

**JUDICIAL DEPARTMENT**  
**DISTRICT COURT: VISAKHAPATNAM**

Notification No. /2014

Date: - -2014

**APPLICATION FORM**

**APPLICATION FOR THE POST OF : OFFICE SUBORDINATE (ATTENDER)**

PHOTO  
ATTESSTED BY  
THE GAZETTED  
OFFICER

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

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

3. Sex (Male/female) :

4. Date of Birth and age :  
(Xerox copy of certificate should be  
Enclosed )01.07.2014

5. Married/unmarried :

6. Address for correspondence :  
( with phone Number)

7. Permanent Address :

8. Whether belongs to Category: :

a) SC :

b) ST :

c) BC ( A/B/C/D/E) :

d) OC :

9. Whether belongs to Physically handicapped  
Category (specify nature,% and enclose  
a copy of certificate to that effect) :

Nature

Percentage

i) Blindness or  
low vision

\_\_\_\_\_

ii) Hearing Impaired

\_\_\_\_\_

iii) Locomotor disability  
or Cerebral palsy.

\_\_\_\_\_

10. Village, Mandal District which  
the applicant belongs and  
Particulars of residence for the last  
5 years. :

11. 7<sup>th</sup> class Marks list must be enclosed and show the total marks and  
percentage (%) if not, application will be rejected summarily.

**12. Educational qualifications:**

Examination passed	Name & full address of the school	Month & year of passing
IV Class		
V Class		
VI Class		
VII Class		

**13. Technical Qualifications:**

14. Previous Experience if any:

15. Special Skills if any, such as Cooking, Driving, Carpentry, Electrical, Plumbing, Painting, Plumbing Etc.,

16. Local Employment Exchange Registration Number with date of last renewal. :

17. Involved in any criminal cases (if yes, give details thereof) :

18. Local/Non-local (with proof) :

19. Study certificates from IV to VII : enclosed/ not enclosed.

**DECLARATION**

I hereby declare that all the entries/statements made in application are true complete 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 selection action can be taken against me by the authority.

I further declare that I fulfil all the conditions of eligibility regarding the age limit/education qualifications/ Case etc., prescribed for the post to which I am applying.

Station:

SIGNATURE OF THE APPLICANT

Date:

**CHECK LIST****Whether the following copies of documents enclosed:**

- |   |        |
|---|--------|
| 1. 7 <sup>th</sup> class Mark List                                  | yes/No |
| 2. Other Technical Certificates (i.e., electrical, cooking, or any) | Yes/No |
| 3. Study certificates from IV to VII Class                          | Yes/No |
| 4. Caste Certificate.   | Yes/No |
| 5. Employment card  | Yes/No |
| 6. Nativity Certificate/Residence Certificate.                      | Yes/No |

**APPENDIX - I**

**CERTIFICATE OF RESIDENCE**

(Vide Sub-clause (ii) of Cluse (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 Class/Intermediate** 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 first 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/places:

Sl. No.	VILLAGE	TALUQ/MANDAL	DISTRICT	PERIOD

OFFICE SEAL

Station:

Date:

Signature of the Of the Officer  
of Revenue Department (not  
below the rank of Tahsildar or  
Deputy Tasildar in Independent  
charge of Sub-Taluq)

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

**APPENDIX - II**

**CERTIFICATE OF RESIDENCE**

(Vide Sub-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/places, namely,

Sl. No.	VILLAGE	TALUQ/MANDAL	DISTRICT	PERIOD

OFFICE SEAL

Station:

Date:

Signature of the Of the  
Officer of Revenue  
Department (not below the  
rank of Tahsildar or Deputy  
Tasildar in Independent  
charge of Sub-Taluq)

**OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE, VISAKHAPATNAM**  
**CALL LETTER FOR THE POST OF OFFICE SUBORDINATE (ATTENDER) (ORIGINAL)**

Hall Ticket No.

1.	Name of the Candidate	:		Passport size photo duly attested by the Gazetted Officer to be affixed
2.	Father's Name	:		
3.	Address for Correspondence	:		
4.	Date & Time of Interview	:		
5.	Centre	:		
	Signature of the Candidate	:		Signature of the Administrative Officer, Prl. District Court, Visakhapatnam

(Note: Items 1 to 3 shall be filled by the candidate)

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**OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE, VISAKHAPATNAM**  
**CALL LETTER FOR THE POST OF OFFICE SUBORDINATE (ATTENDER) (DUPLICATE)**

Hall Ticket No.

1.	Name of the Candidate	:		Passport size photo duly attested by the Gazetted Officer to be affixed
2.	Father's Name	:		
3.	Address for Correspondence	:		
4.	Date & Time of Interview	:		
5.	Centre	:		
	Signature of the Candidate	:		Signature of the Administrative Officer, Prl. District Court, Visakhapatnam

(Note: Items 1 to 3 shall be filled by the candidate)