OFFICE OF THE DISTRICT JUDGE, KADAPA

Dis.No: 7310 **Notification No.9/2015** **Dated: 08-10-2015**
Date:08-10-2015

Applications are invited in the prescribed format for appointment to the post of **STENOGRAPHER GRADE-III** (Category.6) by direct recruitment in the Unit of the District Judge, Kadapa under A.P.J.M.S.Rules.

Applications shall be addressed to the: **DISTRICT JUDGE:: KADAPA**

Last Date for receipt of applications is: **05-00 PM on 07-11-2015**

Category of the Post	Class/Category	Number of Posts	Scale of pay
STENOGRAPHER GRADE-III	OC	02 (1W)	Rs. 22460-66330
	BC-B	02 (1W)	
	BC-D	01	
	BC-E	01	
	SC	01	
	Total	**07 Posts**	

NOTE: That the selection/appointment of candidate belonging to BC-E category, shall be subject to the result of Civil Appeal Nos.2628 - 2637 of 2010 on the file of the Hon'ble Supreme Court.

The applications shall be in the prescribed pro-forma enclosed herewith. (The prescribed form of application and other relevant information can be downloaded from the District Court's Website http://ecourts.gov.in/kadapa from 09-10-2015). The duly filled in applications shall be submitted to the Principal District Judge, Kadapa **by Registered post/Courier only.** The applicant shall invariably submit the application **UNFOLDED** super-scribing on the top of cover mentioning the name of the post applied for, Notification No. & Date. **Applications will not be received directly.**

I. APPLICATION/EXAMINATION FEE:

The candidates who are applying for the post of Stenographers Grade – III shall enclose a **Demand Draft for Rs.200/-** (Rupees two hundred only) drawn on any Nationalized Bank, towards Application/Examination fee, in favour of "**Principal District Judge, Kadapa",** payable at Kadapa.

a. The candidates are instructed that the D.D.No. & the name of the bank with date should be noted on the top of the application form.
b. The candidates are further instructed to note their Name with pencil on the reverse side of the Demand Draft in corner for information of the District Court.
c. The candidates who have applied for the post of Stenographer Grade – III shall enclose a Demand Draft for Rs.200/- (Rupees two hundred only) drawn on any Nationalized Bank, in favour of **Principal District Judge, Kadapa**, payable at Kadapa towards examination fee, except the candidates belongs to SC/ST/PHC/ESM.
d. The candidates are informed that the amount of **Rs.200/-** sent by Demand Draft will not be refunded under any circumstances, though the applications are rejected on any ground.

II. EDUCATIONAL QUALIFICATIONS FOR STENOGRAPHER GRADE-III:-

1. Must have passed Intermediate Examination conducted by A.P. State Board of Intermediate Education or any equivalent examination.
2. Linguistic qualification: - "No candidate shall be eligible for appointment to the post of STENOGRAPHER GRADE-III in Kadapa District Judiciary, if he/she does not possess an adequate knowledge of Telugu language".

III. TECHNICAL QUALIFICATIONS FOR STENOGRAPHER GRADE-III:-

1. "Must have passed A.P. Government Technical Examination in English Typewriting Higher Grade qualification and must have knowledge or qualification in Computer operation".
2. "Must have passed A.P. Government technical Examination in English Short hand by Higher Grade. Provided that if candidates who have passed the examination by Higher Grade are not available, the candidates who have passed the examination by lower Grade will be considered.

IV. AGE LIMIT:-

1. An applicant shall be a person **who has completed** the age of 18 years and must not have completed the age of 34 years, as on **01.07.2015 as no person shall be eligible for appointment by direct recruitment if he/she has completed 34 years of age on the first day of July, 2015 as per Rule 9 of A.P.J.M.S.Rules, 2003.**
2. The age relaxation of maximum age limit in respect of SCs., STs. and Backward Classes candidates is 5 years and 10 years in respect of Physically Handicapped and Ex-Servicemen, as per the existing rules in which the notification for selection is made as prescribed in the APJMS Rule 2003 R/w 12(c) of A.P. State and Subordinate Service Rules 1996.

