



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

The **ELIGIBLE RETIRED JUDICIAL EMPLOYEES** are directed to appear before the Undersigned on 5.10.2024 at 4.00 PM for interview along with bio-data appended herewith for appointment to the post of Head Clerk on Contract Basis in **Special Magistrate Courts** functioning in Krishna District.

**No. of vacancies:**

Head Clerk : 01

**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.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.

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

**II. 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 post of Head Clerk as per the existing Rules.
- iv. Retired employees shall produce necessary certificates in proof of their age and service in the Department.
- v. The undersigned reserves right to cancel this Notification at any time without assigning any reasons.

Machilipatnam, Dio.No:7843  
Dt:06.09.2024. 06/09/24

  
PRINCIPAL DISTRICT JUDGE  
KRISHNA, MACHILIPATNAM 

To:

- 1) All the Judicial Officers in Krishna District with a request to cause this notification affixed on their respective office notice boards.
- 2) The Notice Board of District Court, Krishna, Machilipatnam.

**BIO-DATA**  
**(FOR THE RETIRED JUDICIAL EMPLOYEES)**  
**(For the post of Head Clerk in SMCs)**

\* \* \*

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	:	
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.**

