

**THE PRL.DISTRICT & SESSIONS COURT,
RANGAREDDY DISTRICT.**

**NOTIFICATION NO. 1474/ADMN/2015 DATED 19.02.2015 FOR
GENERAL RECRUITMENT OF TYPISTS
IN THE A.P. JUDICIAL MINISTERIAL SERVICE.**

Applications are invited from eligible candidates for appointment to 22 posts of Typists (Category-9) in the A.P. Judicial Ministerial Service in the Unit of District Judge, Rangareddy District, by direct recruitment.

The details are as follows:

Name of the Post	Class/Category	Number of Posts	Scale of pay
Typists	OC	9 (3W)	Rs.8,440-24,950 in RPS, 2010
	OC (Low Vision or Blindness)	1(W)	
	OC (Hearing Impaired)	1	
	OC (ESM)	1	
	BC-A	1	
	BC-B	1	
	BC-D	2	
	BC-E	2 (1W)	
	SC	2	
	ST	2	
Total:		22	

NOTE:

Selection of a candidate against BC-E 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 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 TYPIST**" 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 **Registered 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 Intermediate Examination conducted by the State Board of Intermediate Education or its equivalent examination.

Technical Qualifications:

- Must have passed A.P.Government Technical Examination in English Typewriting by Higher Grade.
- Must have knowledge or qualification in computer operations.

Linguistic Qualification:

- *No candidate shall be eligible for appointment to the post of Stenographer Grade-III in the District Judiciary of Ranga Reddy District, if he/she does not possess an adequate knowledge of Telugu and working knowledge of Urdu.*
- *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.*

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.*

Fee:

- *Application/Examination Fee is Rs.200/- (Rupees Two Hundred only) for all candidates, except those who belonging to SC/ST/Ex-Servicemen/Persons with Disability (PWD).*
- *The Application/Examination Fee of Rs.200/- may be remitted in the form of a crossed Demand Draft drawn on any Nationalized/Scheduled Bank in favor of "The Prl. District & Sessions Judge, Rangareddy District at L.B.Nagar, payable at Hyderabad."*
- *The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason.*

Procedure for Selection:

1. *Selection of Candidates for appointment to the posts will be made in three successive stages viz.,*
 - a. *Written Examination (Objective Type) - 50 marks.*
 - b. *Technical Test (Typewriting Speed Test) - 30 marks.*
 - c. *Oral Test/Viva Voce in the shape of interview only - 20 marks.*
2. *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 issued by the Hon'ble High Court.*
3. *Appointment to the posts notified will be as per the instruction contained in para 9 of G.O.(P).No.729, G.A.(SPF-A) Department, dated 01.11.1975.*
4. *Written Test of the standard consistent with the minimum General Educational Qualifications prescribed, i.e. Intermediate, will be held to the posts of Typists on OMR (Technology) basis.*

5. Minimum qualifying marks in the Written Test shall be 40% for O.C. Candidates, 35% for B.C. Candidates and 30% for SC/ST Candidates.
6. Minimum qualifying marks in Technical Test shall be 50% for OCs and 40% for BCs/SCs/STs.
7. Out of total candidates qualified in the Written & Technical Tests, candidates will be called for interview, basing on their merit, in the ratio of 1:10.

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

- i) Certificates of Academic and Technical qualifications, such as Pass Certificates, Marks Memo, T.C., Provisional Certificates, Bona fide Certificates and other certificates to prove their professional skills, if any.
- ii) Marks Memos of the Qualifying Examination, i.e. Intermediate I and II years, should be enclosed to the application form. If not, the application shall be liable for rejection summarily.
- iii) Certificate evidencing Date of Birth, such as, Birth Certificate issued by the Registrar of Births, first page of SSC, etc.
- iv) 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.
- v) Employment Registration Card, if already registered with the Regional Employment Exchange.
- vi) Service Certificate wherever applicable (for Ex-servicemen candidates) containing reasons for retirement voluntary or otherwise.
- vii) Certificate in respect of LOCAL candidates in terms of the Presidential Order 1975, i.e. Study/Bona fide Certificates for four 4 years from 7th Class to 10th 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 Tahasildar 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/hearing 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 reflecting similar features 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.
- 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 Typist".

General Instructions /Conditions:

1. Out of 22 posts notified, 80% of posts i.e 18 posts are reserved for local candidates and 20% of posts i.e 4 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. The candidates who apply for the post of Typists are instructed to bring their **own typewriter for the skill test**.
5. No T.A. or D.A. will be paid to the candidates who appear for the Written Test, Skill Test and Interview.
6. Applications with insufficient or suppressed information, without necessary enclosures and without attestation, will be rejected summarily without furnishing any intimation about it.
7. Applications received after the due date will be rejected summarily.
8. Applications, which were received prior to this Notification, will not be considered.
9. 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.
10. All rights are reserved with the Appointing Authority to reject the applications at any stage.
11. 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.
12. 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. Judicial Ministerial Service Rules and subject to approval by the Hon'ble High Court of Judicature at Hyderabad.
13. Candidates resorting to bringing any sort of influence on the Appointing Authority will be disqualified summarily.
14. 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.
15. Caste/Communal group to which the candidate belongs should invariably be mentioned in the place provided in the application.
16. The applicants are required to furnish their mobile/landline phone numbers and respond to official communication with them from District Court.

