



DISTRICT JUDICIARY - KRISHNA

DISTRICT COURT, KRISHNA DISTRICT, MACHILIPATNAM

P.R.NO.02/2015

DATED:14.10.2015.

NOTIFICATION

Ref: Hon'ble High Court's letter RoC.No.1234/2015-RC, dt.29.09.2015

* * *

Applications are invited in the prescribed format for appointment to the post of **TYPIST (Category- 9) by DIRECT RECRUITMENT** under A.P. Judicial Ministerial Service Rules, 2003, in the unit of the District Judge, Krishna, Machilipatnam, from the eligible candidates.

Name of the Post : **TYPIST (Category - 9)**

Scale of Pay : Rs.16400 - 49870

No. of Vacancies : 19 (80% reserved for Local & 20% unreserved)

Abstract of Vacancies

S.No.	Category of post	Classes/ Categories	Number of posts	Scale of pay
1	Typist	OC	08 (3W)	Rs.16400-49870
		OC (Locomotor disability or Cerebral palsy)	01	
		BC-A	02	
		BC-B	01	
		BC-D	02 (1W)	
		BC-E	01	
		SC	03 (1W)	
		ST (W)	01 (W)	
		Total	19 posts	

Note: The selection and appointment of the candidates against Roster Points earmarked to B.C.(E) is subject to the result of the Civil Appeal Nos.2628 and 2637/2010 on the file of Hon'ble Supreme Court of India.

Applications should be addressed to :: **The Prl. District Judge,
Krishna at Machilipatnam
Krishna District, Andhra
Pradesh, PIN- 521 002**

Last date for receipt of applications is :: **07.11.2015 upto 5.00 PM**

The Application form duly filled in the proforma enclosed hereto, along with the necessary enclosures should be submitted to the Prl. District Judge, Krishna at Machilipatnam, Krishna District, Andhra Pradesh – 521 002 by Registered Post/Courier Service only. **No application will be received directly.** The Postal cover should be superscribed with **“APPLICATION FOR THE POST OF TYPIST”.** **The applications not in the prescribed format will be summarily rejected.**

I. QUALIFICATIONS PRESCRIBED:

1. Must have passed Intermediate examination conducted by the A.P. State Board of Intermediate Education or any equivalent examination
2. Must have knowledge or qualification in computer operation
3. Must have passed A.P. Government Technical Examination in English Type writing by Higher Grade
4. No candidate shall be eligible for appointment to the post of Typist, (Cat-9) in the District Judiciary of Krishna, if he/she does not possess an adequate knowledge of Telugu language.
5. The Candidates who have Higher Academic qualifications, if any, other than intermediate, shall enclose copies of relevant certificates.

II. AGE LIMIT:

1. As on 01.07.2015, the candidate must have completed the age of 18 years and must have not completed the age of 34 years.
2. The age relaxation of maximum age limit in respect of S.Cs./S.Ts./B.Cs. is 5 years and 10 years in case of candidates who are **Physically Challenged.** **The age relaxation of maximum age limit in respect of Ex-service men will be as per the existing rules in which the notification for selection is made as prescribed in the A.P.J.M.S rules, 2003 r/w Rule 12(1)(c) (i) of A.P. State and Subordinate Service Rules, 1996.**

III. EXAMINATION FEE:

The candidates who are applying for the post of Typist, shall enclose a **Demand Draft for Rs.200/-**(Rupees two hundred only) drawn on any Nationalized Bank, towards examination fee in favour of “ **District Judge, Krishna, Machilipatnam**”, payable at **Machilipatnam.**

- a) The candidates belonging to SC, ST, Physically challenged persons and Ex-Servicemen are exempted from the payment of Examination Fee.
- b) ***The candidates are further instructed to note their Name with pencil on the reverse side of the Demand Draft in a corner for information of the District Court.***
- c) 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.

