

PRL. DISTRICT AND SESSIONS COURT :: KHAMMAM**Dis. No. 44****Date: 03 . 01.2017****NOTIFICATION No. 1/2017**

Applications are invited for Appointment to the Posts of **STENOGRAPHERS- GRADE III, TYPIST AND COPYIST** in the A.P. Judicial Ministerial Services in the Unit of Prl. District and Sessions Judge, Khammam by Direct Recruitment.

The last date of Receipt of Application is **28 .01.2017** upto 5.00 P.M.

The application shall be in the prescribed proforma and to be sent to the following address by Post/ Registered Post/Courier. NO APPLICATION WILL BE RECEIVED DIRECTLY.

APPLICATION SHALL BE ADDRESSED TO THE PRL. DISTRICT AND SESSIONS JUDGE, KHAMMAM.

THIS NOTIFICATION IS AVAILABLE IN THE FOLLOWING OFFICIAL WEBSITE:

http:\\ecourts.gov.in\\khammam

The Vacancies position is as hereunder;

1. POST NAME : STENOGRAPHER (GRADE-III) - TOTAL (5) POSTS AS DETAILED BELOW:

a) UNDER GENERAL RECRUITMENT (CARRIED FORWARD VACANCY) – 01 POST

Category of Post	Class or Category	No. of Posts	Scale of Pay
STENOGRAPHERS GRADE-III	OC-ESM Ex-servicemen	01	22460-66330/-
	Total	01	

b) UNDER LIMITED RECRUITMENT: - 03 POSTS

Category of Post	Class or Category	No. of Posts	Scale of Pay
STENOGRAPHERS GRADE-III	ST-W	01	22460-66330/-
	SC-W	01	
	SC	01	
	Total	03	

c) UNDER GENERAL RECRUITMENT (REGULAR VACANCY) – 01 POST

Category of Post	Class or Category	No. of Posts	Scale of Pay
STENOGRAPHERS GRADE-III	BC-A	01	22460-66330/-
	Total	01	

I. QUALIFICATIONS PRESCRIBED:

1. The candidate must have passed in Intermediate examination conducted by A.P. State Board of Intermediate Education or any equivalent Examination.
2. Must have passed A.P. Govt Technical Examination in English Typewriting by Higher Grade Qualification and must have passed A.P. Government Technical examination in English Shorthand by Higher Grade or Equivalent. Provided that, if candidates who have passed the examination by Higher Grade are not available, those who have passed the examination by the Lower Grade may be considered. Must have knowledge or qualification in Computer Operation.

Linguistic qualification: A candidate shall not be eligible for appointment if he does not possess an adequate knowledge of **TELUGU AND URDU**, which are the languages of Khammam District.

Provided that where sufficient number of candidates who have an adequate knowledge of both the languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the District may be selected and such candidates shall be eligible for appointment.”;

II. AGE:

1. As on **01.07.2016** the candidates must not have completed (34) years and must have completed (18) years.
2. The age relaxation of maximum age limit is 5 years in respect of SCs/STs and BC candidates and 10 years in respect of Physically handicapped and Ex-Service Men as per Rules under 12 (c)i) of A.P. State and Subordinate Service Rules 1996 for the posts mentioned in 1(a) and 1(c) above.
3. The age relaxation of maximum age limit is **10 years** in respect of SCs/STs as per Rules under 12 (c)i) of A.P. State and Subordinate Service Rules 1996 for the post mentioned in 1(b) i.e. **for Limited Recruitment. (As the posts are to be filled up under Limited Recruitment, maximum age limit is 10 years)**

2. POST NAME :: TYPISTS

Category of Post	Class or Category	No. of Posts	Scale of Pay
TYPISTS			16400-49870/-
	OC	1 (for women)	
	BC-B	1	
	ST	1	
	Total	3 posts	

I. QUALIFICATIONS PRESCRIBED:

1. The candidate must have passed in Intermediate examination conducted by A.P. State Board of Intermediate Education or any equivalent Examination.
2. Must have passed A.P. Govt Technical Examination in English Typewriting by Higher Grade Qualification. Must have knowledge or qualification in Computer Operation.

Linguistic qualification: A candidate shall not be eligible for appointment if he does not possess an adequate knowledge of **TELUGU AND URDU**, which are the languages of Khammam District.

Provided that where sufficient number of candidates who have an adequate knowledge of both the languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the District may be selected and such candidates shall be eligible for appointment.”;

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1. As on **01.07.2016** the candidates must not have completed (34) years and must have completed (18) years.
2. The age relaxation of maximum age limit is 5 years in respect of SCs/STs and BC candidates and 10 years in respect of Physically handicapped and Ex-Service Men as per Rules under 12 (c)i) of A.P. State and Subordinate Service Rules 1996.

