

**Office of the Principal District Judge, Chittoor.**

**Dis.No. 7486**

**Dated:-02-09-2015**

**Notification No. 1/2015**

Ref:-1.R.Oc.No.1811/2014-Rc dated 24.10.2014 received on 25.10.2014 of Hon'ble High Court of Judicature at Hyderabad directing not to follow the Adhoc Rule issued by Government in G.O.Ms.No.295 GAD (Ser.A) Dept. dt. 23.9.2014.  
2.High Court's letter in R.Oc.No. 2126/2014-Rc dated 29.7.2015 permitting to issue Notification.

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Applications are invited in the prescribed format for appointment to the following posts by direct recruitment in the **Unit of the District Judge, Chittoor** for the posts of **Process Servers and Office Subordinates/Attenders under A.P.L.G.S. Rules.**

Applications shall be addressed to the : **DISTRICT JUDGE: CHITTOR**  
Last Date for receipt of applications is : **5-00 PM on 25-09-2015**

Name of the Post	Class or Category	Number of Posts	Scale of pay
<b>Process Servers (20)</b>	O.C.	09 (3 W)	15,460-47,330/-
	O.C. (blindness or Low Vision)	01 (W)	
	BC-A	02 (1W)	
	BC-B	01 (W)	
	BC-C	01	
	BCD-BCE	01 (W) 01(W)	
	S.C.	03 (1W)	
	S.T	01 (W)	

**Roster Point in respect of O.C.W Blindness/Low Vision will be filled up with Local Candidate only. The appointment of BCE-W is subject to the result in C.A. 2628-2637/2010 of Supreme Court of India.**

Name of the Post	Class or Category	Number of Posts	Scale of pay
<b>Office Subordinates/ Attenders (47)</b>	O.C.	21 (6W)	13,000-40,270/-
	O.C. (blindness or Low Vision)	02 (1W)	
	O.C. (Hg.Imp)	02 (1W)	
	BC-A	03 (1W)	
	BC-B	04 (2W)	
	BC-C	01	
	BCD-BCE	03 (1W) 02 (1W)	
	S.C.	06 (2W)	
S.T	03 (1W)		

**Roster point in respect of OCW Blindness/Low Vision will be filled up with Local Candidate only. The appointment of BCE is subject to the result in C.A. 2628-2637/2010 of Supreme Court of India.**

**I. EDUCATIONAL QUALIFICATIONS FOR THE POST OF PROCESS SERVERS, AND OFFICE SUBORDINATES/ATTENDERS.**

**1. Must have passed VII Class and be able to ride a bicycle and able to read and write the languages Telugu and Tamil or one of the said languages.**

2.Those who possess professional skills such as **driving, Electrical, Carpentry, Plumbing work, Cooking and Dhobi work** will be given preference (Necessary Certificates if any shall be enclosed to the application).

## **II. 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**.
- 2.The age relaxation of maximum age limit is 5 years in respect of SCs., STs. and Backward Classes candidates and 10 years in respect of Physically Handicapped and Ex-Servicemen, as per rule 12(c) of A.P. State and Subordinate Service Rules 1996.

## **III.MODE OF APPLYING:-**

(a) All the Candidates (except Scheduled Caste/Scheduled Tribe/Physically Handicapped/Ex-Servicemen categories) **seeking appointment to the post of Process server should send their applications in the prescribed proforma only addressed to THE DISTRICT JUDGE, CHITTOOR by Registered Post/Courier Service along with a crossed Demand draft for Rs.200/- towards Examination Fee to be conducted on OMR basis (Technology), drawn in any Nationalised Bank in favour of the District Judge, Chittoor, payable at S.B.I. Main Branch, Chittoor only by duly mentioning the name of the Post applied on the envelop cover.** **The candidates belonging to S.C/S.T/P.H/ESM Categories are exempted from payment of Examination fee of Rs. 200/-.** The applications must reach District Court, Chittoor at or before 5-00 PM on 25-09-2015. Applications received after due date will not be considered. The applications not in the prescribed format (or) with insufficient information will be summarily rejected. The candidates are instructed that particulars of Demand Draft shall invariably be noted in the relevant column of the application. **They are further instructed to note their name and address with pencil on the reverse side of the Demand Draft, for office use.**

