

NOTIFICATION

**CITY SMALL CAUSES COURT HYDERABAD: HYDERABAD DISTRICT
(GENERAL RECRUITMENT)**

**CORRIGENDUM DIS.NO.3462/17, DT. 29-07-2017 THIS OFFICE NOTIFICATION
NO.3064, DT.05-07-2017 RECRUITMENT FOR THE POST OF EXAMINER**

Applications are invited for appointment to the post of **EXAMINER (Category 11)** carrying the pay scale of Rs.15460-47330 (R.P.S. 2015) to fill up (2) vacancies, in the A.P. Judicial Ministerial Services in the Unit of Chief Judge, City Small Causes Court, Hyderabad.

The application shall be in the prescribed proforma and to be sent by Post/Registered Post/Courier. The notification number and post applied shall be mentioned on the cover. **NO APPLICATION WILL BE RECEIVED DIRECTLY.**
Application addressed to:

**THE CHIEF JUDGE: CITY SMALL CAUSES COURT, CITY CIVIL COURT
PREMISES, DEVAN DEVIDI, HYDERABAD – 500 002.**

LAST DATE FOR RECEIPT OF APPLICATIONS **13-08-2017 UPTO 5-00P.M.**

ABSTRACT

Name of the Post	Class/Category	Number of Posts	Scale of Pay
EXAMINER	B.C-A (W)	(1) One Post	15460-470-16870-510- 18400-550-20050-590- 21820-640-23740-700- 25840-760-28120-820-
	S.C.	(1) One Post	30580-880-33220-950- 36070-1030-39160-1110- 42490-1190-46060-1270- 47330.

Note:

Out of 2 Posts, 1(One) post is reserved for local and one(1) post is un-reserved for which both local and non-local candidates can compete and selection will be as per merit in terms of the instructions issued in Para 8(8)(a) of the of the Presidential Order issued vide G.O.Ms.No.674, General Admn(SPF-A) Dept, dated 20-10-1975.

Educational Qualifications:

- * The candidate must have passed **Intermediate Examination** conducted by the State Board of Intermediate Education or its equivalent examination.

Linguistic Qualification:

- * No candidate shall be eligible for appointment to the posts of **EXAMINER** in the Unit of Chief Judge, City Small Causes Court, Hyderabad, if he/she does not possess an adequate knowledge of Telugu and working knowledge of Urdu. Provided that where sufficient number of candidates who have an adequate knowledge of the said two 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.

AGE LIMIT

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- * The age relaxation of maximum age limit is 5 years in respect of Scheduled Castes/Scheduled Tribes and **Backward Class-A (Women)** candidates, and **10 years in respect of physically handicapped candidates and for Ex-Servicemen as per Rule 12(1)(C)(i) of the A.P.State and Subordinate Service Rules 1996. The Physically handicapped candidates must produce disability certificate issued by the Medical Board showing the percentage of disability for claiming the age relaxation".**
- * The age relaxation of maximum age limit is 5 years in respect of Scheduled Castes as per Rule 12(1)(C)(i) of the A.P.State and Subordinate Service Rules 1996.

APPLICATION/EXAMINATION FEE AS PER HIGH COURT'S CIRCULAR ROC.NO.779/2011-RC, DT.01-10-2011

Candidates seeking appointment should send their applications in the prescribed proforma only: to be addressed to **'The Chief Judge, City Small Causes Court, Hyderabad, City Civil Court premises, Dewandevdi, Hyderabad-500 002'** by Registered Post/Courier Service along with a Demand Draft for Rs.200/- (Rupees Two Hundred Only) in favour of Chief Judge, City small Causes Court, Hyderabad towards examination fee, drawn on State Bank of Hyderabad, City Civil Court Branch, Hyderabad only. The candidates are instructed to mention the particulars of DD in the relevant column of the application. Further, the name of the candidate shall be noted on the reverse side of the Demand Draft. The examination fee once paid will not be refunded under any circumstances, even in the event of application received after due date or gets rejected due to any reason.

