

**NOTIFICATION**

Applications are invited **exclusively from local women candidates** for appointment to the one post of **Typist** against Roaster Point 10 (I-Cycle) earmarked to **Backward Class – B (Women)** in the A.P. Judicial Ministerial Services in the Unit of District Judge, Vizianagaram, in the prescribed proforma duly enclosed the required documents to reach the office of the undersigned on or before **15-07-2016** (not later than 5.00 P.M.)

The applications should be : **The District Judge,**  
addressed in the name of **Vizianagaram.**  
Last Date of Receipt of Application : 15-07-2016 (upto 5.00 p.m.)

SL.No	Category of Post	Classes/ Categories	No. of Posts	Scale of pay
1.	<b>Typist</b>	BC-B (Women)	01 (Women)	Rs.16400-49870
		<b>Total:</b>	<b>01</b>	

**1. Educational Qualifications:-**

- Must have passed intermediate examination conducted by the State Board of Intermediate Examination or any equivalent.
- Must have passed Andhra Pradesh Government Technical Examination in English Typewriting by Higher Grade qualification.
- "No candidate shall be eligible for appointment to the post of Typist, in the District Judiciary of Vizianagaram, if she does not possess an adequate knowledge of Telugu Language".

**Must have knowledge or qualification in Computer Operation.**

**2. No person shall be eligible for appointment to the service under A.P.J.M.S Direct recruitment unless she satisfied with the following namely:**

- that she is of sound health, active habits and free from bodily defects or infirmity making her unfit for the service.
- that her character and antecedents are such as would not disqualify for the service.

**3. AGE LIMIT :**

- that the candidates has to complete the age of **18 years** and should not have completed **39 years** of age as on **01-07-2015** in which the notification for the selection is made.
- The maximum age limit in respect of physically handicapped candidate is 10 years relaxable as per existing rules. However, the age relaxation in respect of Ex-Servicemen candidates is fixed as per Rule 12(1)(c)(i) of A.P. State and Subordinate Service Rules, 1996.

**4. Application Fees:**

A Crossed Demand Draft for Rs.200/- (Rupees Two hundred only) drawn in favour of the District Judge, Vizianagaram towards examination fees to be conducted on O.M.R basis (Technology) shall have to be enclosed to the application. However, no fee is required for the candidates belonging to Physically Handicapped/Ex-servicemen categories. The examination will be conducted on O.M.R. basis (Technology), if the applicants are more than 200. The written test will be conducted in objective type.

However, the amount collected towards application/examination fee will not be refunded if the application of the candidates is rejected for any reason.

**5. COPIES OF DOCUMENTS TO BE ENCLOSED TO THE APPLICATION**

- i) Certificate of academic, such as marks list, provisional certificate, pass certificate, testimonials and other certificates to prove their professional skills, if any,
- ii) Certificate evidencing date of birth;
- iii) Community Certificate BC "B" (issued by the competent authority) physical disability / Ex-Servicemen certificate issued by the competent authority (for those claiming reservations and age relaxations
- iv) Employment Exchange Registration card;
- v) Any other relevant certificates;
- vi) Certificate in respect of local/non local candidature in terms of presidential orders 1975 i.e. study certificate for four (4) years from 7<sup>th</sup> Class to 10<sup>th</sup> Class, Or in case they have not studied in any Institution during the above period of four years, residence certificate, obtained from the concerned M.R.O. for four years preceding year of passing 10<sup>th</sup> class (SSC) examination in Annexure I is to be submitted 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;
- vii) Study certificates of VII to X Classes have to be enclosed.
- viii) A Self addressed registered postal cover duly stamped with acknowledgment;
- ix) A recent passport size photograph of the individual duly attested by the Government Gazetted Officer.

**6. GENERAL INSTRUCTIONS:-**

- i) Appointments will be made only on the basis of presidential orders issued under Article 371 D of the Constitution of India;
- ii) Applications are to be submitted in the Proforma enclosed herewith and applications received in any other format will be summarily rejected;
- iii) The written test is for 50 marks, 30 marks for practical test and 20 marks for Viva-voce. The minimum pass marks in written test is 35%. In practical test minimum of 40% should be secured to become eligible for Viva-voce Test.

