

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KARIMNAGAR**

DIS. No. 5682/PR.144/2011/ADM/DCK, Date 01-08-2014.

**NOTIFICATION NO. 1/2014.**

Applications are invited in the prescribed format enclosed herewith for appointment to the posts of **JUNIOR ASSISTANT, STENOGRAPHER GRADE-III, TYPIST, EXAMINER, COPYIST AND FIELD ASSISTANT** by direct recruitment in A.P. Judicial Ministerial Services in the Unit of District and Sessions Judge, Karimnagar as per A.P.J.M.S. Rules, 2003, from the eligible candidates.

The last date for receipt of applications is 03.9.2014 up to 5-00 pm.

The applications shall be in the prescribed proforma and to be sent to the following address by Post/Registered Post/Courier etc., **NO APPLICATION WILL BE RECEIVED DIRECTLY.**

Applications shall be addressed to:

**THE PRINCIPAL DISTRICT & SESSIONS JUDGE,  
KARIMNAGAR.**

**I. VACANCIES:**

The vacancy position is as hereunder:

Name of the Post	Category	No. of Posts	Roster Point No.	Scale of Pay
<b>JUNIOR ASSISTANTS (33 posts)</b>	O.C.	15 (5W)	82, 84(W), 86, 88, 90(W) & 92, 96 (W), 98 & 100 in I-Cycle  1(W), 3, 5, 9, 11 & 12(W) in II-Cycle.	Rs.8440-24950.
	O.C-Blindness or low Vision (W)	01	6 in II-Cycle.	
	O.C. (Ex. Service men)	02	37 in I-Cycle. 13 in II-Cycle	
	B.C-A	01(W)	4(W) in II-Cycle.	
	B.C-B	03 (2W)	95, 99 (W) in I-Cycle 10 (W) in II-Cycle.	
	B.C-D	02	89 and 93 in I-Cycle	
	B.C-E	03	44, 69 & 94 in I-Cycle	
	S.C.	04 (2W)	87(W), 97 in I-Cycle. 2(W), 7 in II-Cycle.	
S.T.	02 (1W)	83 in I-Cycle. 8 (W) in II-Cycle.		

**Note:-** The Selection and appointment of candidate against Roster Point Nos.44, 69 & 94 earmarked to BC-E is subject to the decision of the Hon'ble Supreme Court of India in Civil Appeal Nos. 2638-2639 of 2010.

Name of the Post	Category	No. of Posts	Roster Point No.	Scale of Pay
<b>STENOGRAPHER GRADE-III (09 posts)</b>	O.C.	02 (1W)	34(W) and 36 in <b>I-Cycle</b>	Rs.10900 -31550.
	O.C (Hearing impaired)	01	31 in I-Cycle	
	B.C-A	01(W)	4(W) in I-Cycle.	
	B.C-B	01	35 in I-Cycle	
	S.C.	02	16 and 27 in <b>I-Cycle</b>	
	S.T	02 (1W)	8 (W) and 33 <b>in I-Cycle</b>	

Name of the Post	Category	No. of Posts	Roster Point No.	Scale of Pay
<b>TYPIST (16 posts)</b>	O.C.	08 (3W)	26, 28, 30(W), 32, 34(W), 36, 38(W), 40 in I-Cycle	Rs.8440- 24950.
	O.C.(Ex- Service Men)	01	37 in I-Cycle.	
	O.C. (Hearing Impaired)	01	31 in I-Cycle.	
	B.C-A	01	29 in I-Cycle.	
	B.C-B	01	35 in I-Cycle	
	B.C-D	01	39 in I-Cycle	
	S.C.	02	27 and 41 in I-Cycle	
	S.T	01	33 in I-Cycle	

Name of the Post	Category	No. of Posts	Roster Point No.	Scale of Pay
<b>EXAMINER (07 posts)</b>	O.C.	03 (1W)	38(W), 40, 42, in <b>I-Cycle</b>	Rs.7960- 23650.
	B.C-A	01(W)	45(W) in I Cycle	
	B.C.-D	01	43 in I Cycle	
	B.C-E	01	44 in I Cycle	
	S.C	01	41 in I Cycle	
<b>Note:- The Selection and appointment of candidate against Roster Point No. 44 earmarked to BC-E is subject to the decision of the Hon'ble Supreme Court of India in Civil Appeal Nos. 2638-2639 of 2010.</b>				

