

**PRL. DISTRICT & SESSIONS COURT, RANGAREDDY DISTRICT.
NOTIFICATION NO.1477/ADMN/2015 DATED: 19.02.2015
FOR GENERAL RECRUITMENT OF OFFICE SUBORDINATES
IN THE A.P. LAST GRADE SERVICE.**

Applications are invited from eligible candidates for appointment to 83 posts of Office Subordinates in the A.P. Last Grade Service in the Unit of District Judge, Rangareddy District, by direct recruitment.

The vacancy position and pay band are as follows:

Name of the Post	Class/Category	Number of Posts	Scale of Pay
Office Subordinate	OC	37 (14W)	Rs.6,700-20,110 in RPS, 2010
	OC (Low Vision or Blindness)	2 (1W)	
	OC (Hearing Impaired)	1(W)	
	OC(Locomotor Disability and Cerebral Palasy)	1	
	BC-A	6(1W)	
	BC-B	9(3W)	
	BC-C	1	
	BC-D	5(2W)	
	BC-E	3(1W)	
	SC	12(4W)	
	ST	6(2W)	
Total :		83	

NOTE:

Selection of a candidate against BC-E & BC-E(Woman) vacancy will, however, be subject to result of Civil Appeals Nos.2638 and 2639/2010 pending before the Hon'ble Supreme Court of India.

THE LAST DATE FOR RECEIPT OF APPLICATIONS IS ON OR BEFORE 20-03-2015 upto 5.00 P.M.

The envelope containing the application and its enclosures should be superscribed with "**APPLICATION FOR THE POST OF OFFICE SUBORDINATE**" addressed to "The Prl. District & Sessions Judge, District Courts Buildings Complex, Ranga Reddy District at L.B.Nagar, Hyderabad – 500074.

The applications should be in the proforma prescribed enclosed hereto and to be sent to the above address by **Speed Post with Ack. Due/Courier Service** or by hand delivery in the Recruitment Cell, District Court, Ranga Reddy at L.B.Nagar, Hyderabad.

Educational Qualifications:

- Must have passed VII Class Common Examination.
- Must be able to ride a bicycle.
- Preference will be given to those candidates who possess special skills, such as, driving a four wheeler with a valid driving license, carpentry, cooking, electrical, painting, plumbing, washing & ironing, domestic help, etc, supported by documentary evidence, namely, a certificate issued by a competent authority like the Transport Department, ITI, etc.

Linguistic Qualification:

- *The candidate must have adequate knowledge of Telugu and Urdu (if candidates who have adequate knowledge of both the languages are not available, candidates who have adequate knowledge of any one of the languages will be considered).*

Age:

- *Must have completed 18 years of age and must not have completed 34 years of age as on 01.07.2014.*
- *Relaxation of maximum age limit is 5 years in respect of Scheduled Castes / Scheduled Tribes and Backward Class candidates and 10 years in respect of physically handicapped candidates. Relaxation of maximum age limit for Ex-Service men will be as per Rule 12 (1) (c) (i) of the A.P. State and Subordinate Service Rules, 1996.*

Eligibility:

- *No person shall be eligible for appointment to the service by direct recruitment unless he/she satisfies the following:*
 1. *That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.*
 2. *That his/her character and antecedents are such as would not disqualify for the service.*

Procedure for Selection:

- *Candidates shortlisted, as per the revised guidelines issued by the Hon'ble High Court.*

Attested Photocopies of the following Documents, as are applicable, should be enclosed to the Application invariably.

- Certificates of academic qualifications, such as, Pass Certificate in VII Class Common Examination/SSC/ITI, T.C., Bona fide Certificates and other relevant certificates in support of their skill/s.*
- Marks Memos of the Qualifying Examination, i.e. VII Class, should be enclosed to the application form. If not, the application shall be liable for rejection summarily.*
- Certificate evidencing Date of Birth, such as, Birth Certificate issued by the Registrar of Births, etc.*
- Community Certificate in case of SCs, STs and BCs issued by the Revenue Authorities. The Certificate in respect of BCs should specifically show the classification of the Group.*
- Employment Registration Card, if already registered with the Regional Employment Exchange.*
- Service Certificate wherever applicable (for Ex-servicemen candidates) containing reasons for retirement voluntary or otherwise.*
- Certificate in respect of LOCAL candidates in terms of the Presidential Order 1975, i.e. Study/Bona fide Certificates for four 4 years from IV Class to VII Class (or) in case, they have not studied in any institution, but resided in the District, they have to submit a Residence Certificate, from the Tahsildar or MRO concerned for four years preceding the years of qualifying examination in Annexure-I in terms of G.O.Ms.No.729 GAD (SPF-A) Department, dated*

01.11.1975. If the certificate in proof of Local / Non-Local candidature is not in accordance with these instructions, the application will be rejected summarily.

