

**EMPLOYMENT NOTIFICATIONS**

- I. NOTIFICATION FOR RECRUITMENT TO THE POST OF  
COMPUTER PROGRAMMER. (PAGENO 2-4)
  
- II. NOTIFICATION FOR RECRUITMENT TO THE POSTS OF  
COURT MASTER/ JUNIOR ASSISTANTS/TYPISTS (PAGENO 5-9)

(Contd...2..)

**I. NOTIFICATION FOR RECRUITMENT TO THE POST OF  
COMPUTER PROGRAMMER.**

**ANDHRA PRADESH ADMINISTRATIVE TRIBUNAL AT HYDERABAD**

**NOTIFICATION NO:1/2012-ADMN.,DATED: 29-03-2012**

Applications are invited from eligible candidates for appointment to the post of **Computer Programmer (One post)** under OC Category in the time scale of pay of Rs.8440-24950.

**Educational Qualifications :** Must possess a Degree in BCA or any other equivalent Degree in Computer Applications from a recognized university. However candidates having Degree in MCA/BE/B.Tech (CSE/CSIT) from a recognized University are also eligible to apply. Preference will be given to those candidates having experience in the fields of Software Development, Database Management and Networking.

**AGE :**

- a. The candidate must have attained the age of 18 years and should not have completed 36 years of age, as on 31.03.2012.
- b. In case of SC, ST & BC candidates, the upper age limit would be 41 years as on 31-03-2012.
- c. In case of Physically (disabled) Challenged candidates, the upper age limit would be 46 years as on 31-03-2012.
- d. In case of Ex-Servicemen, the relaxation of age is for 3 years and the length of service rendered in the armed forces.
- e. In case of persons employed in Central / State Government regularly, the maximum relaxation of age is for 5 years based on the length of regular service.
- f. In case of Instructors in NCC, the relaxation of age is for 3 years and length of service rendered in NCC.
- g. In case of temporary employees in the State Census Department with a minimum service of six months, the relaxation of age is for three years.

**The Scheme of Examination consists of :**

	<b><u>Marks</u></b>
(i) Technical	80
(ii) H.R.	20
Total:	<b><u>100</u></b>

(Contd...3..)

**The candidates shall submit their applications duly enclosing copies of certificates in proof of the following:**

1. Age
  2. Qualifications
  3. Two recent passport size colour photos and
  4. Self addressed stamped envelope.
- } Copies to be attested by a Gazetted Officer.

The Envelope containing the application must contain the superscription **“Application for the post of Computer Programmer”** and shall be addressed to **The Registrar, A.P. Administrative Tribunal, Purani Haveli, Hyd-02.**

**LAST DATE:** The last date for receipt of filled-in applications shall be 5.00 P.M. on 21-04-2012.

**FEE :**

- a) A postal order for **Rs.200/-** in favour of **“The Registrar, A.P. Administrative Tribunal, Hyderabad”**, payable at General Post Office, Hyderabad, shall be enclosed to the application.
- b) **Fee exemption:** Prescribed fee is exempted to the applicants belonging to following categories:-
  - (i) SCs/STs
  - (ii) Physically Handicapped
  - (iii) Ex-serviceman

**NOTE:**

1. Applications will be received from the date of publication of Notification till the last date mentioned in the Notification.
2. Applications received after 5.00 pm., on 21-04-2012 i.e., the due date and Incomplete/incorrect applications will not be accepted, and they would be summarily rejected.
3. In-service candidates shall invariably send their applications through proper channel well in advance so as to reach the undersigned before the closing date i.e. before 5:00 p.m. on 21-04-2012.
4. Mere calling for applications does not vest any right for being called for Test and interview.
5. Non-production of proofs of age and qualifications will lead to rejection of the applications summarily.
6. Selection will be made based on merit.

**REGISTRAR.**

(Contd...4...)

