

NOTIFICATION
P.R.No.186/2016-A, dated 11.07.2016.

Applications are invited for appointment to the post of **Process Server by Direct Recruitment** in the A.P. Last Grade 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 03-08-2016** (not later than 5.00 P.M.)

-----Name of the Post:

PROCESS SERVER

Scale of Pay: Rs.15460-47330

No. of Vacancies: 12(80% reserved for local and 20% unreserved)

ABSTRACT OF VACANCIES

SL.No	Category of Post	Classes/ Categories	No. of Posts	Scale of pay
1.	Process Servers	Open Competition B.C. 'B' B.C. 'C' - 01 scheduled Caste Scheduled Caste Scheduled Tribe Blindness or - 01 (Women) Low vision	06 (02 W) 01(W) 01 02(01 W) 01(W) 01(W)	Rs.15460-47330
		Total:	12	

The applications should be addressed in the name of : **The District Judge, Vizianagaram.**
Last Date of Receipt of Application : **03-08-2016** (up to 5.00 p.m.)

1. Educational Qualifications:-

- Must have passed VII Class Examination &
- Must be able to ride a bicycle (As per A.P. Last Grade Service Rules, Annexure-I, Rule 5(a))
- Preference shall be given to the candidates who possess with professional skills, such as, Driving, Electrical, Carpentry, Plumbing, Cooking, Dhobi work etc., (Necessary Certificates if any shall be enclosed to the application).
- No person shall be eligible for appointment to the posts of Process Server in the District Judiciary of Vizianagaram, unless he/she is able to read and write Telugu language.

2. No person shall be eligible for appointment to the service under A.P.L.G.S Direct recruitment unless he/she satisfied with the following namely:

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

3. AGE LIMIT :

- i) that the candidates has to complete the age of **18 years** and should not have completed **34** years of age as on **01.07.2016** in which the notification for the selection is made.
- ii) The maximum age limit in respect of B.Cs, S.Cs S.Ts is 5 years and in the case of physically handicapped candidates is 10 years relax able 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 / Examination Fee:

- i) A Demand Draft for Rs.200/- (Rupees two hundred only) drawn on any Nationalized Bank payable at Vizianagaram in favour of Principal District Judge, Vizianagaram shall be enclosed to the application towards examination fee and mention the D.D. No., Date, Bank Name & Branch Name on the top of the application in the place provided.
- ii) The candidates belonging to SCs, STs, PHCs and Ex-Servicemen are exempted from payment of fee of Rs.200/-.
- iii) The candidates are further instructed to note their Name with pencil on the reverse side of the Demand Draft in a corner for information of the District Court.
- iv) The amount of Rs.200/- will not be refunded under any circumstances to the candidates though their applications are rejected on any ground.

5. Method of Recruitment

- i) A simple written test (objective type) of the standard consistent with the minimum educational qualification prescribed will be held on OMR (Technology) Basis. Written Test will be for 80 marks and viva voce (oral interview) will be for 20 marks as per guidelines 9(a) of Hon'ble High Court's Circular ROC No.2318/96-C.I.(1) Dt.1-7-96.
- ii) As per the guidelines 8(f) of the said Circular, the minimum qualifying marks in the written test for OC Candidates is 40%, for BCs 35% and for SC & ST candidates is 30%.
- iii) Interview letters will be sent to 10 candidates for each post (1:10 ratio) in order of merit of marks secured in the written examination through e-mail/Postal Service.

6. 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 i.e. SC/ST/BC with groups (in case of reserved categories 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 certificates for four (4) years from 4th Class to 7th Class, Or in case they have not studied in any Institution in the District during the above period of four years, residence certificate from the concerned M.R.O. for four years preceding the year of qualifying examination in Annexure-I in terms of G.O.Ms.No.729, GAD (SPF-A) Department, dated 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;
- vii) Study certificates from IV to VII Classes have to be enclosed failing which the applications will be rejected summarily.
- viii) A Self addressed cover (duly stamped with Rs.30/-) for registered post with acknowledgement shall be enclosed to the application.
- ix) One recent passport size photograph duly attested by at Gazetted Officer shall be affixed in the space provided in the application form and two passport size photographs duly attested by a Gazzeted Officer shall be affixed in the space provided in the Hall Tickets original and duplicate.