**Interview :**

Interview Card will be sent to 10 candidates from top of Gradation List through e-mail to the address furnished by the candidates in the application.

- iv) No T.A. will be paid for the journey performed in connection with the recruitment;
- v) The candidate who appointed in the existing vacancy will be covered under Contributory Pension Scheme only and that the existing Pension Scheme as per A.P. Revised Pension Rules 1980 will not be applicable to her.
- vi) Mere applying for the posts of any will not give any right to claim of any person calling for either Written test/ Interview as the case may be

- vii) The applications received in between the date of Notification issued and the last date given there for will alone be considered.
- viii) Applications with in-sufficient information if any, will summarily be rejected.
- ix) Those applications which do not contain necessary enclosures required under notification will also be rejected.
- x) Those applications, which are received either prior to notification or expiry date will summarily be rejected.
- xi) Selection for the notified Posts will be made as per the guidelines issued from time to time and subject to approval by the Hon'ble High Court of Andhra Pradesh, Hyderabad.
- xii) The office will not be held responsible for any postal/courier delays.
- xiii) The District Judge, Vizianagaram is the competent authority to take any decision and such decision in any aspect with respect to the recruitment under this Notification will be final.
- xiv) A candidate resorting to bring any influence of any kind will be disqualified summarily.
- xv) The candidates are directed to bring their own typewriters for transcription. No typewriter will be provided by this office.

Dis No. 3417  
dt 22-6-2016



**PRINCIPAL DISTRICT JUDGE,  
VIZIANAGARAM.**

To:

1. The Registrar (Recruitment), High Court of Andhra Pradesh, Hyderabad with covering letter.
2. The Presiding Officers of all Courts in the District, with a direction to affix the Notification with enclosures in the Notice Boards in their respective Courts
3. All the District Judges in the state, with a request to display in the Notice Board of their Courts along with their Subordinate Courts in the respective Districts.
4. The District Collector, Vizianagaram, with a request to display in the Notice Board and also to mark the Notification of the concerned Authorities in the entire District for publication of the same on the Notice Boards of such authorities for the purpose of vide publicity.
5. The Deputy Director, Social Welfare Department, Vizianagaram, with a request to display the Notification on the Notice Boards of all Educational Institutions and Hostels, run and managed under his control for vide publicity.
6. The Executive Director, Scheduled Caste Co-Operative Society Limited, Vizianagaram, with a request to display on the Notice Boards of all Educational Institutions and Hostels, run and managed under his control for vide publicity.
7. The Executive Director, District Backward Class Service Co-Operative Society Limited, Vizianagaram, with a request to display on the Notice Boards of all Educational Institutions and Hostels, run and managed under his control for vide publicity.

8. The District Tribal Welfare Officer, Vizianagaram with a request to display on the Notice Boards of all Educational Institutions and Hostels, run and managed under his control for vide publicity.
9. The District Public Relation Officer, Vizianagaram, with a request to publish the Notification on the Notice Boards attached to his Office as well as Information Centers located at various places in the Vizianagaram District and also with a request to release Notification as "**Press release**" to both print and electronic media.
10. The Station Director, All India Radio, Visakhapatnam.
11. The Chairman and the Secretary, Zilla Grandhalaya Samstha, Vizianagaram, with a request to publish in the notice boards and also to make the notification in all the Libraries in the Vizianagaram District for publication of the same on the Notice Boards of such Libraries.
12. All the Bar Associations in the District, with a request to display in the Notice Boards
13. The Chairman, Zilla Parishad, Vizianagaram with a request to to display on the Notice Boards of all Educational Institutions and Hostels, run and managed under his control for vide publicity.
14. The District Educational Officer, Vizianagaram, with a request to display on the Notice Boards of all Institutions, run under his control the entire District vide publicity.
15. The District Employment Officer, Vizianagaram
16. The Notice Board, District Court, Vizianagaram.
17. The Stöck File.

