

OFFICE OF THE PRINCIPAL DISTRICT JUDGE, WARANGAL.

AW-E/Dis.No.6781

Dated: 03/09/2015

NOTIFICATION FOR GENERAL RECRUITMENT

*(as per orders of the Hon'ble High Court vide
ROC. No; 1069/2014-RC, Dated: 12/2/2015).*

Applications are invited upto 5:00 pm of **03/10/2015** in the prescribed format appended hereto, from the eligible candidates for appointment to **(11) posts of Office Subordinates** by direct recruitment in the Unit of the PRL District Judge, Warangal, under A.P. Last Grade Services

Applications shall be addressed to : **THE PRL. DISTRICT JUDGE, WARANGAL.**

Last date for receipt of applications is : 5.00 pm of **03/10/2015**

The vacancy position, class or category-wise and pay are as follows:-

Class or Category	No. of Vacancies		Scale of Pay (under RPS, 2010)
OC	04 Posts	02 - Blindness or low vision 01 - Open 01 - Hearing impaired (Women)	Rs.6700 -20110
BC	04 Posts	03 - BC - E (out of which one post of BC- E (Women) 01 - BC-A (Women)	
SC	02 Posts	02 Posts (one post to SC (Women)	
ST	01 Post	01 - ST (Women)	

Total No. of Posts notified : (11)

NOTE:

Selection and appointment of a candidate against BC-E & BC-E(Woman) vacancy will, however, be subject to result of Civil Appeal Nos.2628 and 2637 of 2010 pending before the Hon'ble Supreme Court of India.

THE LAST DATE FOR RECEIPT OF APPLICATIONS IS ON OR BEFORE 03/10/2015 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 Judge, District Court Complex, Subedari, Hanamkonda, Warangal District – 506001.

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 Inward / Outward Section of Prl. District Court, Warangal

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 vehicle with a valid driving license, carpentry, cooking, electrical, painting, plumbing, washing & ironing, domestic help, etc, supported by 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 01.07.2015.
- 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:

- That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.
- 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.

- a) 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.
- b) 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.
- c) Certificate evidencing Date of Birth, such as, Birth Certificate issued by the Registrar of Births, etc.
- d) 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.
- e) Employment Registration Card, if already registered with the Regional Employment Exchange.
- f) Service Certificate wherever applicable (for Ex-servicemen candidates) containing reasons for retirement voluntary or otherwise.
- g) 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.
- h) 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.
- i) Any other relevant certificates.
- j) 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 Tickets-Original and Duplicate.
- k) Self addressed envelope (duly stamped for Registered Post with Acknowledgment Due) for dispatch of Hall Ticket for skill test/s and oral interview/viva voce.

- l) The application should be addressed to "The Prl. District Judge, District Court Complex, Subedari, Hanamkonda, Warangal 506001", superscribed as "Application for the post of Office Subordinate"

General Instructions /Conditions:

- 1) Out of 11 posts notified, 80% of posts are reserved for local candidates and 20% of 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, Warangal 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.
- 17) A copy of the Notification, Application Form, Hall Ticket and Proforma of Residential Certificate could be downloaded from the District Court's official website <http://ecourts.gov.in/warangal>.

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.


Principal District Judge,
Warangal 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, Warangal.

Copies to:

1. The Collector & District Magistrate, Warangal .
2. The Revenue Divisional Officers, Warangal .
3. The District Employment Officer, Warangal.
4. The Public Relations Officer, Warangal. with a request to ensure publication of the 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 information.

OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: WARANGAL.

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 as on 1-7-2015 :

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

(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 number 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)

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 Tickets; 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.

OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: WARANAGAL

JUDICIAL DEPARTMENT

ORIGINAL

FOR OFFICE USE ONLY

HALL TICKET No: _____

DATE & TIME OF SKILL TEST/ORAL INTERVIEW _____.

VENUE: OFFICE OF THE PRL.DISTRICT COURT, DISTRICT COURTS COMPLEX,
SUBEDARI, HANAMKONDA, WARANGAL - 506001.

HALL TICKET

FOR THE POST OF OFFICE SUBORDINATE

NOTIFICATION NO: DC-WGL/AW/DIS.NO:6781, DATED: 03/09/2015

(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 01-07-2015 :

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 Skill 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.*

OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: WARANGAL

JUDICIAL DEPARTMENT

DUPLICATE

FOR OFFICE USE ONLY

HALL TICKET No: _____

DATE & TIME OF SKILL TEST/ORAL INTERVIEW _____

VENUE: OFFICE OF THE PRL.DISTRICT COURT, DISTRICT COURTS COMPLEX,
SUBEDARI, HANAMKONDA, WARANGAL - 506001.

HALL TICKET

FOR THE POST OF OFFICE SUBORDINATE

NOTIFICATION NO : DC-WGL/AW-E/DIS. NO:6781, **DATED: 03/09/2015**

(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 01-07-2015 :

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.

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, 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 four 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.

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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 :