

**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE  
AT RAJANNA SIRCILLA**

Dis.No. 79/2023/ADM/DC-RS, Date: 9-1-2023

**:: NOTIFICATION ::**

Sub:- COURTS - FAST TRACK SPECIAL COURT FOR EXPEDITIOUS DISPOSAL OF CASES OF RAPE AND PROTECTION OF CHILD AGAINST SEXUAL OFFENCES (POCSO) ACT AT RAJANNA SIRCILLA – Notification for filling up of certain posts on **Contract** basis - Issued – Reg.

- Ref:-
1. G.O.Ms.No.58, Finance (HRM-II) Department, Dt.19.12.2019
  2. G.O.Ms.No.104, Finance (HRM-II) Department, Dt.30.12.2019
  3. G.O.Rt.No.165, Law (LA & J-Home-Courts A2) Department
  4. Hon'ble High Court ROC No.496/E1/2019, Dt.22.07.2022

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Applications are invited from the eligible candidates and retired employees from Rajanna Sircilla District **up to 5.00 P. M. on 19-01-2023** for filling up the following posts on **contract basis** on consolidated pay as per Rule-9 of the Telangana State and Subordinate Service Rules, 1996, for a period of **Two Years** or at any date before that date or they can be continued till further orders as fixed by the Appointing Authority from time to time in the Fast Track Courts i.e., FAST TRACK SPECIAL COURT FOR EXPEDITIOUS DISPOSAL OF CASES OF RAPE AND PROTECTION OF CHILD AGAINST SEXUAL OFFENCES (POCSO) ACT AT RAJANNA SIRCILLA.

The applications shall be sent in a sealed cover addressed to the **Principal District and Sessions Judge, Rajanna Sircilla**, by-mentioning the name of the post applied for and send the same by way of Ordinary Post/Registered post/courier etc. Applications will not be received directly in person.

Sl. No.	Name of the Post	No. of Posts	Consolidated amount per month.
1.	Senior Superintendent (Head Clerk)	1	Rs.40,000/- p.m (Retired Judicial employees)
2.	Stenographer Gr-III	1	Rs.22,750/- p.m.
3.	Senior Assistant	1	Rs.22,750/- p.m.
4.	Junior Assistant	2	Rs.19,500/- p.m.
5.	Typist	2	Rs.19,500/- p.m.
6.	Driver	1	Rs.19,500/- p.m.
7.	Office Subordinate (Attender)	4	Rs.15,600/- p.m.

**IN CASE OF RETIRED TELANGANA JUDICIAL MINISTERIAL SERVANTS:**

**TERMS AND CONDITIONS FOR RETIRED JUDICIAL EMPLOYEES**

1. Applicants shall be the only persons retired as Members of TJMSS.
2. Applicants shall be the person who have retired in the corresponding or higher categories of Telangana Judicial Ministerial and Subordinate Services
3. Applicants shall be the persons of sound health and active habits.
4. Applicants shall be the persons with proven record of ability, good performance and integrity.
5. Applicants shall be persons who have not received any punishment for any misconduct in disciplinary proceedings while in service.
6. The persons who have not completed 65 years of age and must not have completed 64 years of age as on the date of application.
7. Persons selected have to produce Fitness Certificate and enter into Agreement/contract with the Principal District and Sessions Judge, Rajanna Sircilla on such terms and conditions as the appointing authority deems fit, proper and necessary regarding the conditions of appointment and service and on all other required particulars.
8. The candidates are directed to produce a copy of Retirement proceedings issued by the concerned District Judge or copy of the Pension Payment Order (PPO) issued by the competent authority.

**II**

IN CASE OF NON-AVAILABILITY OF RETIRED MINISTERIAL STAFF OF JUDICIAL DEPARTMENT, THE CANDIDATES FROM OUTSIDE WILL BE CONSIDERED FOR APPOINTMENT.

**THE FOLLOWING ARE THE CONDITIONS IN CASE OF OUTSIDERS FOR THE ABOVE POSTS:**

**AGE LIMIT:**

1. As on 01.07.2022, a candidate must have completed the age of (18) years, and must not have completed the age of (34) years.
2. The relaxation of maximum age limit in respect of candidates of SC/ST/BC/EWS categories is 5 years and in case of candidates with physical disabilities; they shall be given age relaxation of 10 years.

**EDUCATIONAL QUALIFICATIONS:-**

Sl. No.	Name of the Post	Qualification (as per TJMSS Rules, 2018)
1.	Senior Superintendent (Head Clerk)	Must be a Graduate from any recognized University and retired Judicial Employee from the category of Chief Administrative Officer/ Senior Superintendent.