JUDICIAL DEPARTMENT  
DISTRICT & SESSIONS COURT, VIZIANAGARAM

**APPLICATION FORM**

AFFIXE A  
LATEST PASSPORT  
PHOTO ATTESTED  
BY THE GAZETTED  
OFFICER

- APPLICATION FOR THE POST OF :
1. Name of the applicant (in capital letters) :
  2. Father's Name/Husband's Name :
  3. Date of birth and age (as on 01.07.2015) :
  4. Address for correspondence :
  5. Permanent address :
  6. e-mail ID :
  7. Whether belongs to category  
Backward Class Group C/Ex-Servicemen/  
Physically Handicapped :
  8. Local Employment Exchange Regd. No.  
and date. :
  9. Educational Qualifications :
  10. Technical qualifications :
  11. Previous experience, if any :
  12. Local :
  13. List of certificates enclosed  
(only Xerox copies should be enclosed) :
  14. Demand Draft Number & Date :  
\*Write candidate's Name and Surname in  
Full on the reverse side of the D.D. Leaf  
(with PENCIL only)
  15. D.D. Drawn Bank Name and Branch :

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

STATION  
DATE:

SIGNATURE OF THE APPLICANT

- Note :**
1. Attested copies of Certificates to be enclosed where ever necessary.
  2. A self addressed registered postal cover with acknowledgement to be enclosed.
  3. Passport size photograph shall be affixed on the space provided in the application duly attested by the Gazetted Officer.

To  
The District Judge, Vizianagaram.

**ORIGINAL**

**PRINCIPAL DISTRICT COURT: VIZIANAGARAM**

**HALL TICKET-CUM-IDENTITY SHEET**

**WRITTEN EXAMINATION FOR THE POST OF STENO GRAPHER GRADE – III  
(GENERAL DIRECT RECRUITMENT)**

**REGD. No.**

<b>Date</b>	<b>Time</b>	<b>Name of the venue</b>
<b>(For Office Use)</b>		
NAME AND FULL ADDRESSE OF THE CANDIDATE : (to be filled by the candidate)		Affix latest Passport Size photo duly Attested by the Gazetted Officer
Signature of the Candidate : (to be signed before the Attesting officer)		

**Chief Administrative Officer  
District Court, Vizianagaram.**

**DUPLICATE**

**PRINCIPAL DISTRICT COURT: VIZIANAGARAM**

**HALL TICKET-CUM-IDENTITY SHEET**

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Signature of the Candidate : (to be signed before the Attesting officer)		

**Chief Administrative Officer  
District Court, Vizianagaram.**

## PRINCIPAL DISTRICT COURT: VIZIANAGARAM

## CALL LETTER-CUM-IDENTITY SHEET

ORAL INTERVIEW FOR THE POST OF STENO GRAPHER GRADE – III  
(GENERAL DIRECT RECRUITMENT)

REGD. No.

Date	Time	Name of the venue
<b>(For Office Use)</b>		
NAME AND FULL ADDRESSE OF THE CANDIDATE : (to be filled by the candidate)		Affix latest Passport Size photo duly Attested by the Gazetted Officer
Signature of the Candidate : (to be signed before the Attesting officer)		

Chief Administrative Officer  
District Court, Vizianagaram.

## DUPLICATE

## PRINCIPAL DISTRICT COURT: VIZIANAGARAM

## CALL LETTER-CUM-IDENTITY SHEET

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Signature of the Candidate : (to be signed before the Attesting officer)		

Chief Administrative Officer  
District Court, Vizianagaram.

**APPENDIX - 1**

**CERTIFICATE OF RESIDENCE**

(Vide Sub Clause (ii) of Clause (a) of para 7 of the Presidential Order)

It is hereby Certified that :

a) that Sri/Smt./Kum. \_\_\_\_\_

S/o, w/o, d/o \_\_\_\_\_ appeared for  
the Matriculation (SSC) Examination for the first time in \_\_\_\_\_ (Month)  
\_\_\_\_\_ (Year);

b) that 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) that in the 4 years immediately preceding the commencement of the aforesaid  
examination he/she resided in the following place/places namely;

<u>VILLAGE</u>	<u>TALUK/MANDAL</u>	<u>DISTRICT</u>	<u>PERIOD</u>
1.			
2.			
3.			
4.			

**OFFICE SEAL**

Officer of Revenue Department not below the  
Rank of Tahsildar or Deputy Tahsildar in  
independent charge of a Sub Taluk.

Station:

Date :

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