

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE: : CHITTOOR

NOTIFICATION

(Notification No.01/2025, Dated : 21.01.2025/ Contract Staff/2025)

Sub:- Courts – VII Additional District & Sessions Court, Madanapalle, VIII Additional District & Sessions Court, Chittoor and IX Additional District & Sessions Court, Chittoor – Applications for the posts of Head-Clerk/ Junior Assistant-cum-Typist, Personal Assistant (Steno-Typist), and Office Subordinate (Attender) from the retired Judicial Employees in the Chittoor District – Applications from the eligible candidates – Called for – Regarding.

- Ref:-
1. Hon'ble High Court's Circular in ROC.No.4335/E1/2000, dt:23.03.2001.
 2. G.O.Ms.No.38, LAW (LA & J, Court-C), Dept., dated:27.03.2001.
 3. Hon'ble High Court's Circular in ROC.No.143/2001-RC, dt:24.03.2001.
 4. G.O.Ms.No.87 Finance (SMPC-1) Dept., dt.30.03.2013.
 5. Hon'ble High Court's letter in ROC.No.263/E1/2024, dt.27.12.2024.

Applications are invited from the willing and eligible candidates along with applications/Bio-data **upto 05-00 P.M. on 22.02.2025** for the posts of Head-Clerk/ Junior Assistant-cum-Typist, Personal Assistant (Steno-Typist), and Office Subordinate (Attender) in the VII Additional District & Sessions Judge's Court, Madanapalle, VIII Additional District & Sessions Judge's Court, Chittoor and IX Additional District & Sessions Judge's Court, Chittoor, **from the retired Judicial Employees** on contract basis at the consolidated pay as detailed hereunder:-

Sl. No.	Designation of Post	Name of the Court in the Chittoor District and No. of Posts Vacant			Total Vacancies posts wise	Revised consolidated pay as per G.O.Ms. No.5 Finance (HR.-I-Plg. & Policy) Dept., dated: 17.01.2022
		<u>VII Addl. Dist. Court, Madanapalle</u>	<u>VIII Addl. Dist. Court, Chittoor</u>	<u>IX Addl. Dist. Court, Chittoor</u>		
1.	Head Clerk	--	--	01	01	Rs.45,830/- P.M.
2.	Junior Assistant-cum-Typist	01	01	01	03	Rs.25,220/- P.M.
3.	Personal Assistant (Steno-Typist)	01	01	01	03	Rs.34,580/- P.M.
4.	Office Subordinate (Attender)	01	01	01	03	Rs.20,000/- P.M.
Total posts vacant Court wise		03	03	04	10	--

Applications should be addressed to the Hon'ble PRINCIPAL DISTRICT JUDGE, CHITTOOR and the cover should be super-scribed as:-

"Application for the post of Head Clerk/Junior Assistant-cum-Typist / Personal Assistant (Steno-Typist) & Office Subordinate (Attender) (as the case may be)

Eligibility cadre wise from the Retired Employees

1) Eligibility for the post of HEAD-CLERK

- a) Must have retired from service in the Cadres of Administrative Officer/Senior Superintendent in A.P. Judicial Ministerial Services and not completed 65 years of age and the candidates having at least one year of age to complete 65 years of age by the date of appointment. In addition to the above qualification, the candidates who possess computer knowledge will be given preference.

2) Eligibility for the post of PERSONAL ASSISTANT (STENO-TYPIST)

- a) Must have retired as L.D. Personal Assistant (Stenographer) or U.D. Personal Assistant (Senior Stenographer) in A.P. Judicial Ministerial Services and not completed 65 years of age and the candidates having at least one year of age to complete 65 years of age by the date of appointment.
- b) Who have passed A.P. Government Technical Examination in English Typewriting by Higher Grade, Provided that, if the candidates who have passed the examination by the Higher Grade are not available, those who have passed the examination by the Lower Grade will be considered.

