

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, VISAKHAPATNAM.**

**Notification No.01/2014**

**DATE: 17-11-2014**

Applications are invited from the eligible candidates for appointment to the posts of **OFFICE SUBORDINATES (ATTENDERS)** in A.P.Last Grade Services in the Unit of District & Sessions Judge, Visakhapatnam, by Direct Recruitment.

**ABSTRACT OF VACANCIES**

Name of the post	Class/Category	Number of posts.	Roster Points	Scale of pay Rs.
<b>OFFICE SUBORDINATE (ATTENDER)</b>	<b>OC</b>	41 (14 posts for women)	23(W), 26, 27 (SC compensated to OC), 28, 30(W), 32, 34(W), 36, 37, 38(W) 40, 42, 46, 48, 50(W), 51, 53, 55(W), 57, 59(W), 61, 63, 65(W), 67, 71(W), 73, 76, 78(W), 80, 82, 84(W), 86, 88, 90(W), 92, 96(W), 98, 100 in VI CYCLE and 1(W), 3, 5 in VII CYCLE	<b>6700-20110</b>
	<b>OC</b> (Low vision or Blindness)	1 post (for woman)	6 (W) in VII CYCLE	
	<b>OC</b> (Hearing Impaired)	1	31 in VI CYCLE	
	<b>OC</b> (Locomotor Disability and Cerebral Palasy)	01 post (for woman)	56 (W) in VI CYCLE	
	<b>BC- A</b>	5 (2 posts for women)	45(W), 54,70,79 in VI CYCLE and 4(W) in VII CYCLE	
	<b>BC-B</b>	9 (3 posts for women)	24,35, 49 (W), 60,74, 81(W), 85, 95, 99(W) in VI CYCLE	
	<b>BC-D</b>	5 ( 1 post for woman)	43, 64(W), 68,89,93 in VI CYCLE	
	<b>BC-E</b>	4 ( 1 post for woman)	19 (W), 44,69,94 in VI CYCLE	
	<b>SC</b>	13 (5 posts for women)	22(W), 41, 47(W), 52,62, 66(W), 72,77, 87(W), 91, 97 in VI CYCLE and 2 (W), 7 in VII CYCLE	
	<b>ST</b>	5 ( 1 post for woman)	25, 33, 58(W), 75,83	
<b>Total:</b>		<b>85 posts</b>		

**NOTE:** *The selection/appointment of the candidate belonging to BC-E Group is subject to result of the Civil Appeal No.2628 to 2637/2010 on the file of Hon'ble Supreme Court of India.*

The applications should be addressed to

**The Principal District Judge,  
Visakhapatnam - 530 002.**

Last date for receipt of applications is :

20-11-2014 Up to 5.00 PM

The applications shall be in the prescribed pro-forma enclosed hereto and to be sent to the above address, by a Registered post with ack., due or through courier service with ack., and should mention the name of the post applying and the Notification date on the envelop cover. No application will be received directly.

1. **Educational Qualifications required.**

i) Must have passed **7<sup>th</sup> class.**

ii) Must be able to ride a bicycle.

iii) No person shall be eligible for appointment to the post of Office Subordinate ( Attender) in the District Judiciary of Visakhapatnam unless he/she is able to read and write Telugu language.

**AGE LIMIT:**

The candidate must have completed the age of 18 years and must not have completed the age of 34 years of age as on 01.07.2014.

The age relaxation of maximum age limit in respect of SC/ST/& BCs is 5 years and 10 years in respect of candidates of Physically Handicapped Candidates.

Relaxation of maximum age limit for Ex-Service Men will be as per Rule 12(1) (c ) (i) of A.P. State and subordinate service Rules 1996.

**METHOD OF RECRUITMENT:**

i) Appointment to the posts notified will be made only on the basis of Presidential Order to the extent it applies and subject to Rule of reservation and guidelines prescribed by the Hon'ble High Court.

ii) **Oral Interview.** (the candidate will have to appear for an oral interview on a date to be intimated later).

ii) No person shall be eligible for appointment for service by direct recruitment unless, he/she satisfy the following viz.,

a) that he/she is of sound health, active habits and free from any bodily defects or infirmity rendering him/her unfit for the service.

b) that his/her character and antecedents are such as would not disqualify for the service.

**ATTESTED COPIES OF DOCUMENTS SHOULD BE ENCLOSED TO THE APPLICATION**

1. Certificates of **Academic qualifications** such as marks list, Pass Certificate, Provisional certificate and other testimonials, T.C., Study Certificates from IV to VII Class and Conduct Certificates etc.,
2. Marks list of qualifying examination i.e., 7<sup>th</sup> class should be enclosed to the application form. If not, the application form shall be rejected summarily even without registration.
3. Certificate evidencing Date of Birth.
4. Latest Community Certificate (issued by the authority not less than the rank of MRO) in the cases of reserved category and the certificates shall show specifically the classification of group.
5. Live Employment Registration Card.
6. Service Certificate wherever applicable (for Ex-servicemen candidates).

✈ Certificate in respect of Local/Non-local candidature in terms of Presidential Orders, 1975 i.e., study certificates of IV to VII Classes to be enclosed to the application (or) in case, if they have not studied, in any institution, in the District during the said period of four years, Residence Certificate, from the concerned M.R.O. for four years preceding the years of qualifying examination in Annexure-I in terms of G.O.Ms.No.729, GAD,(SPF-A) Dept., dt.01.11.1975. If the certificates in proof of Local/Non-local candidature are not in accordance with these instructions, the applications will be rejected.