Exemption fee: The candidates belonging to SC are Exempted from payment of fee.

METHOD OF RECRUITMENT:

- i). A written Test of the standard consistent with the minimum general educational qualification prescribed will be conducted on O.M.R. basis (Technology) of matters on General English, General Knowledge, Judiciary, General Science and General Math's. The successful candidates will have to appear for an oral interview to be intimated later.
- ii) Written Examination which is objective in form shall carry 80 marks and oral interview shall carry 20 marks.
- iii) **Written test:** Only such candidates who secure 35%marks for B.C.Candidates and 30% marks for SC Category will be treated as qualified in the written test.
- iv). Candidates who are qualified in the written test will be short listed to the level of 1:10 in order of merit/reservation for oral interview
- v) The Chief Judge, City Small Causes Court Hyderabad is the ultimate authority to take decision on any aspect with regard to recruitment and it will be final.
- vi) No person shall be eligible for appointment to the service by direct recruitment, unless, he satisfies the following conditions.
 - 3) That he/she is of sound health, active habits and free from any bodily Defects or infirmities rendering unfit for service.
 - 4) That his/her character and antecedents are such as would not disqualify for service.

RESERVATION: The recruitment shall be subject to the Rule of reservation in favour of Candidates belonging to **B.C.A(Women) and SC Categories** as per rules.

LOCAL AREA : As per G.O.Ms.No.674, GAD (SPFA) Dept, Dt.20-10-1975 each district Of the State shall be regarded as a local area.

ATTESTED PHOTOCOPIES OF THE FOLLOWING SHOULD BE ENCLOSED TO THE APPLICATION:

- i) Certificates of Academic i.e., Intermediate and Technical Qualifications, such as Marks Lists, T.C., Study/Bonafide Certificates, Pass Certificate and other certificates, to prove their professional skills, if any.
- ii) Certificate evidencing Date of Birth.
- iii) Study/Bonafide Certificate from VII to X Class.
- iv) Community Certificate i.e. BC/SC.ST with groups (in case of reserved categories issued by authority concerned).
- v) In case of physically handicapped candidates, the certificate issued by competent authority specifying the nature of disability and percentage of disability should be enclosed.
- vi) Certificate in respect of LOCAL/NON-LOCAL Candidates in terms of the Presidential Order 1975, i.e. Study/Bonafide certificates for four 4 years from 7th to 10th Class (or) in case, they have not studied in any institution, but resided in District, they have to submit a Residence Certificate, from the Tahasildar or MRO concerned for four years preceding the years of Matriculation (S.S.C) qualifying examination on Annexure-I in terms of G.O.Ms.No.729 GSD (SPF-A) Department, dated 01-11-1975.
- vii) Employment Registration Card
- viii) Demand Draft for Rs.200/- to whom applicable
- ix) A Self addressed stamped cover Rs.25/- with acknowledgment due. .
- x) Three (3) recent passport size photographs duly attested by a gazetted officer to be affixed. One is to be affixed at the top of application in the place specified. Another shall be affixed on the Original Hall Ticket and another shall be affixed on the duplicate hall ticket in the space provided.
- xi) Any other relevant certificates.

GENERAL INSTRUCTIONS/CONDITIONS

1. 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.
2. The appointees will be covered by the **Contributory Pension scheme** and the existing pension scheme as per Andhra Pradesh Revised Pension Rules.1980 will be applicable to them as per G.O.Ms.No.655 Fin.(Pension-I) Department Dt.22-09-2004.
3. Applications are to be submitted in the prescribed pro-forma enclosed herewith and applications received in any other format will be rejected summarily.
4. No T.A. or D.A will be paid for the journey performed in connection with recruitment i.e. for Written examination/Skill Test/Interview.
5. Applications with in-sufficient information will summarily be rejected.
6. Applications which do not contain necessary enclosures as detailed above will be rejected.
7. Applications received prior to this Notification and after due date will not be considered.

