

PRL. DISTRICT & SESSIONS COURT, RANGAREDDY DISTRICT.
NOTIFICATION NO.9656/ADMN/2016 DATED: 21-12-2016
FOR GENERAL RECRUITMENT OF PROCESS SERVERS
IN THE A.P. LAST GRADE SERVICE.

Applications are invited from eligible candidates for appointment to 91 posts of **Process Servers** under the A.P. Last Grade Service Rules in the Unit of District Judge, Rangareddy District, by direct recruitment.

The vacancy position and pay band are as follows:

Name of the Post	Class/Category	Number of Posts	Scale of Pay
Process Servers	OC	42(14W)	Rs. 15,460-47,330 in RPS, 2015
	OC (Blindness or Low Vision)	1(W)	
	OC (Hearing Impaired)	1	
	OC(Locomotor Disability and Cerebral Palasy)	1	
	BC-A	7(2W)	
	BC-B	8(3W)	
	BC-C	1	
	BC-D	7(2W)	
	BC-E	3(1W)	
	SC	14(5W)	
	ST	6(2W)	
Total :		91 (30W)	

NOTE:

Selection of a candidate against BC-E & BC-E (Woman) vacancy will, however, be subject to result of Civil Appeals Nos.2638 and 2639/2010 pending before the Hon'ble Supreme Court of India.

THE LAST DATE FOR RECEIPT OF APPLICATIONS IS ON OR BEFORE 21-01-2017 upto 5.00 P.M.

The envelope containing the application and its enclosures should be superscribed with "**APPLICATION FOR THE POST OF PROCESS SERVER**" addressed to "The Prl. District & Sessions Judge, District Courts Buildings Complex, Ranga Reddy District at L.B.Nagar, Hyderabad – 500074.

The applications should be in the proforma prescribed enclosed hereto and to be sent to the above address by **Speed Post /Registered post / Courier Service only**. The notification number and post applied shall be mentioned on the cover. **NO APPLICATION WILL BE RECEIVED DIRECTLY.**

Educational Qualifications:

- Must have passed VII Class examination or its Equivalent.
- One must know to ride a Bicycle.
- Preference will be given to those candidates who possess special skills, such as, driving a four wheeler with a valid driving license, carpentry, cooking, electrical, painting, plumbing, washing & ironing, domestic help, etc, supported by documentary evidence, namely, a certificate issued by a competent authority like the Transport Department, ITI, etc.

Linguistic Qualification:

- *The candidate must have adequate knowledge of Telugu and Urdu (if candidates who have adequate knowledge of both the languages are not available, candidates who have adequate knowledge of any one of the languages will be considered).*

Age:

- *Must have completed 18 years of age and must not have completed 34 years of age as on 01.07.2016.*
- *Relaxation of maximum age limit is 5 years in respect of Scheduled Castes / Scheduled Tribes and Backward Class candidates and 10 years in respect of physically handicapped candidates. Relaxation of maximum age limit for Ex-Service men will be as per Rule 12 (1) (c) (i) of the A.P. State and Subordinate Service Rules, 1996.*

Eligibility:

- *No person shall be eligible for appointment to the service by direct recruitment unless he/she satisfies the following:*
 1. *That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.*
 2. *That his/her character and antecedents are such as would not disqualify for the service.*

Fee:

- *Application/Examination Fee is Rs.200/- (Rupees Two Hundred only) for all candidates except those who belonging to SC/ST/Ex-Servicemen/Persons with Disability (PWD). (Application / Examination Fee as per High Court's Circular Roc.No.779/2011-RC,Dt. 01-10-2011.)*
- *The Application/Examination Fee of Rs.200/- may be remitted in the form of a crossed Demand Draft drawn on any Nationalized/Scheduled Bank in favor of "The Prl. District & Sessions Judge, Rangareddy District at L.B.Nagar, payable at Hyderabad." The candidates are instructed to mention the particulars of D.D. in the relevant column of the application. Further, the name of the candidate shall be noted on the reverse side of the Demand Draft.*
- *Application without prescribed fee will not be considered.*
- *The Application/Examination Fee once paid will not be refunded even if the application is received after due date / rejected for any reason.*

Procedure for Selection:

1. *Selection of Candidates for appointment to the posts will be made in two successive stages viz.,*
 - a. *Written Test (Objective Type) - 80 marks.*
 - b. *Oral Test/Viva Voce in the shape of interview only - 20 marks.*
2. *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 issued by the Hon'ble High Court.*

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3. Appointment to the posts notified will be as per the instruction contained in para 9 of G.O.(P).No.729, G.A.(SPF-A) Department, dated 01.11.1975
4. Written Test of the standard consistent with the minimum General English, General Knowledge, Judiciary, General Science and Maths, will be held to the post of Process Server on OMR (Technology) basis.