2.	Senior Assistant	<p>Must be a Graduate from any recognized University.</p> <p>Preference shall be given to those who have computer skills.</p>
3.	Stenographer Grade-III	<p>Must be a Graduate from any recognized University and must have passed Telangana Govt. Technical examination English Typewriting by higher grade and must have passed Telangana Govt. Technical examination in English shorthand by higher grade or equivalent examination.</p> <p>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.</p>
4.	Junior Assistant	<p>Must have passed Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification.</p> <p>Must have knowledge or qualification in computer operation.</p>
5.	Typist	<p>Must have passed Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification</p> <p>Must have passed Telangana Government Technical examination in English Typewriting by higher grade qualification or its equivalent examination.</p> <p>Provided that candidates who have passed the examination by the higher grade are not available, those who have passed the examination by the lower grade may be considered.</p> <p>Must have knowledge or qualification in computer operation.</p>
6.	Driver	<p>Must have passed SSC examination or its equivalent examination.</p> <p>Must be able to read and write Telugu and Urdu/Hindi or English</p> <p>Must possess a valid light motor vehicle driving license, issued by competent authority under the</p>

		Motor Vehicles Act, 1988 with practical experience in driving Motor Vehicles for a period of not less than (3) years with endorsement to drive Motor Cycle and Auto Rickshaw.
7.	Office Subordinate	Must have passed any exam between 7 <sup>th</sup> to 10 <sup>th</sup> class or its equivalent examination, but the candidate having higher qualification than 10 <sup>th</sup> class shall not be considered eligible.

### III

#### METHOD OF RECRUITMENT:-

1. There will be a test in Typewriting and shorthand with regard to the technical efficiency for the post of Stenographer Grade-III and Typist and the qualified candidates will only be called upon for oral interview.
2. In the event of more than 20 applications received from the outsiders for the post of Senior Assistant, Junior Assistant and Office Subordinates, such applications will be shortlisted on the basis of marks obtained in the qualifying examination as per rules and the qualified candidates will be called for oral interview.

#### ATTESTED COPIES OF DOCUMENTS TO BE ENCLOSED TO THE APPLICATION:

- a) Certificate of academic qualifications such as marks lists, pass certificate provisional certificate, testimonials, and other certificates to prove their technical efficiency.
- b) Date of birth certificate.
- c) Community Certificate in case of candidates of SC/ST/BC/EWS categories issued by the Competent Authority.
- d) Employment Registration Card.
- e) Certificate in respect of Local/non-local candidature in terms of Presidential Order, 2018.
- f) **Two self-addressed registered Postal covers with acknowledgment worth of Rs.25/- or as fixed by the Postal Department with RPAD.**
- g) **Candidates/Applicants must fill Two Hall Tickets/Call letters i.e. original and duplicate.**



### IV

#### GENERAL INSTRUCTIONS:

1. This notification is made to fill up the posts from the Retired employees of Judicial Department. In case of non-availability of the said employees, persons from outsiders will be considered.
2. The candidates will be appointed only on Contract basis as per Rule - 9 of Telangana State and Subordinate Service Rules, 1996 for a period of Two years or on any date before that date or they can be continued till further orders as fixed by the appointing

authority from time to time on executing a Deed of Agreement at the time of making their appointment.

3. In case of Retired Employees, the monthly amount shown above shall be in addition to the terminal benefits from his previous employment.
4. In case of retired employees, the provisions contained in Telangana Civil Service (Conduct) Rules, 1964 and Telangana Pension Code shall be applicable mutatis mutandis.
5. No other service rules shall be applicable other than noted above.
6. Applications received **after 5.00 PM on 19-01-2023** will not be accepted.
7. The contract appointment shall automatically ceases to be in operation unless a fresh proposal is made and fresh contract is entered into.
8. For all the posts those who are having Higher academic and technical qualifications will be given due consideration.
9. No T.A. and D.A. will be paid for the journey performed in connection examinations/skill test, oral interview and for appointment.
10. Applications with insufficient information will be summarily rejected.
11. Applications received after the stipulated date time will not be accepted.
12. No correspondence will be entertained in any respect.
13. Candidates resorting to bring influence of any kind will be disqualified summarily.

  
 PRINCIPAL DISTRICT AND SESSIONS JUDGE,  
 RAJANNA SIRCILLA 

To

1. All the Judicial Officers in the Unit with a request to cause display of the notification on the Notice Boards of their respective Offices for wide publicity.
2. The Collector & District Magistrate, Rajanna Sircilla, with a request to cause display of the notification on the Notice Boards of their respective offices for wide publicity.
3. The District Employment Officer, Rajanna Sircilla.
4. The In-charge of eCourts, Rajanna Sircilla, with instructions to upload the Notification in the Official Website.
5. The Notice Board of District Court, Rajanna Sircilla.