Name of the Post	Category	No. of Posts	Roster Point No.	Scale of Pay
<b>COPYIST (15 posts)</b>	O.C.	08 (3W)	71(W), 73 & 76, 82, 84(W), 86, 88, 90(W). in I-Cycle	Rs.7960- 23650.
	B.C.-A	01	79 in I-Cycle	
	B.C.-C	01	14 in I- Cycle	
	B.C.-E	01	69 in I- Cycle	
	S.C.	02	77, 91 in I-Cycle.	
	S.T.	02	75, 83 in I Cycle	
<b>Note:- The Selection and appointment of candidate against Roster Point No. 69 earmarked to BC-E is subject to the decision of the Hon'ble Supreme Court of India in Civil Appeal Nos. 2638-2639 of 2010.</b>				

Name of the Post	Category	No. of Posts	Roster Point No.	Scale of Pay
<b>FIELD ASSISTANTS (09 posts)</b>	O.C.	04 (2W)	28, 30(W), 32 and 34(W) in I-Cycle	Rs.8440-24950.
	O.C.(Hearing impaired)	01	31 in I-Cycle	
	B.C-A	01	29 in I-Cycle	
	B.C-B	01	24 in I-Cycle	
	S.T.	02	25 and 33 in I-Cycle	

## **II. QUALIFICATIONS PRESCRIBED:-**

### **FOR THE POST OF JUNIOR ASSISTANT:**

Applicant must have passed Intermediate examination conducted by the A.P. State Board of Intermediate Education or its equivalent examination.

Must have knowledge or qualification in Computer Operation.

### **FOR THE POST OF FIELD ASSISTANT & EXAMINER:**

Applicant must have passed Intermediate examination conducted by the A.P. State Board of Intermediate Examination or its equivalent examination.

### **FOR THE POST OF STENOGRAPHER GRADE-III:**

1. Applicant must have passed Intermediate examination conducted by the A.P. State Board of Intermediate Education or its equivalent examination.
2. Must have passed A.P. Govt. Technical Examination English typewriting by Higher Grade.
3. Must have passed A.P. Govt. Technical examination in English Shorthand by higher grade or its equivalent.

Provided that if candidates who have passed the examination by Higher Grade are not available those who have passed the examination by the lower grade may be considered.

4. Must have knowledge or qualification in Computer Operation.

### **FOR THE POST OF TYPIST & COPYIST:**

1. Applicant must have passed Intermediate examination conducted by the A.P. State Board of Intermediate Education or its equivalent examination.
2. Must have passed A.P. Govt. Technical Examination English typewriting by Higher Grade.

Provided that if candidates who have passed the examination by Higher Grade are not available those who have passed the examination by the lower grade may be considered. **(This Clause is only applicable for Copyist category post only).**

3. Must have knowledge or qualification in Computer Operation. **(This Clause is only applicable for Typist category post only)**

"A candidate shall not be eligible for appointment if he/she does not possess an adequate knowledge to the language or languages of the District in which he is to be appointed".

### **III. AGE LIMIT:**

- 1) Must have completed 18 years of age and must **NOT** have completed 34 years of age as on **01-07-2014**.
- 2) The maximum age relaxation limit is 5 years in respect of SCs, STs and Backward Class candidates and 10 years in respect of Physically Handicapped and Ex-servicemen as per rules in force.

### **IV. APPLICATION/EXAMINATION FEE:**

The candidates shall pay **Rs. 200/- (Rupees Two hundred only)** towards examination fee to be conducted on O.M.R. Basis (Technology) in the form of Crossed Demand Draft drawn in any Nationalised Bank payable at **KARIMNAGAR** in favour of the **PRINCIPAL DISTRICT JUDGE, KARIMNAGAR**. The candidates belonging to Schedule Caste/Schedule Tribe/Physically Handicapped and Ex. Service Men categories are exempted from payment of examination fee.

### **IV. METHOD OF RECRUITMENT:**

#### **For posts of Junior Assistant, Field Assistant and Examiner:**

- i) Written test (Objective Type) of the Standard consistent with the General Educational Qualifications Prescribed i.e. Intermediate will be held on OMR (Technology Basis) for all the eligible applicants and Oral interview to the short listed candidates of above posts. Written Test will be for 80 Marks, and oral interview will be for 20 Marks.
- ii) Minimum qualifying marks in the Written Test shall be 40% to the O.C. candidates, 35% to the B.C candidates and 30% to the SC/ST candidates.

