

**PRINCIPAL DISTRICT COURT, EAST GODAVARI**  
**AT RAJAMAHENDRAVARAM.**

**NOTIFICATION CALLING FOR APPLICATIONS FOR THE POSTS  
OF 1) HEAD-CLERK, 2) STENO-TYPIST, 3) CLERK-CUM-TYPIST AND  
4) ATTENDERS ON CONTRACT BASIS FROM THE RETIRED STAFF MEMBERS  
IN A.P. JUDICIAL MINISTERIAL AND SUBORDINATE SERVICE AND  
OUTSIDERS TO WORK IN FAST TRACK COURTS.**

**DATED 24-08-2023.**

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Sub: FAST TRACK COURTS - Applications invited for the posts of 1) Head-Clerk, 2) Steno-Typist, 3) Clerk-cum-Typist and 4) Attenders on contract basis in Fast Track Courts in the Unit of the District Judge, East Godavari - Notification - Issued.

- Read: 1) High Court's Proceedings in Roc.No.275/E1/2008, dated 31.12.2018.  
2) High Court's letter Roc.No.143/2001-RC, Dated 24.03.2001.  
3) G.O.Ms. No.38, Law (LA&J Home Courts-C) Department Dated 27-03-2001.  
4) G.O.Rt.No.699, Law (L, LA&J-Home Courts-A) Department dated 27.07.2022.  
5) High Court's Letter Roc.No.3977/E1/2003, dt. 31.01.2023  
6) Letter Dis.No.1158, dt. 10.02.2023 & 4588, dt. 8.6.2023 from the Principal District Judge, East Godavari District.  
7) Hon'ble High Court's Letter Roc.No.51/E1/2023, dated 19.8.2023.

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Pursuant to the G.O.s and High Court's Letters references read above, applications are hereby invited from the Retired Chief Administrative Officers/Superintendents/Senior Assistants/ Stenographers/Typists/Junior Assistants and Process Servers/Attenders of A.P.Judicial Ministerial Service and outsiders, to fill up the post of 1) Head-clerk, 2) Steno-Typist, 3) Clerk-cum-Typist and 4) Attenders on contract basis in Fast Track Courts in the Unit of the District Judge, East Godavari viz.,

(contd..2)

Category of Post	V Addl. Dist. Court (FTC) Rajahmundry	VI Addl. Dist. Court (FTC) Kakinada	VII Addl. Dist. Court (FTC), Peddapuram	II Addl. Civil Court (FTC), Rajahmundry	Sr. Judge's (FTC),	Total
Head Clerk (Contract basis)	--	--	--	1		1
Steno-Typist (Contract basis)	1	1	1	1		4
Clerk-cum-Typist (Contract basis)	1	1	1	1		4
Attender (Contract basis)	1	1	1	1		4

The applications should be in prescribed proforma appended hereto, to be submitted directly to the District Court, Rajamahendravaram on or before 11-09-2023 up to 5.00 P.M.

The monthly consolidated Honorarium as per Rules in force.

**N.B:** The Appointment of retired Judicial Employees is subject to the following conditions:

- 1) Only Persons who have retired as Chief Administrative Officers/Superintendents of A.P. Judicial Ministerial Service will be considered for the post of Head-clerk.
- 2) Only persons who have retired as Senior Assistants/ Stenographers/ Junior Assistants/Typists and Process Servers/Attenders in A.P.J.M.S.S. will be considered for the said posts as per their Educational and technical qualifications.
- 3) Ministerial officers who have retired on attaining the age of superannuation and who have not attained the age of 65 years.
- 4) Ministerial officers having satisfactory record of service.:
- 5) The candidates have to produce medical fitness certificate and should be physically and mentally fit to hold the post. The term of re-employment will be determined from time to time.
- 6) The employees who were dismissed, removed, compulsorily retired or made to seek retirement on medical grounds are not eligible for re-employment.

- 7) The employees who are re-employed shall be entitled to such consolidated remuneration as may be determined from time to time by the Government/High Court.
- 8) The re-employed shall be required to discharge their duties sincerely courteously and honestly to the satisfaction of the presiding officers.
- 9) The services of the re-employed 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 contract basis.
- 10) On appointment the appointees shall enter into an agreement with the concerned unit head initially for a period of one year, subject to renewal for a further period from time to time at the discretion of the unit head.
- 11) The applicants should submit their service certificates.
- 12) As per Hon'ble High Court's Circular Roc.No.143/2001-RC, Dated 11.04.2001 that in the event of non-availability of retired employees of A.P. Judicial Ministerial and Subordinate Service, the applications of the outsiders will be considered.

13) Eligibility of Outsiders:

Age Limit: Age 18 to 42 years as on 01.07.2023 and relaxable by 5 years in respect of persons under SC, ST, BC and EWS.

Steno-cum-Typist: Any Bachelor degree along with Short hand: English Higher or Lower, Typewriting : English Higher or Lower.

Clerk-cum-Typist: Any Bachelor degree along with Typewriting : English Higher or Lower.

Attender: Applicants must have pass 7<sup>th</sup> Class Examination or its equivalent examination. Candidates who failed "Intermediate or equivalent examination" will be considered eligible, but those who have higher qualifications than that shall not be considered eligible.

Dis. 6176  
24.8.23

Scmhr  
24.08.23  
PRINCIPAL DISTRICT JUDGE.

To

1. All the Courts in the unit of District Judge, East Godavari with request to download the notification from e-courts website <https://eastgodavari.dcourts.gov.in/> and display the same on the notice board.
2. Copy to the Notice Board, District Court, Rajamahendravaram.
3. The System Officer (In-charge), District Court Rajamahendravaram with an instruction to upload the Notification in e-Courts website <https://eastgodavari.dcourts.gov.in/>.

Principal District Judge

24.2.22  
D.J. 616

## APPLICATION FORM

APPLICATIONS FOR THE POSTS OF 1) HEAD-CLERK, 2) STENO-TYPIST,  
3) CLERK-CUM-TYPIST AND 4) ATTENDERS ON CONTRACT BASIS FROM  
THE RETIRED STAFF MEMBERS IN A.P. JUDICIAL MINISTERIAL AND  
SUBORDINATE SERVICE AND OUTSIDERS TO WORK IN FAST TRACK  
COURTS.

Affix Recent  
Passport size  
photo

1	Name of the Applicant (In block letters)	:	
2	Name of Father/Husband's	:	
3	Full Address of the Applicant	:	
4	Mobile No.	:	
5	Date of Birth	:	
6	Age as on 31.07.2023.	:	
7	Educational Qualifications	:	
8	Technical Qualifications	:	
9	Particulars of previous service held in Judicial Department with Stations and periods.	:	
10	Date of retirement from service with copy of Proceedings.	:	
11	Details of punishments, if any imposed.	:	

I, \_\_\_\_\_ hereby solemnly declare that the particulars furnished above are true to the best of my knowledge and belief and any untrue averment will disqualify me from holding any appointment in the Department.

Station:

Dated:

Signature of the Candidate  
with date.

(\* Strike off if not applicable)

To

The Principal District & Sessions Judge, East Godavari at Rajamahendravaram-533 104.