



DISTRICT COURT, KRISHNA, MACHILIPATNAM, DATED:30.07.2021

NOTIFICATION

Applications are invited **upto 5.00 P.M., on 16.08.2021** in the proforma appended to this Notification for appointment to the posts of Head Clerk, Stenographer, Junior Assistant-cum-Typist and Office Subordinate (Attender) on Contract Basis in **Fast Track Courts** functioning in Krishna District.

No. of vacancies:

Head Clerk	:	02
Stenographer	:	08
Junior Asst. cum Typist	:	07
Office Subordinate (Attender)	:	07

I. QUALIFICATIONS :

- i. Any retired person who held the post of Superintendent (Head Clerk) or its equivalent and above in A.P.Judicial Ministerial Service and who is below 65 years of age, is eligible **for the post of Head Clerk.**
- ii. Any retired person who held the post of Stenographer in A.P.Judl. Ministerial Service and who is below 65 years of age, is eligible **for the post of Stenographer.**
- iii. Any retired person who held the post of Junior Assistant with Typewriting qualification/Typist or higher category possessing Typewriting qualification in A.P.Judl. Ministerial Service and who is below 65 years of age, is eligible **for the post of Junior Assistant-cum-Typist.**
- iv. Any retired Last Grade employees who retired on attaining the age of superannuation and who is below 65 years of age, is eligible **for the post of Office Subordinate (Attender).**

II. DISQUALIFICATION:

- i. 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.
- ii. Persons who have received any punishment for any misconduct in disciplinary proceedings while in service are not eligible for consideration.

If any suitable retired employee does not respond or otherwise not available, the applications of OUTSIDERS will be considered for the posts of Junior Assistant cum Typist, Stenographer and Office Subordinate (Attender) only.

III. 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 cum Typist:

- a) Must have passed Bachelor's 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.

iii. 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 shall not be considered eligible.

IV. 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.

V. The appointments in Fast Track Courts will be made on contract basis as per Rule 9 of A.P. State and Subordinate Service Rules.

VI. Only persons who are of sound health and active habits alone will be considered.

VII. Persons selected have to produce a physical fitness certificate and enter into an agreement/contract with the District Court on such terms and conditions as the Appointing Authority deems fit, proper and necessary regarding the conditions of appointment and service and on all other required particulars.

VIII. GENERAL INSTRUCTIONS:

- 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 cum 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.
- 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 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.

Dib.No. 4510
30/07/21

8/2021
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 vide 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
FAST TRACK 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:

SIGNATURE OF THE APPLICANT

Date :

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
FAST TRACK 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:

SIGNATURE OF THE APPLICANT

Date :

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