

PRINCIPAL DISTRICT COURT :: EAST GODAVARI ,
RAJAMAHENDRAVARAM.

**NOTIFICATION CALLING FOR APPLICATIONS FROM RETIRED
EMPLOYEES OF JUDICIAL DEPARTMENT AND GENERAL PUBLIC FOR
THE POST OF COURT ASSISTANT (ON CONTRACT BASIS)**

DATED: 03-05-2024.

Sub:- Special Judicial Magistrate of Second Class Court, Amalapuram - Applications invited for the post of Court Assistant **on contract basis** in Special Judicial Magistrate of Second Class Court, Amalapuram- Notification – Issued.

Ref:- 1)High Court's Circular in ROC.No. 2589/E1/1995, dt.6-1-2001.
2)High Court's letter ROC.No.701/E1/2010, dt.27-12-2010.
3)G.O.Ms.No.35, Law(LA&J)Home Courts-C, Dept., dated 31-3-2011.
4) District Court's proceedings in Dis.No.3473 dt. 26.04.2024.

As per G.O. and High Court Circulars under references cited, applications are hereby invited for the post of Court Assistant **on contract basis** in Spl. Judicial Magistrate of Second Class Court, Amalapuram from the Retired Employees of Judicial Department and General Public.

Sl. No.	Name of the Court and Station.	Number of posts of Court Assistant
01	Spl. Magistrate of Second Class Court, Amalapuram.	1

[Contd...2]

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The applications should be in prescribed proforma appended hereto, to be submitted directly to the undersigned on or before **18.05.2024** up to 5.00 P.M.

REMUNERATION: Consolidated Remuneration of Rs.10,000/- per month.

MINIMUM EDUCATIONAL QUALIFICATIONS:

To pass any Bachelor Degree for the post of Court Assistant.

THE CANDIDATES MUST ENCLOSE THE FOLLOWING COPIES OF DOCUMENTS DULY ATTESTED.

- 1) COPIES of Certificates in respect of General Qualifications.
- 2) Proof of the of birth.
- 3) Proof/Certificate in respect of local/ non/local candidature in terms of Presidential Orders, 1975.
- 4) Self Addressed cover duly stamped with ack. Due for registered post.

AGE: As on 31-05-2024 a candidate must have completed the age of 18 years i.e., must have not completed the age of 42 years.

And 5 years relaxation of upper age limit to the candidates who belongs to S.C., S.T., and B.C.

N.B:-1) No T.A. and D.A. will be paid for the journey performed in connection with the interview.

- 2) In the event of more than 20 candidates applying for a vacancy, the appointing authority will free to short list candidates on the basis of marks obtained in the qualifying examination and other relevant considerations.
- 3) Applications with insufficient information will be summarily rejected.
- 4) Applications received after last date will not be accepted.
- 5) The Contract period is upto one year initially.

(Contd...3)

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N.B:-Appointment with regard to retired Judicial Employees is subject to the following conditions. (For the post of Court Assistant).

- 1) Any Retired person who held the post in the Junior Assistant/Steno-Typist/Typist/Field Assistant in A.P. Subordinate courts or in the High Court service is eligible for appointment as Court Assistant.
- 2) Any Employee who crossed the age limit of 65 years shall not be eligible for the appointment of Court Assistant.
- 3) Any employee who has taken voluntary retirement on the ground of medical invalidation, retired on compulsory retirement from service, dismissed or removed from service shall not be eligible for appointment of Court Assistant.
- 4) Service Certificate should be submitted along with application duly obtained from the officer last worked.

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

SSP
Chief. Admn. Officer.

Sd/- Sunitha Gandham
Principal District Judge.

To

- 1) All the Courts in the unit of District Judge, East Godavari with a request to display the same on the notice board.
- 2) The Special Judicial II Class Magistrate court, Amalapuram.
- 3) The Notice Board, District Court, Rajamahendravaram.
- 4) Copy to the System-incharge, eCourts project, District Court, Rajamahendravaram with a request to upload the same in e-courts site i.e <https://eastgodavari.dcourts.gov.in/>
- 5) Spare one.

DPS. 3704
3-5-24

APPLICATION FORM

**APPLICATION FOR THE POST OF COURT ASSISTANT (ON CONTRACT BASIS)
IN SPECIAL JUDICIAL MAGISTRATE OF SECOND CLASS COURT,
AMALAPURAM
DATED: 03.05.2024.**

Affix Recent
Passport size
photo.

1	Name of the Applicant (In Block letters)	:	
2	Full Address of the Applicant	:	
3	Mobile No.	:	
4	Date of Birth	:	
5	Age as on 31.05.2024.	:	
6	Educational Qualifications	:	
7	Technical Qualifications and Driving Qualification.	:	
8	Caste & Community	:	
9	Particulars of previous service held in Judicial Department with Stations and periods.	:	
10	Date of retirement from service with copy of Proceedings.	:	
11	Details of punishments, if any imposed.	:	

I, _____ hereby solemnly declare that the particulars furnished above are true to the best of my knowledge and belief and any untrue averment will disqualify me from holding any appointment in the Department.

Station:

Dated:

Signature of the Candidate
with date.

(* Strike off if not applicable)

To

The Principal District & Sessions Judge, East Godavari
at Rajamahendravaram-533 104.