

**PRINCIPAL DISTRICT AND SESSIONS COURT :: ADILABAD.**

Notification Dis.No. 6980 /2014/Admn.

Dated:12.11.2014

**NOTIFICATION No. 01 /2014**

Ref: The Registrar, Recruitment, Hon'ble High Court of Judicature at Hyderabad for the state of Telangana and the state of A.P. , Lr. ROC. No.1803/2014-RC,  
Dt.11.11.2014

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Applications are invited in the prescribed format appended here to for appointment to the posts of **OFFICE SUBORDINATE** by Direct Recruitment under A.P.Last Grade Service Rules in the unit of District and Sessions Judge, Adilabad from the eligible candidates.

**By Direct Recruitment**

Sl. No.	Name of the post.	Class or Category	No. of vacancies	Roster Points	Scale of Pay
1	Office Subordinate	OC	21	98, 100 (II cycle), 3, 5, 9, 11, 13, 15, 21, 26, 28, 32, 36, 37, 40, 42, 46, 48, 51, 53, 57, (III cycle)	Rs.6700-20110/-
		OC-W	11	96 (II cycle), 1, 12, 17, 23, 30, 34, 38, 50, 55, 59 (III cycle)	
		OC (Locomotor Disability or Cerebral Palsy) (W)	01	56, (III cycle)	
		OC (Hearing Impaired) (Open)	01	31 (III cycle)	
		OC (Blindness or Low Vision) (Open)	01	6 (III cycle)	
		BC-B	02	24, 35 (III Cycle)	
		BC-C-W	01	14 (III cycle)	
		BC-E-W	01	19 (III Cycle)	
		BC-E	01	44 (III cycle)	
		SC	05	7, 16, 27, 41, 52, (III cycle)	
		ST	02	25, 33 (III cycle)	
		ST-W	02	8, 58 (III cycle)	
		SC-W	03	2, 22, 47, (III cycle)	
		<b>Total</b>	<b>52</b>		

**ABSTRACT**

Category of post	Class or category	Number of posts	Scale of pay
Office Subordinate (Attener)	OC	32 (11W)	Rs.6,700-20,110
	OC (Blindness or Low vision)(Open)	01	
	OC (Hearing Impaired)(Open)	01	
	OC (Locomotor Disability or cerebral Palsy)(W)	01(W)	
	BC-B	02	
	BC-C-W	01(W)	
	BC-E	02 (1W)	
	SC	08 (3W)	
	ST	04 (2W)	
	Total	52	

**LAST DATE FOR RECEIPT OF APPLICATIONS IS 06.12.2014 UP TO 5.00 P.M.**

Applications shall be addressed to the **Prl. District and Sessions Judge, Adilabad**. The applications shall be sent by Registered post/Courier service only. No application will be received directly. The postal cover should be superscripted with **“APPLICATION FOR THE POST OF OFFICE SUBORDINATE”**.

#### **I. EDUCATIONAL QUALIFICATIONS FOR OFFICE SUBORDINATE.**

- i) Must have passed VII Class
- ii) Must be able to ride bicycle.
- iii) The candidates must have adequate knowledge of local languages i.e., Telugu, Urdu and Marathi (if candidates who have adequate knowledge of the local languages are not available, candidates who have adequate knowledge of any one of the languages will be selected)
- iv) Preference shall be given to the candidates holding professional skills such as, driving, cooking, washing, carpentry, electrical work, gardening, plumbing, etc.,

#### **II. AGE LIMIT**

Must have completed the age of 18 years and must not have completed (34) years of age as on 01.07.2014. The relaxation of maximum age limit in respect of BCs, SCs, STs is 5 years. The relaxation of maximum age limit in respect of candidates of Physically Handicapped is 10 years and the Ex Servicemen are allowed to deduct from their age a period of three years in addition to the length of service rendered by them in the Armed Forces as per Rule 12(1)(c)(i) of A.P. State and Subordinate Service Rules, 1996.