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8. This office is not responsible for any postal delay, delay caused by and other service like courier or delay in delivery, etc.,
9. Mere applying will not give any right to any person to be called for either for Written Examination or for interview as the applications of the candidates will be short listed as per the guidelines issued by the Hon'ble High Court from time to time.
10. Selection will be made as per the guidelines issued by the Hon'ble High Court., and as per A.P.Judicial Ministerial Service Rules, 2003 and subject to approval by the Hon'ble High Court.
11. The Appointing Authority reserves the right to cancel the notification without assigning any reason there for.
- 12.. Candidates resorting to bring influence of any kind will be disqualified summarily.
13. The applicants are required to furnish their mobile;/landline phone numbers and respond to official communication with them from the Court of Chief Judge.


Chief Judge,

City Small Causes Court,
Hyderabad.

To

5. The Registrar(Recruitment), HighCourt of Judicature for the State of Telangana and the State of Andhra Pradesh, Hyderabad with a covering letter.
6. The Chief Judge, City Civil Court, Hyderabad
7. The Metropolitan Sessions Judge, Nampally, Hyderabad
8. All the District & Sessions Judge, In the State with a request to circulate this notification to all the Judicial officers under their control to display it in their respective notice boards of their respective court.

To The following officials with a request to display the notification on their notice boards and to take necessary steps for its vide publicity.

Copies to:

10. The Collector & District Magistrate, Hyderabad District
11. The Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad
12. The District employment Officers, Hyderabad District
13. The Central Library, Hyderabad
14. The Deputy Director , Social Welfare Department, Hyderabad District
15. The District Tribal Welfare Officer, Hyderabad District
16. The District Backward class Welfare Society, Hyderabad,
17. The Director, All India Radio Station, Hyderabad with a request to broadcast the gist of the notification.
18. The Public Relation Officer, Hyderabad District , with a request to publish the notification on the Notice Board attached in his office as well as in the Information Centers located at various placed in the District and requested to release the gist of notification as a PRESS RELEASE TO BOTH THE PRINT AND ELECTROIC MEDIA".

JUDICIAL DEPARTMENT
COURT OF THE CHIEF JUDGE : CITY SMALL CAUSES COURT: HYDERABAD

NOTIFIATION NO. /ADMN.NO17/2017/HYD, DATED: - -2017.

APPLICATION FOR THE POST OF "EXAMINER"
(All the columns must be filled by the Applicant in his/her own
handwriting)

**LATEST PASS
PORT SIZE
PHOTOGRAPH
DULY ATTESTED BY
GAZETTED
OFFICER**

- 1 NAME OF THE APPLICANT :
(In block letters only)
- 2 NAME OF FATHER'S :
NAME OF HUSBAND
(for female candidates, if
married)
- 3 Sex Male/Female :
- 4 DATE OF BIRTH & AGE :
as on 01-07-2017
(as per SSC Certificate)
- 5 Age as on 01-07-2017 :
- 6 Address for correspondence :
7. Permanent Address in detail :
with Pin code.
8. Mobile Number/Land line :
9. Whether belongs to Category: :
a) B.C.(A). (W)
b) S.C.
- 10 Whether the Applicant is Local or :
Non-Local
- 11 Local Employment Exchange Regd. :
No. and date of last renewal.
- 12 Whether belongs to Physically :
Handicapped Category
- 13 Whether Ex-Service men 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, Date of D.D., DD.No.&Branchetc)

10 Educational & Technical Qualifications.

Examination passed	Name of the School/Board/University	Month & Years of Passing	Division and % of marks	
			Division	% of marks
VI to IX				
S.S.C				
Intermediate				
Degree, if any				
Computer qualifications, If any,				
Technical and other qualifications, if any				

DECLARATION

I solemnly declare that all the entries/statements made in the applications 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 of limit/educational qualifications/Caste etc., prescribed for the post to which I am applying.