3. POST NAME :: COPYIST

Category of Post	Class or Category	No. of Posts	Scale of Pay
COPYIST	OC (ESM)	1	15460-47330
	Total	1	

I. QUALIFICATIONS PRESCRIBED:

1. The candidate must have passed in Intermediate examination conducted by A.P. State Board of Intermediate Education or any equivalent Examination.
2. Must have passed A.P. Govt Technical Examination in English Typewriting by Higher Grade Qualification. **Provided that candidates who have passed the Examination by the Higher Grade are not available, those who have passed the Examination by the Lower Grade shall be considered.**

Linguistic qualification: A candidate shall not be eligible for appointment if he does not possess an adequate knowledge of **TELUGU AND URDU**, which are the languages of Khammam District.

Provided that where sufficient number of candidates who have an adequate knowledge of both the languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the District may be selected and such candidates shall be eligible for appointment.”;

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1. As on **01.07.2016** the candidates must not have completed (34) years and must have completed (18) years.
2. The age relaxation of maximum age limit is 5 years in respect of SCs/STs and BC candidates and 10 years in respect of Physically handicapped and Ex-Service Men as per Rules under 12 (c)i) of A.P. State and Subordinate Service Rules 1996.

GENERAL CONDITIONS FOR ALL THE ABOVE POSTS:

III. FEES:

1. Demand Draft for Rs. 200/- towards application/examination fee, drawn in favour of the Prl. District Judge, Khammam payable at Khammam.
2. The payment of application/examination fee of Rs.200/- is exempted to the candidates who belongs to SC/ST/PHC/Ex.Ser.men.

APPLICATIONS SHALL BE ADDRESSED TO THE PRL. DISTRICT AND SESSIONS JUDGE, KHAMMAM.

IV. METHOD OF RECRUITMENT FOR ALL THE POSTS NOTIFIED:

1. Appointments to the posts notified will be made only on the basis of the presidential order to the extent it applies and subject to Rules of reservation.
2. A written examination for (50) marks in objective covering subjects on General English, General Knowledge, Judiciary, General Science and General Maths. **The minimum pass marks in the Written Test shall be 40% for the open Competition candidates, for those belonging to Backward Community it shall be 35%, and for those of SC & ST category it shall be 30%.**
3. Those who have qualified in the written test will be called for practical test for (30) marks. The candidates shall bring their own typewriter for transcription. **The minimum pass marks in the Practical Test shall be 50% for the open Competition candidates and 40% of marks to the other Reserved Categories.**
4. Oral interview for 20 marks will be given to the candidates who qualify in both the written and practical tests.

V. ATTESTED COPIES OF DOCUMENTS SHOULD BE ENCLOSED TO THE APPLICATION :

1. Certificate of Qualifying Examination.
2. Certificate of Technical Examination (Typewriting & Shorthand)
3. Certificate evidencing of Date of Birth
4. Community certificate (Issued by the authority not less than the rank of MRO) in case of reserved categories and the certificates shall show specifically the classification of group.
5. **Certificate in respect of Local candidature in terms of Presidential Order 1975 i.e. Study Certificate for four (4) i.e. from Classes VII to X issued by any educational institution recognized by the State Government, a University or other competent authority is to be enclosed to their applications, (or) in case they have not studied in any educational institution, Residence Certificate for a period of not less than 4 years, immediately preceding the date of commencement of the X class examination, in Annexure-I is to be in terms of G.O.P.No. 729, G.A.D. (SPF-a) Dept., dated 01.11.1975".**
6. A Self-addressed Registered Postal Cover (WINDOW TYPE) duly acknowledgment.
7. Four recent Colour Passport Size Photographs of the candidate duly attested by Gazetted Officer to be affixed. Out of Four, one to be affixed on top of the application, one on the D.D.Enclosure Form and one each on the Original and Duplicate Hall Ticket-cum-Identity Sheet in the space provided.

8. Any other relevant certificates such as Additional/Higher Academic and Technical Qualifications.
9. Employment Registration Card.

*** the documents mentioned from Sl.No. 1 to 7 above should be enclosed, failing which, such applications of the applicants will be disqualified.

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 every careful in submitting the application.
2. In complete/incorrect application 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 for 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. Before submission of application, candidates should ensure carefully his/her eligibility criteria for the written examination. No relevant column of the application should be left blank; otherwise application will not be accepted.
4. Separate application for each post i.e. Stenographer, Typist and Copyist shall be submitted.