IV. METHOD OF RECRUITMENT:

1. Appointment to the posts notified will be made only on the basis of the Presidential order to the extent it applies and subject to Rule of Reservation and guidelines prescribed by the Hon'ble High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh.
2. A written test (**objective type with multiple choice answers**) of the standard consistent with the minimum Educational qualification prescribed i.e., Intermediate qualification will be held on **OMR basis (Technology)**. Written Test will be for 50 marks, Skill Test (Type writing in English at 45 w.p.m) for 30 marks and viva voce will be for 20 marks as per guidelines of the Hon'ble High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh. The candidates are directed to bring their own typewriters for skill test. **No typewriter will be provided by this Office.**
3. The written test will be conducted only in **English language**.
4. Common Written test & Interview will be conducted for the posts of Stenographer Grade-III, Typist and Copyist.
5. The minimum qualifying marks to be secured in the written examination shall be 40% for O.C. candidates, 35% to the BC candidates and 30% for SC & ST candidates.
6. The minimum qualifying marks to be secured in skill test is 50 % for O.C and 40% for the candidates of B.Cs/SCs/STs, as per the guidelines issued by the Hon'ble High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh.
7. Interview shall be conducted to the candidates qualified in the written examination and Skill Test in the ratio of 1:10

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

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.

RESERVATION:

1. The recruitment shall be subject to the Rule of Reservation in favour of candidates belonging to S.C., S.T., B.C., Physically challenged persons, Ex-service men and Women categories as per Rules in force.
2. The reservation in respect of B.C.(E) category shall be subject to the result of the Civil Appeal Nos. 2628 and 2637 of 2010 on the file of the Hon'ble Supreme Court of India.
3. The District Judge, Krishna, Machilipatnam, reserves the right to increase or decrease the number of vacancies after issuance of the Notification, if the situation warrants with the approval of Hon'ble High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh.

V. COPIES OF DOCUMENTS TO BE ENCLOSED:

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

1. Certificates of academic and technical qualifications such as marks lists, pass certificates, provisional certificate(s) and other testimonials, if any.
2. Certificate evidencing Date of Birth.
3. Community certificate in case of S.Cs. S.Ts. and B.Cs. The certificate shall show specifically the classification of the group.
4. Live Employment registration card.
5. Service Certificate wherever applicable (for Ex-service-men candidates)
6. Certificate in respect of Local/Non-local candidates in terms of Presidential Orders, 1975 i.e., Study Certificate for four (4) years from 7th class to 10th class (or) in case they have not studied in any institution in the District during the above period of four years, residence certificate from the concerned Tahsildar for four years preceding the S.S.C. examination in Annexure-I in terms of G.O. Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975. If the certificates in proof of Local/Non-local candidature are not in accordance with these instructions, the applications will be summarily rejected.
7. In case of **Physically Challenged Persons**, the certificate issued by the Medical Board specifying the nature of disability and percentage of disability should be enclosed.
8. **ONE recent passport size** photograph duly signed by Gazetted Officer to be affixed in the space provided in the application form and **TWO passport size photographs** duly signed by Gazetted Officer to be affixed in the space provided in **Hall Ticket original and duplicate**.
9. One self addressed stamped **thick** envelop (12 cm X 26 cm) for sending Hall Ticket-cum-Identity Sheet to the applicants by registered post (Postal stamps worth of Rs.30/- to be affixed on envelop) with acknowledgment.

