

PRL.DISTRICT COURT: ANANTHAPURAMU

Dis.No.6571/2023/Admn/Genl.

Date 29.11.2023.

NOTIFICATION FOR APPOINTMENT ON OUTSOURCING BASIS

2 posts of STENOGRAPHER and 1 post of ATTENDER in the Unit of Ananthapuramu

Applications in prescribed proforma are invited from eligible candidates for appointment on **Outsourcing basis** to the following posts in the Unit of the Prl. District Judge, Ananthapuramu, as per Circular Memo No.GAD01-SU0MISC/31/2019-SU-I dated 20.11.2019 of Government of Andhra Pradesh {regarding incorporation of Andhra Pradesh Corporation for Outsourced Services (APCOS) and engaging on outsourcing basis} and in accordance with the instructions issued by Hon'ble High Court from time to time.

Name of the post	No. of vacancies	Category	Remuneration (as per G.O.Ms.No.7, Finance (HR.I-Plg. & Policy) Dept. dt. 17.01.2022)	Name of the Court
Stenographer (Outsourcing)	2	OC-W - 1 SC-W - 1	Rs.18,500/- p.m.	Unitwide
Attender (Outsourcing)	1	OC-W - 1	Rs.15,000/- p.m.	Spl. Court for trial of cases under SC/ST (POA) Act, Ananthapuramu

Note:

If eligible and suitable candidates belonging to abovementioned categories are not available, candidates belonging to other categories may be considered depending on Roster Points.

The said remuneration is subject to change as per the Government Orders issued from time to time.

Educational/Technical qualifications:

S. No.	Name of the post	Educational/Technical qualifications required
1)	Stenographer (Outsourcing)	1) Must be a Graduate from any recognised University. 2) Pass in Typewriting English Higher Grade and Shorthand English Higher Grade conducted by A.P. State Board of Technical Education & Training or equivalent examination. Candidates possessing Shorthand English Lower Grade qualification will be considered, if candidates with Shorthand English Higher Grade are not available.
2)	Attender (Outsourcing)	Must have passed VII Class examination or its equivalent. Candidates who failed X Class will be considered eligible, but those who have higher qualifications than that will not be considered eligible. Preference will be given to those candidates who possess skills like Driving, Electrical, Carpentry, Plumbing, Cooking, Washing, Gardening etc.

1) Nationality: The candidate shall be an Indian national.

2) Age: Must have completed the age of 18 years and must not have completed the age of 42 years as on 01.07.2023 as per G.O.Ms.No.101, General Administration (Ser.A) Department, dated 30.09.2022. The maximum age limit is relaxable by 5 years in case of SC/ST/BC candidates, by 10 years in case of candidates with disability and as per Rules in case of Ex-serviceman, as per Rules in force.

3) Fitness: The candidates should be physically and mentally fit to hold the post.

4) The candidate should not be involved in any criminal cases.

Method of recruitment:

Written Test/Technical Test and/or Interview of the standard consistent with the minimum general educational qualifications prescribed and nature of duties may be conducted, as may be decided by the undersigned.

Last date for submission of applications: 26.12.2023 at 5.p.m.

P.T.O.

Mode of applying:

Candidates seeking appointment to the above posts should send their applications only in the prescribed proforma addressed to **THE PRL.DISTRICT JUDGE, ANANTHAPURAMU** and should mention the name of the post applied for on the envelope cover. The applications must reach the above address by **5-00 P.M.** on or before the last date.

Separate application should be submitted for each category of post.

Applications received after last date will not be entertained.

Attested copies of the following should be enclosed to the application:

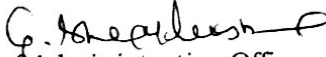
1. Certificates of Academic and Technical Qualifications; and other certificates to prove their professional skills if any.
2. Certificate evidencing Date of Birth.
3. Community Certificate in case of SC/ST/BC candidates.
4. Any other relevant certificates.
5. One recent passport size photograph of the applicant duly attested by the Gazetted Officer to be affixed at the top of application in the place specified.