#### **For posts of Stenographer Grade-III, Typist and Copyist:**

- iii) Written test (Objective Type) of the Standard consistent with the General Educational Qualifications Prescribed i.e. Intermediate will be held on OMR (Technology Basis) for all the eligible applicants followed by skill test in Shorthand and Typewriting in English and oral interview to the short listed candidates of above posts. Written Test will be for 50 Marks, Skill test in Shorthand and Typewriting English will be for 30 marks and oral interview will be for 20 Marks.
- iv) Minimum qualifying marks in the Written Test shall be 40% to the O.C. candidates, 35% to the B.C candidates and 30% to the SC/ST candidates.  
  
Minimum qualifying marks in the Skill Test shall be 50% to the O.C candidates, 40% to the B.C candidates and to the SC/ST candidates.
- v) No person shall be eligible for appointment for service by direct recruitment unless he/she satisfy the following namely:-

- a) That he/she is of sound health, active habits and free from any bodily defects or infirmity rendering him/her unfit for the service.
- b) That his/her character and antecedents are such as would not disqualify for the service.

**V. COPIES OF DOCUMENTS TO BE ENCLOSED:**

*The candidates must enclose the true copies/ Xerox copies of the following documents **duly attested by the Gazetted Officer.***

- (i) Certificates of Academic and Technical Qualifications such as Marks Lists, Pass Certificates, Provisional Certificates and other Testimonials, T.C. conduct, study, bonafide certificates and other certificates, if any; duly attested by the Gazetted Officer.
- (ii) Marks List of the Qualifying Examination i.e., Intermediate I and II years.
- (iii) Date of Birth Certificate
- (iv) Community(Caste) Certificate in case of reserved categories i.e., SC, ST and BC issued by competent authority.
- (v) Certificate in respect of Local/Non Local Candidate in terms of Presidential Orders 1975 i.e., Study Certificate for 4 consecutive academic years i.e., from classes VII to X are to be enclosed to their applications or in case, if, they have not studied in any institution in the district during the said period of 4 years, residence certificate from the concerned MRO for four years preceding the year of qualifying examination in Annexure-I; and residence certificate for four years preceding the year of issue of certificate shall be produced in Annexure-II in terms of G.O.Ms.No.729, GAD (SPF-A) Department, Dt; 01-11-1975. If the certificates in proof of Local/Non Local candidature are not produced or if they are not in accordance with these instructions, the application will be rejected.
- (vi) Residential Certificate issued by concerned M.R.O.,
- (vii) Employment Registration Card.
- (viii) In case of physically handicapped candidates the certificates issued by the Medical Board, clearly specifying the nature of disability and percentage of disability should be enclosed.
- (ix) A self addressed registered postal cover with acknowledgment by affixing postal stamps worth of Rs.25/- (Rupees twenty five only) or as fixed by the postal authorities for RPAD.
- (x) **Crossed Demand Draft for Rs. 200/- (Rupees Two hundred only) in favour of the Principal District Judge, Karimnagar.**
- (xi) (3)Three recent Passport size photographs of the applicant duly attested by the Gazetted Officer – (i) on the top of the application in the space provided, (ii) on the original hall ticket; and (iii) on the duplicate hall ticket in the spaces provided thereof.

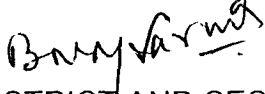
If any of these conditions are not duly complied, the application will be rejected even without registration.