Minimum qualifying marks in the Written Test shall be 40% for O.C. Candidates, 35% for B.C. Candidates and 30% for SC/ST Candidates.

5. Out of total candidates qualified in the Written Test, candidates will be called for oral interview, basing on their merit, in the ratio of 1:10.

Attested Photocopies of the following Documents, as are applicable, should be enclosed to the Application invariably.

- i) Certificates of Academic qualifications such as VII class marks lists, Study/Bonafide Certificates, Pass Certificate and other certificates to prove their professional skills, if any.
- ii) Certificate evidencing Date of Birth, such as, Birth Certificate issued by the Registrar of Births, etc.
- iii) Community Certificate in case of SCs, STs and BCs issued by the Revenue Authorities. The Certificate in respect of BCs should specifically show the classification of the Group.
- iv) Employment Registration Card, if already registered with the Regional Employment Exchange.
- v) Service Certificate wherever applicable (for Ex-servicemen candidates) containing reasons for retirement voluntary or otherwise.
- vi) Certificate in respect of LOCAL candidates in terms of the Presidential Order 1975, i.e. Study/Bona fide Certificates for four 4 years from IV Class to VII Class (or) in case, they have not studied in any institution, but resided in the District, they have to submit a Residence Certificate, from the Tahsildar or MRO concerned for four years preceding the years of qualifying examination in Annexure-I 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 summarily.
- vii) In case of physically/orthopedically handicapped candidates, the latest disability certificate issued by the District/Regional Medical Board, specifying the nature and percentage of disability should be enclosed invariably.
- viii) Any other relevant certificates.
- ix) One recent Passport size colour photograph similar to present appearance of the applicant, duly attested by a Gazetted Officer, must be affixed in the space provided on the top right corner of the application form and two such similar passport size colour photographs, duly attested by a Gazetted Officer, must be affixed in the space provided in the Hall Ticket-Original and Duplicate.
- x) Self addressed envelope (duly stamped for Registered Post with Acknowledgment Due) for dispatch of Hall Ticket for Written Test and oral interview/viva voce. **(application without self addressed envelope duly stamped, without DD, without relevant certificates, without gazetted attestation, will not be considered)**

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- xi) The application should be addressed to "The Prl. District & Sessions Judge, Ranga Reddy District at L.B.Nagar, Hyderabad 500 074", superscribed as "Application for the post of Process Server".*
- xii) Write Mobile Number in the application form in the space provided for sending important communications.*

General Instructions /Conditions:

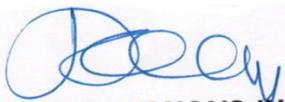
- 1. Out of 91 posts notified, 80% of posts i.e 73 posts are reserved for local candidates and 20% of posts i.e 18 posts are unreserved (for which both local and non-local candidates can compete and get selected as per merit) as per the instructions issued in para (8)(a) of the Presidential Order issued vide G.O.Ms.No.674, dated 20.10.1975.*
- 2. Appointments will be made only on the basis of the Presidential Order issued under Article 371-D of the Constitution of India and subject to the Rule of Reservation.*
- 3. Applications should be submitted in the pro-forma prescribed enclosed and applications received in any other format will be rejected summarily.*
- 4. No T.A. or D.A. will be paid to the candidates who appear for Interview.*
- 5. Applications with insufficient or suppressed information, without necessary enclosures and without attestation, will be rejected summarily without furnishing any intimation about it.*
- 6. Applications received after the due date will be rejected summarily.*
- 7. Applications, which were received prior to this Notification, will not be considered.*
- 8. This Office is not responsible for any postal delay, delay caused by any other service like Courier or delay in delivery, etc., and no correspondence will be entertained after commencement of the process of selection.*
- 9. All rights are reserved with the Appointing Authority to reject or short-list the applications at any stage.*
- 10. If any information is later found to be false and the appointment shall liable to be cancelled and the applicants will be liable to be prosecuted for furnishing such false information.*
- 11. Selection to the posts will be made as per the guidelines and instructions issued by the Hon'ble High Court, from time to time, read with A.P. Last Grade Service Rules and subject to approval by the Hon'ble High Court of Judicature at Hyderabad.*
- 12. Candidates resorting to bringing any sort of influence on the Appointing Authority will be disqualified summarily.*
- 13. The Appointing Authority reserves the right to cancel the notification without assigning any reason therefor and the Prl.District Judge, Rangareddy District is the ultimate authority to take any decision on any aspect in regard to recruitment to the posts notified in this Notification , which shall be final.*
- 14. Caste/Communal group to which the candidate belongs should invariably be mentioned in the place provided in the application.*
- 15. Selected candidates will have to furnish an undertaking to work in the Court/Residential Office of the Presiding Officer and render domestic help, attend to driving/cooking, etc, duties, as are entrusted to them by the Presiding Officer.*