**(b) Candidates seeking appointment to the Post of Office Subordinate/Attender need not send demand drafts along with their applications, as they are exempted from payment of examination fee.**

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

1.**Simple Written test in English** of the standard consistent with the minimum General Educational qualification prescribed will be held for 80 marks and oral interview for 20 marks **for the post of Process Servers. Only Oral Interview will be conducted for the Post of Office Subordinate/Attender.**

2.The District Judge, Chittoor is the ultimate authority to take any decision and his decision on any aspect in regard to recruitment against this Notification shall be final.

3. No person shall be eligible for appointment to the service by direct recruitment unless he/she satisfies the following conditions viz.,
  - (i) That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service;
  - (ii) That his/her character and antecedents are such as would not disqualify for the service.

## **V. RESERVATION:-**

The recruitment shall be subject to the Rule of reservation in favour of candidates belonging to SC, ST and BC Categories and women as per rules in force. The reservation in respect of BC-E Category shall be subject to the result of Civil Appeal Nos. 2628-2637 on the file of the Hon'ble Supreme Court of India. The District Judge, Chittoor reserves the right to increase or decrease the number of vacancies after issuance of the notification, if the situation warrants.

## **VI. SCHEME OF EXAMINATION:-**

Candidates that are qualified in the written test for the post of Process Server shall be short-listed to the level of 1:10, of the available vacancies in that category; in the order of merit, conferring eligibility upon them, to appear for oral interviews.

## **VII. MINIMUM MARKS:-**

Only such candidates who secure 40% marks (for OC Category), 35% (for B.C. Category and 30% (for SC and ST Categories), in written test for the post of Process Server, be treated as qualified in the written examination.

## **VIII.MERIT LIST:-**

After results of written test are announced/oral interviews conducted, for the Posts of Process Servers, and after oral interviews are conducted for the post of Office Subordinate/Attenders list of qualified candidates in the ratio of 1:3 of the available vacancies in the respective categories will be prepared and submitted to the Hon'ble High Court, as per rules in force.

## **IX. COPIES OF DOCUMENTS TO BE ENCLOSED:-**

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

- 1.Certificates of Academic such as Marks List, T.C. and Pass certificates. Testimonials and other certificates to prove their professional skills if any. Certificates of Technical qualifications if any shall also be enclosed.
- 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. **Latest Physical disability certificate issued by the District Medical Board, with the percentage of disability, is to be enclosed by the Physical disability candidates.**
- 4.Employment Registration Card (with upto date renewals).
- 5.Certificate in respect of Local/NonLocal candidature in terms of Presidential Order 1975 Study certificate for four (4) years ie., from classes IV to VII is to be enclosed to their applications (or) in case they have not studied in any educational institution, Residence for a period of not less than 4 years, immediately preceding the date of commencement of VII Class examination, in Annexure-I is to be submitted, interms of G.O.P.No. 729 GAD (SPF-A) Dept., dated 1.11.1975.
- 6.A Self-addressed Postal Cover duly stamped for Registered post with acknowledgment due.
- 7.Any other relevant certificates.
- 8.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 therefor.
9. In **Process Server Category**, out of 20 posts, 16 posts are reserved for locals and 4 posts are unreserved (for which both local and non-local candidates can compete as per merit).

In **Office subordinate/Attender Category**, out of 47 pots, 38 posts are reserved for locals and 9 posts are unreserved (for which both local and non local candidates can compete as per merit).

