

PRINCIPAL DISTRICT AND SESSIONS COURT :: ADILABAD.

Notification Dis.No. 3388/2016/Admn.

Dated: 30.06.2016

NOTIFICATION No.01/2016

Ref:- Hon'ble High Court of Judicature at Hyderabad for the state of Telangana and the state of Andhra Pradesh, ROC.No. 1800/2014-RC, dt. 01.09.2015 & 1800/2014-RC, dt. 18.06.2016

Applications are invited in the prescribed format appended here to for appointment to the posts of **STENOGRAPHER GRADE III** by Direct Recruitment under A.P. Judicial Ministerial Service Rules in the unit of District and Sessions Judge, Adilabad from the eligible candidates.

BY DIRECT RECRUITMENT (WITH LOCAL CANDIDATES ONLY)

Sl. No.	Name of the post	Class/ Category	No. of vacancies	Roster Points	Scale of Pay
		BC-D	01	43	22460-66330/
		BC-E	01	44	
		Total	02		

Note: The selection and appointment of the candidate against roster point earmarked to BC-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.

LAST DATE FOR RECEIPT OF APPLICATIONS IS 26.07.2016 UP TO 5.00 P.M.

Applications shall be addressed to the **Prl. District and Sessions Judge, Adilabad**. The applications shall be sent by Registered post or Courier service only. No application will be received directly. The postal cover should be superscripted with "**APPLICATION FOR THE POST OF GRADE III STENOGRAPHER**".

I. EDUCATIONAL QUALIFICATIONS FOR GRADE III STENOGRAPHER

- i) Must have passed Intermediate examination conducted by A.P. State Board of Intermediate Education or its equivalent examination. "***Must have knowledge or qualification in computer operation***".
- ii) Must have passed A.P. Government Technical Examination in English Type writing by Higher Grade
- iii) Must have passed A.P. Govt. 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, the candidates who have passed the examination by lower Grade will be considered.
- iv) **The candidates, who have Higher Academic qualifications, if any, other than the qualifications prescribed above, shall enclose copies of relevant certificates in proof thereof.**
- v) The candidates must have adequate knowledge of local languages i.e., Telugu, Urdu and Marathi (if candidates who have adequate knowledge of the local languages are not available, candidates who have adequate knowledge of any one of the languages will be selected)

II. AGE LIMIT

Must have completed the age of 18 years and must not have completed (34) years of age as on 01.07.2015. The relaxation of maximum age limit in respect of BCs, 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 application forms duly filled in along with the necessary enclosures and with a crossed Demand Draft for **Rs.200/-** (Rs. Two hundred only) drawn on any nationalized bank payable at Adilabad in favour of the Principal District and Sessions Judge, Adilabad should be submitted to the Prl. District and Sessions Judge, Adilabad.

The candidates belonging to PHCs and Ex-Servicemen are exempted from payment of fee of Rs.200/-.

“The Demand drafts of the rejected applications shall not be returned”

IV. 1) METHOD OF RECRUITMENT FOR STENOGRAPHERS GRADE III.

- 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. Written Test will be for 50 marks skill test (stenography) for 30 marks and viva voce will be for 20 marks as per the guidelines 9(a) of High Court's Circular ROC No.2318/96-C1(1) dated 01.07.1996. The candidates, who become eligible for stenography, shall have to bring their own typewriters for transcription, but no typewriter will be provided by this office.
 - II) “As per the guideline 8 (f) of the High Court's Circular ROC No. 2318/96-C1 (1), dt. 01.07.1996, the minimum qualifying marks in the Written test shall be 35% to the BC candidates.
 - III) “As per the High Court's Circular ROC.No.,491/99-rC, dt. 28.07.1999, the minimum qualifying marks in the skill test shall be 40% to the BC candidates”.
 - IV) The written test will be conducted only in **English language**.
- 2) Interview letters will be sent to 10 candidates only for each post (1 : 10 ratio) in order of merit of marks secured in the written examination and the skill test.
 - 3) No person shall be eligible for appointment to the service by direct recruitment unless he/she satisfies the following:
 - a. That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.
 - b. That his/her character and antecedents are such as would not disqualify for the service.

