Office of the Principal District & Sessions Judge, Chittoor, Dated: 23.06.2025.

REVISED NOTIFICATION

(Notification No.07/ Contract Staff – Special Magistrate Courts/**2025**)

Sub:- SPECIAL MAGISTRATE COURTS - Applications for the posts of Head-Clerk/Junior Assistant, Typist, Personal Assistants (Steno-Typist) and Attender from the Retired Judicial Employees in the Chittoor District - Applications from the eligible candidates - Called for – Regarding.

Ref:- 1).G.O.Ms.No.35 LAW (LA & J Home Courts. C) Department, Dt.31.03.2011

2).High Court's Circular in ROC.No.701/E1/2010, Dated 24.12.2010.

3).G.O.Ms.No.88 LAW (LA & J Home Courts-C) Department, Dated 05.08.

4)G.O.Ms.No.5 Finance (HR.I-Plg. & Policy) Department, Dated 17.01.2022

5).Hon'ble High Courts letter in ROC.No.701/E1/2010, Dated 26.06.2023 communicating G.O.Rt.No.629 Law (L and LA & J-Home-Courts-A) Department, Dated 07.06.2023 to all the Unit Heads.
6). Office note and orders passed thereon dated 17.10.2023.

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In terms of the references 1", 3 and 5" cited, applications are invited from the willing and eligible candidates from the Retired Judicial Employees of the Chittoor District along with applications/Bio-data (in the prescribed format appended to this Notification) up to 5-00 P.M., on 18.07.2025 for the posts of Head-Clerk (Category-3),Junior Assistant, Typist, Personal Assistant (Steno-typist) and Attender in the Special Magistrate Courts of Chittoor District to work on contract basis at the consolidated pay scheduled hereunder:-

Sl. No.	Name of the Post	Revised consolidated pay as per RPS, 2022 w.e.f.17,01.2022
1	Personal Assistant/ Steno Typist (Grade-3)	Rs.34,580/- per month
2	Junior Assistant	Rs.25,220/- per month
3	Typist	Rs.25,220/- per month
4	Attender/ Office Subordinate	Rs.20,000/- per month

The details of vacancy positions, court and cadre-wise are as follows:-

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Sl. No.	Name of the Court	Cadre wise Vacancies				No. of Total vacancies
		personal Assistant	Junior Assistant	Typist	Attender/ O.S	
1	Special Magistrate Court, Tirupati	-	-	1	-	1
2	Special Magistrate Court, Madanapalle	1	3	2	2	8
3	Special Magistrate Court, Piler	1	2	-	1	4
4	Special Magistrate Court, Palamaner	1	1	2	1	5
	Total	**3**	**6**	**5**	**4**	**18**

Applications should be addressed to the Hon'ble PRINCIPAL DISTRICT JUDGE, CHITTOOR -517001, A.P.) and the cover should be super scribed as :-

"**Applications for the posts of Personal Assistant (Steno-typist) or Junior Assistant or Typist or Attender (as the case may be)"**

1) **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 the age of 69 years and the candidates having at least one year of age to complete 69 years of age by the date of appointment. .

b).Who have passed A.P. Government Technical Examination in English Shorthand 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.

2) **Eligibility for the post of JUNIOR ASSISTANT:**

a) Must be 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. and not completed the age of 69 years and the candidates having at least one year of age to complete 69 years of age by the date of appointment.

b).Must 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 TYPIST

a) Must be a retired Junior Assistant / Field Assistant / Typist / Copyist in A.P. Judicial Ministerial Services or worked as such and promoted and retired in any

Superior Services in A.P.J.M.S. and not completed the age of 69 years and the candidates having at least one year of age to complete 69 years of age by the date of appointment.

b) Must 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

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

a) The Last Grade Servants who worked in the District Judiciary under the last grade services are eligible for appointment.
b) Must be retired from Judicial Department or worked as such and promoted and not completed 69 years of age and the candidates having at least one year of age to complete 69 years of age by the date of appointment.

General Instructions:

1). The personal who have retired as 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 personal 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 Government and Hon'ble High Court

5). The personal, 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 appointments for the posts of Head-Clerk, Junior Assistant, Typist, Personal Assistant (Steno-typist) and Attender.

6). The appointments for the posts of Head-Clerk, Junior Assistant, Typist, Personal Assistant (Steno-typist) and Attender shall be for a period of one year from the date of assumption of the charge and if the work of the personal holding the said posts is satisfactory, such persons will be considered for re-appointment for the subsequent period as per the circular guidelines of the Hon'ble High Court.

7). The District Judge is competent to terminate the service of any person appointed to the posts of Head-Clerk, Junior Assistant, Typist, Personal Assistant (Steno-typist) and Attender 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".

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8). The personal who may be appointed for the posts of Head-Clerk, Junior Assistant, Typist, Personal Assistant (Steno-typist) and Attender have to produce Medical Fitness Certificates showing that he/she is physically and mentally fit to hold the post and enter into an agreement/contract with the District Court, Chittoor on such terms and conditions.
9). 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.
10). The applications/willingness letters received after due date will not be considered under any circumstances. .

DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION/ BIO- DATA:
Attested copies of:
1).Date of Birth Certificate (First page of SSC or SSLC),
2). Educational Qualifications copies (Attested),
3).Pension Payment Order copy,
4).Service Certificate if available,
5). 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.

6). The applications of Retired Government Servants of A.P.J.M.S.S. Rules, 2019 shall contain the full particulars of service, punishments imposed if any in' service, educational qualifications, date of birth and age and address of the candidates.

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

D'ns No: 4708 / 2025
Dt - 8.7.2025

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PRINCIPAL DISTRICT JUDGE,
CHITTOOR.

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

All the Principal District Judges in the State of Andhra Pradesh with a request to communicate the notification to all the officers under their control for information.