## **X. GENERAL INSTRUCTIONS:-**

1. Appointments will be made only on the basis of Presidential Orders issued under Article 371.D of the Constitution of India.
2. No T.A. will be paid for journey performed in connection with recruitment.
3. Applications with insufficient information and without attestation will be summarily rejected.
4. Applications, which do not contain necessary enclosures as detailed above will be rejected.
- 5.Applications received **after 5.00 P.M on 25.9.2015** will not be accepted.
6. Applications that were received prior to this notification will not be considered.
- 7 The office is not be responsible for **any postal delay/delay caused by any other service like courier service** and no correspondence will be entertained in this regard. **Applicants are informed that applications will not be received directly.**

8. Mere applying will not give any right to any person to be called for either Written Test/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 will be made as per guidelines issued by the Hon'ble High Court of Andhra Pradesh in R.Oc. No. 2318/96 dated 1.7.1996 and Andhra Pradesh Last Grade Service Rules subject to approval by the Hon'ble High Court of Judicature at Hyderabad for the State of Telangana and Andhrapradesh.
10. Candidates resorting to bring any influence of any kind will be summarily disqualified.
11. This appointment shall be covered by the Contributory Pension Scheme and the existing Pension Scheme as per the Andhra Pradesh Revised Pension Rules, 1980 will not be applicable.
12. The Appointing Authority reserves the right to cancel the notification without assigning any reason therefor and the District Judge, Chittoor is the ultimate authority to take any decision on any aspect in regard to recruitment against this Notification shall be final.
13. Communal group to which the candidate belongs and Phone Number shall invariably be mentioned in the boxes provided separately.
14. The candidates who apply for more than one post, shall submit separate applications for each post with separate demand drafts by enclosing a self-addressed cover with **requisite stamps by duly mentioning the name of the post** for which the application is submitted.
15. The amount collected towards application/examination fee for the posts of Process Server shall not be refunded even in the event of application received after due date or gets rejected due to various reasons

(Te Boll)

*[Signature]*  
Admin officer

*[Signature]*  
Pri. District Judge,  
Chittoor. 21/9/15

To

- >The Registrar General, High Court of Judicature at Hyderabad with covering letter.
- >All the Judicial Officers in the District to cause display on the notice boards of their respective courts.
- >The District Collector, Chittoor with a request to cause display on the Notice Board
- >The District Employment Officer, Chittoor with a request to cause display on the Notice Board
- >The Dist. Public Relations Officer, Chittoor with a request to cause display the Notification on the Notice Board attached to his office as well as the Information Centres located at Various Places in the District and also to proclaim the gist of Notification by beat of tom tom in Tribble Areas of the District.
- >All the District Judges in the State.
- >The Director, All India Radio Station, Tirupati with a request to broad-cast the gist of the Notification.
- >The Dy. Director, Social Welfare, Chittoor with a request to ensure that the gist of the Notification is published on the Notice Boards of all educational institutions/Hostels run and managed under their Control.
- >The District B.C. Welfare Officer, Chittoor with a request to ensure that gist of notification is published on the Notice Boards of all educational institutions/Hostels run and managed under their control.
- >The Directors of all Zilla Grandhalaya Samstha, Chittoor with a request to publish the notification on the notice boards of their respective Libraries.
- >The Editors of Eanadu, Vaartha, Andhra Jyothi, Andhra Prabha, Saakshi, and The Hindu with a request to publish in daily news papers as News item.
- >The Court Notice Board.
- >The Registrar ( Recruitment) High Court of A.P. Hyderabad for information.
- >The Stock file.

