column blank, otherwise application will not be accepted.

General Instructions:

1. Out of 55 posts of Office Subordinate (Attender) notified, 80% of posts i.e., 44 posts are reserved for local candidates and 20% of posts i.e., 11 posts are unreserved (for which both local and non-local candidates can compete and get selected as per merit) as per the instructions issued in Para 8 (a) of the Presidential Order issued vide G.O.Ms.No.674/Dt.20.10.1975.
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-I) 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 will not be considered.
5. Applications received after the due date and time will not be entertained.
6. 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.
7. No T.A/D.A, will be paid for the journey performed in connection with the recruitment i.e., **for interview.**
8. Mere applying will not give any right to any person to be called for interview, as the applications of candidates will be verified in accordance with check list and also as per the guidelines issued by the Hon'ble High Court from time to time.
9. Selection to the posts will be made as per the guidelines issued by the Hon'ble High Court of A.P., in Roc.No.2318/1996, dated: 1.7.1996 and 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.
10. This office is not responsible for **any postal delay, delay caused by any other service like courier or delay in delivery etc.**, and no correspondence will be entertained in any respect.
11. Candidates resorting to bring influence of any kind will be disqualified their candidature summarily.
12. The appointing authority reserves the right to cancel or otherwise, the notification without assigning any reasons.

13. All rights are reserved with the appointing authority to reject the application at any state, if found to be false and the applications shall be rejected 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.
14. Communal group to which the candidate belongs shall invariably be mentioned in the box provided separately on the right side top of the application.
15. The prescribed form of application and other relevant information can be downloaded from the District Court's Website <http://ecourts.gov.in/Kadapa> from 19-08-2015. Applications must be submitted in **legal size paper** only.

N. Naganna Rao

PRINCIPAL DISTRICT JUDGE,

KADAPA.

To

1. The Registrar General, High Court of Judicature at Hyderabad for the state of Telangana and the state of Andhra Pradesh, Hyderabad for favour of information, with a covering letter.
2. The Registrar (Recruitment), High Court of Judicature at Hyderabad for the state of Telangana and the state of Andhra Pradesh, Hyderabad for favour of information, with a covering letter.
3. All the District & Sessions Judges in the States of A.P., for information and with a request to cause affixture of the same on the notice board of their respective courts.
4. All the judicial Officers in the District for causing affixture of the same on the notice board of their respective courts.
5. The District Collector, Kadapa with a request to display on the Notice Boards and also 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.
6. The District Employment Officer (Clerical), District Employment Exchange, Kadapa.
7. The District Employment Officer (Technical), District Employment Exchange, Kadapa.
8. The Employment Officer, ITEA Kadapa.
9. The District Public Relation Officer, Kadapa 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 Kadapa District and also with a request to releases the Notification as Press Release to both print and Electronic Media and furnish the relevant publications made for record at this end.
10. The Deputy Director, Social Welfare Department, Kadapa with a request to display on the Notice Boards of all educational Institutions and hostels run and Managed under their control for wide publicity.
11. The Executive Director Schedule Caste cooperative Society limited, Kadapa District with a request to display on the Notice Boards of the Education Institutions and Hostels run and managed under their control for wide publicity.
12. The Station Directors, All India Radio, Kadapa, Kurnool, Ananatapur and chittoor with a request to broadcasts the List of the notification.
13. The Chairman, Zilla Grandhalaya Samstha, Kadapa with a request to display on the notice boards and also to mark the modification in all the libraries in the Kadapa, District for publication of the same on the notice boards of such libraries.
14. All the Bar Associations in Kadapa District with a request to display on the Notice Board of their Bar Associations.
15. The Chairman and Secretary, Zilla Prashad, Kadaspa with a request to display on the notice Boards of all institutions and Hostels run and managed under his control for wide publicity.
16. The District Educational Officer, Kadapa, with a request to display on the Notice Boards of all institutions run under his control in the entire District for wide publicity.
17. The District Tribal Officer, Kadapa for causing affixture of the Notification on the notice Board of his office and also request to mark the Notification to all the offices run under his control in the entire District for wide publicity.
18. The Notice Boards of District Court, Kadapa.
19. Copy to stock file.