V. METHOD 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 **Rules of Reservation.**
2. Written test **(objective type with multiple choice answers)** of the standard consistent with the minimum General educational qualification prescribed will be held on **OMR basis (Technology)** for all the posts. In addition to it, skill test will be also be conducted to the candidates appearing for the post of STENOGRAPHER GRADE-III for which they have to make arrangements to get their own typewriter for the skill test and the date, time and venue for skill test will be announced later for the eligible candidates.
3. The written examination shall be conducted for 50 marks, skill test shall be conducted for 30 marks and oral interview for 20 marks.
4. The minimum qualifying marks to be secured in the written examination are for OCs – 40%, for BCs – 35% and SCs/STs – 30%.
5. "The minimum qualifying marks to be secured in skill test as 50% for OC candidates, 40% for BC, SC and ST candidates".
6. Interview shall be conducted to the candidates qualified in the written examination and skill test, in the ratio of 1:10.
7. The District Judge, Kadapa is the ultimate authority to take any decision and his decision on any aspect in regard to recruitment against the Notification shall be final.

VI. Attested copies of documents should be enclosed to the application:-

The candidates must enclose the attested true copies/xerox copies of the following testimonials:-

1. Certificates of Academic and Technical qualifications (Short hand in Higher Grade/Lower Grade) such as Marks List and Pass certificates. Testimonials and other certificates to prove their professional skills if any.
2. Certificate evidencing Date of Birth.

3. Community Certificate (Caste Certificate) in respect of SC/ST/BC candidates in the prescribed proforma issued by competent Authority in case of reserved candidates.
4. Employment Registration Card (with upto date renewals).
5. "Certificates in respect of Local/Non-local candidature in terms of Presidential Orders, 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, Residential Certificate for a period of not less than 4 years, immediately preceding the date of commencement of the X class examination, in Annexure-I is to be submitted, in terms of G.O.P.No.729, G.AD.(SPF-A) Dept, dated 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.
6. A Self-addressed Postal Cover duly affixed with stamps of Rs.30/- for Registered post with acknowledgment due.
7. Three recent colour passport size photographs of the applicant duly attested by a 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 space provided.
8. "Latest Physical disability certificate issued by the District Medical Board, with the percentage of disability", is to be enclosed by the Physical disability candidates".
9. Any other relevant certificates such as additional/higher academic and technical qualifications.

Note:-

1. The particulars furnished by the applicant in the application form will be taken as final, and data entry processed, based on these particulars only by Computer, Candidates should, therefore, be very careful in submitting the application form.
2. 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.
3. 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.
4. Date of written examination, Technical examination & Oral interview will be announced later through source of media and candidates are requested to be alert in this regard.
5. The written examination will be held as per OMR technique.

GENERAL INSTRUCTIONS:-

1. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfied the following viz.,

   a) that he/she is of sound health, active habits and free from any bodily defects or infirmity rendering his/her unfit for the service.
   b) that his/her character and antecedents are such as should not disqualify him/her for the service.
2. Out of 7 posts of Stenographer Grade - III, 80% of posts i.e., 06 posts are reserved for local candidates and 20% of posts i.e., 01 post is 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.
3. 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.

4. Applications with insufficient information, without necessary enclosures and which are not in the prescribed form will be summarily rejected and will not be informed.
5. Applications received prior to the Notification and 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 written test/skill test/interview.
8. Selection to the posts will be made as per the guidelines issued by the Hon'ble High Court of A.P., and A.P. Judicial Ministerial Service Rules and subject to approval by the Hon'ble High Court of Judicature at Hyderabad.
9. This office is not responsible for **any postal delay** and no correspondence will be entertained in any respect.
10. Candidates resorting to bring influence of any kind will be disqualified summarily.
11. The appointing authority reserves the right to cancel or otherwise, the notification without assigning any reasons.
12. All rights are reserved with the appointing authority to reject the application at any stage, 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.

The applicants who are selected for skill test have to make their own arrangements by getting the typewriter at the time of skill test.

DISTRICT JUDGE,
KADAPA.
8/10/15

To

1. The Registrar General, High Court of Judicature at Hyderabad for the state of Telangana and for 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 for 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 Paderu.
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 Case 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 House Officer, All India Radio, Kadapa with a request to broadcasts the Gist 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.

