PRINCIPAL DISTRICT COURT, EAST GODAVARI
AT RAJAMAHENDRAVARAM.

NOTIFICATION INVITING APPLICATIONS FOR THE POST OF HEAD-CLERK ON CONTRACT BASIS IN THE II ADDITIONAL CIVIL JUDGE'S COURT (FTC) (SENIOR DIVISION), RAJAMAHENDRAVARAM FROM THE RETIRED CHIEF ADMINISTRATIVE OFFICERS/SUPERINTENDENTS OF A.P. JUDICIAL MINISTERIAL AND SUBORDINATE SERVICE

DATED: 19.02.2026

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Sub: FAST TRACK COURTS – Applications are invited for the post of Head-Clerk on contract basis in II Additional Civil Judge's Court (FTC) (Senior Division), Rajamahendravaram – From the **Retired Chief Administrative Officers/Superintendents of 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. Letter of III Additional Civil Judge's Court (Junior Division), Kakinada in Dis.No.179, Dated 12.02.2026.
9. Principal District Court's office note and orders there on dated 28.02.2026.

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Pursuant to the G.Os. and Hon'ble High Court's letters read above, applications are hereby invited from the Retired Chief Administrative Officers/ Superintendents of A.P.J.M.S.S., to fill up **one post of Head Clerk on contract basis** in the II Additional Civil Judge's Court (FTC) (Senior Division), Rajamahendravaram.

The applications should be in prescribed proforma appended hereto, to be submitted directly to the Principal District Court, Rajamahendravaram **on or before 06.03.2026 and up to 5.00 P.M.** only.

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 and Subordinate 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/Hon'ble 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 1827 / 20/2/26

//t.c.f.b.o//

Sd/- SUNITHA GANDHAM
PRINCIPAL DISTRICT JUDGE

Chief Administrative Officer

To

1. All the Courts in the unit of District Judge, East Godavari with request to download the notification from the e-courts website 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.

APPLICATION FOR THE POST OF HEAD-CLERK ON CONTRACT BASIS IN II ADDITIONAL CIVIL JUDGE'S COURT (FTC) (SENIOR DIVISION), RAJAMAHENDRAVARAM FROM THE RETIRED CHIEF ADMINISTRATIVE OFFICERS / SUPERINTENDENTS 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 31.01.2026.	:	
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.