



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

**NOTIFICATION: DATED 31.05.2024.**

Applications are invited from the eligible candidates upto **5.00 P.M. on 15.7.24** for appointment to post of Stenographer (Personal Assistant) on **OUT/SOURCING BASIS** in District Judiciary of Krishna District as per G.O.Rt.No.1480 Law (LA & J Home Courts-D) Department dt.17.09.2007.

**No. of vacancies of Stenographer (Personal Assistant) : 03**

Category	No of Posts
OC (Locomotor Disability)	01
OC (EWS)	01
SC	01

**Remuneration: Rs.18,500/- per month.**

**I. Educational and Technical Qualifications**

- a. Must be a Graduate from any recognized University;
- b. 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.
- c. Provided that if candidates who have passed the examination by Higher Grade in English Shorthand are not available, those who have passed the examination by Lower Grade will be considered; and
- d. Must have knowledge or qualification in computer operation.

**II. AGE:**

Must have completed the age of 18 years and must not have completed the age of 42 years as on 01.07.2024. 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.

**III. METHOD OF RECRUITMENT:**

Skill test (Short Hand writing in English 80 W.P.M.) will be conducted to the eligible candidates followed by Oral Interview.

**IV. GENERAL INSTRUCTIONS:**

- i. The candidates shall be physically and mentally fit to hold the post.
- ii. The candidates shall produce all necessary certificates in proof of their academic and technical qualifications, date of birth and caste certificate, EWS., etc.
- iii. Applications with insufficient information will be rejected.
- iv. No T.A. will be paid to the candidates for the journey performed in connection with the recruitment.
- v. Applications which do not contain necessary enclosures as detailed above will be rejected and no correspondence will be entertained in this regard.
- vi. Applications received after the due date will not be accepted. Applications received prior to this Notification also will not be considered.
- vii. 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.
- viii. The appointed candidate shall be entitled to as per the Government Orders in Vogue.
- ix. The appointed candidates shall be required to discharge their duties sincerely, courteously and honestly to the satisfaction of the Presiding Officers.
- x. The Service of the appointed candidates is liable to be terminated at any time without assigning any reasons and without any notice and the appointment is purely temporary and on honorarium basis.

- xi. The undersigned reserves right to cancel this Notification at any time without assigning any reasons.
- xii. Applications shall be addressed to the "Principal District Judge, Krishna, Machilipatnam."

Machilipatnam,  
Dt: 31.05.2024.

DIS NO. 4630  
31/5/24

*S. Aarun*  
PRINCIPAL DISTRICT JUDGE,  
KRISHNA, MACHILIPATNAM.

To:

All the Judicial Officers in Krishna District.  
All the Prl. District Judges in the State of  
Andhra Pradesh.

} with a request to cause display  
of the same to their  
respective notice boards.

Copy to:

- 1) The District Collector and Chairman, APCOS, Krishna District.
- 2) The District Collector and Chairman, APCOS, N.T.R. District.
- 3) The District Collector and Chairman, APCOS, Eluru District.
- 4) The Joint Collectors of Krishna District, N.T.R. District and Eluru District.
- 5) The Employment Officers, Krishna, N.T.R. and Eluru Districts.
- 6) The District Public Relations Officers, Krishna District, N.T.R. District and Eluru District, for causing wide publicity.
- 7) The Notice Board of District Court, Krishna, Machilipatnam.
- 8) System Officer, Prl. District Court, Krishna, Machilipatnam, with an instruction to upload the same in the District Court website.

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

**APPLICATION FOR THE POST OF STENOGRAPHER (Personal Assistant)  
(Outsourcing Basis)**

\* \* \*

**Ref: Notification dt.31.05.2024.**

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 01.07.2024	:	
5.	Address for communication:	:	
6.	Mobile / Phone Number	:	
7.	Whether belongs to O.C, B.C., S.C., S.T., & EWS (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.	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, EWS, Disability etc. shall be enclosed.**