V. COPIES OF DOCUMENTS TO BE ENCLOSED.

1. Certificate of Academic and Technical Qualifications such as Marks list, provisional certificate, pass certificate, and other testimonials etc.,
2. Certificate evidencing date of birth.
3. Community (Caste) certificate declaring that the candidate belongs to BC category issued by the competent authority.
4. Employment registration Card
5. 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 Tahsildar for four years preceding the year of the qualifying examination **SSC** in Annexure I shall be produced in terms of GOMs.No. 729 GA (SPF-A). If the certificate in proof of local/Non local candidates is not in accordance with these instructions, the applications will be summarily rejected.
6. In case of physically handicapped candidates the certificates issued by the Medical Board clearly specifying the nature of disability and percentage of disability should be enclosed.
7. 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.
8. A self addressed cover (duly stamped with Rs.25/- for registered post with acknowledgement)

VI. LOCAL AREA:

- i. Appointments will be made only on the basis of Presidential Orders issued under Article 371-D of the Constitution of India
- ii. As per para 6 of the GOMs.No.674 GAD (SPFA) Dept. issued in terms of the order of the President of India, GSR 524(E) of 18.10.75 each district of the state shall be regarded as a local area.

VII. GENERAL INSTRUCTIONS.

- 1) As per para 7(a)(i) dt. 18.10.1975 of the Presidential Order if the candidate has studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination.

or

- i) Where during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or as the case may be,, first appeared for the relevant qualifying examination he has not studied in any educational institution, if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the qualifying examination **SSC** in which he appeared or as the case may be, first appeared a residence certificate to that effect has to be obtained from the MRO/Thahasildar and to be enclosed to the application form.
 - ii) 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.
 - iii) **Applications received prior to the notification and received after 5.00 p.,m of 26.07.2016 will not be entertained.**
 - iv) The successful candidate in the Written Test, Skill test have to appear for oral interview
 - v) The office is not responsible for any postal delay and no correspondence will be entertained in any respect
 - vi) No TA or DA will be paid to the candidates who appear for the written test and interview.
 - vii) Candidates resorting to bring influence of any kind will be disqualified summarily.
 - viii) Candidates on their appointment shall become members of contributory pension scheme and shall pay monthly contribution of 10% of the Basic Pay and DA from their salary to the Contributory Pension Scheme as per GOMs. No.655 Fin (Pension-I) Dept. dt. 22.9.2004
 - ix) 02 posts are reserved for local candidates only as per the instructions issued in Para 9 of the Presidential Order issued vide GMs.No.674 , dt. 20.10.1975
2. Mere applying and mere securing minimum qualifying marks in the written test will not give any right to any candidate to be called for either written test or Interview
 3. Selection will be made as per the guidelines issued by the Hon'ble High Court of Andhra Pradesh and A.P. Judicial Ministerial Service Rules and subject to the approval by the High court.
 4. The appointing authority reserves the Right to cancel the notification without assigning any reasons at any stage of recruitment process.
 5. 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 latter stage the appointment shall be cancelled and the applicants are liable for prosecution for furnishing such false information.
 6. Hall ticket number of the qualifying candidates for interview will be published in the notice board of the District Court and in local news papers. Call letters will be sent to the candidates eligible for interview in the order of merit at 1 : 10 ratio as stated supra.
 7. No information will be sent to the unsuccessful candidates either after announcement of list of qualifying candidates for interview/final selection.
 8. No application will be entertained for supply of information for question paper, individual marks secured in the written test/oral interview etc., under RTI Act till the selection process is completed.

9. If the candidates furnish 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.

Sd/-
PRINCIPAL DISTRICT AND SESSIONS JUDGE
ADILABAD

To

1. The Registrar General, High Court of A.P. Hyderabad for information.
 2. The Registrar, Administration, Hon'ble High Court of A.P. Hyderabad
 3. The Registrar, Recruitment, Hon'ble High Court of A.P. Hyderabad
 4. All the Judicial Officers in the unit of Adilabad with instructions to affix the notification on the notice boards of their respective courts.
 5. The District Collector, Adilabad.
 6. The District Employment Officer, Adilabad.
 7. All the District Judges in the State
 8. Notice Board of the District Court, Adilabad.
 9. The District Public Relation Officer, Adilabad.
 10. The Dy. Director, Social Welfare Officer, Adilabad.
 11. The District B. C. Welfare Officer, Adilabad.
- } With a request to cause
this notification affixed
on their respective
office Notice Boards
12. The Legal Reporters, Eenadu, Namasthe Telangana, Andhra Jyoti
Andhra Prabha, Andhra Bhoomi and Sakshi.
 13. Spare