Station:

Signature of the Applicant

Date:

CHECK LIST

Whether the copies of the following documents are enclosed

1.	Study Certificate from Class VII to Intermediate	Yes	No
2.	S.S.C.Memo of Marks	Yes	No
3.	Intermediate Memo of Marks	Yes	No
4.	Certificate of other Academic Qualifications.	Yes	No
5.	Caste Certificate	Yes	No
6.	Certificate of Residence in Annexure I	Yes	No
7.	Nativity Certificate	Yes	No
8.	Employment Registration Card	Yes	No
9.	Certificate of Physically Handicapped	Yes	No
10.	Other Date of Birth Certificate if any	Yes	No
11.	Demand Draft for Rs.200/-	Yes	No
12.	Other certificate if any	Yes	No

ORIGINAL

FOR OFFICE USE ONLY

HALL TICKET NO : _____

EXAMINATION CENTER : _____

EXAMINATION DATE: : _____

HALL TICKET
FOR THE POST OF EXAMINER
NOTIFICATION NO. ____/2017, Dated ____ - ____-2017
(to be filled in by the Applicant)

Latest Passport
size colour
photograph duly
attested by a
Gazetted Officer

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 01-07-2017 :

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

SIGNATURE OF THE CANDIDATE
Before the Invigilator at the time of Examination)

Signature of the Candidate

Instructions to the Candidates:

1. The candidates should attend the examination hall at least half-an-hour before the commencement of the examination for verification of their Hall permit.
2. No candidate will be permitted to enter into the examination hall 15 minutes after commencement of the examination.
3. No candidate will be permitted to leave the examination hall till the examination is completed.
4. The candidates should bring H.B.Penciles, erasers for the written test, Use of pen/ball pen at the time of written examination.
5. Use of Cell Phones, carrying books or bags or any other kind of material into the examination hall is prohibited
6. Candidate shall invariably mention Hall ticket no. on the top of the Answer Sheet in the space provided thereof.
7. The candidates shall not write their names in the answer sheets.
8. The Candidates shall maintain silence in the examination hall
9. Answer Sheets of the candidates who indulge in malpractices will be rejected summarily.
10. Candidates are not entitled to TA or D.A. for appearing for the examination which will be at their own costs.

Instructions to the Candidates:

1. The candidates should attend the examination hall at least half-an-hour before the commencement of the examination for verification of their Hall permit.
2. No candidate will be permitted to enter into the examination hall 15 minutes after commencement of the examination.
3. No candidate will be permitted to leave the examination hall till the examination is completed.
4. The candidates should bring H.B.Penciles, erasers for the written test, Use of pen/ball pen at the time of 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. They shall invariably mention Hall permit no. on the top of the Hall permit in the space provided thereof.
7. The candidates shall not write their names on any page of the answer sheets.
8. They shall maintain silence in the examination hall
9. Answer Sheets of the candidates who indulge in malpractices will be rejected summarily.
10. Candidates are not entitled to TA or D.A. for appearing for the examination which will be at their own costs.

OFFICE OF THE CHIEF JUDGE::CITY SMALL CAUSES COURT::AT HYDERABAD.

DUPLICATE

FOR OFFICE USE ONLY

HALL TICKET NO : _____

EXAMINATION CENTER : _____

EXAMINATION DATE: : _____

HALL TICKET
FOR THE POST OF EXAMINER
NOTIFICATION NO. /2017, Dated - -2017
(to be filled in by the Applicant)

Latest Passport
size colour
photograph duly
attested by a
Gazetted Officer

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 01-07-2017 :

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

SIGNATURE OF THE CANDIDATE
Before the Invigilator at the time of Examination)

Signature of the Candidate

APPENDIX - I

CERTIFICATE OF RESIDENCE

(Vide sub-clause (ii) of Clause 9(a) of Para 7 of the Presidential Order)

It is hereby certified that:

- a) That Sri/Smt/Kum. _____ S/o.W/O.D/O.

_____ appeared SSC 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 preceding the commencement of the aforesaid examination. He/she resided in the following place/places.

	VILLAGE	TALUK/MANDAL	DISTRICT	PERIOD	
				FROM	TO
1.					

OFFICE SEAL

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

Station:

Dt.