

Office of the Principal District Judge, Chittoor

Dis.No. 7484

Dated:02-09-2015

Notification No.3/2015

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 R.Oc.No. 42/2015-RC dated 28.07.2015 approving draft notification

Applications are invited in the prescribed format for appointment to the following posts by direct recruitment in the **Unit of the District Judge, Chittoor** under A.P.J.M.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/Category	Number of posts	Scale of pay
Stenographer (Grade-III) (07)	SC	2 (1W)	22460-66330
	S.T.	2	
	BC- B	1	
	BC-E.	1	
	OC-ESM	1	

Appointment of BCE candidate is subject to the result in C.A. 2628-2637/2010 of Supreme Court of India.

Name of the Post	Class/Category	Number of posts	Scale of pay
Copyists (10)	BC- D	1	15460-47330.
	BC-E	1	
	BC- B	2 (1W)	
	S.C.	2 (1W)	
	O.C.	4 (2W)	

Appointment of BCE candidate is subject to the result in C.A. 2628-2637/2010 of Supreme Court of India.

Name of the Post	Class/Category	Name of the Post	Scale of pay
Typists (07)	OC	3 (1W)	16400-49870.
	O.C. (Blindness/Low Vision)	1 (W)	
	OC-ESM	1	
	BCB	1 (W)	
	SC	1	

I. EDUCATIONAL QUALIFICATIONS FOR STENOGRAPHER (Gr.III), COPYISTS & TYPISTS.

- 1) Must have passed Intermediate Examination conducted by A.P. State Board of Intermediate examination or any equivalent examination.
- 2) No candidate shall be eligible for appointment to the posts of Stenographer Gr.III, Typist and Copyist in Chittoor District Judiciary, if he/she does not possess an adequate knowledge of Telugu and Tamil. 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.

Candidates who apply for the post of Stenographer Gr.III and Typist categories only must have knowledge or qualification in computer operation.

II. TECHNICAL QUALIFICATIONS FOR STENOGRAPHER (Gr.III):-

1. Must have passed A.P. Government Technical examination in English Typewriting Higher Grade or its equivalent.
2. Candidates applying for the post of Stenographer Gr.III must have passed A.P. Government Technical Examination in English Short-hand by Higher Grade or 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 in English Shorthand will be considered.**

III. TECHNICAL QUALIFICATIONS FOR TYPISTS & COPYISTS.:-

Must have passed A.P. Govt. Technical examination in English Typewriting Higher Grade or its equivalent. In addition to the above qualifications if the candidates who have passed A.P. Govt. Technical Examination in Shorthand by lower grade in English and Typewriting by Lower Grade in Telugu will be given preference for appointment by direct recruitment.

- > 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 for Copyists Category posts only 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**.
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.

V. MODE OF APPLYING:-

All the Candidates (except Scheduled Caste/Scheduled Tribe/Physically Handicapped/Ex-Servicemen categories) seeking appointment to the above posts 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.**

VI. METHOD OF RECRUITMENT:-

1. Written test 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 also be conducted to the candidates appearing for the posts of Stenographers, Copyists and Typists for which they have to make arrangements to get their own type-writer for the skill test.
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.

VII. 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.

VIII. SCHEME OF EXAMINATION:-

- a) Written examination which is objective in form for the posts of Stenographers, Typists and Copyists shall carry 50 marks and skill test shall carry 30 marks.
- b) Oral Interviews shall carry 20 marks in respect of all categories of posts. Candidates that are qualified in the written test/skill test as the case may be, shall be short-listed to the level of 1:10, of the available vacancies in each category; in the order of merit, conferring eligibility upon them, to appear for oral interviews.

IX 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 posts of **Stenographer Gr.III, Typists and Copyists**; and only such candidates who **secure minimum 50% marks (for O.C. Category), and minimum 40% marks (for BC/SC/ST category) in skill test for the above posts will be treated as qualified in the written examination.**

X.MERIT LIST:-

After results of written test are announced/oral interviews conducted, 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..

XI. COPIES OF DOCUMENTS TO BE ENCLOSED:-

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

1. Certificates of Academic and Technical qualifications such as Marks List, T.C. 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 **from VII Class to X Classes** is to be enclosed to their applications, **(or) in case**, they have not studied, in any institution, Residence Certificate for a period of not less than four years immediately preceding the date of commencement of Class examination in Annexure-I shall be submitted in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., Dated 01.11.1975.
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. (a) **In Stenographer Gr.III Category**, out of 7 posts, 6 posts are reserved for locals and one (1) post is unreserved for which both local and non local candidates can compete as per merit.

(b) **In Typist Category**, out of 7 posts, 6 posts are reserved for locals and one (1) post is unreserved for which both local and non local candidates can compete as per merit.

(c) **In Copyist Category**, out of 10 posts, 8 posts are reserved for locals and two (2) posts are unreserved for which both local and non local candidates can compete as per merit.

10. Latest physical disability certificate issued by the District Medical Board, with the percentage of disability, is to be enclosed by the Physical disability candidates.

XII. 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 -09-2015** will not be accepted.
6. Applications that were received prior to this notification will not be considered.
7. The office is not 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/skill 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 Judicial Ministerial 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 shall invariably be mentioned in the box provided separately on the right side top of the application.
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 shall not be refunded even in the event of application received after due date or gets rejected due to various reasons.**

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Admn officer

Pri. District Judge, Chittoor.

To

- >The Registrar General, High Court of A.P. 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 the 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, The Hindu, } 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.7484 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
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)

<u>O.C.</u> <u>O.C.-W</u>	<u>BC-A</u> <u>BC-A W</u>	<u>BC-B</u> <u>BC-B W</u>	<u>BC-C</u> <u>BC-C W</u>	<u>BC-D</u> <u>BC-D W</u>	<u>BC-E</u> <u>BC-E W</u>	<u>SC</u> <u>SC W</u>	<u>ST</u> <u>ST(W)</u>	Others
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APPLICATION FOR THE POST OF **STENOGRAPHER GR.III/TYPIST/COPYIST**
(put tick-mark against the post to which he/she applies)

Ref:- Notification No. 3/2015 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 :- :
(Must have passed Intermediate or equivalent examination (10+2) for all the posts).
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 :
:

:2:

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.
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 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.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 if any. | Yes/No |
| 9.Certificates of technical qualification. | Yes/No |

ADMN.OFFICER
DISTRICT COURT:CHITTOOR

ORIGINAL
FOR OFFICE USE ONLY

Hall Ticket No. :
Examination Centre :
Examination Date :

HALL TICKET
FOR THE POST OF STENOGRAPHER (Gr.III) / Typist/Copyist

NOTIFICATION No.3/2015(GENERAL RECRUITMENT)
(TO BE FILLED BY THE APPLICANT)

AFFIX LATEST PASSPORT SIZE PHOTOGRAPH DULY ATTESTED BY GAZETTED OFFICER
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- 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. The candidastes shall also get one blue/black point pen, H.B. Pencil and eraser etc.,
3. Candidates are not entitled for TA/DA for attending the oral interview.

(on one side only)

DUPLICATE

FOR OFFICE USE ONLY

Hall Ticket No. :

Examination Centre :

Examination Date :

HALL TICKET

**FOR THE POST OF STENOGRAPHER (Gr.III) / Typist/Copyist
(Put tick mark against the post for which applied)**

**NOTIFICATION No.3/2015(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

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

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(on one side only)