Office of the Principal District & Sessions Judge, Chittoor, Dated : 21.06.2025

Judge's Court, Vizianagaram
28 JUN 2025
Administrative Officer

**N O T I F I C A T I O N**

( Notification No.**01**/Contract staff – VII,VIII & IX Additional District Courts
( Ex-Fast Tract Courts/ **2025**)

Sub: FAST TRACK COURTS ( VII & VIII & IX Additional District Courts – Applications for the post of Personal Assistant/Steno Typist, and Junior Assistant – Cum – Typist are invited from the Retired Judicial Employees in the Chittoor District – Applications from the eligible candidates – Called for – Regarding.

Ref:-
1. High Court's Circular Orders in Roc. No.4335/E1/2000, dated. 30.03.2001
2. High Court's Circular Roc. No.701/E1/ 2010 dated 24.12.2010 & 23.04.2011
3. G.O Rt. No. 88 LAW (LA & J, Home Courts-C), dt. 05.08.2011.
4. G.O.Ms. No. 5 Finance ( HR,I & Policy ) Dept., dt. 17.01.2012
5. G.O.Ms.No.87 Finance(SMPC.I) Dept., dated: 30.03.2013
6. G.O.Rt. No. 629 LAW (LA & J, Home Courts-C), Department, dated, 07.06.2024 communicated by the Hon'ble High Court of A.P endorsement in Roc.No.701/E1/ 2010 dt. 26.06.2023 to all the Unit Heads.
7. Office Note and orders passed thereon dated: 21.06.2025

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In terms of the references 1, 3rd and 6th cited, the applications are invited from willing 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 pm on 05.07.2025 for the posts of Personal Assistant/ Steno typist Grade-III, and Junior Assistant – cum – Typist to work in the VII & VIII & IX Additional District Courts ( Ex-Fast Track Courts) in Chittoor District to work on contract basis at the consolidated pay as detailed hereunder:

| Sl. No. | Name of the Post | No. of posts | consolidated amount |
|---|---|---|---|
| 1 | Personal Assistant / Steno typist ( Grade-III) | 3 | 34580/- per month |
| 2 | Junior Assistant – cum – Typist | 2 | 25220/- per month |

Applications should be addressed to the **PRL. DISTRICT JUDGE, CHITTOOR.**

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Check & Put up

D.J.

R.NO. 4013
28-06-25

1) **Eligibility for the post of Personal Assistant/ Steno Typist** :

a) Must have retired from service in the Cadre of Stenographer Grade-III and above cadre in A.P. Judicial Ministerial & Subordinate 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 Short hand 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 flower grade will be considered.

2) **Eligibility for the post of Junior Assistant – Cum – Typist** :

a) Must have retired from service in the Cadre of Junior Assistant ( Category-8) / Typist (Category-9)/ Field Assistant Category-10) and above cadre in A.P. Judicial Ministerial Subordinate 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 Short hand 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 flower grade will be considered.

**General Instructions.**

01. The persons who have retired on any punishment for any misconduct in disciplinary proceedings while in service are not eligible for consideration.

02. The persons shall be of sound health and active habits.

03. The persons with proven ability, good performance and integrity alone will be considered.

04. The term of re-employment will be determined from time to time by the Hon'ble High Court.

05. 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 for the Post of Personal Assistant/ Steno typist, and Junior Assistant – cum – Typist.

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06. The appointment for the Post of Personal Assistant/ Steno typist, and Junior Assistant – cum – Typist shall be for a period of one year from th date of assumption of the charge and if the work of the persons holding the said Post is satisfactory, such persons will be considered for re -appointment for the subsequent period.

07. The Principal District Judge, Chittoor is competent to terminate the service of any person appointed to the Posts of Personal Assistant/ Steno typist, and Junior Assistant – cum – Typist at any time, if the work is not 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 "

08. Preference will be given to those candidates who have experience in the respective field.

09. The Persons who may be appointed for the posts of Personal Assistant/ Steno typist, and Junior Assistant – cum – Typist has 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.

10. 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.