VI. GENERAL INSTRUCTIONS:

1. Appointments will be made only on the basis of the Presidential Orders issued under Article 371(D) of the Constitution of India and subject to Rule of Reservation. As per para 6 of the G.O.Ms.No.674, GAD(SPF-A), Dept., issued in terms of the Order of the President of India, GSR 524 of 18.10.1975 each District of the State shall be regarded as a Local Area.
2. Applications are to be submitted in the prescribed proforma enclosed herewith and applications received in any other format will be summarily rejected.
3. No T.A. and D.A. will be paid to the candidates who appear for the written examination and interview.
4. Applications with insufficient information will summarily be rejected.
5. Applications which do not contain necessary enclosures as detailed above will be rejected.
6. **Applications received prior to the Notification and received after 5.00 PM on 07.11.2015 will not be entertained.**
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.
8. Mere applying and mere securing minimum qualifying marks in the written test will not give any right to any candidate to be called for interview.
9. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the appointment shall liable to be cancelled 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.
10. If the candidate furnishes wrong information with regard to category, caste or religion etc., they shall not have any right subsequently for selection in that particular category, caste or religion and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.
11. Selection will be made as per guidelines issued by the Hon'ble High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh in ROC.No.2318/96, dt.01.07.96 and A.P. Judicial Ministerial Service Rules, 2003, subject to approval by the Hon'ble High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh
12. **CANDIDATES RESORTING TO BRING ANY INFLUENCE OF ANY KIND WILL BE SUMMARILY DISQUALIFIED.**
13. This appointment shall be covered by the **Contributory Pension Scheme** and the existing pension scheme as per A.P. Revised Pension Rules, 1980 will not be applicable.
14. Out of 19 posts of Typist, 16 posts are reserved for local candidates and 3 posts are un-reserved (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, dated: 20.10.1975.

15. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for interview/final selection.
16. Hall Ticket Numbers of the qualifying candidates for interview will be affixed in the notice board of the District Court. Call letters will be sent to the candidates eligible for interview in the order of merit at 1:10 ratio as stated supra.
17. No application will be entertained for supply of information for question paper, Key of answers, individual marks secured in the written test/oral interview etc., under **RTI Act, 2005** till the selection process is completed.
18. **The Appointing Authority reserves the right to cancel the Notification without assigning any reason thereof and the District Judge, Krishna, Machilipatnam, is the ultimate authority to take any decision on any aspect in regard to recruitment against this Notification shall be final.'**
19. **Notification & Application Format can be downloaded from the Official Website of Krishna District Judiciary.**
Address: <http://ecourts.gov.in/krishna>.

Dis. No. 7815
14/10/15

B. New 14.10.15
DISTRICT JUDGE
KRISHNA, MACHILIPATNAM

To:

The Registrar General, High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh, with covering letter.

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

- 1) All the Judicial Officers in the District, with a request to cause display in the Notice Boards of their respective Courts.
- 2) All the Prl. District Judges in the State working under the control of the Hon'ble High Court of Judicature at Hyderabad, for the State of Telangana and the State of Andhra Pradesh, with a request to communicate to all the Judl. Officers working in their respective units, for display in the Notice Boards of all Courts.
- 3) The District Collector, Krishna, Machilipatnam, with a request to cause display in the Notice Board and also to 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.
- 4) The Joint Director, Social Welfare Department, Collector office compound, Machilipatnam, with a request to cause display on the Notice Boards of all educational institutions and hostels run and managed under their control for wide publicity.
- 5) The District Tribal Welfare Officer-cum-Executive Officer, Krishna, Machilipatnam, with a request to cause display on the Notice Boards of all educational institutions and hostels run and managed under their control for wide publicity.