5. Date of written examination

for all the above posts is

on 18.02.2017 from 11.00 A.M. to 12.30 P.M.

Skill Test for the post of Typist

on 18.02.2017 from

1.30 P.M. to 1.45 P.M.

Skill Test for the post of Copyist

on 18.02.2017 from

2.15 P.M. to 2.30 P.M.

Skill Test for the post of

on 18.02.2017 from

3.00 P.M. to 5.00 P.M.

Stenographer(Grade-III)

6. For the sake of convenience common written examination for all the Posts i.e. Stenographers (Grade-III), Typists and Copyist from Sl.Nos.1 to 3 will be conducted. If any of the candidate submitted application for more than one post, marks secured in common written examination will be considered for all the posts he applied. However, separate Skill Tests and Oral Interviews will be conducted for each category of post.

VI. GENERAL INSTRUCTIONS:

1. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfied 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 to disqualify him/her for the service.
2. 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 and per G.O.Ms. No. 653, 654 and 655 Finance (Pen-I) Department dated. 22.09.2004 issued by the Government.
3. Applications with insufficient information, without necessary enclosures and which are not in the prescribed form will be summarily rejected and will not be informed.
4. Applications received prior to this Notification and received after the due date and time will not be entertained.

5. Appointment 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.
6. No. T.A. will be paid for journey performed in connection with recruitment i.e., for written test/interview.
7. Mere applying will not give any right to any person to be called for either written test/ interview.
8. Selection to the posts will be made as per the guidelines issued by the Hon'ble High Court of A.P. Judicial Ministerial Service Rules and **subject to approval by the Hon'ble High Court of Judicature at Hyderabad.**
9. This office is not responsible for any postal delay and no correspondence will be entertained in any respect.
10. Candidates resorting to bring influence of any kind will be disqualified summarily.
11. The appointing authority reserves the right to cancel or other wise, the notification without assigning any reasons.
12. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the applicants shall 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 such false information.
13. The candidates are instructed that the D.D. No. & the name of the Bank with dated should be noted on the top of the application form and Date Sheet Form. The candidates should not staple the documents, they should tie the same with thread or file tag.
14. The candidates are further instructed to note their Name in full with pencil on the reverse side on the Demand Draft in a corner for information of the District Court.
15. The candidates are informed that an amount of Rs. 200/- sent by Demand Draft will not be refunded under any circumstances, though the applications are rejected on any ground.
16. No application will be entertained for supply of information, individual marks secured in the oral interview etc., under RTI Act, 2005 till the selection process is completed.
17. **For the post of Stenographer(Grade-III) Notified under Sl.No.1 (a) and (b):** As the posts are re-notified posts, they are reserved for Locals, as per Para 9 of the Presidential Order.
18. **For the post of Stenographer (Grade-III) mentioned under Sl.No.1(c) :** As one (1) post of Stenographer (Grade-III) is notified to be filled by direct recruitment under Sl.No.3, the same shall be left unreserved for which both local and non-local candidates can compete and get selected as per their merit as per para 8(8)(a) of the Presidential Orders".
19. **For the posts of Typists Notified Under Sl.No.2 :** Number of Posts reserved for Local and number of Posts as Un-reserved as per Para 8(a) of the Presidential Order i.e. **Out of 3 Posts, 2 posts are reserved for Locals and 1 posts is un-reserved against which either local or a non-local candidate can come up for selection as per merit.**

20. **For the posts of Copyist Notified Under Sl.No.3:** As one (1) post of Copyist is notified to be filled by direct recruitment, the same shall be left unreserved for which both local and non-local candidates can compete and get selected as per their merit as per para 8(8)(a) of the Presidential Orders".


PRL.DISTRICT AND SESSIONS JUDGE,
KHAMMAM.

To

1. The Registrar(General)/ Registrar(Recruitment)/ Registrar(Vigilance)/ Registrar(Judicial)/Registrar(Administration)/Registrar(Management) and Registrar(Protocol) Hon'ble High Court of Judicature at Hyderabad for the State of Telangana and for the State of Andhra Pradesh for information (with a covering letter)
2. Notice Board, District Court, Khammam
3. All the Judicial Officers in the Unit of District Judge, Khammam
4. The Collector & District Magistrate, Khammam
5. The District Employment Officer, Khammam
6. All the District Judges in the State of Telangana for information and with a request to cause affixture of the same on the notice board of their respective courts.
7. District Social Welfare Officer, Khammam,
8. District Tribal Welfare Officer, Khammam
9. The Officer In-charge of the Back Ward Class Welfare, Khammam.
10. The Zilla Grandhalaya Samithi, Khammam.
11. The District Public Relations Officer, with a request to publish the notification on the notice board attached to his office as well as the Information Centers located at various places in the District. This apart, the District Public Relations Officer should also be requested to release the list of the notification as a `Press Release` to both print and electronic media.
12. The System Officer, Prl. District and Sessions Court, Khammam to place the Notification in official web site.

