

**NOTIFICATION**  
**(GENERAL RECRUITMENT)**

Applications are invited up to **5-00 p.m on 31-03-2017** in the prescribed format appended hereto for appointment to the posts of Stenographers Grade-III (**Category-6**) by direct recruitment in A.P. Judicial Ministerial Services in the Unit of District Judge, Mahaboobnagar from the eligible Candidates.

**THE VACANCY POSITION IS HEREUNDER**

Category of the Post	Class/Category	Number of posts	Scale of Pay
Stenographers Grade-III	OC Women	01	<b>Rs.22,460-66,330</b>
	OC- EX- Servicemen	01	
	ST	03 ( 01- Women)	
	SC	01	
	<b>Total</b>	<b>6 posts</b>	

**THE LAST DATE FOR RECEIPT OF APPLICATIONS IS :31-03-2017**  
**UP TO 5-00 P.M**

The applications shall be in the prescribed proforma and shall be addressed to **THE PRL.DISTRICT AND SESSIONS JUDGE, MAHABUBNAGAR. The applications shall be sent by Post/Registered Post/Courier etc.** No application will be received directly and the postal cover should be superscripted with” **APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III**”.

**I. QUALIFICATIONS PRESCRIBED:**

Must have passed Intermediate examination conducted by the State Board of Intermediate education or its equivalent and must have passed A.P. Govt. Technical Examination English typewriting by Higher Grade and must have passed A.P. Govt. Technical examination in English Shorthand 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 may be considered. Must have knowledge or qualification in computer operation.

**Linguistic Qualification:** No candidate shall be eligible for appointment to the post of Stenographer Grade-III under direct recruitment in the District Judiciary of Mahabubnagar District, if he/she does not possess an adequate knowledge to the languages of Telugu and Urdu. Provided that 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 shall be selected and such candidates shall be eligible for appointment in the District.

## **II. AGE LIMIT: -**

Must have completed the age of 18 years and must not have completed (34) Years of age as on **01-07-2017**. The Relaxation of maximum age limit in respect of **B.Cs. SCs, STs is 5 years**. The relaxation of maximum age limit in respect of candidates of **Physically Handicapped is 10 years** and the **Ex-Servicemen are allowed to deduct from their age a period of three years in addition to the length of service rendered by them in the Armed Forces** as per Rule 12(1) (c) (i) of A.P. State and Subordinate Service Rules, 1996.

## **III. APPLICATION/EXAMINATION FEE**

The applications forms duly filed up in along with the necessary enclosures with a crossed **Demand Draft for Rs.200/- (Rupees Two Hundred Only)** drawn on any nationalized bank payable at Mahaboobnagar **in favour of the Prl.District and Sessions Judge, Mahaboobnagar** should be submitted to the Prl. District and Sessions Judge, Mahaboobnagar, the Examination fee once paid will not be refunded under any circumstances, even in the event of application received after due date or gets rejected due to any reason.

**The candidates belonging to Schedule Caste, Schedule Tribe, Physically Handicapped and Ex-Servicemen are exempted from payment of Fee of Rs.200/-**

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

- (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 and Technical Test in shorthand and transcription on type writer will also be held on for the said post. Written Test will be for 50 Marks, Technical Test will be for 30 Marks and viva voce will be for 20 marks.
- (ii) Minimum qualifying marks in the Written Test shall be 40% to the O.C Candidates, 35% to the BC Candidates and 30% to the SC/ST Candidates
- (iii) Minimum qualifying marks in the Practical Test will be 50% to the OC candidates and 40% marks to the other reserved categories.
- (iv) Interview letters will be sent to 10 Candidates only for each post in order of marks secured in the written/Technical examination from the top, for all categories according to rank of reservation
- (v) No person shall be eligible for appointment to the service by direct recruitment unless he/she satisfies the following:
- (vi) That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.
- (viii) That his/her character and antecedents are such as would not disqualify for the service.

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

- i) Certificates of Academic and Technical qualifications such as marks lists, Pass Certificates, Provisional Certificate and other Testimonials etc., .
- ii) Date of Birth Certificate.
- iii) Community (Caste) certificate declaring that the candidate belongs to SC/ST/BC. category issued by the competent authority.
- iv) Employment Registration Card.