GENERAL INSTRUCTIONS:

- (i) Applications are to be submitted in the proforma prescribed which is appended hereto and applications received in any other format will be summarily rejected.
- (ii) No T.A. or D.A. will be paid for the journey performed in connection with recruitment.
- (iii) Applications received after due date will not be accepted.
- (iv) Applications received prior to this notification will not be considered.
- (v) This office is not responsible for any postal delay, delay caused by any other service like courier or delay in delivery, etc.
- (vi) Selection will be made as per guidelines issued by the Hon'ble High Court of Andhra Pradesh and guidelines of Government and APCOS in Outsourcing appointments.
- (vii) The appointing authority reserves the right to cancel the notification without assigning any reasons there for.
- (viii) The employees who were dismissed, removed, compulsorily retired or made to seek retirement are not eligible for re-employment.
- (ix) The postings and transfers of the employees shall be at the discretion of the undersigned as required and necessitated by administrative exigencies subject to overall supervision of Hon'ble High Court of Andhra Pradesh.
- (x) The selected candidates shall produce physical fitness certificate at the time of joining duty.
- (xi) The appointed candidates shall be entitled to such consolidated remuneration as may be determined from time to time by the Government/Hon'ble High Court of Andhra Pradesh.
- (xii) The appointed candidates shall be required to discharge their duties sincerely, courteously and honestly to the satisfaction of the Presiding Officers.
- (xiii) The appointments are purely temporary and on outsourcing basis. The services of the appointed candidates are liable to be terminated at any time without assigning any reason and without any notice.

Sd/- G.Srinivas,
PRL.DISTRICT JUDGE,
ANANTHAPURAMU.

/ t.c.f.b.o. /


Chief Administrative Officer

29/11/2012

To

- 1) All the Judicial Officers in the Unit, with a request to display on respective Notice Boards.
- 2) The Notice Board.
- 3) The District Employment Officer, Ananthapuramu.
- 4) The District Collector (Ex officio Exe. Director of APCOS), Ananthapuramu, alongwith covering letter for necessary action, and with a request to display it in the Notice boards of offices under his control.
- 5) The Joint Collector (Member - Convener, APCOS), Ananthapuramu.
- 6) The District Collector, Sri Sathya Sai District, Puttaparthi, with a request to display it in the Notice boards of offices under his control.
- 7) The Public Relations Officer, Ananthapuramu, with a request for publicity in Newspapers/media.

Copy submitted to the Registrar (Administration), Hon'ble High Court of Andhra Pradesh at Amaravathi, Nelapadu, Guntur District, alongwith covering letter.

Copy to the System Officer, Prl. District Court, Ananthapuramu, to place it in Website.
Copy to stock file.

PRL. DISTRICT COURT: ANANTHAPURAMU

**(Notification Dis.No.6571/2023/Admn/Genl. Dated 29.11.2023
For appointment on OUTSOURCING BASIS)**

Affix latest
passport size
Photograph
duly attested by
Gazetted Officer

APPLICATION FOR THE POST OF: **STENOGRAPHER**
{**Stenographer** (Outsourcing) in the Unit /
Attender (Outsourcing) in Spl. Court for trial of cases
under SC/ST (POA) Act, Ananthapuramu}

1. Name of the applicant, in full :
(in capital letters)
2. a) Father's Name :
b) Husband's Name :
(In case of married woman)
3. Sex (Male / Female) :
4. Date of Birth and Age as on :
01.07.2023 :
(as per S.S.C. or other certificate,
as the case may be)
5. Address for correspondence :
6. Mobile No. :
7. Permanent Address :
8. Whether belongs to OC, BC, :
SC or ST (Specify the sub-group/caste)
9. Qualifications :
(Both Academic and Technical)
10. Previous Experience, if any, in case :
of outsiders
11. Whether involved in any criminal :
Cases. If so, furnish details

DECLARATION

I hereby 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 fulfil all the conditions of eligibility regarding the age limit/educational qualifications etc., prescribed for the post to which I am applying.

STATION :

DATE :

SIGNATURE OF THE APPLICANT