#### **III. 1) METHOD OF RECRUITMENT FOR OFFICE SUBORDINATE.**

- i) Appointment to the posts notified will be made only on the basis of the Presidential order to the extent it applies and subject to Rule of Reservation and guidelines prescribed by the Hon'ble High Court.
- ii) The candidates will have to appear for an oral interview on the date to be intimated later on their own costs and no TA and DA will be paid in this regard.
- 2) No person shall be eligible for appointment to the service by direct recruitment unless he/she satisfies the following:
  - i) That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.
  - ii) That his/her character and antecedents are such as would not disqualify for the service.

#### **V. COPIES OF DOCUMENTS TO BE ENCLOSED.**

1. Certificate of Academic and Technical Qualifications if any such as Marks list, provisional certificate, pass certificate, and other testimonials etc.,
2. Study certificates from IV to VII Standard
3. Certificate evidencing date of birth.
4. Community (Caste) certificate declaring that the candidate belongs to SC/ST/BC/Ex-Service Men category issued by the competent authority.
5. Employment registration Card
6. Service certificate wherever applicable (for Ex-Service men candidates)
7. Certificate in respect of local Non/local status of the candidature in terms of Presidential Order, 1975, i.e., Study certificate for four consecutive academic years from Classes IV to VII are to be enclosed (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 Tahsildar for four years preceding the year for the qualifying examination in Annexure I in terms of GOMs.No. 729 GA (SPF-A). If the certificate in proof of local/Non local candidates is not in accordance with these instructions, the applications will be summarily rejected.
8. In case of physically handicapped candidates the certificates issued by the Medical Board clearly specifying the nature of disability and percentage of disability should be enclosed.
9. One recent passport size photograph duly signed by the Gazetted officer to be affixed in the space provided in the application form and two pass port size photographs duly

signed by the Gazetted Officer to be affixed in the space provided in the Hall Tickets Original and Duplicate.

10. A self addressed cover (duly stamped with Rs.25/- for registered post with acknowledgement)

#### VI. LOCAL AREA:

- i. Appointments will be made only on the basis of Presidential Orders issued under Article 371-D of the Constitution of India
- ii. As per para 6 of the GOMs.No.674 GAD (SPFA) Dept. issued in terms of the order of the President of India, GSR 524(E) of 18.10.75 each district of the state shall be regarded as a local area.

#### VII. GENERAL INSTRUCTIONS.

- 1) As per para 7(a)(i) dt. 18.10.1975 of the Presidential Orders if the candidate has studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination.

or

- i) Where during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination he has not studied in any educational institution, if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the qualifying examination in which he appeared or as the case may be, first appeared.
  - ii) The application should be in the prescribed form as enclosed to the notification and application with insufficient information, without necessary enclosures and which are not in the prescribed form will be summarily rejected and will not be informed.
  - iii) **Applications received prior to the notification and received after 5.00 p.,m of 06.12.2014 will not be entertained.**
  - iv) The office is not responsible for any postal delay and no correspondence will be entertained in any respect
  - v) Candidates resorting to bring influence of any kind will be disqualified summarily.
  - vi) Candidates on their appointment shall become members of contributory pension scheme and shall pay monthly contribution of 10% of the Basic Pay and DA from their salary to the Contributory Pension Scheme as per GOMs. No.655 Fin (Pension-I) Dept. dt. 22.9.2004
  - vii) The selection and appointment of candidates against BC-E vacancies (Roster Points 19 (W) and 44 in III Cycle shall be subject to the result of the orders in Civil Appeal Nos. 2628-2637 of 2010 on the file of the Hon'ble Supreme Court of India.
  - viii) Out of 52 posts of Office Subordinate (Attender), 42 posts are reserved for local candidates and 10 posts are un-reserved for which both local and non-local candidates can compete and get selected as per merit, as per the instructions issued in Para 8(1) (a) of the Presidential, Order issued vide GOMs.No.674, Dt. 20.10.1975.
2. Mere applying to the post will not give any right to any candidate to be called for Interview
  3. Selection will be made as per the guidelines issued by the Hon'ble High Court of Andhra Pradesh and A.P. Last Grade Service Rules and subject to the approval by the High court.
  4. The appointing authority reserves the Right to cancel the notification without assigning any reasons.
  5. All the Rights are reserved with the Appointing Authority to reject the applications at any stage if any information therein is found to be false at any latter stage the appointment shall be cancelled and the applicants are liable for prosecution for furnishing such false information.
  6. No information will be sent to the unsuccessful candidates either after announcement of list of qualifying candidates for interview/final selection.
  7. No application will be entertained for supply of information for the method of interview undertaken under RTI Act till the selection process is completed.