- viii) In case of physically/orthopedically handicapped candidates, the latest disability certificate issued by the District/Regional Medical Board, specifying the nature and percentage of disability should be enclosed invariably.
- ix) Any other relevant certificates.
- x) One recent Passport size colour photograph similar to present appearance of the applicant, duly attested by a Gazetted Officer, must be affixed in the space provided on the top right corner of the application form and two such similar passport size colour photographs, duly attested by a Gazetted Officer, must be affixed in the space provided in the Hall Permits-Original and Duplicate.
- xi) Self addressed envelope (duly stamped for Registered Post with Acknowledgment Due) for dispatch of Hall Permit for skill test/s and oral interview/viva voce.
- xii) The application should be addressed to "The Prl. District & Sessions Judge, Ranga Reddy District at L.B.Nagar, Hyderabad 500 074", superscribed as "Application for the post of Office Subordinate".

General Instructions /Conditions:

1. Out of 83 posts notified, 80% of posts i.e 67 posts are reserved for local candidates and 20% of posts i.e 16 posts are unreserved (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.
2. Appointments will be made only on the basis of the Presidential Order issued under Article 371-D of the Constitution of India and subject to the Rule of Reservation.
3. Applications should be submitted in the pro-forma prescribed enclosed and applications received in any other format will be rejected summarily.
4. No T.A. or D.A. will be paid to the candidates who appear for the Skill Test and Interview.
5. Applications with insufficient or suppressed information, without necessary enclosures and without attestation, will be rejected summarily without furnishing any intimation about it.
6. Applications received after the due date will be rejected summarily.
7. Applications, which were received prior to this Notification, will not be considered.
8. This Office is not responsible for any postal delay, delay caused by any other service like Courier or delay in delivery, etc., and no correspondence will be entertained after commencement of the process of selection.
9. All rights are reserved with the Appointing Authority to reject or short-list the applications at any stage.
10. If any information is later found to be false and the appointment shall liable to be cancelled and the applicants will be liable to be prosecuted for furnishing such false information.
11. Selection to the posts will be made as per the guidelines and instructions issued by the Hon'ble High Court, from time to time, read with A.P. Last Grade Service Rules and subject to approval by the Hon'ble High Court of Judicature at Hyderabad.
12. Candidates resorting to bringing any sort of influence on the Appointing Authority will be disqualified summarily.

13. *The Appointing Authority reserves the right to cancel the notification without assigning any reason therefor and the Prl.District Judge, Rangareddy District is the ultimate authority to take any decision on any aspect in regard to recruitment to the posts notified in this Notification , which shall be final.*
14. *Caste/Communal group to which the candidate belongs should invariably be mentioned in the place provided in the application.*
15. *The applicants are required to furnish their mobile/landline phone numbers and respond to official communication with them from District Court.*
16. *Selected candidates will have to furnish an undertaking to work in the Court/Residential Office of the Presiding Officer and render domestic help, attend to driving/cooking, etc, duties, as are entrusted to them by the Presiding Officer.*

A copy of the Notification, Application Form, Hall Permit and Proforma of Residential Certificate could be downloaded from the District Court's official website <http://ecourts.gov.in/rangareddy>.

Pension Scheme:

The appointment will 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 to them as per G.O.Ms.No.653, 654 and 655 (Pen-I) Department, dated 22.09.2004 issued by the Government.

**Sd/xxx-
PRL. DISTRICT & SESSIONS JUDGE,
RANGAREDDY DISTRICT**

To

1. *All the District & Sessions Judges in the State with a request to circulate this Notification to all the Judicial Officers under their control to display it on their respective Notice Boards.*
2. *All the Judicial Officers in the Unit with a request to direct the staff concerned to display and ensure such a display on Notice Boards of their respective Courts till the last date.*
3. *Notice Board, District Court, R.R.District.*

Copies to:

1. *The Collector & District Magistrate, Ranga Reddy District.*
2. *The Revenue Divisional Officers, Ranga Reddy District.*
3. *The District Employment Officer, Ranga Reddy District.*
4. *The Deputy Director, Social Welfare Office, Ranga Reddy District.*
5. *The District Tribal Welfare Officer, Ranga Reddy District.*
6. *The District Backward Class Welfare Society, Ranga Reddy District 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.*
7. *The Public Relations Officer, Ranga Reddy District with a request to ensure publication of the notification on the Notice Board attached in his office as well as in the Information Centres located at various places in the District and requested to release the gist of notification as a "PRESS RELEASE TO BOTH THE PRINT AND ELECTRONIC MEDIA"*

Copy submitted to: *The Registrar (Recruitment), Hon'ble High Court of Judicature at Hyderabad, for the State of Telangana and the State of Andhra Pradesh, Hyderabad, with a covering letter.*

PRINCIPAL DISTRICT & SESSIONS COURT:: RANGAREDDY DISTRICT.

