

FAST TRACK COURTS

NOTIFICATION No.02/2025

Applications are invited from the eligible candidates **(Retired Superintendents (Category 3) and above categories are eligible)** for appointment for the posts of **Head Clerks** (on contract basis) in the following **Fast Track Courts, Visakhapatnam Unit**, on a consolidated monthly remuneration as per the existing Government Rules.

S.No	Name of the Court	Name of the Post	No of Vacancies
1	VIII Addl.District & Sessions Judge's Court, Gajuwaka	Head clerk	01
2	X Addl.District & Sessions Judge's Court, Anakapalle	Head clerk	01
3	III Addl. Civil Judge's Court (Senior Division), Visakhapatnam	Head clerk	01
4	IV Addl. Civil Judge's Court (Senior Division), Visakhapatnam	Head clerk	01
5	V Addl. Civil Judge's Court (Senior Division), Visakhapatnam	Head clerk	01
6	Addl. Civil Judge's Court (Senior Division), Anakapalle	Head clerk	01
Total			06

Note:

1. The ministerial staff who retired as Superintendent in Cat.3 and above is eligible for appointment as Head Clerk on contract basis.
2. The ministerial Staff who retired on attaining the age of superannuation and who have not attained the age of **sixty five** years are eligible.
3. A person who has received any punishment for any misconduct in disciplinary proceedings while in service is not eligible for appointment to the post of Head Clerk (on contract basis)
4. The employees who were dismissed, removed, compulsorily retired or made to seek retirement are not eligible for re-employment.

5. A person of unsound mind or is deaf or mute or blind or suffering from leprosy or any other contagious diseases is not eligible for appointment to the post of Head Clerk (on contract basis).
6. Preference will be given to the local candidates i.e., persons worked and retired in Visakhapatnam District Judiciary. If there are no suitable persons in the District, the appointing authority may take candidates from the other districts also.
7. Persons selected, has to produce a physical fitness certificate.
8. The candidates shall be required to discharge their duties sincerely, courteously and honestly to the satisfaction of the Presiding Officers.
9. The services of the candidates 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.
10. On appointment, the appointees shall enter into an agreement with the District Judge upto 31.03.2026, subject to renewal for further period from time to time at the discretion of the Hon'ble High Court.
11. This Notification for appointment to the post of Head Clerk (on contract basis) is issued subject to the orders to be issued by the Government and Hon'ble High court for extension of contract services of the employees.

The applications in the prescribed enclosed proforma along with the following documents should reach this office on or before 5-8-2025 by 5.00 p.m.

1. Xerox copies of proof of date of birth and Educational qualifications (attested copies)
2. Proof of retirement proceedings as Superintendent (category 3 and above Categories) (Attested copy).

**PRINCIPAL DISTRICT & SESSIONS JUDGE
VISAKHAPATNAM**

To

1. All the District & Sessions Judges in the State with a request to cause this notification affixed on their respective Notice Boards.
2. All the Judicial Officers in the District, with a request to cause this notification affixed on their respective Notice Boards.

Copy to:

Notice Board, District Court, Visakhapatnam.

Dis No. 7230 Dt. 28-7-25