7. GENERAL INSTRUCTIONS:-

- i) 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 at 80% posts to be filled by direct recruitment, reserved for local candidates, and the remaining 20% of posts are for Open Competition wherein the Local and Non-Local candidates can compete ;
- ii) Applications are to be submitted in the Proforma enclosed herewith and applications received in any other format will be summarily rejected;
- iii) Applications are liable to be rejected at any stage and the appointment made is liable to be cancelled if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing false information.
- iv) In respect of the candidates continuing on temporary basis short listing of their applications will be done based on their performance during the period of their engagement;
- v) No T.A. will be paid for the journey performed in connection with the recruitment;
- vi) The candidates, who appointed in the existing vacancies 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 them.
- vii) 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
- viii) The applications received in between the date of Notification issued and the last date given there for will alone be considered.
- ix) Applications with in-sufficient information if any, will summarily be rejected.
- x) Those applications which do not contain necessary enclosures required under notification will also be rejected.
- xi) Those applications, which are received either prior to notification or expiry date will summarily be rejected.
- xii) 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.
- xiii) The office will not be held responsible for any postal/courier delays.

- xiv) 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.
- xv) A candidate resorting to bring any influence of any kind will be disqualified summarily.
- xvi) The candidates shall furnish their e-mail address for the purpose of future communication.

**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 Stock File.

JUDICIAL DEPARTMENT
DISTRICT & SESSIONS COURT, VIZIANAGARAM

APPLICATION FORM



- 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 01.07.2016) :
 4. Address for correspondence :
 5. Permanent address :
 6. e-mail address :
 7. Whether belongs to category OC/BC/SC/ST PH(HHC) in case of SC/ST & B.Cs group to be specified. :
 - a) S.Cs
 - b) S.Ts
 - c) B.Cs. (A, B, C, D & E)
 - d) O.Cs (PH) (HHC)
 - e) O.Cs
 8. Local Employment Exchange Regd. No. and date. :
 9. Educational Qualifications :
 10. Technical qualifications :
 11. Previous experience, if any :
 12. Local or non-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

S.C. : Schedule Castes; **S.T.:** Schedule Tribes; **B.C.:** Backward Class Group A,B, C, D & E; **O.C.:** Open Competition; **P.H.**(HHC) : Physically Handicapped/Hearing Handicapped.

- 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

CALL LETTER-CUM-IDENTITY SHEET

**ORAL INTERVIEW FOR THE POST OF PROCESS SERVER
(GENERAL DIRECT RECRUITMENT)**

REGD. No.

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

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

DUPLICATE

PRINCIPAL DISTRICT COURT: VIZIANAGARAM

CALL LETTER-CUM-IDENTITY SHEET

**ORAL INTERVIEW FOR THE POST OF PROCESS SERVER
(GENERAL DIRECT RECRUITMENT)**

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

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

ORIGINAL

PRINCIPAL DISTRICT COURT: VIZIANAGARAM

HALL TICKET-CUM-IDENTITY SHEET

**WRITTEN EXAMINATION FOR THE POST OF PROCESS SERVER
(GENERAL DIRECT RECRUITMENT)**

REGD. No.

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

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

DUPLICATE

PRINCIPAL DISTRICT COURT: VIZIANAGARAM

HALL TICKET-CUM-IDENTITY SHEET

**WRITTEN EXAMINATION FOR THE POST OF PROCESS SERVER
(GENERAL DIRECT RECRUITMENT)**

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<i>Signature of the Candidate</i> : (to be signed before the Attesting officer)		

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

A P P E N D I X – 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 VII Class 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>
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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.

