

# **HIGH COURT OF ANDHRA PRADESH:: HYDERABAD**

## **EMPLOYMENT NOTIFICATION No. 22 /2013-Estt.**

Applications are invited from eligible candidates fulfilling the requisites as specified below, for filling-up of **6 posts of Court Managers**, on consolidated remuneration of Rs.50,000/- per month for a period of **one year on contract basis**, as per the Andhra Pradesh High Court Special Service Rules for Court Managers-2010.

The employees working in **Government/Semi-Government/Autonomous Bodies/Government Law Universities and Government Colleges/Public Sector Undertakings**, having the minimum qualifications as prescribed hereunder may also apply for appointment on deputation on contract basis and on consolidated remuneration as stated above and they have to appear for the written test/oral interview along with other candidates. Except consolidated remuneration, they are not eligible for any allowances. The employees desirous of applying for the post of Court Managers, may forward their applications through proper channel duly enclosing copies of all the certificates as mentioned below:

### **QUALIFICATIONS**

- (1) Must be a citizen of India
- (2) Must have passed Post-graduation in Business Administration or its equivalent examination from any recognised University in India or from any Institution recognized by a competent authority in accordance with any Law.
- (3) Must be a Post-Graduate or Graduate or Post Graduate Diploma Holder in Information Technology from any recognised University in India or from any Institution recognized by Government of Andhra Pradesh or any other competent authority in accordance with any Law.

Preference will be given to candidates possessing Law Degree from any recognized University in India or from any Institution recognized by a competent authority in accordance with any Law.

The candidates should possess the requisite qualifications as indicated above, as on the date of notification.

The academic qualifications prescribed above should not have been acquired through distant education or correspondence courses.

The candidate should be of sound health and free from any bodily defect or infirmity making him unfit for the service.

**Contd...**

**FUNCTIONS AND RESPONSIBILITIES:**

The candidates appointed as Court Managers have to discharge the functions and responsibilities as entrusted by the Hon'ble The Chief Justice from time to time.

**AGE LIMIT:**

Must have completed the age of 18 years and must not have completed age of 36 years as on 01.07.2013. The upper age limit prescribed above is relaxable upto 5 years to the applicants belonging to Scheduled Castes, Scheduled Tribes and Backward Classes and upto 10 years in case of physically handicapped applicants.

**RESERVATIONS:**

The posts hereby notified are reserved as under:

OC	-	3
BC-A	-	2
BC-B	-	1
		-----
<b>Total</b>	-	<b>6</b>
		-----

**SELECTION PROCESS:**

The selection process will be on the basis of merit evaluated by a written examination, which shall be **Objective type** (consisting of the subjects relating to Administration/Management/IT/Legal Awareness/General Knowledge), followed by oral interview.

- a) The Written examination shall carry 80 Marks
- b) The Oral interview shall carry 20 Marks

**Note :**

- 1) The question paper shall be answered in English only
- 2) The question paper shall be as set by the High Court.

The selected candidates shall have to execute an agreement in the prescribed proforma.

**Contd.....**

**APPLICATION & OTHER INFORMATION:**

The prescribed Form of Application, Hall Ticket in duplicate and the instructions along with checklist can be down-loaded from the High Court Web site [http:// hc.ap.nic.in](http://hc.ap.nic.in) on foolscap photocopy paper.

The application form and Hall Ticket (in duplicate) in the proforma together with checklist duly marked must be sent along with:

- 1) A crossed Demand Draft for Rs.250/- (Rupees Two hundred and fifty only) drawn in favour of *the Registrar (Administration), High Court of Andhra Pradesh, Hyderabad* payable at Hyderabad, towards the Examination Fee. The payment of fee is exempted to the applicants belonging to SCs and STs.
- 2) Three latest passport size photographs, one photograph to be pasted on the Application at the place earmarked on the right top corner and two other photographs to be pasted on the Hall Ticket–cum-Identity Sheet (in duplicate). All the three photographs shall be identical and must be attested by a Gazetted Officer of State or Central Government.
- 3) Attested copies of certificates pertaining to academic and technical qualifications etc., Viz., 1) Date of Birth (S.S.C. or equivalent) 2) Degree 3) Master of Business Administration 4) Law Degree 5) Prescribed Qualification in Information Technology 6) Community Certificate (in case of SCs, STs and BCs) 7) Certificate of Physical disability (in case of the physically handicapped applicants) and 8) Self-addressed envelop of the size of approximately 10.5 cm. X 24 cm. along with postage stamps worth Rs.6/-.
- 4) The application duly filled in along with the above enclosures should be sent by superscribing on the envelop as '**Application for the post of Court Manager**', so as to reach the office of the Registrar (Administration), High Court of A.P., Hyderabad – 500 066, on or before **26-08-2013**.

