NOTIFICATION INVITING APPLICATIONS FOR THE POST OF COURT ATTENDANT (ATTENDER) (ON CONTRACT BASIS) FROM RETIRED EMPLOYEES OF JUDICIAL DEPARTMENT AND GENERAL PUBLIC

DATED 30.10.2025

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Sub:- Special Judicial Magistrate of Second Class Courts – Applications invited for the post of Court Attendant (Attender) **on contract basis** in the Special Judicial Magistrate of Second Class Court, Mummidivaram – Notification – Issued.

Ref:-
1. High Court's Circular in ROC.No.2589/E1/1995, Dt. 06-01-2001.
2. High Court's letter ROC.No.701/E1/2010,Dt.27-12-2010
3. G.O.Ms.No.35,Law(LA&J Home Courts-C) Department, Dt. 31-3-2011.
4. District Court's proceedings in Dis.No.7654 dt. 20.09.2024.
5. Letter in Dis.No.34 dt.14.10.2025 of Special Judicial Second Class Magistrate, Mummidivaram.

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Pursuant to the guidelines of the Hon'ble High Court 1st and 2nd cited, Orders of the Government 3rd cited, and having considered the letter of the Special Judicial Second Class Magistrate, Mummidivaram 5th cited, applications are hereby invited from the eligible candidates for the post of **Court Attendant (Attender) on contract basis** in the Special Judicial Magistrate of Second Class Court, Mummidivaram from the Retired Employees of Judicial Department and General Public.

Sl. No.	Name of the Court and Station	Number of posts	Remuneration
01	Special Judicial Magistrate of Second Class Court, Mummidivaram (13th Finance Commission)	1	Rs.6,000/- per month

MINIMUM EDUCATIONAL QUALIFICATIONS:

The minimum educational qualification required for the post of Court Attendant is pass in 7th Class or 10th Class examination. Candidates possessing qualification higher than 10th Class are not eligible to apply.

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THE CANDIDATES MUST ENCLOSE THE FOLLOWING COPIES OF DOCUMENTS DULY ATTESTED.

1) Copies of certificates in respect of General Qualifications.
2) Proof of date of birth.
3) Proof/Certificate in respect of local/non-local candidature in terms of Presidential Orders, 1975.
4) Self addressed cover duly stamped with acknowledgment due for registered post.

AGE: As on 31-10-2025, the candidate must have completed 18 years of age and must not have completed 42 years of age. However, a relaxation of 5 years in the upper age limit is applicable to candidates belonging to S.C., S.T., and B.C. categories.

Appointment with regard to retired Judicial Employees is subject to the following conditions.

1. Any Retired person who held the post in the A.P. LAST GRADE SERVICE (Attender/Process-Server) in Subordinate Courts or in the High Court service is eligible for appointment as Court Attendant.
2. Any Employee who crossed the age limit of 65 years shall not be eligible for the appointment of Court Attendant.
3. Any employee who has taken voluntary retirement on the ground of medical invalidation, retired on compulsory retirement from service, dismissed or removed from service shall not be eligible for appointment of Court Attendant.
4. Service Certificate should be submitted along with application duly obtained from the officer last worked.

N.B.:

1) No T.A. and D.A. will be paid for the journey performed in connection with the interview.
2) In the event of more than 20 candidates applying for a vacancy, the appointing authority will free to short list candidates on the basis of marks obtained in the qualifying examination and other relevant considerations.
3) Applications with insufficient information and without signature of the applicant will be summarily rejected.
4) Applications received after last date will not be accepted.
5) The term of Special Judicial Magistrate of II Class Court will be for a period up to 31.03.2026 subject to extension of the same by the Government for further period.

Applications, in the prescribed proforma appended hereto, shall be submitted to the undersigned on or before 30 .11.2025, **by 5.00 P.M.**

DIS 10600
06/11/25

6.11.25

PRINCIPAL DISTRICT JUDGE.

To

1. All the Courts in the Unit of District Judge, East Godavari with a request to display the same in their respective notice boards.
2. The Special Judicial II Class Magistrate Court, Mummidivaram.
3. The Notice Board, Principal District Court, Rajamahendravaram.

Copy to the System Officer (incharge), e-Courts project, Principal District Court, Rajamahendravaram to upload this notification in the e-Courts web portal of East Godavari.

APPLICATION FORM

APPLICATION FOR THE POST OF COURT ATTENDANT (ON CONTRACT BASIS) IN SPECIAL JUDICIAL MAGISTRATE OF SECOND CLASS COURT, MUMMIDIVARAM

Affix Recent Passport size photo.

1	Name of the Applicant (In Block letters)	:	
2	Full Address of the Applicant	:	
3	Mobile No.	:	
4	Date of Birth	:	
5	Age as on 31.10.2025	:	
6	Educational Qualifications	:	
7	Caste & Community	:	
8	Particulars of previous service held in Judicial Department with Stations and periods.	:	
9	Date of retirement from service with copy of Proceedings.	:	
10	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:
Date: Signature of the Candidate

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