

# SREE SAIRAM OUT SOURCING AGENCIES



Phone : 8341337416, 9492959581, 9491401779, 7396181819

E-mail : anantha8341@gmail.com

REGISTERED OFFICE : H.No. 11-8-254, Bus Depot Road, KHAMMAM - 507 001. Telangana State.  
BRANCH OFFICES : Hyderabad, Ranga Reddy, Nalgonda, Warangal, Nizamabad.

**Date: 29.01.2018**

## **NOTIFICATION**

Applications are invited for sponsoring to the Hon'ble Principal District and Sessions Court, Khammam in connection with recruitment on outsourcing basis under various categories in the Unit for a period of **two years** or till vacancies are **filled up on regular basis** whichever is earlier.

### **VACANCIES IN ALL THE CATEGORIES**

Category	Stenographer Grade-III	Junior Assistants	Typists	Field Assistants	Examiners	Copyists	Driver	Process Servers	Office Subordin ates
OC	2	13	3	3	2	0	1	8	24
OC (W)	1	7	1	2	1	1	1	4	13
OC-ESM	1	1	1	1	0	1	0	0	1
OC-HHC	1	1	0	0	0	1	0	0	1
OC-VHC	0	1	0	0	0	0	0	0	0
OC-PHC	0	1	0	0	1	0	0	0	0
OC- HHC-W	0	0	0	0	0	0	0	0	0
OC-VHC- W	0	0	1	1	1	0	0	1	1
OC-PHC- W	0	0	0	0	0	0	0	0	0
BC-A	0	2	1	0	2	0	0	2	2
BC-B	0	2	1	0	0	0	0	1	5
BC-C	0	0	1	1	0	0	0	1	1
BC-D	0	3	0	0	0	1	0	0	2
BC-E	0	1	0	0	0	0	0	0	3
BC-A (W)	0	1	0	0	0	0	0	1	1
BC-B(W)	0	1	1	1	0	0	0	1	3
BC-C(W)	0	0	0	0	0	0	0	0	0
BC-D(W)	0	1	1	0	0	0	0	1	1
BC-E(W)	0	0	1	0	0	0	0	1	1
SC	0	4	2	2	1	0	0	3	8
SC(W)	0	2	1	0	1	0	1	2	4
ST	1	1	1	0	1	0	0	1	4
ST(W)	0	1	1	1	0	1	0	1	1
Total	6	43	17	12	10	5	3	28	76

For. Sree Sairam Outsourcing Agencies

KALAN



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**Educational and Technical Qualifications required and Remuneration fixed for the posts:**

Sl.No.	Name of the post	Educational and Technical qualifications required	Remuneration per month Rs.
01	Stenographer (Grade-III)	Intermediate, Type English Higher, Shorthand English Higher( If candidate with shorthand English higher not available, those who have passed the examination by lower grade may be considered) and Computer knowledge	17500/-
02	Junior Assistant	Intermediate and Computer knowledge	15000/-
03	Typist	Intermediate, Type English Higher and Computer knowledge	15000/-
04	Field Assistant	Intermediate	15000/-
05	Examiner	Intermediate	15000/-
06	Copyist	Intermediate Type English Higher	15000/-
07	Drivers	Must possess a current valid Light Motor Vehicle Driving Licence, issued by competent authority under the Motor Vehicles Act, 1988 with practical experience of driving Motor Vehicles for a period of not less than 3 years with endorsement to drive Motor Cycle and Auto-rickshaw.	15000/-
08	Process Servers	The candidate must have passed VII standard examination. In addition to the above qualifications, preference will be given to the persons who possess professional skills such as Electrical, Plumbing, Driving, Carpentry, cooking, Dhobi etc(Necessary Certificates if any shall be enclosed to the application) .	15000/-
09	Office Subordinates	The candidate must have passed VII standard examination. In addition to the above qualifications, preference will be given to the persons having Qualification of Electrician, Plumbing, Driving, Carpentry etc.	12000/-

For. Sree Sairam Outsourcing Agencies

Authorized Signatory



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**BRANCH OFFICES :** Hyderabad, Ranga Reddy, Warangal, Nizamabad, Mahabubabad, Kothagudem, Guntur.

The eligible and interested candidates shall submit applications in person in the counter of M/s.Sree Sairam Agencies, Khammam located in the premises of Hon'ble Principal District and Sessions Court, Khammam by clearly mentioning on the top of application cover as follows;

"APPLICATION FOR THE POST OF ..... ON OUTSOURCING BASIS"

Separate application shall be submitted for each post along with attested copies of educational and technical qualifications.

Applications should be submitted on or before **09.02.2018. 5.00 P.M.**

The applicants for all the above posts of Stenographers (Grade-III), Typists, Copyists and Drivers shall appear before the Hon'ble Principal District and Sessions Court, Khammam on **17.02.2018 at 10.30 A.M.** for short-listing the applications @ 1:3 ratio. Candidates applied for the post of Stenographer (Grade-III), Typist and Copyist posts shall bring Type machines along with them. Candidates applied for the post of Driver shall bring four wheeler light motor vehicles.

The date of appearance for applicants of other posts, the date will be notified on the official website of the Hon'ble Principal District and Sessions Court, Khammam as well as through SMS to the mobile numbers mentioned in the application.

For. Sree Sairam Outsourcing Agencies ;

Authorized Signatory

Application proforma enclosed.

**AGE:** As on date of this Notification must not have completed 34 years and must have completed 18 years.

Age relaxation of 5 yrs. in respect of SCs/STs and BCs, 10 years to PHC and Ex-Service men.

**APPLICATION FOR THE POST OF..... ON OUTSOURCING BASIS**

Photo of the  
Applicant

1. **NAME OF THE APPLICANT WITH SURNAME** :  
(in full with capital letters)

2. **FATHER'S NAME/HUSBAND'S NAME** :  
(in capital letters)

3. **DATE OF BIRTH** (proof should be enclosed) :  
and **Age** (in completed years as on  
01.01.2018)

4. **POSTAL ADDRESS** :

5. **NATIVE PLACE WITH DISTRICT** :  
(proof should be enclosed)

6. **Community** (OC/SC/ST/BC) :

7. **Whether belongs to** : PH VH HH Ex.SM  

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8. **Educational Qualifications:** :

Examination passed	Name of the Board/University/School	Month & year of passing	Marks obtained	Total marks	% of marks
SSC/Matric					
<b>*Intermediate/ Puc/10+2/ Polytechnic</b>					
Degree					
Post-Graduate					
Technical Qualifications					
Other qualifications if any.					

**\*\* Qualifying Examination Marks and Percentage is Compulsory.**



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9. Local Employment Exchange Registration :  
Number with date of last renewal.

10. Previous experience, if any, :

11. Involved in any Criminal cases (if yes,  
Give details thereof) :

12. **Local/Non-Local** :  
(Attested copies of relevant certificates  
Should be enclosed for proof)

13. Mobile No. :

**SIGNATURE OF THE CANDIDATE**

**DECLARATION**

I hereby declare that all the entries/statements made in this 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 the examination/ interview/ appointment, action can be taken against me by the authority. I have read the provisions in the notification carefully and I hereby undertake to abide by them.

I further declare that I fulfill all the conditions of eligibility regarding the age limit/education qualifications etc., prescribed for appointment to the post to which I am applying.

**Station:**

**SIGNATURE OF THE CANDIDATE**

**Date:**