- v) Certificate in respect of Local/Non-Local status of the candidature in terms of Presidential Order, 1975 i.e. Study certificate for four consecutive academic years from Classes VII to X are to be enclosed (or) in case, if they have not studied in any institution in the District during the said period of four years, but to claim local candidature as per residence the said candidates have to submit Residence Certificate from the concerned Tahasildar for four years preceding the year of the qualifying examination SSC in APPENDIX-I shall be produced in terms of G.O.P.No.729 G.A. (SPF-A) Department, dated 01.11.1975. If the certificate in proof of local/non-local candidates is not in accordance with these instructions, the applications will be summarily rejected.
- vi) "Discharge Certificate" should be enclosed in respect of the service rendered in the Armed Forces.
- vii) In case of physically handicapped candidates the certificates issued by the Medicals Board clearly specifying the nature of disability and percentage of disability should be enclosed.
- viii) One recent passport size photograph duly signed by the Gazetted Officer to be affixed in the space provided in the application form and two passport size photographs duly signed by the Gazetted Officer to be affixed in the space provided in the Hall Tickets Original and Duplicate.
- ix) A self addressed cover (duly stamped for registered post with acknowledgement).

#### **VI. GENERAL INSTRUCTIONS:**

- i) The candidates, who applied for the post of Stenographer Grade-III, are instructed to bring their own typewriter for the skill test.
- ii) Candidates, who success in the written examination and skill test, will be called for oral interview in the ratio of 1:10 of each post.
- iii) Appointment will be made only on the basis of Presidential Orders issued under Article 371-D of the Constitution of India.
- iv) The application should be in the prescribed form as enclosed to the notification and application with insufficient information, without necessary enclosures and which are not in the prescribed form will be summarily rejected and will not be informed.
- v) Applications received prior to this notification and received after 5.00 PM of **31.03.2017** will not be entertained.
- vi) The successful candidates in the written examination and Skill test will have to appear for oral interview.
- vii) The Office is not responsible for any postal delay and no correspondence will be entertained in any respect.
- viii) No T.A or D.A will be paid to the candidates who appear for the written test and interview.
- ix) Candidates resorting to bring influence of any kind will be disqualified summarily.
- x) Candidates on their appointment shall become members of Contributory Pension scheme and shall pay a monthly contribution of 10% of the Basic Pay and D.A. from their salary to the contributory Pension Scheme as per G.O.Ms.No.655, Fin.(Pension-I) dept., dated 22.9.2004.
- xi) Mere applying will not give any right to any candidate to be called for either written test or interview as the applications will be short listed as per guidelines of the High Court.

- xii) Selection will be made as per guidelines of the High Court of Andhra Pradesh and in accordance with A.P.J.M.S. Rules and subject to approval by High Court.
- xiii) The appointing authority reserves the Right to cancel the notification without assigning any reasons.
- xiv) All the rights are reserved with the Appointing Authority to reject the applications at any stage if any information therein is found to be false at any later stage the appointment shall be cancelled and the applicants are liable for prosecution for furnishing such false information.
- xv) The appointing authority reserves the right to cancel the notification without assigning any reasons there for.
- xvi) The examination fee once paid will not be refunded back under any circumstances, even though the application is rejected on any ground.
- xvii) All the (06) posts are reserved for **local candidates only** as per presidential order.
- xviii) The candidates who have applied for the above posts are instructed to bring their own typewriters for the skill test.

**Sd/- (Sri G.Venkata Krishnaiah)**  
**PRL.DISTRICT AND SESSIONS JUDGE,**  
**MAHABUBNAGAR.**

To:

- |   |   |   |
|---|---|---|
| <ol style="list-style-type: none"> <li>1. All the Judicial Officers in the District</li> <li>2. The Collector and District Magistrate,</li> <li>3. The District Employment Officer,<br/>Mahabubnagar</li> </ol> | } | with a request to cause to affix this Notification on the notice boards together with prescribed proforma in the respective offices |
|---|---|---|
4. The District Social Welfare Officer, Mahabubnagar, with a request to ensure that the gist of this employment notification is published on the notice boards of all educational institutions/hostels run and managed under their control.
  5. The District Tribal Welfare Officer, Mahabubnagar, with a request to ensure that the gist of this employment notification is published on the notice boards of all educational institutions/hostels run and managed under their control.
  6. The Officer-in-charge of Backward Classes welfare office, Mahabubnagar with a request to ensure that the gist of this employment notification is published on the notice boards of all educational institutions/hostels run and managed under their control.
  7. The District Public Relations Officers, Mahabubnagar with a request to publish this notification on the notice board attached to his office as well as the Information Centers located at various places in the District. He is further requested to release the gist of the notification as "Press Release" to both print and electronic media.
  8. The Station Director, All India Radio, Saifabad, Hyderabad with a request to the broadcast the gist of this notification in the radio.
  9. The Officer-in-charge of District Library, Mahabubnagar for publication of the gist of this notification on the notice boards of all the libraries under their control.
  10. The Notice Board, District Court, Mahabubnagar.

**Copy submitted to:-**

The Registrar (Recruitment), Hon'ble High Court at Hyderabad for the states of Telangana and Andhra Pradesh with a covering letter for favour of information.

**JUDICIAL DEPARTMENT**  
**PRL.DIST. & SESSIONS COURT :: MAHAUBNAGAR**  
**(Notification Dated 01.03.2017)**

**APPLICATION FORM**

Latest passport  
size photograph  
duly attested by  
Gazetted Officer

***Application for the post of Stenographer Grade-III***

1. Name of the Applicant in full :  
(in capital letters)
2. Father's/Husband's name :
3. Sex(Male/Female) :
4. **Date of Birth** and **AGE** :  
(as on **01-07-2017**)
5. Address for correspondence :
6. Permanent Address :
7. Whether belonging to SC/ST/BC :  
(Copy of Caste Certificate to be enclosed)
8. Whether belongs to Physically Handicapped :1. Orthopedic Handicapped  
Category(Specify nature of handicap and 2: Hearing impaired  
Enclose copy of certificate) 3: Visually handicapped
9. Educational qualifications :  
i) Academic 

Qualification/ Course studied	Pass Division

  
i) Technical 

Qualification/ Course studied	Pass Division
10. Percentage of Marks secured in Intermediate/ :  
Qualifying Examination
11. Previous experience, if any,
12. Local : Local/Non-Local
13. List of certificates enclosed :  
(Only Xerox copies should be enclosed)
14. Demand Draft Number, Date and Name of the bank :  
( Write Candidates full name and address on the  
Reverse side of DD with Pencil)

I solemnly declare that the above information furnished by me is true and correct to the best of my knowledge.

Station :

Date :

Signature of the candidate/Applicant

**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 S.S.C  
examination for the first time in \_\_\_\_\_ (month) \_\_\_\_\_ (year);

b) 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) in the 4 years immediately preceding the commencement of the aforesaid  
examination, he/she resided in the following place/places:

<u>VILLAGE</u>	<u>TALUQ/MANDAL</u>	<u>DISTRICT</u>	<u>PERIOD</u>
1.			2.
3.			
4.			

OFFICE SEAL

Station:  
Date:

Signature of the Officer  
of Revenue Department  
(not below the rank of Tahsildar  
or Deputy Tasildar in Independent  
charge of Sub-Taluq.)

\*Strike off "whole" or "a part", as the case may be.

**OFFICE OF THE PRL.DISTRICT AND SESSIONS JUDGE, MAHABOBNAGAR**

**HALL TICKET (ORIGINAL)**

**WRITTEN/TECHNICAL EXMINATION FOR RECRUITMENT  
TO THE POST OF STENOGRAPHER GRADE-III**

Hall Ticket No.

1. Name of the Candidate :
2. Father's Name :
3. Address for Correspondence :
3. Date & Time of Exam :
5. Examination Centre :

Passport size photo duly  
attested by the Gazetted  
Officer to be affixed

Signature of the candidate

Signature of the Administrative  
Officer, Prl.District Court,  
Mahaboobnagar

**(Note : Items 1 to 3 shall be filled by the candidate)**

**OFFICE OF THE PRL.DISTRICT AND SESSIONS JUDGE, MAHABOBNAGAR**

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