**JUDICIAL DEPARTMENT
PRINCIPAL DISTRICT JUDGE'S COURT, KADAPA
NOTIFICATION NO: 06/2015, DATE: 19-08-2015
APPLICATION FOR THE POST OF OFFICE SUBORDINATE (ATTENDER)**

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 & AGE AS ON 01.07.2015	
4	Address for correspondence (with pin code)	
5	Permanent Address	
6	Category to which he/she belongs to OC/BC-A/B/C/D/E-SC/ST/PH /PH(VH) (Specify the group and a certificate to be enclosed).	
7	Mobile Number/Land line Number	
8	Educational Qualification	
9	Involved in any Criminal Cases (If Yes, give details thereof)	
10	Previous experience, if any	
11	Local / Non-Local	
12	Any other relevant information	

QUALIFICATION PARTICULARS:

EXAMINATION PASSED	NAME OF THE BOARD/ UNIVERSITY/SCHOOL	MONTH & YEAR OF PASSING	DIVISION AND PERCENT OF MARKS	
			DIVISION	% OF MARKS
VII				
SSC				
INTERMEDIATE				
Degree				
Post-Graduation				
Technical Qualifications				
Professional Qualifications (Driving, Electrical, Plumber, Carpenter, Cooking etc.,) if any				

DECLARATION

I hereby declare 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 declared 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:

DATE:

SIGNATURE OF THE APPLICANT

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

CHECK LIST

Whether the following attested Copies of documents have been enclosed.

1	Date of Birth Certificate	Yes/No
2	Marks List of VII Class Examination	Yes/No
3	Marks List of Secondary School Certificate Examination	Yes/No
4	Mark List of Intermediate.	Yes/No
5	Degree Provisional	Yes/No
6	Other Technical Certificates, if any.	Yes/No
7	Study Certificates i.e., from 4 th to 7 th Class (And also higher study certificates 7 th Class onwards if any)	Yes/No
8	Employment Registration Card	Yes/No
9	Nativity Certificate/ Residence Certificate	Yes/No
10	Caste Certificate (Issued by concerned authorities)	Yes/No
11	Certificate with experience (Driving, Electrical, Plumber, Carpenter, Cooking etc.) if any	Yes/No
12	Medical Certificate issued by Medical Board in respect of physically handicapped applicable. (If applicable).	Yes/No

**Administrative Officer,
District Court, Kadapa.**

ORIGINAL
PRINCIPAL DISTRICT JUDGE'S COURT, KADAPA
CALL LETTER

FOR THE ORAL INTERVIEW FOR THE POST OF OFFICE SUBORDINATE (ATTENDER)
 IN THE JUDICIAL DEPARTMENT OF KADAPA DISTRICT.

REGISTRATION NO:

You are hereby directed to appear "**for oral interview**" to be conducted in the
 chamber's of District Judge, Kadapa.

Date of Interview:

from 10-00 A.M onwards

Name and full address of the candidate	Affix latest Passport size photograph duly attested by Gazetted Officer (Do not staple the photo, but paste it)

SIGNATURE OF THE CANDIDATE

(To be signed before the attestation Officer)

ATTESTATION OFFICER
SIGNATURE AND SEAL

Administrative Officer,
District Court, Kadapa

Instructions to the candidates:-

1. The candidate should affix his/her recent pass-port size photograph in the space provided in the call letter and it should be duly attested by any gazette Officer. No candidate will be permitted to attend oral interview without photograph affixed on the call letter and attested by the Gazetted Officer.
2. The candidate shall furnish the latest address in the space provided in call letter.
3. The candidate should bring all original education certificates including study certificate from IV Class onwards including employment Registration Certificate. If the candidate has not passed SSC, he should produce VII Class Pass Certificate.
4. The candidate should bring two sets of Xerox copies of all certificates(i.e., IV Class to X Class onwards with Technical Certificates if any) attested by the Gazetted Officer.
5. Candidates are not entitled for TA/DA for attending the oral interview.
6. The candidates shall produced experience Certificate viz., Electrical Motor repairing, Motor Mechanical, 4 Wheeler driving, Driving License etc.,

DUPLICATE
PRINCIPAL DISTRICT JUDGE'S COURT, KADAPA
CALL LETTER

FOR THE ORAL INTERVIEW FOR THE POST OF OFFICE SUBORDINATE (ATTENDER)
 IN THE JUDICIAL DEPARTMENT OF KADAPA DISTRICT.

REGISTRATION NO:

You are hereby directed to appear "**for oral interview**" to be conducted in the
 chamber's of District Judge, Kadapa.

Date of Interview:

from 10-00 A.M onwards

Name and full address of the candidate	Affix latest Passport size photograph duly attested by Gazetted Officer (Do not staple the photo, but paste it)

SIGNATURE OF THE CANDIDATE

(To be signed before the attestation Officer)

ATTESTATION OFFICER

SIGNATURE AND SEAL

**Administrative Officer,
 District Court, Kadapa**

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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 examination for the first time 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 i.e., Classes IV to VII are to be enclosed to their applications immediately preceding the commencement of the aforesaid examination, he/she resided in the following place/places, namely.

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

OFFICIAL SEAL

Officer of Revenue Department
not below the rank of Tahsildar or
Deputy Tahsildar in independent
charge of a Sub-Taluk.

Station:

Date :