## VI. GENERAL INSTRUCTIONS:-

- i) **SEPARATE APPLICATION with separate Demand Draft** is to be submitted for each post in separate envelop cover by mentioning "**APPLICATION FOR THE POSTS OF \_\_\_\_\_**", on top of the envelop.
- ii) Appointments will be made only on the basis of **PRESIDENTIAL ORDERS** issued under Articles 371-D of the Constitution of India and subject to Rule of Reservation.
- iii) Applications should be submitted in the Proforma prescribed which is enclosed herewith and applications received in any other format will be summarily rejected.
- iv) Applications with insufficient information, without necessary enclosures, will be summarily rejected and will not be informed.
- v) The candidates are instructed that the D.D. Number and name of the bank with date should be noted in the relevant column of the application.
- vi) "33-Junior Assistant posts, 9-Stenographer Grade-III posts, 6-Typist posts, 7-Examiner posts, 15-Copyist posts and 9-Field Assistant posts will be filled under direct recruitment and out the above posts, 27-Junior Assistant posts, 8-Stenographer Grade-III posts, 13-Typist posts, 6- Examiner posts, 12-Copyist posts and 8-Field Assistant posts are reserved for local candidates; and remaining 6-Junior Assistant posts, 1- Stenographer Grade-III post, 3-Typist posts, 1-Examiner post, 3-Copyist posts and 1-Field Assistant post are unreserved ( for which both local and non-local candidates can compete) as per the instructions in Para 8 (1)(a) of the Presidential Order issued vide G.O.Ms.No.674, Dt. 20.10.1975.
- vii) No T.A. and D.A. will be paid to the candidates who appear for the Written Test or Interview.
- viii) The examination fee once paid will not be refunded under any circumstances.
- ix) Applications received prior to this notification and received after the due date and time, will not be entertained.
- x) 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.
- xi) Candidates resorting to bring influence of any kind will be disqualified summarily.
- xii) Mere applying will not give any right to any candidate to be called for either written test or interview as the applications of candidates will be short listed as per the guidelines issued by the Hon'ble High Court from time to time.
- xiii) Selection will be made as per guidelines of the Hon'ble High Court of Judicature at Hyderabad and APJMS Rules and subject to approval by the High Court.
- xiv) The appointing authority reserves the right to cancel or otherwise, the notification without assigning any reasons.
- xv) The appointing authority reserves all the Rights to reject the applications at any stage if any information therein is found to be false at any latter stage the appointment shall be cancelled and the applicants are liable for prosecution for furnishing such false information.
- xvi) The candidates, who are applied for the post of Stenographer Grade-III, Typist and Copyist, are instructed to **bring their own typewriter for the skill test.**

## VII. PENSION SCHEME:

The employees appointed under this notification 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 as per G.O.Ms.No.653, 654, 655 Finance (Pen-I) Department, dt.22-9-2004 issued by the Government.

  
PRINCIPAL DISTRICT AND SESSIONS JUDGE,  
KARIMNAGAR.

To

1. All the Judicial Officers in the Karimnagar District, with a request to cause this Notification affixed on their respective Notice Boards.
2. The Collector & Dist. Magistrate, Karimnagar, with a request to cause this Notification affixed on their respective Notice Boards.
3. All the District Judges in the State with a request to cause this Notification affixed on their respective Notice Boards.
4. The Employment Officer, District Employment Exchange, Karimnagar, with a request to sponsor the candidates and also ensure the gist of the notification to be published on the notice boards of Sub-Exchanges available under your control, so that the members belonging to SCs, STs, B.Cs. and others would respond in appropriate measure to the notification.
5. The District Public Relation Officer, Karimnagar, with a request to publish the notification on the Notice board attached to your office as well as the information centers located at various places in the district. This apart, you are further requested to release the gist of the notification as a "Press Release" in both print and electronic media.
6. The Deputy Director, Social Welfare Officer, Karimnagar, with a request to ensure that the gist of the notification is to be published on the Notice boards of all educational institutions/hostels run and managed under your control, so that the members belonging to S.Cs/S.Ts, B.Cs and others would respond in appropriate measure to the employment notification.
7. The District Tribal Welfare Officer, Karimnagar, with a request to ensure that the gist of the notification is to be published on the Notice boards of all educational institutions/hostels run and managed under your control, so that the members belonging to S.Cs/S.Ts, B.Cs and others would respond in appropriate measure to the employment notification.
8. The District B.C.Welfare Officer, Karimnagar with a request to ensure that the gist of the notification is to be published on the Notice boards of all educational institutions/hostels run and managed under your control, so that the members belonging to S.Cs/S.Ts, B.Cs and others would respond in appropriate measure to the employment notification.
9. The Director, All India Radio and Dooradarshan, Karimnagar and Warangal with a request to broadcast the gist of the Notification.
10. The Chairman, Zilla Grandalaya Samstha, Karimnagar, with a request to publish the Notification on the notice boards of Your Library and also for publishing the same in the Libraries runs in the District, so that the members belonging to S.Cs/S.Ts, B.Cs and others would respond in appropriate measure to the employment notification.
11. The Legal Reporters, Eenadu, Sakshi, Namasthe Telangana, Vartha, Andhra Jyothi, Andhra Prabha and Andhra Bhoomi telugu daily news papers.
12. Notice Board of the District Court, Karimnagar.

### Copy submitted to:-

The Registrar (Recruitment), High Court of Judicature at Hyderabad for the State of Telangana and the State of A.P., with a covering letter.

