



DISTRICT COURT, KRISHNA, MACHILIPATNAM

NOTIFICATION

Applications are invited upto **5 P.M. on 16,08.2021** for appointment to the following posts on contract basis in the Spl. Magistrate Courts sanctioned to Krishna District as per G.O.Ms.No.35 Law (L.A.&J Home Courts.C) Department, dt.31.03.2011.

1. Head Clerk:

No. of vacancies : 01

2. Stenographer

No. of vacancies : 04

3. Junior Assistant:

No. of vacancies : 05

4. Typist:

No. of vacancies : 05

5. Office Subordinates
(Attenders)

No. of vacancies : 13

I. QUALIFICATIONS FOR THE POST OF HEAD CLERK:

- i. Judicial Ministerial Officers who retired as Head Clerks in Category-3 of A.P.J.M.S.Rules and above;
- ii. Judicial Ministerial Officers who retired on attaining the age of superannuation and who have not attained the age of sixty nine years;
- iii. Judicial Ministerial Officers having satisfactory record of service.

II. QUALIFICATIONS FOR THE POST OF STENOGRAPHER:

- i. Judicial Ministerial Officers who retired as Stenographers;
- ii. Judicial Ministerial Officers who retired on attaining the age of superannuation and who have not attained the age of sixty nine years; and
- iii. Judicial Ministerial Officers having satisfactory record of service.

III. **QUALIFICATIONS FOR THE POST OF JUNIOR ASST:**

- i. Judicial Ministerial Officers who retired as Junior Assistants or Senior Assistants;
- ii. Judicial Ministerial Officers who retired on attaining the age of superannuation and who have not attained the age of sixty nine years; and
- iii. Judicial Ministerial Officers having satisfactory record of service.

OR

- i. Junior Assistants who retired from A.P.High Court Service on attaining the age of superannuation and who have not attained the age of sixty nine years and having satisfactory record of service.

IV. **QUALIFICATIONS FOR THE POST OF TYPIST:**

- i. Judicial Ministerial Officers who retired as Typists or Copyists or Junior Assistants who are proficient in typewriting and having requisite qualifications for appointment as Typist;
- ii. Judicial Ministerial Officers who retired on attaining the age of superannuation and who have not attained the age of sixty nine years; and
- iii. Judicial Ministerial Officers having satisfactory record of service.

V. **QUALIFICATIONS FOR THE POST OF OFFICE SUBORDINATE (ATTENDER):**

- i. Last Grade employees who retired on attaining the age of superannuation and who have not attained the age of sixty nine years;
- ii. Last Grade employees who have satisfactory record of service;

Note: The employees who were dismissed, removed, compulsorily retired or made to seek retirement are not eligible.

If suitable retired employees do not respond or otherwise not available, the applications of the outsiders will be considered for the posts of Junior Assistant, Typist, Stenographer and Office Subordinate on contract basis.

QUALIFICATIONS FOR OUTSIDERS:

i. For the post of Stenographer:

- a. Must be a Graduate from any recognized University and must have passed A.P.Govt. technical examination in English Typewriting by higher grade and must have passed A.P. Govt. Technical examination in English shorthand by higher grade or equivalent examination.
- b. Provided that if candidates who have passed the examination by higher grade are not available, those who have passed the examination by lower grade will be considered; and
- c. Must have knowledge or qualification in computer operation.

ii. For the post of Junior Asst:

- a) Must have passed Bachelors' Degree of any University in India established or incorporated by or under Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent examination;
- b) Must have knowledge or qualification in computer operation.

iii. For the post of Typist:

- a) Must have passed Bachelors' Degree of any University in India established or incorporated by or under Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent examination;
- b) Must have passed A.P. Govt. Technical examination in English Typewriting by higher grade examination; and
- c) Must have knowledge or qualification in computer operation.

iv. For the post of Office Subordinate (Attender):

- a. Must have passed 7th class examination or its equivalent examination. Candidates who failed 10th class will be considered eligible, but those who have higher qualifications than that will not be considered eligible.

VI. AGE:

Must have completed the age of 18 years and must not have completed the age of 34 years as on 01.07.2021. Age relaxation of 05 (five) years shall be given in respect of the candidates belonging S.Cs., S.Ts., and B.Cs. Candidates with disabilities and Ex-servicemen shall be given age relaxation of 10 years as per rules in force.

VII. METHOD OF RECRUITMENT TO OUTSIDERS:

A written test of the standard consistent with the minimum educational qualifications prescribed will be held for the post of Junior Assistant.

A written test of the standard consistent with the minimum educational qualifications prescribed followed by skill test will be held for the posts of Stenographer and Typist.

An oral Interview will be conducted for the posts of Office Subordinate (Attender).