7. Any other relevant certificates.
8. In case of physically handicapped candidates, the certificates issued by the Medical Board specifying the nature of disability and percentage of disability should be enclosed.
9. A self addressed registered postal cover duly stamped with acknowledgment Worth Rs. 30/- or as fixed by the postal authorities for Registered post with acknowledgement due.
10. Three recent (colour) passport size photographs of the individual, one is to be affixed at the top of the application in the space provided and other two photos are to be affixed on the call letter/hall ticket in the space provided.

**N.B.** *1. The particulars furnished by the applicant in the application form will be taken as final, and data entry processed, based on these particulars only by Computer, Candidates should, therefore, be very careful in submitting the application form.*

*2. Incomplete/incorrect application form will be summarily rejected. The information if any furnished by the candidate subsequently will not be entertained by the institution under any circumstances, applicants should be careful in filling up the application form and submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she found eligible for recruitment process or even at a later stage.*

*3. No relevant column of the application should be left blank; otherwise application will not be accepted.*

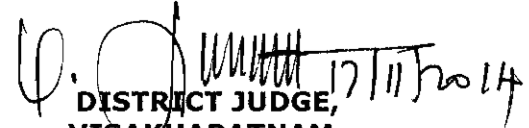
*4. Date of oral interview will be announced later through source of media and candidates are instructed be alert in this regard.*

#### **GENERAL INSTRUCTIONS:**

1. The employees appointed after **01.09.2004** will be covered by the Contributory Pension Scheme only and that the existing Pension scheme as per Andhra Pradesh Revised Pension Rules, 1980 will not be applicable to them as per G.O.Ms.No.653, 654 and 655 Finance (Pen-I) Department Dated 22.9.2004 issued by the Government.
2. Applications with insufficient information, without necessary enclosures and which are not in the prescribed form will be summarily rejected and will not be informed.
3. Applications received prior to this Notification and received after the due date and time will not be entertained.
4. Appointments will be made only on the basis of Presidential Orders issued under Article 371-D of the Constitution of India and subject to Rule of reservation.
5. No T.A. will be paid for the journey performed in connection with the recruitment.
6. Mere applying will not give any right to any candidate to be called for oral interview.
7. Selection to the posts will be made as per the guidelines issued by the Honb'le High Court of A.P., and A.P. Last Grade Service Rules and subject to approval by the Honb'le High Court of Judicature at Hyderabad. Preference will be given to the

candidates who possessed special skills such as driving, cooking, carpentry, electrical etc.,

8. This office is not responsible for any postal delay and no correspondence will be entertained in any respect.
9. Candidates resorting to bring influence of any kind will be disqualified summarily.
10. The appointing authority reserves the right to cancel or otherwise the notification without assigning any reasons.
11. Out of 85 posts of Office Subordinates, 80% of posts i.e., 68 posts are reserved for local candidates and 20% of posts i.e., 17 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.

  
**DISTRICT JUDGE,  
VISAKHAPATNAM.**

To

1. The Registrar General, High Court of A.P., Hyderabad, for favour of information.
2. The Registrar (Recruitment), High Court of A.P., Hyderabad, for favour of information.
3. All the District & Sessions Judges in the State of A.P., for information and with a request to cause affixture of the same on the notice board of their respective courts.
4. All the Judicial Officers in the District for causing affixture of the same on the notice board of their respective courts.
5. The District Collector, Visakhapatnam with a request to display on the Notice Boards and also mark the Notification to the concerned authorities in the entire District for publication of the same on the Notice Boards of such authorities for the purpose of wide publicity.
6. The District Employment Officer (Clerical), District Employment Exchange, Visakhapatnam.
7. The District Employment Officer (Technical), District Employment Exchange, Visakhapatnam.
8. The Employment Officer, ITDA, Paderu.
9. The District Public Relation Officer, Visakhapatnam with a request to publish the Notification on the Notice Boards attached to his office as well as information centres located at various places in Visakhapatnam District and also with a request to release the Notification as Press Release to both Print and Electronic Media and furnish the relevant publications made for record at this end.
10. The Deputy Director, Social Welfare Department, Visakhapatnam with a request to display on the Notice Boards of all Educational Institutions and Hostels run and Managed under their control for wide publicity.
11. The Executive Director, Schedule caste cooperative society limited, Visakhapatnam District with a request to display on the Notice Boards of all Educational Institutions and Hostels run and managed under their control for wide publicity.
12. The Station House Officer, All India Radio, Visakhapatnam, with a request to broadcast the Gist of the notification.
13. The Chairman, Zilla Grandhalaya Samstha, Visakhapatnam with a request to display on the notice boards and also to mark the notification in all the libraries in the Visakhapatnam District for publication of the same on the notice boards of such libraries.
14. All the Bar Associations in Visakhapatnam District with a request to display on the Notice Board of their Bar Associations.
15. The Chairman and Secretary, Zilla Parishad, Visakhapatnam with a request to display on the Notice Boards of all institutions and Hostels run and managed under his control for wide publicity.
16. The District Educational Officer, Visakhapatnam, with a request to display on the Notice Boards of all institutions run under his control in the entire District for wide publicity.
17. The District Tribal Welfare Officer, Visakhapatnam for causing affixture of this Notification on the Notice Board of his office and also request to mark the Notification to all the offices run under his control in the entire District for wide publicity.
18. The Notice Board of District Court, Visakhapatnam.

DB. NO: 8666  
17-11-14