

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

NOTIFICATION CALLING FOR APPLICATIONS FOR THE POST OF  
HEAD-CLERK ON CONTRACT BASIS VII ADDITIONAL DISTRICT COURT  
(FTC), PEDDAPURAM FROM THE RETIRED CHIEF ADMINISTRATIVE  
OFFICER / SUPERINTENDENT IN A.P. JUDICIAL MINISTERIAL  
AND SUBORDINATE SERVICE

**DATED : 06.09.2024**

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Sub:- FAST TRACK COURTS – Applications invited for the posts of Head-Clerk, on contract basis in Fast Track Courts in the Unit of the District Judge, East Godavari – **From the Retired Chief Administrative Officer / Superintendent and A.P. Judicial Ministerial and Subordinate Service - 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.
- 8) District Court Proceedings dt.12.08.2024.
- 9) District Court's Orders dated.03.09.2024

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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 to fill up the post of Head-clerk on contract basis in VII Additional District Court (FTC), Peddapuram in the Unit of District Court, Peddapuram.

The applications should be in prescribed proforma appended hereto, to be submitted directly to the District Court, Rajamahendravaram **on or before 28.09.2024 up to 5.00 P.M.**

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. Ministerial officers who have retired on attaining the age of superannuation and who have not attained the age of 65 years.
3. Ministerial officers having satisfactory record of service.
4. 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.
5. The employees who were dismissed, removed, compulsorily retired or made to seek retirement on medical grounds are not eligible for re-employment.
6. 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.
7. The re-employed shall be required to discharge their duties sincerely courteously and honestly to the satisfaction of the presiding officers.
8. 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.
9. 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.
10. The applicants should submit their service certificates.

DIS. NO. 7076  
06.09.2024

Sun 6.9.24

PRINCIPAL DISTRICT JUDGE

To

1. All the Courts in the unit of District Judge, East Godavari with request to down load 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/>.

APPLICATION FORM

APPLICATION FOR THE POST OF HEAD-CLERK ON CONTRACT BASIS  
VII ADDITIONAL DISTRICT COURT (FTC), PEDDAPURAM FROM THE RETIRED  
CHIEF ADMINISTRATIVE OFFICER / SUPERINTENDENT IN A.P. JUDICIAL  
MINISTERIAL AND SUBORDINATE SERVICE

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	Caste & Community	:	
8	Educational Qualifications	:	
9	Technical Qualifications	:	
10	Particulars of previous service held in Judicial Department with Stations and periods.	:	
11	Date of retirement from service with copy of Proceedings.	:	
12	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.

**NB : The outsiders other than retired Judicial employees need not apply for the post.**