VIII. GENERAL INSTRUCTIONS FOR ALL CANDIDATES:

- i. The candidates shall be physically and mentally fit to hold the post.
- ii. The appointees shall enter into an agreement with the undersigned for a period of one year initially.
- iii. Consolidated monthly remuneration will be paid for the posts of Head Clerk, Junior Assistant, Typist, Stenographer and Office Subordinate as per the existing Rules.
- iv. The services of the outsiders and reemployed employees are liable to be terminated at any time without assigning any reasons and without any notice and the appointment is purely temporary and on ad hoc basis.
- v. Retired employees shall produce necessary certificates in proof of their age and service in the Department.
- vi. The outsiders shall produce all necessary certificates in proof of their academic and technical qualifications, date of birth and caste certificate, etc.
- vii. Applications with insufficient information will be rejected.
- viii. No T.A. will be paid to the candidates for the journey performed in connection with the recruitment.

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- ix. Applications which do not contain necessary enclosures as detailed above will be rejected and no correspondence will be entertained in this regard.
- x. Applications received after the due date will not be accepted. Applications received prior to this Notification also will not be considered.
- xi. This office is not responsible for any postal delay, delay caused by any other service like courier or delay in delivery, etc., and no correspondence will be entertained in any aspect.
- xii. The undersigned reserves right to cancel this Notification at any time without assigning any reasons.
- xiii. Applications shall be addressed to the "Principal District Judge, Krishna, Machilipatnam."

Machilipatnam,
Dt:30.07.2021.

Dis.No- 4511
30/07/21

JPAD 30/7/2021
**PRINCIPAL DISTRICT JUDGE
KRISHNA, MACHILIPATNAM**

To:

- 1) All the Prl. District Judges in the State with a request to cause display in the Notice Boards of their Courts along with their Subordinate Courts in the respective Districts.
- 2) All the Judicial Officers in Krishna District with a request to cause this circular affixed on their respective office notice boards.
- 3) The District Collector, Krishna, Machilipatnam, with a request to cause display in the Notice Board and also to mark the Notification to the concerned authorities in the entire District for publication of the same on the Notice Boards of such authorities for the purpose of wide publicity.
- 4) The District Public Relations Officer, Krishna, Machilipatnam, with a request to cause publish the Notification on the Notice Boards attached to his office as well as information centers located at various places in Krishna District and also with request to **release the Notification as "Press Release" to both print and electronic media.**
- 5) All the Bar Associations in Krishna District, with a request to display in the Notice Board.
- 6) The District Employment Officer, Krishna at Vijayawada.
- 7) The Sub-Employment Officer, Employment Exchange, Machilipatnam.
- 8) The Notice Board of District Court, Krishna, Machilipatnam.
- 9) The System Officer, Prl.Dist.Court, Machilipatnam, to upload in the website of Prl.Dist.Court, Machilipatnam.

**PRL. DISTRICT AND SESSIONS COURT, KRISHNA DISTRICT,
MACHILIPATNAM**

**APPLICATION FOR THE POST OF _____ IN
SPECIAL MAGISTRATE COURTS**

(FOR THE RETIRED EMPLOYEES)

* * *

Place provided to
affix photograph
duly attested by
the Gazetted
Officer

1.	Name of the applicant (in capital letters)	:	
2.	Father's Name/ Husband's Name	:	
3.	Date of birth	:	
4.	Age as on 01.07.2021	:	
5.	Academic Qualifications:		
6.	Technical Qualifications		
7.	Address for communication:	:	
8.	Mobile Phone Number	:	
9.	Date of retirement	:	
10.	Designation as on the date of retirement	:	
11.	Whether imposed punishments, if any during the period of his/her service in Judicial Department.		

I solemnly declare that the above information furnished by me is true and correct to the best of my knowledge and belief and if any information found to be false in future, I will be liable for any action to be taken against me as per Rules.

Station:
Date :

SIGNATURE OF THE APPLICANT

N.B.:

Retired employees shall produce necessary certificates in proof of their age and service in the Department.

**PRL. DISTRICT AND SESSIONS COURT, KRISHNA DISTRICT,
MACHILIPATNAM**

**APPLICATION FOR THE POST OF _____ IN
SPECIAL MAGISTRATE COURTS**

(FOR OUTSIDERS)

* * *

Place provided to
affix photograph
duly attested by
the Gazetted
Officer

1.	Name of the applicant (in capital letters)	:	
2.	Father's Name/ Husband's Name	:	
3.	Date of birth	:	
4.	Age as on 01.07.2021	:	
5.	Address for communication:	:	
6.	Mobile Phone Number	:	
7.	Whether belongs to O.C, B.C., S.C., S.T., & ESM (Copy of certificate to be enclosed)	:	
8.	Whether belongs to Physically Challenged Persons category (Specify nature of handicap and enclose copy of certificate).	:	
9.	Academic Qualifications:	:	
10.	Technical Qualifications	:	
11.	Special skills if any such as Driving, Carpentry, Cooking, Plumbing, Electrical, and etc., for the candidates who intends to apply for the post of Office Subordinate (Attender)	:	
12.	Previous experience, if any	:	

I solemnly declare that the above information furnished by me is true and correct to the best of my knowledge and belief and if any information found to be false in future, I will be liable for any action to be taken against me as per Rules.

Station:

Date :

SIGNATURE OF THE APPLICANT

N.B.: Attested copies of certificates in proof of academic and technical qualifications, date of birth and caste certificate, etc. shall be enclosed.