**ANDHRA PRADESH ADMINISTRATIVE TRIBUNAL AT HYDERABAD**  
APPLICATION FORM TO THE NOTIFICATION No. /2012-ADMN, DT. -03-2012

Regd. No. \_\_\_\_\_  
(to be filled in by the office)

To  
The Registrar,  
A.P. Administrative Tribunal,  
Purani Haveli, Hyderabad-02

Affix recent  
passport size  
photograph  
attested by  
a Gazetted  
Officer

Sir,

I hereby submit my application for selection to the post of Computer Programmer. My Bio-data is as under:

- (1) Name of the Candidate in Full :
- (2) Father's Name :
- (3) Age & Date of Birth :
- (4) Gender (Male/Female) :
- (5) Community :  
(in case of reserved categories,  
to mention the name of reserved  
category and Sub-Caste)
- (6) Educational Qualifications :
  - a) General :
  - b) Technical :
- (7) Present Occupation :
- (8) Native Place :
- (9) Residential Address :
  - a) Present :
  - b) Permanent :
- (10) Contact Telephone Nos., and e-mail address :
- (11) Valid employment Registration Number :
- (12) Whether dismissed from State/Central Government Service or State/Central undertaking or whether involved in any crime or arrested or convicted by a Court of Law for an offence involving moral turpitude. :
- (13) Whether involved in any Criminal Case at any time, if so, furnish the number of the case and particulars. :

**Place:**

**Date:**

**SIGNATURE OF THE CANDIDATE**

(Contd...5...)

**II. NOTIFICATION FOR RECRUITMENT TO THE POSTS OF  
COURT MASTER/ JUNIOR ASSISTANTS/TYPISTS**

**ANDHRA PRADESH ADMINISTRATIVE TRIBUNAL AT HYDERABAD  
NOTIFICATION NO: 02/2012-ADMN.,DATED: 09-04-2012**

Applications are invited from eligible candidates for appointment to the following posts:

Sl. No.	Name of the Post	No. of Vacancies	Category	Scale of Pay (2010 PRC)
1	Court Master / Personal Secretary	1	BC-E(W) -1	Rs. 19,050/- to 45,850/-
2	Junior Assistant	7	OC - 1 OC (W) - 1 BC-A - 1 BC-B - 1 SC - 2 ST - 1	Rs. 8440/- to 24,950/-
3	Typist	2	OC - 1 SC - 1	Rs. 8440/- to 24,950/-

**I. QUALIFICATIONS :** The candidates should possess the following qualifications as on the date of notification.

**SI.No.1: COURT MASTER / PERSONAL SECRETARY:**

- a. Must possess a Degree in Arts, Science or Commerce or Law of a University established or incorporated by or under a Central, Provincial or State Act or from any institution recognized by the University Grants Commission; and
- b. A pass in
  1. English Shorthand Higher Grade (Conducted by the State Board of Technical Education & Training, Govt. of A.P.) or qualifications equivalent there to.
  2. English Typewriting Higher Grade.

**SI.No.2: JUNIOR ASSISTANT:**

The candidate must possess a degree in Arts or Science or Commerce or Law of a University in India established or incorporated by or under a Central Act, Provisional Act or a State Act or from any other institution recognised by the University Grants Commission.

**SI.No.3: TYPIST:**

- a. Must have passed Intermediate Examination or its equivalent examination.

And

- b. A pass in English Typewriting Higher grade. (Conducted by the State Board of Technical Education & Training, Govt. of A.P.) or qualification equivalent there to. (Contd...6...)

**II. AGE :**

- h. The candidate must have attained the age of 18 years and should not have completed 34 years of age, as on 01.07.2012.
- i. In case of SC, ST & BC candidates, the upper age limit would be 39 years as on 01-07-2012.
- j. In case of Physically (disabled) Challenged candidates, the upper age limit would be 44 years as on 01-07-2012.
- k. In case of Ex-Servicemen, the relaxation of age is for 3 years and the length of service rendered in the armed forces.
- l. In case of persons employed in Central / State Government regularly, the maximum relaxation of age is for 5 years based on the length of regular service.
- m. In case of Instructors in NCC, the relaxation of age is for 3 years and length of service rendered in NCC.
- n. In case of temporary employees in the State Census Department with a minimum service of six months, the relaxation of age is for three years.

**III. SCHEME OF EXAMINATION**

**SI.No.1: COURT MASTER / PERSONAL SECRETARY :**

There will be a Skill Test in English Shorthand and Typewriting as under:

<u>Dictation</u>	<u>Marks</u>
(i) English Shorthand @ 120 wpm for 7 minutes to be transcribed on Typewriters within One hour 30 minutes.	85
(ii) Oral Test / Interview	15
Total:	<u>100</u>

**SI.No.2: JUNIOR ASSISTANT:**

**(i) SCREENING TEST: (OBJECTIVE TYPE)**

Candidates will be tested in the subjects of Indian History, Indian Polity, General Knowledge, Current Affairs, General English and Aptitude

**100**

**NOTE:** Candidates who got qualifying marks (OC - 40%, BC – 35% and SC/ST – 30%) in Screening Test will be called for Written Test in the ratio of 1:20 in the order of merit.