D.D. NO.-----BANK:-----

JUDICIAL DEPARTMENT, PRL. DISTRICT AND SESSIONS COURT, KHAMMAM.

Notification No. 01/2017Date: .01.2017

DATA SHEET OF THE APPLICANT

APPLIED FOR THE POST OF

1. NAME OF THE APPLICANT WITH SURNAME :
(in full with capital letters)
2. DATE OF BIRTH (as mentioned in the Application):
3. POSTAL ADDRESS :
4. Community (OC/SC/ST/BC) :
5. Whether Belongs to : PH VH HH Ex.SM

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6. Educational Qualifications :
7. Technical Qualifications 1. Type Writing (H/L) :English ----- Telugu-----
2. Shorthand(H/L) : English.....Telugu.....
2. Computers :
8. Local – Non Local :

SIGNATURE O THE CANDIDATE

ESSENTIAL ENCLOSURES: (must be enclosed as in the order given)

- 1. Application form duly filled with signature
- 2. Date of Birth Certificate/SSC Certificate
- 3. Inter/10+2/Diploma (provisional) Certificate
- 4. Technical Qualifications Certificates (Type Writing & Stenography)
- 5. Caste Certificate
- 6. Study Certificates (6th to 10th Class)
- 7. Medical Certificates (Incase applicable)
- 8. Ex-Service Man Certificate (Incase applicable)
- 9. Other Technical Certificate (such as Computers, if posses)
- 10. Other relevant certificates (such as Degree/Post Graduate etc., if posses)
- 11. Self Addressed cover with postage of Rs. 25/-
- 12. Hall Ticket-cum-Identity Certificate duly filled and attested.

(for office use only)

REMARKS:

Signature of the ScrutinizerSignature of the Admn. Officer.

DD. No.& Date:----- Drawee Bank & Branch-----

JUDICIAL DEPARTMENT, PRL. DISTRICT AND SESSIONS COURT, KHAMMAM.

Notification No. 01/2017

Date: . 01 .2017

A P P L I C A T I O N F O R M

APPLIED FOR THE POST OF

Photo duly
attested by the
Gazetted
officer.

1. **NAME OF THE APPLICANT WITH SURNAME** :
(in full with capital letters)

2. **FATHER'S NAME/HUSBAND'S NAME** :
(in capital letters)

3. DATE OF BIRTH (proof should be enclosed) :

4. POSTAL ADDRESS :

5. NATIVE PLACE WITH DISTRICT :
(proof should be enclosed)

6. Community (OC/SC/ST/BC) :

7. Whether belongs to : PH VH HH Ex.SM

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8. **Educational Qualifications:** :

Examination passed	Name of the Board/University/School	Month & year of passing	Marks obtained	Total marks	% of marks
SSC/Matric					
*Intermediate/ Puc/10+2/ Polytechnic					
Degree					
Post-Graduate					
Technical Qualifications					
Other qualifications if any.					

**** Qualifying Examination Marks and Percentage is Compulsory.**

9. Local Employment Exchange Registration :
Number with date of last renewal.
10. Previous experience, if any, :
11. Involved in any Criminal cases (if yes,
Give details thereof) :
12. **Local/Non-Local** :
(Attested copies of relevant certificates
Should be enclosed for proof)
13. Working in State/Central Government
(if so, the particulars) :
14. Other Posts applied, if any, in pursuance :
to this Notification
15. Mobile No. :

SIGNATURE OF THE CANDIDATE

DECLARATION

I hereby declare that all the entries/statements made in this 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 the examination/ interview/ appointment, action can be taken against me by the authority. I have read the provisions in the notification carefully and I hereby undertake to abide by them.

I further declare that I fulfill all the conditions of eligibility regarding the age limit/education qualifications etc., prescribed for appointment to the post to which I am applying.

Station:

SIGNATURE OF THE CANDIDATE

Date:

APPENDIX – I

CERTIFICATE OF RESIDENCE

(Vide sub clause (ii) of clause (a) of Para 7 of the Presidential Order)

It is hereby certified

a) That Sri/Smt./Kum/ -----S/o.,
W/o., D/o.-----
appeared for the first time for the SSC Examination 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.