*Note:

Copy of this notification and Application are also available in <http://ecourts.gov.in/adilabad>

APPLICATION FOR THE POST OF "GRADE III STENOGRAPHER"			
Ref: District Court, Adilabad Notification Dis.No._____/16 Admn-____/2016, Dated:_____2015			
1	Full Name of the applicant. (in Block letters)		Affix Recent colour passport size photograph duly attested by Gazetted Officer. Donot staple.
2	Father's/Husband's name.		
3.	Permanent Address	:	
4.	Address for communication with Mobile/Landline number	:	
5.	Sex.	:	Male/Female.
6.	Date of Birth.	:	
7.	Age (As on 01.07.2015)	:	Years Months Days
8.	Nationality	:	Indian
9.	Religion	:	
10.	Caste/Category/PHC/ESM	:	
11.	Local Employment Exchange registration No. and Date	:	
12.	Local/ Non-local.	:	
13.	13. Educational qualifications 1) Academic. 2) Technical. 3) Other (if any)	:	
14.	Previous experience (if any)	:	
15.	Identification marks	:	1) 2)
16.	Demand Draft No. Date and Name of the Bank (write candidates full name and address on the reverse side of DD with pencil)	:	

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination/interview/appointment, action may be taken against me.

I have read the provisions in the notification carefully and I hereby undertake to abide by them.

I further declare that I will fulfill all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for appointment to the post of Grade III Stenographer, under recruitment.

Station:

Date :

SIGNATURE OF THE APPLICANT

APPENDIX - II
CERTIFICATE OF RESIDENCE
 (vide clause(b) of Para 7of the Presidential Order)

It is hereby certified that Sri/Smt/Kum.....
 S/o,W/o.D/o.....has resided for a period of not less than 4 years

immediately preceding the date of issue of this Certificate, in the following place/ places.

	VILLAGE	TALUQ/MANDAL,	DISTRICT	PERIOD
1.				
2.				
3.				
4.				

office seal
 Office of Revenue Department
 Not below the Rank of Tahsildar
 Or Deputy Tahsildar in independent
 charge of Sub-taluq

Station:
 Date:

ORIGINAL
DISTRICT AND SESSIONS COURT ;; ADILABAD.
WRITTEN TEST FOR THE POST OF **STENOGRAPHER GR-III**
HALL TICKET CUM IDENTIFY SHEET
Notification No. _____/2016

HALL TICKET NO. _____

(To be filled by the District Court, Adilabad)

Date:	Time	Name of the examination centre

(To be filled by the Candidate)

1.Name of the Candidate: (in capital Letters)		Affix latest pass port size photo duly attested by the Gazetted Officer.(Do not staple)
2.Father's/Husband Name:		
3.Full postal address of the candidate:		

Signature of the candidate:
(To be signed before the Attesting Officer)

Signature of the Candidate Before the Invigilator	Signature of the Officer in charge/ Invigilator
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INSTRUCTIONS TO THE CANDIDATE

1. The Candidate should report at the centre of examination at least half an hour before the commencement of examination for verification of Hall Tickets.
2. No Candidate will be permitted to enter the examination hall 15 minutes after commencement of examination.
3. No candidate will be permitted to leave the examination hall till the completion of time of the examination.
4. OMR sheet will be supplied at the examination hall and the candidate should fill the correct circle out of A,B,C,D by encircling the same with blue/black ball pen only.
5. The candidate shall bring Blue/Black Ball pen for the purposes of written examination and the OMR sheet shall not be filled with any pencil and such answer sheet will be disqualified.
6. For attending the skill test of typing the candidate shall bring his type writer.
7. Use of Cell Phones, Carrying books or bags or any other kind of material into the examination hall is prohibited.
8. Candidate shall invariably mention HALL TICKET NUMBER in the space provided as per the instructions given in the OMR Answer Sheet.
9. The candidate shall not write their name in the OMR sheet and such answer sheet is disqualified.
10. All the candidates shall maintain strict silence in the examination Hall.
11. Answer sheet of the candidate will be rejected if he/she indulge in malpractice.
12. No TA and DA will be paid for any candidate for attending written examination or interview.

PRL DIST JUDGE, ADILABAD.

DUPLICATE
 DISTRICT AND SESSIONS COURT ;; ADILABAD.
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