**Dis.No. 7486 Dated:02/09/2015**

**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/SSC 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 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 :-

**COMMUNAL GROUP (Put tick mark to which he/she belongs)**

<b>O.C.</b> <b>O.C.-W</b>	<b>BC-A</b> <b>BC-A W</b>	<b>BC-B</b> <b>BC-B W</b>	<b>BC-C</b> <b>BC-C W</b>	<b>BC-D</b> <b>BC-D W</b>	<b>BC-E</b> <b>BC-E W</b>	<b>SC</b> <b>SC W</b>	<b>ST</b> <b>ST(W)</b>	<b>Others</b>
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APPLICATION FOR THE POST OF ***PROCESS SERVER/ OFFICE SUBORDINATES CUM ATTENDERS.***

(put tick-mark to which he/she applies)

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**Ref:- Notification No. 1/2015 of the District Judge, Chittoor .  
( General Recruitment )**

(All the columns of the application must be filled by the applicant  
In his/her own hand writing).

AFFIX LATEST PASSPORT SIZE PHOTOGRAPH DULY ATTESTED BY GAZETTED OFFICER
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1. Name of the Applicant :  
(in Capital letters with surname)
2. Father's / Husband's Name :
3. Date of Birth ( Proof shall be enclosed) as on 01.07.2015 and age. :  
Days Months Years
4. Address for Correspondence with **Mobile Number/Land Number.** :
5. Permanent Address: :
6. Whether belongs to OC/SC/ST/BC- A, B, C,D, E (Specify the group to which belong and enclose the proof). :
7. Local Employment Exchange Regn. No. & Date :
8. Highest Educational Qualification :- **Total Marks secured and Percentage of Marks in VII. (Marks List or Pass Certificate shall invariably be enclosed).** :
9. Computer Qualifications if any. :
10. Whether Local or Non-Local. If Local, a certificate issued by the Revenue Authority shall be enclosed. :
11. Particulars of Demand Draft **(Those who apply for the post of Process Servers only)** :

**Qualifications:-**

Examination passed	Name of the Board/University/School	Month & year of passing With Regn. Number.	Division of pass	Total Marks/ and %age of Marks secured.
VII Class				
S.S.C.				
Intermediate				
Degree or equivalent examination.				
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 :

SIGNATURE OF THE APPLICANT.

Date :

**NOTE:-**

**Unsigned applications/Hall Tickets and applications not properly filled in 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. Minimum Qualifying Examination  | Yes/No |
| 3. S.S.C. Marks List (if any)  | Yes/No |
| 4. Study Certificates from Class IV to VII and                             | Yes/No |
| 5. Community Certificate   | Yes/No |
| 6. Employment Certificate  | Yes/No |
| 7. Nativity Certificate/Residence Certificates as per Appendix I.          | Yes/No |
| 8. Certificate with experience (Electrical, Driving, Plumbing etc) if any. | Yes/No |

Note:-

**The applicants working on Contract basis/out sourcing basis in Judicial Department in Chittoor District shall send their applications through Proper channel.**

ADMN.OFFICER  
DISTRICT COURT:CHITTOOR

**ORIGINAL**

**FOR OFFICE USE ONLY**

Hall Ticket No. :

Examination Centre :

Examination Date :

**HALL TICKET**

**FOR THE POST OF PROCESS SERVER/OFFICE SUBORDINATE-CUM-ATTENDER**

**NOTIFICATION No.1/2015(GENERAL RECRUITMENT)**  
(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.)

**Instructions to the candidates**

- 1 The candidates should attend atleast half-an-hour before the timings mentioned in the Hall Ticket.
2. The candidate shall produce all his original certificates for verification.
3. Candidates are not entitled for TA/DA for attending the oral interview.
4. The candidates who applied for Process Server post shall also get one blue/black point pen, H.B. Pencil, Eraser etc.



**DUPLICATE**

**FOR OFFICE USE ONLY**

Hall Ticket No. :

Examination Centre :

Examination Date :

**HALL TICKET**

**FOR THE POST OF PROCESS SERVER/OFFICE SUBORDINATE-CUM-ATTENDER**

**NOTIFICATION No.1/2015(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 :

5) Age as on 1-7-2015 :

AFFIX LATEST PASSPORT SIZE PHOTOGRAPH DULY ATTESTED BY GAZETTED OFFICER
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