

PRL.DISTRICT COURT: ANANTHAPURAMU

Date 13.09.2024.

Dis.No.5540/2024/Admn/Genl.

NOTIFICATION FOR APPOINTMENT OF COMPUTER ASSISTANT ON CONTRACT BASIS

- in Prl. District Court, Ananthapuramu

Applications in prescribed proforma are invited from eligible candidates for appointment on **Contract basis** (on consolidated monthly remuneration) to the following post in the Unit of the Prl. District Judge, Ananthapuramu, as per Rule 9 of A.P.State and Subordinate Service Rules, 1996 and in accordance with the instructions issued by Hon'ble High Court from time to time.

| Name of the post | No. of vacancies | Name of the Court |
|--|------------------|--|
| Computer Assistant (Contract basis) | 1 | Prl. District Court, Ananthapuramu. |

Remuneration : Rs.17,500/- p.m. (Rupees Seventeen thousand five hundred only)
(As per G.O.Rt.No.769, Law (L & LA & J Home Courts-B) Department,
dated 21.09.2017)

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

The appointment is purely temporary and on contract basis.

Qualifications:

- 1) **Nationality:** The candidate shall be an Indian national.
- 2) **Nativity:** **Only natives of Ananthapuramu are eligible.**
- 3) **Educational:** Must be a Graduate from any recognised University and must have knowledge or qualification in computer operation.
- 4) **Technical:** Must have basic knowledge on Software side (need not develop software). Must have good knowledge on Hardware side so as to attend to installation and troubleshooting in Computers (both Desktop and Laptop), Printers and Connectivity; installing and maintaining Windows, Linux and Ubuntu Operating System and Office Tools, Computer Network, etc. If they possess any Technical qualifications from recognised Institutions that will be considered as additional qualification.
- 5) **Age:** Must have completed the age of 18 years and must not have completed 42 years as on 01.07.2024. Upper age limit is relaxable by 5 years in case of SC/ST/BC/EWS candidates and by 10 years in case of Physically challenged candidates.
- 6) **Fitness:** The candidates should be physically and mentally fit to hold the post.
- 7) The candidate should not be involved in any criminal cases.

Method of recruitment:

Technical/Skill Test in software and hardware of computers, of the standard consistent with the Technical qualifications prescribed and nature of duties will be conducted.

Last date for submission of applications: 14.10.2024 till 5.p.m.

P.T.O.

Mode of applying:

Candidates seeking appointment to the above post 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.

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 technical skills if any.
2. Certificate evidencing Date of Birth (S.S.C. certificate).
3. Nativity certificate (**only natives of Ananthapuramu are eligible**).
4. Community Certificate in case of SC/ST/BC/EWS candidates.
5. Certificate of physical disability, in case of physically challenged candidates.
6. Any other relevant certificates.
7. 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.
8. A self addressed postal cover.

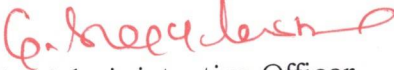
GENERAL INSTRUCTIONS:

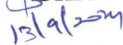
- (i) Applications are to be submitted in the proforma prescribed which is appended hereto and applications received in any other format will be summarily rejected.
- (ii) No T.A. or D.A. will be paid for the journey performed in connection with recruitment.
- (iii) Applications received after due date 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 Rule 9 of A.P. State and Subordinate Service Rules, 1996.
- (vii) In the event of more than 20 candidates applying for the vacancy such applications may be short listed on the basis of marks obtained in the qualifying examination and other relevant considerations.
- (viii) The appointing authority reserves the right to cancel the notification without assigning any reasons there for.
- (ix) The employees who were dismissed, removed, compulsorily retired or made to seek retirement are not eligible for re-employment.
- (x) No person shall be eligible for appointment to the service for the recruitment unless he/she is of sound health, active habits, free from bodily defects or infirmity making him/her unfit for the service his/her character and antecedents are such as would not disqualify for the service.
- (xi) Candidates resorting to bring influence of any kind will be disqualified summarily.
- (xii) 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.
- (xiii) The selected candidate shall produce physical fitness certificate at the time of joining duty.

- (xiv) The appointed candidate 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.
- (xv) The appointed candidate shall be required to discharge his/her duties sincerely, courteously and honestly to the satisfaction of the Presiding Officers.
- (xvi) On appointment, the employees shall enter into an agreement with the Prl. District Judge, Ananthapuramu with regard to appointment on contract basis.

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

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



To  Chief Administrative Officer

- 1) All the Judicial Officers in the district to display on Notice Boards.
- 2) The Notice Board.
- 3) The Website of Prl. District Court, Ananthapuramu.
- 4) The District Employment Officer, Ananthapuramu.
- 5) The District Collector, Ananthapuramu, with a request to display it in the Notice boards of offices under his control.
- 6) 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 for favour of kind information (alongwith covering letter).

Copy to stock file.

PRL. DISTRICT COURT: ANANTHAPURAMU

(Notification Dis.No.5540/2024/Admn/Genl Dated 13.09.2024)

For appointment on **CONTRACT BASIS -**
in Prl. District Court, Ananthapuramu)

Affix latest
passport size
Photograph
duly attested by
Gazetted Officer

APPLICATION FOR THE POST OF: **COMPUTER ASSISTANT**

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
01.07.2024 :
5. Address for correspondence :
6. Mobile No. :
7. Permanent Address :
8. Whether belongs to the categories of :
SC/ST/BC/EWS/PH/OC
(Specify the sub-group/caste)
9. Qualifications
(Both Academic and Technical) :
10. Details of skill in Computer hardware
and software :
10. Previous Experience, if any :
12. 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 :

SIGNATURE OF THE APPLICANT

DATE :