ORIGINAL

REGD. No.:

PRL. DISTRICT AND SESSIONS COURT : KHAMMAM
HALL TICKET-CUM-IDENTITY SHEET FOR COMMON WRITTEN EXAMINATION FOR
RECRUITMENT TO THE POSTS OF STENOGRAPHER(GRADE-III), TYPIST AND COPYIST

DATE	TIME	NAME OF THE EXAMINATION CENTER	
NAME AND FULL POSTAL ADDRESS OF THE CANDIDATE		Affix latest passport size photo duly attested by the Gazetted Officer	
(to be filled by the Candidate)			
Signature of the Candidate (to be signed before the Attesting Officer)			

CHIEF ADMINISTRATIVE OFFICER,
PRL.DISTRICT COURT, KHAMMAM.

INSTRUCTIONS TO THE CANDIDATES ON WRITTEN EXAMINATION

1. The candidates must note that his/her admission to the examination is more provisional. The mere fact that an Admission has been issued to him/her does not imply that his/her candidature has been finally cleared by the Institution or that the entries made by the candidate in his/her application have been accepted by the Institution as true and correct.
2. The candidates should go through the instructions given on the cover page of test booklet and carefully write his/her Register Number, Centre etc., in the Answer Sheet, which will be provided to him/her in the examination hall.
3. The candidate must ensure encoding the Register No., etc., on the Answer sheet correctly, failing which the Answer sheet will be rejected and will not be valued.
4. The candidates should satisfy the Invigilator of his identity with reference to the signature and photographs.
5. The candidates should occupy their respective seats 15 minutes before the commencement of the examination and will not to be allowed after 10 minutes of the scheduled time. They should not leave the examination hall till expiry of duration. Loaning and interchanging of articles among the candidates is not permitted in the examination hall. Cell phones and Pagers are not allowed in the examination hall.
6. The candidates are expected to behave in orderly and disciplined manner while writing the examination. If any candidate takes away Answer Sheet, the candidature will be rejected and in case of impersonation/ disorder/ rowdy/ behavior during Written Examination, necessary action will be initiated, apart from disqualifying appointment in future. Merit is the only criteria that decides the selections. Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates. The candidature and conditions specified here are subject to latest rules/ orders come into force during the process of recruitment.
7. The Institution would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. If it is suspected that the responses have been shared and the scores obtained are not genuine/ valid, the Institution reserves the right to cancel his/ her candidature and to invalidate in Answer Sheet.
8. Wherever Written Examination is held only those candidates who are totally blind and candidate, whose writing speed is affected by CEREBRAL PALSY, can use the scribe at the Written Examination. In all such cases where a scribe is used, the following rules will apply.
 - (a) The scribe should be from an academic discipline other than that of the candidate and the academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
 - (b) The candidate as well as the scribe will have to give a suitable undertaking confirming the rules applicable.

DUPLICATE

REGD. No.:

PRL. DISTRICT AND SESSIONS COURT : KHAMMAM
HALL TICKET-CUM-IDENTITY SHEET FOR COMMON WRITTEN EXAMINATION FOR
RECRUITMENT TO THE POSTS OF STENOGRAPHER(GRADE-III), TYPIST AND COPYIST

DATE	TIME	NAME OF THE EXAMINATION CENTER
NAME AND FULL POSTAL ADDRESS OF THE CANDIDATE		Affix latest passport size photo duly attested by the Gazetted Officer
(to be filled by the Candidate)		
Signature of the Candidate (to be signed before the Attesting Officer)		

CHIEF ADMINISTRATIVE OFFICER,
PRL.DISTRICT COURT, KHAMMAM.

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 - (b) The candidate as well as the scribe will have to give a suitable undertaking confirming the rules applicable.

JUDICIAL DEPARTMENT PRL. DISTRICT AND SESSIONS COURT,
KHAMMAM

Notification No. 01/2017

Date: . .2017

APPLIED FOR

DD ENCLOSURE FORM

APPLIED FOR THE POST OF
(DIRECT RECRUITMENT)

photo duly attested
by the Gazetted
Officer

1. **NAME OF THE APPLICANT WITH SURNAME** :
(in full with capital letters)

2. **FATHER'S NAME/HUSBAND'S NAME** :
(in capital letters)

3. DATE OF BIRTH (as mentioned in the application):

4. Community (OC/SC/ST/BC) :

5. Whether belongs to : PH VH HH Ex.SM

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6. Demand Draft Number and Date :

7. DD Drawn Bank Name and Branch :

SIGNATURE OF THE CANDIDATE

* Write Candidates Name and surname in full on the reverse side of the DD leaf (with pencil only)