## APPLICATION FOR THE POST OF \_\_\_\_\_

**Ref:** District Court Rajanna Sircilla Notification in Dis.No. /2023/ADM/DC-RS, Dt.9.1.2023

**PROFORMA**

Affix latest  
passport size  
photograph  
duly attested  
by Gazetted  
Officer

1. Full Name of the Applicant :
2. Father's /Husband's Name :
3. Date of Birth :
4. Age (as on 01.07.2022) :
5. Caste/ Category :
6. Gender :
7. Nationality :
8. Religion :
9. Educational Qualifications :
10. a) Academic
- b) Technical
- c) Other (if any)
11. Previous Experience if any :
12. Local/ Non Local :
13. Permanent Address :
14. Address for correspondence :
15. Mobile Number :

**FOR RETIRED JUDICIAL EMPLOYEES:**

16. Date of Retirement :
17. Copy of Retirement Proceedings :  
/PPO to be enclosed
18. Any punishments awarded :  
during service, if yes to be noted

**DECLARATION**

I solemnly declare that the above information submitted by me is true and correct to the best of my knowledge. If any information submitted by me is found to be false, action may be taken against me.

Place:

Date:

Signature of the applicant.

**PRINCIPAL DISTRICT AND SESSIONS COURT, RAJANNA SIRCILLA.**

**HALL TICKET FOR THE POST OF**  
**NOTIFICATION DIS. NO. /ADM/DC-RS/2023, Dt.9-1-2023**

**ORIGINAL****(FOR OFFICE USE ONLY)**

Hall Ticket No. :

Examination Centre: Court Complex, Prl. District and Sessions Court, Rajanna Sircilla.

Examination Date : \_\_\_\_\_

**(TO BE FILLED BY THE APPLICANT)**1. Name of the Applicant :  
(In Capital letters)

2. Father's Name/Husband's Name:

3. Date of birth and age :  
(as on 01.07.2022)4. Address of the Candidate :  
(With mobile number)5. Identification Marks :1. \_\_\_\_\_  
2. \_\_\_\_\_

AFFIX LATEST  
 PASSPORT SIZE  
 PHOTOGRAPH DULY  
 ATTESTED BY A  
 GAZETTED OFFICER

Signature of the Candidate  
 (to be signed at the time of  
 Examination before the invigilator)

Pr. District and Sessions Judge,  
 Rajanna Sircilla

**INSTRUCTIONS TO CANDIDATES:**

1. The candidate is required to affix a passport size photograph in the space provided in the call letter duly attested by a Gazetted Officer.
2. The candidates are required to report to examination venue as per the reporting time mentioned above as certificate verification will start after the reporting time.
3. The candidates should bring all the original certificates in proof of their date of birth, qualifications, caste, local status and working experience, etc., as specified in the Notification
4. In case of candidates applied for the post of Office Subordinate (Attender) are required to bring necessary certificate in proof of their having special skills if any such as cooking, carpentry, painting, electrical and plumbing, etc.
5. Candidates are required to bring 2 sets of attested photocopies of all the certificates.
6. Physically Handicapped candidates have to bring their medical certificate issued by the Medical Board, showing the nature of disability and percentage of disability.
7. Candidates shall produce their call letter at the entrance of the venue along with original identity proof such as Aadhar Card/PAN Card/Driving licence etc, failing which the candidates will not be allowed to attend the Oral Interview.
8. Candidate shall sign on the attendance sheet.
9. Authority will not make any arrangement for safe custody of any articles/things carried by the candidates and they shall make their own arrangements.
10. Candidates are expected to behave in orderly and disciplined manner while taking the oral examination. The candidature will be rejected in such cases, in case of impersonation/disorder/Rowdy behavior during the oral interview/examination.
11. The candidates are hereby informed that bringing any sort of influence on the Appointing Authority will be treated as disqualification and his/her candidature will be summarily rejected.
12. No T.A. or D.A. will be paid for attending the examination/oral interview.

Sd/-  
Prl. District & Sessions Judge,  
Rajanna Sircilla.



**PRL. DISTRICT AND SESSIONS COURT, RAJANNA SIRCILLA.****HALL TICKET FOR THE POST OF****NOTIFICATION DIS. NO. /ADM/DC-RS/2023, Dt.9-1-2023****DUPLICATE****(FOR OFFICE USE ONLY)**

Hall Ticket No. :

Examination Centre : Court Complex, Prl. District and Sessions Court, Rajanna Sircilla.

Examination Date :

\_\_\_\_\_

**(TO BE FILLED BY THE APPLICANT)**1. Name of the Applicant :  
(In Capital letters)

2. Father's Name/Husband's Name:

3. Date of birth and age :  
(as on 01.07.2022)4. Address of the Candidate :  
(With mobile number)

5. Identification Marks

:1. \_\_\_\_\_

2. \_\_\_\_\_

AFFIX LATEST  
PASSPORT SIZE  
PHOTOGRAPH DULY  
ATTESTED BY A  
GAZETTED OFFICERSignature of the Candidate  
(to be signed at the time of  
Examination before the invigilator)**Pr. District & Sessions Judge,**  
**RAJANNA SIRCILLA**  
Appointing Authority  
(Pr. District Judge, Rajanna Sircilla)

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Rajanna Sircilla.