8. If the candidates furnish wrong information with regard to category, caste or religion etc., they shall not have any right subsequently for selection in that particular category, caste or religion and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.

*A. Govind 12/11/12*  
PRINCIPAL DISTRICT AND SESSIONS JUDGE  
ADILABAD

To

1. The Registrar General, High Court of A.P. Hyderabad for information.
  2. The Registrar, Administration, Hon'ble High Court of A.P. Hyderabad
  3. The Registrar, Recruitment, Hon'ble High Court of A.P. Hyderabad
  4. All the Judicial Officers in the unit of Adilabad with instructions to affix the notification on the notice boards of their respective courts.
  5. The District Collector, Adilabad.
  6. The District Employment Officer, Adilabad.
  7. All the District Judges in the State
  8. Notice Board of the District Court, Adilabad.
  9. The District Public Relation Officer, Adilabad.
  10. The Dy. Director, Social Welfare Officer, Adilabad.
  11. The District B. C. Welfare Officer, Adilabad.
- } With a request to cause  
this notification affixed  
on their respective  
office Notice Boards
12. The Legal Reporters, Eenadu, Namasthe Telangana, Andhra Jyoti  
Andhra Prabha, Andhra Bhoomi and Sakshi.
  13. Spare
  14. This notification is also placed in District Court, Adilabad website  
[www.ecourts.gov.in/adilabad](http://www.ecourts.gov.in/adilabad)

APPLICATION FOR THE POST OF "ATTENDER"			
Ref: District Court, Adilabad Notification Dis.No. _____/2014, Dated:			
1	Full Name of the applicant. (in Block letters)		Affix Recent colour passport size photograph duly attested by Gazetted Officer.
2	Father's/Husband's name.		
3.	Permanent Address	:	
4.	Address for communication with Mobile Number / Landline	:	
5.	Sex.	:	Male/Female
6.	Date of Birth.	:	
7.	Age (As on 01.07.2014)	:	Years Months Days
8.	Nationality	:	Indian
9.	Religion	:	
10.	Caste/Category	:	
11.	Local Employment Exchange registration No. and Date	:	
12.	Local/ Non-local.	:	
13.	13. Educational qualifications 1) Academic.  2) Technical  3) Other (if any)	:	
14.	Previous experience (if any)	:	
15.	Identification marks	:	1)  2)

I hereby declare that all the statements made in this application are true 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 the interview/appointment, action may be taken against me.

I have read the provisions in the notification carefully and I hereby undertake to abide by them.

I further declare that I will fulfill all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for appointment to the post of Attender, under recruitment.

Station:

Date :

SIGNATURE OF THE APPLICANT

APPENDIX – I  
CERTIFICATE OF RESIDENCE  
 (vide sub-clause(ii) of Clause (a) of the Presidential Order)

It is hereby certified that:

- a. That, Sri/Smt/Kum.....  
 S/o,W/o.D/o..... appeared 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 proceeding the commencement of the aforesaid  
 examination, he/she resided in the following place/places.

	VILLAGE	TALUQ/MANDAL	DISTRICT	PERIOD
1.				
2.				
3.				
4.				

Office seal  
 Office of Revenue Department  
 Not below the Rank of Tahsildar  
 Or Deputy Tahsildar in independent  
 charge of Sub-taluq

Station:

Date:

\* strike off “whole” or “ a part”, as the case may be.

APPENDIX – II  
CERTIFICATE OF RESIDENCE  
 ( vide clause(b) of Para 7of 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.

VILLAGE	TALUQ/MANDAL	DISTRICT	PERIOD
1.			
2.			
3.			
4.			

office seal  
 Office of Revenue Department  
 Not below the Rank of Tahsildar  
 Or Deputy Tahsildar in independent  
 charge of Sub-taluq

Station:  
 Date: