

OFFICE OF THE PRINCIPAL DISTRICT JUDGE, KADAPA

Dis.No:5909
19-08-2015

Notification No. 07/2015, Dt:19-08-2015

Applications are invited for appointment to the posts of **"PROCESS SERVER"** in the A.P. Last Grade Services, in the Unit of District and Sessions Judge, Kadapa, by Direct Recruitment from the eligible candidates together with a **CROSSED DEMAND DRAFT** for Rs.200/- (Rupees two hundred only) towards application/examination fee, drawn in favour of **THE PRINCIPAL DISTRICT JUDGE, KADAPA** payable at Kadapa from any Nationalized Bank. The candidates belonging to Schedule Caste/Schedule Tribe, Physically Handicapped/Ex-Service Men are EXEMPTED from submitting the Demand Draft for Rs.200/- towards application/examination fee (Vide Circular of the Hon'ble High Court of A.P. in Lr.ROC.No.779/2011-RC, dated:01.10.2011).

The applications shall be in the prescribed proforma enclosed herewith and shall be submitted to the following address by Postal/Registered Post/Courier etc. **"Applications will not be received directly/by hand"**.

Applications are to be addressed to: **THE PRINCIPAL DISTRICT JUDGE, KADAPA**

Last Date for receipt of applications is on before: **19-09-2015 at 05-00 PM**

Name of the Post	Class or Category	No. of Posts	Scale of Pay
PROCESS SERVER	OC	20(7W)	Rs. 15,460 – 47,330 (In Revised Pay Scales)
	OC (Blindness or Low	01	
	OC (Hearing Impaired)	01	
	BC-A	03(1W)	
	BC-B	03(1W)	
	BC-C	01	
	BC-D	02(1W)	
	BC-E(W)	01	
	SC	05(2W)	
	ST	3(1W)	
Total		40 Posts	

NOTE: That the selection/appointment of candidate belonging to BC-E group against roster point 19 shall be subject to the result of Civil Appeal Nos.2628 - 2637 of 2010 on the file of the Hon'ble Supreme Court.

1. EDUCATIONAL QUALIFICATIONS:-

1. Must have passed **"VII Class examination and must be able to ride a Bicycle"**, as per the rule 5(a) of the A.P. Last Grade service rules, 1992, issued vide G.O.Ms.No:565, Dt:24-10-1992. Preference will be given to the candidates, who possess professional skills, such as driving, electrical, carpentry, plumbing, gardening, cooking water pump set mechanism, machinery work, etc.,
2. No person shall be eligible for appointment to the post of Process Server in the District Judiciary of Kadapa, unless he/she is able to read and write Telugu **"and Urdu or one of the said languages of the District"**, as per rule 5(b) of the A.P. Last Grade service rules, 1992.

2. AGE LIMIT:-

1. Must not have completed 34 years of age and must have completed 18 years of age as on 01.07.2015 (Vide G.O.Ms.No.115,General Administration (SER.B) Department, dated 29.02.2008)
2. The age relaxation of maximum age limit is 5 years in respect of Schedule Caste, Schedule Tribe and Backward Class candidates and 10 years in respect of Physically Handicapped and Ex-Service Men, as per Rules in force.

3. MODE OF RECRUITMENT:-

1. Appointment to the posts notified will be made only on the basis of the Presidential Order to the extent it applied and subject to Rule of Reservation and Guidelines prescribed by the Hon'ble High Court of A.P.
2. "A simple written test in English of Standard consistent with minimum educational qualification prescribed **"will be held on OMR (technology) basis and candidates"** in the ratio of 1:10 shall be called for oral interview to be intimated later. The written test shall be conducted for 80 marks and oral interview for 20 marks. The qualifying percentages of marks in written examination are 40%for OCs, 35% for BCs and 30% for SC/ST candidates.

4. CERTIFIED COPIES/ATTESTED PHOTOSTAST COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE SHOULD BE ENCLOSED TO THE APPLICATIONS:

- a) Certificates of Academic and Technical Qualifications such as Marks Lists, Pass Certificates, Provisional Certificates and other Testimonials.
- b) Certificate evidencing date of Birth.
- c) Community Certificate in case of B.Cs., SCs and STs and the certificate shall show specifically the classification of the Group.

- d) Employment Registration Card.
- e) Certificate in respect of Local/Non-local candidature in terms of the Presidential Orders, 1975 i.e., the Study certificates of four (4) years i.e., from Classes IV to VII 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 VII class examination, in Appendix-1 is to be submitted in terms of G.O.P.No.729, GAD.(SPF-A) Dept., dt.01.11.1975.
- f) Latest attested copy of disability certificate "**showing the percentage of disability**" has to be submitted by disabled candidates, obtained from Medical Board.
- g) Any other relevant certificate.
- h) One recent passport size photograph duly attested by any Gazetted Officer to be affixed in the space provided in the application form.
- i) A duly stamped self Addressed envelope cover should be enclosed.
- j) The application should be addressed to **THE PRINCIPAL DISTRICT JUDGE, KADAPA** with a caption "**APPLICATION FOR THE POST OF PROCESS SERVER.**"

Note:-

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 very careful in submitting the application form.
2. Applicant should be careful in filling the application form. The information if any furnished by the candidate subsequently will not be entertained by the institution under any circumstances. **Incomplete/incorrect application form will be summarily rejected.** If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she is 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 with blank. If any column is not applicable, write "not applicable" against that column. Do not fill up such columns with dots or dashes or leave any column blank, otherwise application will not be accepted.
4. The Written Examination will be held as per OMR Technique.
5. Date of Oral interview will be announced later through source of media and candidates are requested to be alert in this regard.

General Instructions:

1. Out of 40 posts of Process Servers notified, 80% of posts i.e., 32 posts are reserved for local candidates and 20% of posts i.e., 08 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/Dt.20.10.1975.
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 will not be considered.
5. Applications received after the due date and time will not be entertained.
6. 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.
7. No T.A/D.A, will be paid for the journey performed in connection with the recruitment i.e., **for written examination/interview.**
8. Mere applying will not give any right to any person to be called for interview, as the applications of candidates will be verified in accordance with check list and also as per the guidelines issued by the Hon'ble High Court from time to time.
9. Selection to the posts will be made as per the guidelines issued by the Hon'ble High Court of A.P., in Roc.No.2318/1996, dated: 1.7.1996 and A.P. Last Grade Service Rules and subject to approval by the Hon'ble High Court of Judicature at Hyderabad for the state of Telangana and the state of Andhra Pradesh.
10. 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 in any respect.
11. Candidates resorting to bring influence of any kind will be disqualified their candidature summarily.
12. The appointing authority reserves the right to cancel or otherwise, the notification without assigning any reasons.

13. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the applications shall be rejected 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.
14. Communal group to which the candidate belongs shall invariably be mentioned in the box provided separately on the right side top of the application.
15. The candidates are instructed that the D.D. Number and the name of the Bank with date should be noted on the top of the application form and data sheet Form and further instructed to note their name in full in capital letter **with pencil** on the reverse side of demand draft in a corner, for information.
16. The candidates are informed that the amount of Rs.200/- sent by Demand Draft will not be refunded under any circumstance, though their applications are rejected on any ground.
17. The prescribed form of application and other relevant information can be downloaded from the District Court's Website <http://ecourts.gov.in/Kadapa> from [19.08.2015](http://ecourts.gov.in/Kadapa). Applications must be submitted in **legal size paper** only.

(Handwritten signature in blue ink)

PRINCIPAL DISTRICT JUDGE,

KADAPA.

To

1. The Registrar General, High Court of Judicature at Hyderabad for the state of Telangana and the state of Andhra Pradesh, Hyderabad for favour of information, with a covering letter.
2. The Registrar (Recruitment), High Court of Judicature at Hyderabad for the state of Telangana and the state of Andhra Pradesh, Hyderabad for favour of information, with a covering letter.
3. All the District & Sessions Judges in the States of A.P., for information and with a request to cause affixture of the same on the notice board of their respective courts.
4. All the judicial Officers in the District for causing affixture of the same on the notice board of their respective courts.
5. The District Collector, Kadapa with a request to display on the Notice Boards and also mark the Notification to the concerned authorities in the entire District for publication of the same on the Notice Boards of such authorities for the purpose of wide publicity.
6. The District Employment Officer (Clerical), District Employment Exchange, Kadapa.
7. The District Employment Officer (Technical), District Employment Exchange, Kadapa.
8. The Employment Officer, ITEA Kadapa.
9. The District Public Relation Officer, Kadapa 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 Kadapa District and also with a request to releases the Notification as Press Release to both print and Electronic Media and furnish the relevant publications made for record at this end.
10. The Deputy Director, Social Welfare Department, Kadapa with a request to display on the Notice Boards of all educational Institutions and hostels run and Managed under their control for wide publicity.
11. The Executive Director Schedule Caste cooperative Society limited, Kadapa District with a request to display on the Notice Boards of the Education Institutions and Hostels run and managed under their control for wide publicity.
12. The Station Directors, All India Radio, Kadapa, Kurnool, Ananatapur and chittoor with a request to broadcasts the List of the notification.
13. The Chairman, Zilla Grandhalaya Samstha, Kadapa with a request to display on the notice boards and also to mark the modification in all the libraries in the Kadapa, District for publication of the same on the notice boards of such libraries.
14. All the Bar Associations in Kadapa District with a request to display on the Notice Board of their Bar Associations.
15. The Chairman and Secretary, Zilla Parishad, Kadapa with a request to display on the notice Boards of all institutions and Hostels run and managed under his control for wide publicity.
16. The District Educational Officer, Kadapa, with a request to display on the Notice Boards of all institutions run under his control in the entire District for wide publicity.
17. The District Tribal Officer, Kadapa for causing affixture of the Notification on the notice Board of his office and also request to mark the Notification to all the offices run under his control in the entire District for wide publicity.
18. The Notice Boards of District Court, Kadapa.
19. Copy to stock file.

D.D.NO. & DATE: _____ NAME OF THE BANK _____

JUDICIAL DEPARTMENT
PRINCIPAL DISTRICT JUDGE'S COURT, KADAPA
 NOTIFICATION NO: 7/2015, Date: 19-08-2015
DATA SHEET OF THE APPLICANT

APPLIED TO THE POST OF **PROCESS SERVER**

1	NAME OF THE APPLICANT (In Capital Letters)		
2	FATHER'S NAME/HUSBAND'S NAME (in Capital Letters)		
3	DATE OF BIRTH & AGE AS ON 01.07.2015		
4	COMMUNITY		
5	WHETHER BELONGS TO	PHYSICALLY HANDICAPPED (Blindness or Low Vision / Hearing Impaired/ Locomotor Disability)	Ex. SERVICE
6	EDUCATIONAL QUALIFICATIONS		
7	TECHNICAL QUALIFICATIONS:	I. Typewriting English (H /L): II. STENOGRAPHY (H / L): III. Computers(PG/DIPLOMA): IV. Others:	
8	LOCAL / NON-LOCAL		

Signature of the applicant.

ESSENTIAL ENCLOSURES (MUST BE ENCLOSED AS IN ORDER GIVEN)

- 1) Application form duly filled with signature.
- 2) Date of Birth Certificate / SSC Certificate.
- 3) VII Class Pass Certificate.
- 4) Technical Qualifications Certificates (Typewriting, Stenography, Computers & Others)
- 5) Caste Certificate.
- 6) Study Certificate (4th to 7th Class).
- 7) Medical Certificate (in case applicable) (For Handicapped Candidates).
- 8) Ex-Servicemen Certificate (in case applicable).
- 9) Other relevant Certificates (such as Degree/Post Graduate etc., if possess).

(For Office Use only)

REMARKS

Signature of the Scrutinizer

PRINCIPAL DISTRICT JUDGE'S COURT, KADAPA
NOTIFICATION NO: 07/2015, DATE: 19-08-2015
APPLICATION FOR THE POST OF PROCESS SERVER

Affix latest
Passport size
photograph duly
attested by
Gazetted Officer
(Do not staple the
photo, but paste it)

1	NAME OF THE APPLICANT (In Capital Letters)	
2	FATHER'S NAME/HUSBAND'S NAME (in Capital Letters)	
3	DATE OF BIRTH & AGE AS ON 01.07.2015	
4	Address for correspondence (with pin code)	
5	Permanent Address	
6	Category to which he/she belongs to OC/BC-A/B/C/D/E-SC/ST/PH /PH (VH) (Specify the group and a certificate to be enclosed).	
7	Mobile Number/Land line Number	
8	Educational Qualifications	
9	Local Employment Exchange Registration Number and Date and Last Renewal date	
10	Involved in any Criminal Cases (If Yes, give details thereof)	
11	Previous experience, if any	
12	Local / Non-Local	
13	Any other relevant information	

EDUCATIONAL QUALIFICATIONS

EXAMINATION PASSED	NAME OF THE BOARD/ UNIVERSITY/SCHOOL	MONTH & YEAR OF PASSING	DIVISION AND PERCENT OF MARKS	
			DIVISION	% OF MARKS
VII Class				
SSC				
INTERMEDIATE				
Degree				
Post-Graduation				
Technical Qualification Typewriting Eng-(L/H)				
Shorthand (L / H)				
Computer (PG Diploma/ Diploma)				
Other Qualification, if any				

DECLARATION

I hereby declared that all the entries/statements made in 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 declared that I fulfill 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.

Note: - Attested copies of certificates to be enclosed, wherever necessary.

CHECK LIST

Whether the following attested copies of documents have been enclosed.

1	All Study and Conduct Certificates from I to VII Class	Yes/No
2	Marks List of Secondary School Certificate Examination	Yes/No
3	Mark List of Intermediate.	Yes/No
4	Certificates for other academic educational Qualifications if any.	Yes/No
5	Typewriting English Higher Grade Certificate	Yes/No
6	Typewriting Telugu Higher/Lower Grade Certificate	Yes/No
7	Short hand English Higher/Lower Grade Certificate	Yes/No
8	Short hand Telugu Higher/Lower Grade Certificate	Yes/No
9	Other Technical Certificates, if any.	Yes/No
10	Caste Certificate	Yes/No
11	Employment Registration Card	Yes/No
12	Nativity Certificate	Yes/No
13	Date of Birth Certificate	Yes/No

**Administrative Officer,
District Court, Kadapa.**

**JUDICIAL DEPARTMENT
PRINCIPAL DISTRICT JUDGE'S COURT, KADAPA
NOTIFICATION NO: 07/2015, DATE: 19-08-2015
D.D. ENCLOSURE FORM
APPLIED TO THE POST OF PROCESS SERVER**

1	NAME OF THE APPLICANT (In Capital Letters)		
2	FATHER'S NAME/HUSBAND'S NAME (in Capital Letters)		
3	DATE OF BIRTH & AGE AS ON 01.07.2015		
4	COMMUNITY		
5	WHETHER BELONGS TO	PHYSICALLY HANDICAPPED (Blindness or Low Vision / Hearing Impaired/ Locomotor Disability)	Ex. SERVICE
6	DEMAND DRAFT NUMBER & DATE		
7	D.D drawn Bank Name and Branch		

SIGNATURE OF THE CANDIDATE

NOTE: Write the name of the candidate on the reverse side of the Demand Draft with **PENCIL** only

ORIGINAL
FOR OFFICE USE ONLY

Hall Ticket No. :

Examination Center :

Examination Date & Time:

HALL TICKET
FOR THE POST OF PROCESS SERVER
NOTIFICATION No.07/2015

(TO BE FILLED BY THE APPLICANT)

- 1) Name of the applicant :
(in capital letters)
- 2) Father's Name/
Husband's Name :
- 3) Full Address of the
Candidate :
- 4) Date of Birth :
- 5) Age as on 1-7-2015 :

Affix latest Passport size photograph duly attested by Gazetted Officer (Do not staple the photo, but paste it
--

Certified that the above particulars given by me are correct and true to my knowledge.

Signature of the Candidate.

Signature of the Candidate
(At the time of Examination
before the Invigilator)

**Administrative Officer,
District Court, Kadapa.**

Instructions to the candidates:-

- 1) The candidates should attend at least half-an-hour before the commencement of the Examination to verify the Hall Ticket.
- 2) No candidate will be permitted to enter the Examination Hall 15 minutes after the commencement of the Examination.
- 3) No candidates will be permitted to leave the examination hall till the examination is completed.
- 4) The candidates shall bring H.B .Pencil, eraser for the written test. Use **of Pen/Ball Pen** at the time of written examination is prohibited.
- 5) Use of Cell Phones, carrying books or bags or any other kind of material into the examination hall is prohibited.
- 6) Candidates shall invariably mention **HALL TICKETS** number on the top of the Answer Sheet in the space provided there for.
- 7) The candidates shall not write their names in the answer sheet.
- 8) The candidates shall maintain silence in the examination hall
- 9) Answer Sheets of the candidates who indulge in **malpractice** will summarily stand rejected.
- 10) Candidates are not entitled for TA/DA for attending the oral interview.

DUPLICATE
FOR OFFICE USE ONLY

Hall Ticket No. :

Examination Center :

Examination Date & Time:

HALL TICKET
FOR THE POST OF PROCESS SERVER
NOTIFICATION No.07/2015

(TO BE FILLED BY THE APPLICANT)

1) Name of the applicant :
(in capital letters)

2) Father's Name/
Husband's Name :

3) Full Address of the
Candidate :

4) Date of Birth :

5) Age as on 1-7-2015 :

Affix latest Passport size photograph duly attested by Gazetted Officer (Do not staple the photo, but paste it
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Certified that the above particulars given by me are correct and true to my knowledge.

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- 10) Candidates are not entitled for TA/DA for attending the oral interview.

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 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 i.e., Classes IV to VII are to be enclosed to their applications immediately preceding the commencement of the aforesaid examination, he/she resided in the following place/places, namely.

Sl. No.	Village	Taluq/Mandal	District	Period
1.				
2.				
3.				
4.				

OFFICIAL SEAL

Officer of Revenue Department not below the rank of Tahsildar or Deputy Tahsildar in independent charge of a Sub-Taluk.

Station :

Date :