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A copy of the Notification, Application Form, Hall Ticket and Proforma of Residential Certificate could be downloaded from the District Court's official website "ecourts.gov.in/rangareddy".

Pension Scheme:

The appointment will be covered by the Contributory Pension scheme and the existing Pension Scheme as per the Andhra Pradesh Revised Pension Rules, 1980 will not be applicable to them as per G.O.Ms.No.653, 654 and 655 (Pen-I) Department, dt.22.09. 2004 issued by the Government.



PRL. DISTRICT & SESSIONS JUDGE,
RANGAREDDY DISTRICT
Pri. District and Sessions Judge,
Ranga Reddy Dist.

To

1. All the District & Sessions Judges in the State with a request to circulate this Notification to all the Judicial Officers under their control to display it on their respective Notice Boards.
2. All the Judicial Officers in the Unit with a request to direct the staff concerned to display and ensure such a display on Notice Boards of their respective Courts till the last date.
3. Notice Board, District Court, R.R.District.

Copies to:

1. The Collector & District Magistrate, Ranga Reddy District.
2. The Revenue Divisional Officers, Ranga Reddy District.
3. The District Employment Officer, Ranga Reddy District.
4. The Deputy Director, Social Welfare Office, Ranga Reddy District.
5. The District Tribal Welfare Officer, Ranga Reddy District.
6. The District Backward Class Welfare Society, Ranga Reddy District with a request to ensure that the gist of the notification is published on the notice boards of all Educational Institutions / hostels run and managed under their control.
7. The Public Relations Officer, Ranga Reddy District with a request to ensure publication of the notification on the Notice Board attached in his office as well as in the Information Centres located at various places in the District and requested to release the gist of notification as a "PRESS RELEASE TO BOTH THE PRINT AND ELECTRONIC MEDIA"

Copy submitted to: The Registrar (Recruitment), Hon'ble High Court of Judicature at Hyderabad, for the State of Telangana and the State of Andhra Pradesh, Hyderabad, with a covering letter.

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JUDICIAL DEPARTMENT
PRINCIPAL DISTRICT AND SESSIONS COURT::
RANGAREDDY DISTRICT AT L.B.NAGAR.

Notification No. /2016, dt. . .2016
(General Recruitment)

APPLICATION FOR THE POST OF PROCESS SERVER

(All the columns must be filled by the Applicant in his / her own hand writing)

Affix latest
passport size
photograph
duly attested
by Gazetted
Officer

1	Name of the Applicant in full (in capital letters)			
2	Father's / Husband's name			
3	Sex (Male / Female)			
4	Date of Birth			
5	Age as on 01.07.2016	Years	Months	Days
6	Address for correspondence			
7	Permanent Address			
8	Mobile Number			
9	Whether belongs to (Category) i) SC ii) ST iii) BC- A/B/C/D/E iv) OC (Specify the sub-group / caste)			
10	Whether the Applicant is Local or Non-Local (enclose Bonafide certificate / Appendix -I)			
11	Employment Exchange Regd.No. & Date of last renewal.			
12	Whether belongs to Physically Handicapped category (Specify the category & %)			
13	Whether Ex-serviceman, if so, furnish details			
14	Whether involved in any Criminal Cases			

15	Previous Experience, if any.	
16	Any other information	
17	Particulars of Demand Draft (Name of the Bank, Branch Name, DD No. & DD Date, etc.)	