(Contd...7...)

**(ii) WRITTEN TEST :**

(i) Essay Writing, Precise Writing and Letter Writing in English	85
(ii) Oral Test / Interview	15
Total:	<u>100</u>

**NOTE:** Candidates who got qualifying marks (OC - 40%, BC – 35% and SC/ST – 30%) in Written Test will be called for Oral Test / Interview in the ratio of 1:5 in the order of merit.

**Sl.No.3: TYPIST :**

There will be a Skill Test in English Typewriting as under:

(i) English Typing Test @ 45 wpm (Higher) for 10 minutes.	85
(ii) Oral Test / Interview	15
Total:	<u>100</u>

**IV. The candidates shall submit their applications duly enclosing copies of certificates in proof of the following:**

- |   |   |  |
|---|---|--|
| 1. Age  | } | Copies to be attested by a Gazetted Officer. |
| 2. Qualifications                             |   |  |
| 3. Category                                   |   |  |
| 4. Two recent passport size colour photos and |   |  |
| 5. Self addressed stamped envelope.           |   |  |

**V.** The Envelope containing the application must be superscribed as **“Application for the post of \_\_\_\_\_”** and shall be addressed to **The Registrar, A.P. Administrative Tribunal, Purani Haveli, Hyderabad-500002.**

**LAST DATE:** The last date for receipt of filled-in applications shall be 5.00 P.M. on 07-05-2012.

**VI. FEE :**

- a) A postal order for **Rs.200/-** in favour of **“The Registrar, A.P. Administrative Tribunal, Hyderabad”**, payable at General Post Office, Hyderabad, shall be enclosed to the application.
- b) **Fee exemption:** Prescribed fee is exempted to the applicants belonging to following categories:-
  - (iv) SCs/STs
  - (v) Physically Handicapped
  - (vi) Ex-serviceman

(Contd...8...)

**NOTE:**

1. Applications will be received from the date of publication of Notification till the last date mentioned in the Notification.
2. Applications received after 5.00 pm., on 07-05-2012 i.e., the due date and Incomplete/incorrect applications will not be accepted, and they would be summarily rejected.
3. In-service candidates shall invariably send their applications through proper channel well in advance so as to reach the undersigned before the closing date i.e. before 5:00 p.m. on 07-05-2012.
4. Mere calling for applications does not confer any right for being called for Tests and interview.
5. Non-production of proofs of age, community and qualifications will lead to rejection of the applications summarily.
6. Selection will be made purely based on merit.
7. For format of application along with Notification, please visit our website: [www.apat.ap.gov.in](http://www.apat.ap.gov.in).
8. Depending upon the quantum of applications received, the Appointing Authority reserves his right to short list the candidates to call for the Screening Test.
9. In case any information furnished by any of the candidates, is found to be incorrect or false, the same entails penal action besides rejection of his / her candidature for selection.

**Sd/-  
REGISTRAR**

(Contd...9...)



**ANDHRA PRADESH ADMINISTRATIVE TRIBUNAL AT HYDERABAD**  
APPLICATION FORM TO THE NOTIFICATION No. 02/2012-ADMN, DT.09-04-2012

Regd. No. \_\_\_\_\_  
(to be filled in by the office)

To  
The Registrar,  
A.P. Administrative Tribunal,  
Purani Haveli, Hyderabad-02

Affix recent  
passport size  
photograph  
attested by  
a Gazetted  
Officer

Sir,

I hereby submit my application for selection to the post of \_\_\_\_\_ My Bio-data is as under:

- (1) Name of the Candidate in Full :
- (2) Father's Name :
- (3) Age & Date of Birth :
- (4) Gender (Male/Female) :
- (5) Community :  
(in case of reserved categories,  
to mention the name of reserved  
category and Sub-Caste)
- (6) Educational Qualifications :
  - a) General :
  - b) Technical :
- (7) Present Occupation :
- (8) Native Place :
- (9) Residential Address :
  - a) Present :
  - b) Permanent :
- (10) Contact Telephone Nos., and e-mail address :
- (11) Valid employment Registration Number, if any :
- (12) Whether dismissed from State/Central Government Service or State/Central Undertaking, if so, the particulars :
- (13) Whether involved in any crime or arrested or convicted by a Court of Law for an offence involving moral turpitude, if so the particulars :

**Place:**

**Date:**

**SIGNATURE OF THE CANDIDATE**