The in-complete applications and applications received without required enclosures or without attestation by Gazetted Officer will summarily be rejected and applications received after due date, for any reason, will not be entertained.

Information will be sent to all the eligible applicants about the date and time of the examination to be conducted. Examination will be conducted in the premises of A.P. High Court, Hyderabad.

**contd...**

The High Court also reserves the right to shortlist the candidates, from the list of eligible candidates, basing on the additional qualifications, possessed by them.

The High Court reserves the right to cancel the above said recruitment process. The vacancy position as mentioned in the notification may be enhanced or reduced as per the requirement of High Court and the High Court reserves the right for such enhancement or reduction.

**No T.A. and D.A.** will be paid to any of the candidates appearing for Examination/Oral test.

Sd/-

REGISTRAR (ADMINISTRATION)

HYDERABAD

Date: 17.07.2013

APPLICATION FOR THE POST OF **COURT MANAGER**

**Registered No:**

(To be filled by the Office)

To,  
The Registrar (Administration),  
High Court of A.P.,  
Hyderabad

Affix latest  
passport size  
photograph  
duly attested  
by a Gazetted  
Officer.

Sir,

**Sub:** Application for the post of **Court Manager.**

- 1 **Name in full (in block letters)** :
- 2 **Father's name/Husband's Name** :
- 3 **Date of Birth and age (as on 1.7.2013)** :
- 4 **Nationality and Religion** :
- 5 **Whether he/she belongs to SC/ST/BC, if so, the sub caste and the group to which the applicant belongs** :
- 6 **Fee Payment Particulars**
  - a. **D.D. No. & Date** :
  - b. **Name of the Bank** :
- 7 **Educational Qualifications:**
  - a. **Academic** :
  - b. **Technical** :
- 8 **Experience, if any** :
- 9 **Address for correspondence with Mobile (Phone) No.** :
- 10 **Whether arrested in connection with any crime involving moral turpitude and concerned with the same.** :
- 11 **Identification Marks**
  - a. :
  - b. :

Yours faithfully,

**Place:**

**Date:**

*(Signature of the Applicant)*

**ORIGINAL**

**HIGH COURT OF ANDHRA PRADESH :: HYDERABAD**  
**HALL TICKET-CUM-IDENTITY SHEET**  
**(FOR WRITTEN EXAMINATION FOR THE POST OF COURT MANAGER)**

**REGD.NO.**

<b>DATE</b>	<b>TIME</b>	<b>PLACE OF EXAMINATION</b>
( T o b e f i l l e d b y t h e O f f i c e )		
<b>NAME AND FULL POSTAL ADDRESS OF THE APPLICANT :</b>		
(To be filled by the Applicant)		Affix latest Passport size photo duly attested by a Gazetted Officer
SIGNATURE OF THE APPLICANT } →		

**REGISTRAR ( ADMINISTRATION )**  
(P.T.O)

**DUPLICATE**

**HIGH COURT OF ANDHRA PRADESH :: HYDERABAD**  
**HALL TICKET-CUM-IDENTITY SHEET**  
**(FOR WRITTEN EXAMINATION FOR THE POST OF COURT MANAGER)**

**REGD.NO.**

<b>DATE</b>	<b>TIME</b>	<b>PLACE OF EXAMINATION</b>
( T o b e f i l l e d b y t h e O f f i c e )		
<b>NAME AND FULL POSTAL ADDRESS OF THE APPLICANT :</b>		
(To be filled by the Applicant)		Affix latest Passport size photo duly attested by a Gazetted Officer
SIGNATURE OF THE APPLICANT } →		

**REGISTRAR ( ADMINISTRATION )**  
(P.T.O)

## **INSTRUCTIONS**

1. Answer sheets will be provided by the High Court
2. Identical copies of latest Passport size Photographs of the applicant are to be affixed as detailed in the notification.
3. Applicants must reach the Examination Hall half-an-hour in advance.
4. After commencement of the Examination, no candidate will be permitted to enter into the Examination Hall.

## **INSTRUCTIONS**

1. Answer sheets will be provided by the High Court.
2. Identical copies of latest Passport size Photographs of the applicant are to be affixed as detailed in the notification.
3. Applicants must reach the Examination Hall, half-an-hour in advance.
4. After commencement of the Examination, no candidate will be permitted to enter into the Examination Hall.

# CHECK LIST

(To be attached along with the application by the applicant  
duly marking Tick (✓) in the boxes)

- 1) Proof of Date of Birth / SSC or Equivalent
- 2) Degree Certificate
- 3) MBA Consolidated Marks Memo
- 4) Computer Certificate (PGDCA / Degree / PG)
- 5) Law Degree
- 6) Caste Certificate (if applicable)
- 7) PH Certificate (if Applicable)
- 8) Demand Draft for Rs. 250/-
- 9) Self addressed Cover with postage Stamps worth Rs. 6 /-