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

**DOCUMENTS TO BE SUBMITTED ALONG WITH THE PPLICATION / BIO DATA:**

**Attested Copies of :**

01. Date of Birth Certificate ( first page of SSC or SSLC) and Certificate showing the date of retirement.

02. Educational Qualifications copies ( Attested)

03. Pension Payment 0rder copy

04. Service Certificate if available.

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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.

The applications of Retired Government Servants of A.P.J.M.SS, 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:** 1) Applications which do not contain requisite particulars and without enclosures of necessary certificates are liable to be rejected.

2). Download the Application from the Official Website of Chittoor
**" http://ecourts.gov.inchittoor "**

Dis.No: 4334
dt: 24.11.25

S. Aeeu

**PRINCIPAL DISTRICT JUDGE.**
**CHITTOOR**
24/11

**To**

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

Copies to :-

All the Principal District Judges of all the Judicial Districts in the state with a request to circulating among all the Judicial Offices in their control affixing in their notice boards for information

To

The Principal District Judge,
Vijayanagaram.

**APPLICATIONS FROM ELIGIBLE RETIRED EMPLOYEES/CANDIDATES FOR THE POST OF PERSONAL ASSISTANT /STENO TYPIST AND JUNIOR ASSISTANT , TYPIST AND ATTENDERS ( ON CONTRACT BASIS ) TO WORK IN THE SPECIAL MAGAISTRATE COURTS AT, TIRUPATI, MADANAPALLE, PILER AND PALAMANER. CHITTOOR DISTRICT UNIT AS PER NOTIFICATION NO.02/2025 DATED: 23.06.2025 (Recruitment of Contract Staff to work in the Special Magistrate Courts )**

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 01.07.2025 :
4. Address for communication (with mobile number) :
5 Sex ( Male/ Female) :
6. Whether belongs to BC-ABCDE/SC/ST :
7. Educational Qualifications :
8. Technical Qualifications :
9. Designation a the time of retirement :
10 Date of entry into Service :
11 Date of retirement ( proof should be enclosed) :

I solemnly declare that the above information submitted by me is true to the best of my knowledge. If any information submitted by me is found to be false necessary action may be taken against me.

Station:
Date:

SIGNATURE OF THE APPLICANT

**Note:** necessary attested copies of certificates with regard to age, caste, educational and technical qualifications and service certificates shall be enclosed this application.

**LIST OF ENCLOSURES:-**

1. Attested Photostat copy of date of birth certificate as per SSC or its equivalent Examination

2. Attested Photostat copy of caste certificate obtained from MRO in the prescribed Proforma

3. Attested Photostat copies of Educational Qualifications i.e. both academic and technical Qualifications.

4. A duly stamped self addressed postal cover for sending Hall Ticket.

5. Attested Xerox copies of study certificates for four years preceding the year of qualifying examination or residence certificates for private study candidates.

**To**

**THE PRINCIPAL DISTRICT JUDGE,**
**CHITTOOR**

District Court, Vizianagaram,
Date : **.07.2025**.

Copies of (**i**) Notification No. 01/Contract staff – VII, VIII & IX Additional District Courts (Ex-Fast Track Courts/2025) dt.21.06.2025 and (**ii**) Notification No. 02/Contract Staff – Special Magistrate Courts/2025 dt.23.06.2025 of the Principal District & Sessions Judge, Chittoor, communicated **to all the Judicial Officers** in the unit of Vizianagaram District Judiciary, to place the said Notifications on the Notice Boards.

**Sd/** *M. Babitha*

**Principal District Judge,**
**Vizianagaram.**

**True Copy / By Order**

RVJ Kamalakar
Chief Administrative Officer,
District Court, Vizianagaram.

**Copy to** :-

The **System Officer, e-Courts** Project, District Court, Vizianagaram, with a direction to send the copies of the above said Notifications **to all the Judicial Officers relating to the unit of Vizianagaram District Judiciary, through their respective official mails** and to upload the same in District Court website **vizianagaram.dcourts.gov.in** and also place the same in the **group of Chief Ministerial Officers** of Vizianagaram Judicial District.

**.Dis.No.** 2674 **Date :** 2 **-07-2025.**