JUDICIAL DEPARTMENT

APPLICATION FORM

APPLICATION FOR THE POST OF OFFICE SUBORDINATE

1. Name of the Applicant :
(in capital letters)

2. Father's name :

3. Date of Birth and Age :
(in completed years
as on 1-7-2014)

(Information relating to Sl.Nos.1 to 3
Should tally with the entries in
Secondary School Certificate)

4. Male/Female :

5. Present address for correspondence :
With PIN Code & Mobile/Landline
Phone No. for urgent communication

6. Permanent Address in detail with :
PIN Code

7. Whether belongs to :
OC, BC, SC, ST, ESM
PHC/OHC/VHC/HH,
(Specify sub group/Caste)

8. Educational Qualifications :

a. Academic Qualifications

b. Marks secured in VII Class/
SSC/ITI with % of marks

c. Special Skills (if any)

9. Employment Registration number :
(if any)

10. Previous experience, if any :
(Supported by documentary proof)

**Recent passport
size photograph
similar to present
appearance duly
attested by the
Gazetted Officer**

11. Local/Non-Local :
(as per the Presidential Order)

Sl. No.	Class	Academic year of study	Name of the School & Address
1	IV		
2	V		
3	VI		
4	VII		

NOTE: Enclose attested copies of Study/Bona fide certificates issued by the School Authorities for 4 years.

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 is found to be false at a later date, I would be liable for such action as may be taken against me as per the Rules. I further declare that I fulfill all the conditions of eligibility regarding educational qualifications, age, category/caste, etc., prescribed for appointment to the post to which I have applied for.

Station:

Signature of the Applicant

Date :

Enclosures:

1.

2.

Note:

1. Unsigned applications and Hall Permits; applications not properly filled in by the candidates; applications without necessary enclosures and insufficient information will be rejected summarily.

2. The applicants working on a contract/outsourcing basis in the Judicial Department should send their applications in the proforma through the proper channel.

PRL.DISTRICT & SESSIONS COURT :: RANGAREDDY DISTRICT

JUDICIAL DEPARTMENT

ORIGINAL

FOR OFFICE USE ONLY

HALL PERMIT No:_____ DATE & TIME OF SKILL TEST/ORAL INTERVIEW_____.

VENUE: OFFICE OF THE PRL.DISTRICT & SESSIONS JUDGE, DISTRICT COURTS BUILDINGS
COMPLEX, L.B.NAGAR, HYDERABAD 500 074 (OPPOSITE INDOOR STADIUM).

HALL PERMIT

FOR THE POST OF OFFICE SUBORDINATE

NOTIFICATION NO:4/2014 DATED: _____

(To be filled in by the Applicant)

**Recent passport
size photograph
similar to present
appearance duly
attested by the
Gazetted Officer**

1. *Name of the Applicant* :
(In capital letters)
2. *Father's Name* :
3. *Full Address of the Candidate* :
4. *Date of Birth* :
5. *Age as on 01-07-2014* :

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

Signature of the Candidate

*Signature of the Candidate
at the time of Still Test/s
before the Invigilator.*

Instructions to the Candidates:

1. *The candidates should be present at the venue at least half-an-hour before the scheduled time for verification of the original certificates relating to their eligibility.*
2. *The candidates should bring their own bicycles for bicycle riding and tools, spanners, etc, for skill test/s in the relevant skill/s possessed by them.*
3. *Candidates are not entitled to TA or DA for appearing for skill test/s conducted on a day-to-day basis followed by oral interview, which will be at their own cost.*

PRL.DISTRICT & SESSIONS COURT :: RANGAREDDY DISTRICT

JUDICIAL DEPARTMENT

DUPLICATE

FOR OFFICE USE ONLY

HALL PERMIT No:_____ DATE & TIME OF SKILL TEST/ORAL INTERVIEW_____.

VENUE: OFFICE OF THE PRL.DISTRICT & SESSIONS JUDGE, DISTRICT COURTS BUILDINGS
COMPLEX, L.B.NAGAR, HYDERABAD 500 074 (OPPOSITE INDOOR STADIUM).

HALL PERMIT

FOR THE POST OF OFFICE SUBORDINATE

NOTIFICATION NO:4/2014 DATED: _____

(To be filled in by the Applicant)

**Recent passport
size photograph
similar to present
appearance duly
attested by the
Gazetted Officer**

1. *Name of the Applicant* :
(In capital letters)
2. *Father's Name* :
3. *Full Address of the Candidate* :
4. *Date of Birth* :
5. *Age as on 01-07-2014* :

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

Signature of the Candidate

*Signature of the Candidate
at the time of Still Test/s
before the Invigilator.*

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3. *Candidates are not entitled to TA or DA for appearing for skill test/s conducted on a day-to-day basis followed by oral interview, which will be at their own cost.*

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) 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 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/s:

SL.NO.	VILLAGE	TALUQ/MANDAL	DISTRICT	PERIOD
1.				
2.				
3.				
4.				

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

OFFICE SEAL

Station:

Date :

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

APPENDIX-II

CERTIFICATE OF RESIDENCE

(Vide Clause (b) of Para 7 of 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/s, namely;

SL.NO.	VILLAGE	TALUQ/MANDAL	DISTRICT	PERIOD
1.				
2.				
3.				
4.				

**Signature of the Officer of
Revenue Department
(not below the rank of Tahsildar
or Deputy Tahsildar in Independent
Charge of Sub-Taluq)**

OFFICE SEAL

Station:

Date :