DATE: **D.D.NO.** **NAME OF THE BANK:**

COMMUNAL GROUP:

APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III

Ref:- Notification No.9/2015 of the District Judge, Kadapa dated 08-10-2015
(All the columns of the application must be filled by the applicant in his/her own handwriting)

AFFIX LATEST PASSPORT SIZE PHOTOGRAPH DULY ATTESTED BY GAZETTED OFFICER

1. Name of the Applicant (in Capital letters) :
2. Father's / Husband's Name :
3. Date of Birth (Proof shall be enclosed) and age as on 01.07.2015) :
4. Address for Correspondence with **mobile Number or Land Number.** :
5. Permanent Address :
6. Whether belongs to OC/SC/ST/BC- A, B, C, D, E (Specify the group and enclose certificate). :
7. Local Employment Exchange Regn. No. & Date :
8. Highest Educational Qualification (Must have passed Intermediate) :
9. Technical Qualifications Type writing English Higher/Lower :
10. Whether Local or Non-Local. If Local, a certificate issued by the Revenue Authority shall be enclosed :
11. Particulars of Demand Draft :

Qualifications:-

Examination passed	Name of the Board/University/School	Month & year of passing	Division of pass	% of Marks secured
S.S.C.				
Intermediate				
Bachelor of Degree, if any				
Computer qualifications				
Technical & Other qualifications if any.				

I solemnly declare that the above information furnished by me and all the statements made in this application are true and correct to the best of my knowledge and belief and if any information found to be false in future, I will be liable for any action to be taken against me, as per rules. I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for appointment to the post to which I have applied.

Station:

Date : SIGNATURE OF THE APPLICANT

NOTE:-

Unsigned applications and Hall Tickets and applications not properly filled by the candidates and applications without necessary enclosures will be rejected summarily.

Check List

Whether the following copies of documents are enclosed:-

1. Date of Birth Certificate Yes/No
2. SSC Marks List (if any) Yes/No
3. Intermediate pass certificate or equivalent Yes/No
4. Technical certificates (Short Hand & Typewriting) Yes/No
5. Study Certificates from Class VII to Intermediate Yes/No
6. Community Certificate Yes/No
7. Employment Certificate Yes/No
8. Nativity Certificate/Residence Certificates as per Appendix I Yes/No

Note:-The applicants working on Contract basis/outsourcing basis in Judicial Department shall send their applications through proper channel.

ADMINISTRATIVE OFFICER,
DISTRICT COURT: KADAPA

ORIGINAL

FOR OFFICE USE ONLY

Hall Ticket No. :

Examination Centre :

Examination Date :

HALL TICKET

FOR THE POST OF STENOGRAPHER GRADE-III
NOTIFICATION No.9/2015
(TO BE FILLED BY THE APPLICANT)

AFFIX LATEST PASSPORT SIZE PHOTOGRAPH DULY ATTESTED BY 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 1-7-2015 :

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

Signature of the Candidate

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

Administrative Officer,
District Court, Kadapa

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 make their own arrangements to get a type-writer at the time of skill test.
5. 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.
6. Use of cell Phones, carrying books or bags or any other kind of material into the examination hall is prohibited.
7. They shall invariably mention Hall Ticket Number on the top of the ANSWER SHEET in the space provided therefore.
8. The candidates shall not write their names in the answer sheets.
9. They 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 :

HALL TICKET

FOR THE POST OF STENOGRAPHER GRADE-III
NOTIFICATION No.9/2015
(TO BE FILLED BY THE APPLICANT)

AFFIX LATEST PASSPORT SIZE PHOTOGRAPH DULY ATTESTED BY GAZETTED OFFICER

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

3) Full Address of the candidate :

4) Date of Birth :

5) Age as on 1-7-2015 :

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

Signature of the Candidate

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District Court, Kadapa

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6. Use of cell Phones, carrying books or bags or any other kind of material into the examination hall is prohibited.
7. They shall invariably mention Hall Ticket Number on the top of the ANSWER SHEET in the space provided therefore.
8. The candidates shall not write their names in the answer sheets.
9. They 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.

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 SSC examination for the first time in _____ (month) _____ (year);

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

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 :