- 6) The District Backward Classes Welfare Officer, Krishna, Machilipatnam, with a request to cause display on the Notice Boards of all educational institutions and hostels run and managed under their control for wide publicity.
- 7) The District Public Relations Officer, Krishna, Machilipatnam, with a request to cause publish the Notification on the Notice Boards attached to his office as well as information centers located at various places in Krishna District and also with request to **release the Notification as "Press Release" to both print and electronic media.**
- 8) The Station Director, All India Radio, Vijayawada, with a request to broadcast the gist of the Notification.
- 9) The Chairman and the Secretary, Zilla Grandhalaya Samstha, Machilipatnam, **with a request to publish in the Notice Boards and also to mark the Notification to all the Libraries in Krishna District for publication of the same on the Notice Boards of such Libraries.**
- 10) All the Bar Associations in Krishna District, with a request to display in the Notice Board.
- 11) The Chief Executive Officer, Zilla Parishad, Krishna District, Machilipatnam, with a request to display on the Notice Boards of all institutions and hostels run and managed under his control for wide publicity.
- 12) The District Educational Officer, Krishna, Machilipatnam, with a request to display on the Notice Boards of all institutions run under his control in the District for wide publicity.
- 13) The Sub Collector, Vijayawada.
- 14) All the Revenue Divisional Officers in Krishna District.
- 15) The Editors, Eenadu Newspaper, Sakshi Newspaper, Andhra Jyothi Newspaper, Deccan Chronicle Newspaper and Hindu Newspaper at Vijayawada.
- 16) The Editor, Employment News, Ministry of Information and Broadcasting, East Block-IV, Level-5, R.K.Puram, New Delhi – 110066.
- 17) The District Employment Officer, Krishna at Vijayawada.
- 18) The Sub-Employment Officer, Employment Exchange, Machilipatnam.
- 19) The Notice Board of District Court, Krishna, Machilipatnam.

PRL. DISTRICT AND SESSIONS COURT, KRISHNA DISTRICT, MACHILIPATNAM
APPLICATION FOR THE POST OF **TYPIST**
(Notification in P.R.No.02/2015, Dt:14.10.2015)

Place provide to
affix
photograph
duly attested by
the Gazetted
Officer

D.D.No :

Date :

Name of the Bank :

1. Name of the applicant (in capital letters) :
2. Father's Name/ Husband's Name :
3. Sex (Male/Female) :
4. a) Date of birth (as per S.S.C. certificate) :
- b) Age as on 01.07.2015 :
5. Address for communication: :
6. Mobile Phone Number :
7. Email ID :

8. Whether belongs to O.C, B.C., S.C., S.T., & ESM (Specify sub group/caste. (Copy of certificate to be enclosed) :

OC	ESM	SC	ST	B.C				
				A	B	C	D	E

9. Whether belongs to Physically Challenged Persons category (Specify nature of handicap and enclose copy of certificate). :

S.No	Nature	%
1.	Blindness or low vision	
2.	Hearing Impaired	
3.	Locomotor disability or Cerebral palsy	

10. Educational Qualifications: :

a) i) Academic Qualifications :

Qualifications	Passed in Division

ii) Marks secured in Intermediate/ Qualifying examination.

Qualification	Passed in Division with percentage

- b) Technical Qualifications :
- c) Others, if any :
11. Whether local or non-local : LOCAL NON-LOCAL
- Study certificates from 7th class to 10th class and Intermediate/
Residence certificate issued by the Tahsildar Enclosed Not enclosed
12. Emp. Registration No. and Date :
13. Involved in any Criminal Cases (if yes, give details thereof) :
14. Previous experience, if any :
15. Any other relevant information :
16. Working in State/Central Government (if so, the particulars) :

QUALIFICATIONS:

Examination passed	Name of the Board/University/School	Month and year of passing with registration number	Division of pass	Percentage of marks secured
S.S.C				
Intermediate				
Bachelor of Degree, if any				
Master of Degree, if any				
Shorthand English lower/higher grade				
Typewriting English and Telugu higher and lower				
Computer qualifications				
Other qualifications				

I solemnly declare that the above information is 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:

1. **Unsigned Applications and Hall Tickets; applications not properly filled by the candidates; applications without necessary enclosures and insufficient information; will be summarily rejected.**
2. The applicants working on contract basis/outsourcing basis in Judicial Department shall send their applications through proper channel.