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.

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>.

SD/xxx-

**PRL. DISTRICT & SESSIONS JUDGE,
RANGA REDDY 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 in their respective Notice Boards of their respective courts.*
- 2. All the Judicial Officers in the Unit with a request to direct the concerned 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.*

* * *

JUDICIAL DEPARTMENT

PRINCIPAL DISTRICT & SESSIONS COURT:: RANGAREDDY DISTRICT.

APPLICATION FORM

APPLICATION FOR THE POST OF TYPIST

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

2. Father's name :

3. Date of Birth and Age :
(in completed years
as on 01-07-2014)

(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, P/OHC, ESM
(Specify sub group/Caste)

8. Employment Exchange Regd. :
No. & date

9. D.D.No., Name of the Bank :
With Date (original D.D shall be
enclosed)

(Candidates belonging to SC/ST/
Ex.Servicemen/Physically/
Orthopedically Handicapped
are exempted from payment of
Application/Examination fee)

Latest passport
size photograph
duly attested by
the Gazetted
Officer

Contd...2

10. *Educational & Technical Qualifications* :

<i>Examination passed</i>	<i>Name of the Board/University/School</i>	<i>Month & Year of passing with reg. Number</i>	<i>% of marks secured</i>	<i>Division of Pass</i>
<i>VII Class</i>				
<i>S.S.C</i>				
<i>Intermediate</i>				
<i>Bachelor's/Master's of Degree, if any</i>				
<i>A.P. State Board of Technical Examination in; English Typewriting Higher Grade/High Speed Computer qualifications, if any (DCCP/BCA/MCA)</i>				
<i>Any other technical and other qualifications, if any</i>				

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

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

Sl. No.	Class	Academic year of study	Name of the School & Address
1	VII		
2	VIII		
3	IX		
4	X		

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.*

**JUDICIAL DEPARTMENT
PRL.DISTRICT & SESSIONS COURT :: RANGAREDDY DISTRICT**

ORIGINAL

FOR OFFICE USE ONLY

HALL PERMIT No: _____

EXAMINATION CENTRE : _____

EXAMINATION DATE: _____

HALL PERMIT

FOR THE POST OF TYPIST

NOTIFICATION NO: 1474/ADMN/2015, DATED: 19.02.2015

(To be filled in by the Applicant)

Latest Passport
size colour
photograph duly
attested by a
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 Examination
before the Invigilator.*

NOTE: *The candidates should bring their own Typewriter and other material for the Skill Test to be conducted on the date of written examination itself or at a later date which will be intimated to them.*

Instructions to the Candidates:

1. *The candidates should attend the examination hall at least half-an-hour before the commencement of the examination for verification of their Hall permit.*
2. *No candidate will be permitted to enter into the examination hall 15 minutes after commencement of the examination.*
3. *No candidate will be permitted to leave the examination hall till the examination is completed.*
4. *The candidates should make their own arrangements to get a type-writer for the skill test to be conducted immediately after the written examination or at a later date.*
5. *The candidates should bring H.B.Pencils, erasers for the written test. Use of pen/ball pen at the time of written examination is prohibited.*
6. *Use of Cell Phones, carrying books or bags or any other kind of material into the examination hall is prohibited.*
7. *They shall invariably mention Hall Permit Number on the top of the Hall Permit in the space provided thereof.*
8. *The candidates shall not write their names on any page of the answer sheets.*
9. *They shall maintain silence in the examination hall.*
10. *Answer Sheets of the candidates who indulge in malpractices will be rejected summarily.*
11. *Candidates are not entitled to TA or DA for appearing for the examination which will be at their own cost.*

**JUDICIAL DEPARTMENT
PRL.DISTRICT & SESSIONS COURT :: RANGAREDDY DISTRICT**

DUPLICATE

FOR OFFICE USE ONLY

HALL PERMIT No: _____

EXAMINATION CENTRE : _____

EXAMINATION DATE: _____

HALL PERMIT

FOR THE POST OF TYPIST

NOTIFICATION NO: 1474/ADMN/2015, DATED: 19.02.2015

(To be filled in by the Applicant)

Latest Passport size colour photograph duly attested by a 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 Examination
before the Invigilator.*

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9. *They shall maintain silence in the examination hall.*
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11. *Candidates are not entitled to TA or DA for appearing for the examination 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 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 :