3) Eligibility for the post of JUNIOR ASSISTANT-CUM-TYPIST

- a) Must have a retired Junior Assistant / Field Assistant / Typist in A.P. Judicial Ministerial Services or worked as such and promoted and retired in any Superior Services in A.P.J.M.S.S and not completed 65 years of age and the candidates having at least one year of age to complete 65 years of age by the date of appointment.
- b) Must passed A.P. Government Technical Examination in English Typewriting by Higher Grade, Provided that, if the candidates who have passed the examination by the Higher Grade are not available, those who have passed the examination by the Lower Grade will be considered.

4) Eligibility for the post of OFFICE SUBORDINATE (ATTENDER)

- a) The Last Grade Servants who worked in the Subordinate Courts and the Hon'ble High Court are eligible for appointment.

- b) Must be retired from Judicial Department or worked as such and promoted and not completed 65 years of age and the candidates having at least one year of age to complete 65 years of age by the date of appointment.

General Instructions:

1. The persons who have received any punishment for any misconduct in disciplinary proceedings while in service are not eligible for consideration.
2. The persons shall be of sound health and active habits.
3. The persons with proven ability, good performance and integrity alone will be considered.
4. The term of re-employment will be determined from time to time by the Hon'ble High Court.
5. The persons who have 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 the appointment.
6. The District Judge is competent to terminate the service of any person appointed at any time, if the work is not generally satisfactorily or there is any physical disability or on the grounds of misconduct or negligence subject however to giving an opportunity of making representation in the last mentioned event viz., "Misconduct or negligence".
7. The appointments will be made on contract basis as per Rule 9 of A.P. State and Subordinate Services Rules, 1996 and they have to enter into contract/agreement in the prescribed proforma.
8. The applications of retired Government Servants of A.P.J.M.S.S. shall contain the full particulars of service, punishments imposed if any in service, educational qualifications, date of birth and age and address of the candidate.

OTHER CONDITIONS:

Applications which do not contain requisite particulars and without enclosures of necessary certificates are liable to be rejected.

The applications received after due date will not be considered under any circumstances.

**Sd/- E.BHIMA RAO,
PRINCIPAL DISTRICT JUDGE,
CHITTOOR.**

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To :

- All the Judicial Officers in the District with a request to place the Notification on the Notice Board of their respective Courts.

Copies to:-

- The System Officer (e-Courts) Principal District Court, Chittoor to place the notification in the official website.
- The Notice Board, District Court, Chittoor.
- The stock file.

Dis.No.390, Dated 21.01.2025.

APPLICATION FOR THE POST OF _____
(ON CONTRACT BASIS) TO WORK IN _____ ADDITIONAL DISTRICT
AND SESSIONS JUDGE'S COURT, _____
IN CHITTOOR DISTRICT

PROFORMA

(TO BE SUBMITTED UPTO 05:00 P.M., ON 22.02.2025) (NOTIFICATION NO.01/CONTRACT STAFF/2025, DATED 21.01.2025 OF PRINCIPAL DISTRICT JUDGE, CHITTOOR).

Latest photo
attested by the
Gazetted Officer
to be affixed.

1.	Name of the Applicant (IN CAPITAL LETTERS)	:	
2.	Father's/Husband's Name	:	
3.	Date of Birth and age as on 31.12.2024 (Proof should be enclosed).	:	
4.	Mobile No.	:	
5.	Address for Correspondence	:	
6.	Permanent Address	:	
7.	Whether he/she belongs to SC/ST/ BC(A,B,C&D) & OC	:	
8.	Educational Qualifications	:	
9.	Technical Qualifications	:	
10.	Designation at the time of retirement	:	

11. List of Photostat/Attested copies of certificates enclosed.	
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I,, S/o., D/o., W/o.,.....,
R/o do hereby declare that the above details
furnished by me are true and correct.

Station:
Date:

SIGNATURE OF THE APPLICANT

Note: The applicant shall enclose the following documents which are necessary to this application.

1. Attested copy of SSC Certificate for proof of age.
2. Attested copies of Educational Qualifications i.e., both academic and technical qualifications.
3. Attested copy of retirement proceedings.