LIST OF ENCLOSURES

(Tick the relevant)

S.No	Nature of the document	Candidate use	Office use only
1.	Date of birth certificate (or S.S.C certificate)		
2.	SSC Marks list		
3.	Intermediate marks list		
4.	Degree Provisional		
5.	Post Graduation Provisional		
6.	Technical certificate(s) if any (like Typewriting, computer, if any)		
7.	Short Hand writing		
8.	Type Writing		
9.	Computer Certificates		
10.	All the Study and Conduct certificates from Class VII up to Intermediate		
11.	Community certificate issued by the competent authority		
12.	Employment certificate		

S.No	Nature of the document	Candidate use	Office use only
13.	Nativity certificate/residence certificates as per Annexure I		
14.	Medical certificate in case of Physically challenged persons		
15.	Service Certificate where ever applicable		
16.	Demand Draft for Rs.200/-.		
17.	One self addressed stamped thick envelop (12 cm X 26 cm) for sending Hall Ticket-cum-Identity Sheets to the applicants by registered post (Postal stamps worth of Rs.30/- to be affixed on envelop) with acknowledgment.		

For Office use only

I. Verified and found the application is in Order :

II. Verified and found the following defects :

1.

2.

**CHIEF ADMINISTRATIVE OFFICER/
THE OFFICER-IN-CHARGE,
DISTRICT COURT, KRISHNA,
MACHILIPATNAM**

ORIGINAL

DISTRICT COURT:: KRISHNAT AT MACHILIPATNAM
WRITTEN TEST FOR THE POST OF **TYPIST**
HALL TICKET-CUM-IDENTITY SHEET

Hall Ticket No:

DATE	TIME	NAME OF THE EXAMINATION CENTRE
NAME AND FULL POSTAL ADDRESS OF THE CANDIDATE		
(To be filled by the candidate)		

Identification Marks: (To be filled by the candidate)

(i)

(ii)

Signature of the
Candidate:

(To be signed before the Gazetted Officer)
Photograph and Signature of the candidate
are to be attested by the Gazetted Officer

Paste here your recent
(taken within the last
six months) passport
size photograph

(Do not staple or pin)

Photo to be attested
by the Gazetted
Officer

(Signature, name, designation
And office seal of the
Gazetted Officer)

**CHIEF ADMINISTRATIVE OFFICER/
THE OFFICER-IN-CHARGE,
DISTRICT COURT, KRISHNA,
MACHILIPATNAM**

DUPLICATE

DISTRICT COURT:: KRISHNAT AT MACHILIPATNAM
WRITTEN TEST FOR THE POST OF **TYPIST**
HALL TICKET-CUM-IDENTITY SHEET

Hall Ticket No.

DATE	TIME	NAME OF THE EXAMINATION CENTRE
NAME AND FULL POSTAL ADDRESS OF THE CANDIDATE		
(To be filled by the candidate)		

Identification Marks: (To be filled by the candidate)

(i)

(ii)

Signature of the
Candidate:

(To be signed before the Gazetted Officer)
Photograph and Signature of the candidate
are to be attested by the Gazetted Officer

Paste here your recent
(taken within the last
six months) passport
size photograph

(Do not staple or pin)

Photo to be attested
by the Gazetted
Officer

(Signature, name, designation
And office seal of the
Gazetted Officer)

**CHIEF ADMINISTRATIVE OFFICER/
THE OFFICER-IN-CHARGE,
DISTRICT COURT, KRISHNA,
MACHILIPATNAM**

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. that Sri/Smt./Kum. _____,
S/o, W/o, D/o _____ appeared
Matriculation (S.S.C.) examination for the first time in
_____ (month), _____ (year);
- b. that he/she has not studied in any educational institutions 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
aforesaid examination he/she resided in the following place/places
namely;

<u>VILLAGE</u>	<u>TALUK/MANDAL</u>	<u>DISTRICT</u>	<u>PERIOD</u>
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- 1.**
- 2.**
- 3.**
- 4.**

OFFICE SEAL

Officer of Revenue Department not
below the rank of Tahsildar or
Deputy Tahsildar in independent
charge of a Sub-Taluk.

Station :
Date :

*strike off " whole ", "a part", as the case may be.