18. Qualification:

Examination Passed	Name of the School / Board / University	Month & Year of Passing	Division and % of marks	
			Division	% of marks

DECLARATION

I solemnly declare that all the entries/ statements made in the 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 fulfilled all the conditions of eligibility regarding the age limit/ educational qualifications/ caste etc., prescribed for the post to which I am applying.

STATION :
DATE :

SIGNATURE OF THE APPLICANT

CHECK LIST

(Tick the relevant)

1	Study Certificates from IV to VII	Yes / No
2	S.S.C. Marks Memo	Yes / No
3	Intermediate Marks Memo	Yes / No
4	Certificate of other Academic Qualifications	Yes / No
5	Caste Certificate	Yes / No
6	Certificate of Residence in Appendix-I	Yes / No
7	Certificate of Physically Handicapped / Ex-servicemen	Yes / No
8	Demand Draft for Rs.200/-	Yes / No
9	Other Certificates, if any	Yes / No

END

ORIGINAL
PRL.DISTRICT & SESSIONS COURT::
RANGAREDDY DISTRICT AT L.B.NAGAR
HALL TICKET CUM IDENTIFY SHEET

HALL TICKET NO: _____

(to be filled by the District Court)

Date:	Time	Name of the Examination Centre

(to be filled by the Candidate)

1. Name of the Candidate: (in capital letters)		Affix latest pass port size photo duly attested by the Gazetted Officer (do not staple)
2. Father's / Husband's Name:		
3. Full postal address of the candidate:		
4. Date of Birth:		
5. Age as on 01.07.2016:		

Signature of the candidate:
(to be signed before the Attesting Officer)

Signature of the Candidate Before the Invigilator		Signature of the Officer in charge / Invigilator	
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INSTRUCTIONS TO THE CANDIDATES

1. The candidates should attend the Examination Hall at least half-an-hour before the commencement of the examination to verify their hall tickets.
2. No candidate will be permitted to enter the examination hall 15 minutes after the commencement of the examination.
3. No candidate will be permitted to leave the examination hall till the examination is completed.
4. The candidates shall bring a blue / black point pen at the time of **written examination**.
5. OMR Sheet will be supplied at the examination hall and the candidate should fill the correct circle out of A,B,C,D by encircling the same with blue / black pen only.
6. Use of Cell Phones, carrying books or bags or any other kind of material into the examination hall is prohibited.
7. Candidate shall invariably mention Hall Ticket Number on the top of the Answer Sheet in the space provided thereof.
8. The candidate shall not write their name in the OMR sheet and such answer sheet is disqualified.
9. The candidate shall maintain silence in the examination hall.
10. Answer sheets of the candidates who indulge in malpractice will summarily stand rejected.
11. Candidates are not entitled for TA/ DA for attending the examination.

* * *

DUPLICATE

**PRL.DISTRICT & SESSIONS COURT::
RANGAREDDY DISTRICT AT L.B.NAGAR
HALL TICKET CUM IDENTIFY SHEET**

HALL TICKET NO: _____

(to be filled by the District Court)

Date:	Time	Name of the Examination Centre

(to be filled by the Candidate)

1. Name of the Candidate: (in capital letters)		Affix latest pass port size photo duly attested by the Gazetted Officer (do not staple)
2. Father's/Husband's Name:		
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4. Date of Birth:		
5. Age as on 01.07.2016:		

Signature of the candidate:
(to be signed before the Attesting Officer)

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* * *

APPENDIX-I
CERTIFICATE OF RESIDENCE

(Vide Sub-clause (ii) of Clause (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 /

SSC 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 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/s:

SL.NO.	VILLAGE	TALUQ/MANDAL	DISTRICT	PERIOD
1.				
2.				
3.				
4.				

**Signature of the Officer of
Revenue Department
(not below the rank of Tahsildar
or Deputy Tahsildar in Independent
Charge of Sub-Taluq).**

OFFICE SEAL

Station:

Date :

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