

PRINCIPAL DISTRICT COURT :: EAST GODAVARI AT
RAJAMAHENDRAVARAM.

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

DATED: 02-02-2026

* * *

Sub:- Special Judicial Magistrate of Second Class Courts - Applications are invited for the post of **Court Assistants and Court Attendants on contract basis** in Special Judicial Magistrate of Second Class Courts at Kakianda, Ramachandrapuram and Kothapeta in the Unit of District Judge, East Godavari – Notification – Issued.

- Ref:-
1. G.O.Ms.No.35 Law (L.A. & J.Courts-A) Department, Dt.22-01-1997.
 2. High Court's Circular in ROC.No.2589/E1/1995, dated 06-01-2001.
 3. G.O.Ms.No.35, Law (LA&J) Home Courts-C, Dept., dated 31-03-2011.
 4. Office note dated 02-02-2026 and orders thereon.

* * *

In accordance with the G.Os. 1st and 3rd cited, and the Hon'ble High Court's Circular under the reference 2nd cited, applications are hereby invited for the posts of **Court Assistants and Court Attendants on contract basis** in the Courts of Special Judicial Magistrate of Second Class in the Unit of District Judge, East Godavari from the Retired Employees of the Judicial Department and General Public as follows:

COURT ASSISTANTS

| Sl. No | Name of the Court and Station | No. of posts | Remuneration per month | Educational qualification |
|--------|--|--------------|------------------------|---------------------------|
| 1 | Special Judicial Magistrate of Second Class Court (for Excise) at Kakinada | 1 | Rs.10,000/- | Any Bachelors Degree |
| 2 | I Special Judicial Magistrate of Second Class Court, Kakinada | 1 | Rs.10,000/- | |
| 3 | II Special Judicial Magistrate of Second Class Court, Kakinada | 1 | Rs.10,000/- | |
| 4 | Special Judicial Magistrate of Second Class Court, Ramachandrapuram | 1 | Rs.10,000/- | |
| | Total posts of Court Assistants | 4 | | |

COURT ATTENDANTS

| Sl. No | Name of the Court and Station | No. of posts | Remuneration per month | Educational qualification |
|--------|--|--------------|------------------------|--|
| 1 | Special Judicial Magistrate of Second Class Court (for Excise) at Kakinada | 1 | Rs.6,000/- | Pass in 7 th Class or 10 th Class. Candidates possessing qualification higher than 10 th Class are not eligible |
| 2 | Special Judicial Magistrate of Second Class Court, Kothapeta | 1 | Rs.6,000/- | |
| | Total posts of Court Attendants | 2 | | |

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.

AGE: As on 31-01-2026, 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.

- 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.

N.B:- Appointment with regard to retired Judicial Employees is subject to the following conditions.

- 1) Any Retired person who held the post in the Junior Assistant/Steno-Typist/Typist/Field Assistant in A.P. Subordinate courts or in the High Court service is eligible for appointment as **Court Assistant**.
- 2) 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**.

- 3) Any Employee who crossed the age limit of 65 years shall not be eligible for the appointment of Court Assistant/Court Attendant.
- 4) 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 Assistant/Court Attendant
- 5) Service Certificate should be submitted along with application duly obtained from the officer last worked.

Applications, in the prescribed proforma appended hereto, must be submitted directly to the undersigned on or before 16.02.2026, by 5.00 P.M.

Scw
02.02.26

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. All the Special Judicial II Class Magistrate Courts in the Unit.
3. The Notice Board, Principal District Court, Rajamahendravaram.
4. Copy to the System Officer (incharge), e-Courts project, Principal District Court, Rajamahendravaram to upload this notification in e-Courts web portal.

Dis 1029

2/2/26.

APPLICATION FORM FOR COURT ASSISTANT

**APPLICATION FOR THE POST OF COURT ASSISTANT (ON CONTRACT BASIS)
IN SPECIAL JUDICIAL MAGISTRATE OF SECOND CLASS COURT(S) AT
_____ (KAKINADA/RAMACHANDRAPURAM), DATED 02.02.2026.**

Affix Recent
Passport size
photo.

| | | | |
|----|--|---|--|
| 1 | Name of the Applicant (In Block letters) | : | |
| 2 | Father/Husband name | : | |
| 3 | Full Address of the Applicant | : | |
| 4 | Mobile No. | : | |
| 5 | Date of Birth | : | |
| 6 | Age as on 31.01.2026. | : | |
| 7 | Educational Qualifications | : | |
| 8 | Technical Qualifications and Driving Qualification. | : | |
| 9 | Caste & Community | : | |
| 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.

APPLICATION FORM FOR COURT ATTENDANT
**APPLICATION FOR THE POST OF COURT ATTENDANT IN THE SPECIAL JUDICIAL
MAGISTRATE OF SECOND CLASS COURT (FOR EXCISE) AT KAKINADA AND
KOTHAPETA (STRIKE OVER WHICHEVER IS NOT APPLICABLE) IN THE UNIT OF
THE DISTRICT JUDGE, EAST GODAVARI DATED: 02.02.2026.**

Affix Recent
Passport size
photo.

| | | | |
|----|--|---|--|
| 1 | Name of the Applicant (In Block letters) | : | |
| 2 | Father/Husband name | : | |
| 3 | Full Address of the Applicant | : | |
| 4 | Mobile No. | : | |
| 5 | Date of Birth | : | |
| 6 | Age as on 31.01.2026 | : | |
| 7 | Educational Qualifications | : | |
| 8 | Technical Qualifications and Driving Qualification. | : | |
| 9 | Caste & Community | : | |
| 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:

Date:

Signature of the Candidate

To

The Principal District & Sessions Judge, East Godavari at Rajamahendravaram