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**JUDICIAL DEPARTMENT**  
**PRINCIPAL DISTRICT AND SESSIONS COURT, KARIMNAGAR.**  
**NOTIFICATION NO. 1/2014.**

**APPLICATION FOR THE POST OF \_\_\_\_\_**

1. Name of the Applicant :  
(In capital letters)
2. Father's/Husband's Name :
3. Date of birth and Age as on 1.7.2014:  
(Proof shall be enclosed)
4. Permanent Address :
5. Address for correspondence :  
(with mobile/phone Number)
6. Whether belongs to OC/OC-W/ :  
OC-(PH)/OC-ESM, BC – A, B, C, D, E  
/ SC / SC-W / ST, ST-W etc,  
(Specify the Group & enclose Certificate)
7. Whether belongs to Physically :  
Handicapped (Specify nature of  
disability and enclose copy of certificate)
8. Educational Qualifications.
  - a) Academic :
  - b) Technical:
  - c) Other Qualifications (if any):
9. Experience, if any :
10. Employment Registration No. & Date :
11. Particulars of Examination fee paid : D.D/B.C. No. ....  
(Write candidates full name & address Date: .....  
On the Reverse side of DD/BC with Bank Name:.....  
**Pencil.** .....
12. Local/Non Local :

*Affix Latest  
passport size  
photograph  
duly attested by  
Gazetted  
Officer.*

*I, solemnly declare that the above information submitted by me is true & correct to the best of my knowledge. If any information submitted by me is found to be false action may be taken against me.*

Station: .....

Date: .....

Signature of the Applicant.

List of Certificates Enclosed:

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |



**OFFICE OF THE PRL. DISTRICT AND SESSIONS COURT, KARIMNAGAR.**

**ORIGINAL**  
**(FOR OFFICE USE ONLY)**

Hall ticket No.

Examination Centre:

Examination Date:

Time:

**HALL TICKET FOR WRITTEN TEST**  
**FOR THE POST OF \_\_\_\_\_.**

**NOTIFICATION NO. 1/2014.**  
**(TO BE FILLED BY THE APPLICANT)**

1. Name of the Applicant :  
**(In capital letters)**
2. Father's/Husband's Name :
3. Date of birth and age :  
**(as on 1.7.2014)**
4. Address of the Candidate :  
**(with Mobile Number)**

*Affix Latest  
passport size  
photograph  
duly attested by  
Gazetted  
Officer.*

Signature of the Candidate.  
*(to be signed at the time of  
examination before the Invigilator)*

**Appointing Authority**  
**(Pr. District Judge, Karimnagar.)**

**OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE'S COURT,**  
**KARIMNAGAR.**

**DUPLICATE**  
**(FOR OFFICE USE ONLY)**

Hall ticket No.

Examination Centre:

Examination Date:

Time:

**HALL TICKET FOR WRITTEN TEST**  
**FOR THE POST OF \_\_\_\_\_**

**NOTIFICATION NO. 1/2014.**  
**(TO BE FILLED BY THE APPLICANT)**

1. Name of the Applicant :  
**(In capital letters)**
2. Father's/Husband's Name :
3. Date of birth and age :  
**(as on 1.7.2014)**
4. Address of the Candidate :  
**(with Mobile Number)**

*Affix Latest  
passport size  
photograph  
duly attested by  
Gazetted  
Officer.*

Signature of the Candidate.  
*(to be signed at the time of  
examination before the Invigilator)*

**Appointing Authority**  
**(Prl. District Judge, Karimnagar.)**

**ANNEXURE – 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 X Class examination for the first time in \_\_\_\_\_  
(month) \_\_\_\_\_(year) .
- b. that he/she has not studied in any educational institution during "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 immediately preceding the commencement of the of the aforesaid examination he/she resided in the following place / places namely:

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

OFFICE SEAL

Officer of Revenue Department not below the rank of Tahsildar or Deputy Tahsildar in independent charge of the sub-taluq.

Station:

Date:

"Strike of "whole" "a part" as the case may be.

**APPENDIX – 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. \_\_\_\_\_ 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	Taluq / Mandal	District	Period
1.				
2.				
3.				
4.				

OFFICE SEAL

Officer of Revenue Department not below  
the rank of Tahsildar or Deputy Tahsildar  
in independent charge of the sub-taluq.

Station:

Date:

“Strike of “whole” “a part” as the case may be.

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