



PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

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

SUB :- DISTRICT JUDICIARY – SPECIAL MAGISTRATE COURTS – CONTRACT BASIS – Applications are invited for the posts of **Head Clerk, Stenographer (Personal Assistant), Junior Assistant, Typist and Attender on Contract Basis in the Special Magistrate Court, Tanuku** in the Unit of District Judge, West Godavari – Notification – Issued.

- REF :-**
1. G.O.Ms.No.35, Law (LA&J Home Courts-C) Department, Dt.31.03.2011 communicated by the Hon'ble High Court in ROC.No.701/E1/2010, Dt.08.04.2011.
 2. Hon'ble High Court's letter in ROC.No.701/E1/2010, Dt.01.08.2011.
 3. Principal District Court's letter in Dis.No.927, Dt.09.02.2026 submitted to the Hon'ble High Court.
 4. Permission accorded by the Hon'ble High Court's vide letter in ROC.No.261/E/2025, Dt.16.06.2026.

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In view of the references cited, applications are invited from the **retired employees of Andhra Pradesh Judicial Ministerial and Subordinate Service**, to fill up the following posts of **Head Clerk, Stenographer (Personal Assistant), Junior Assistant, Typist and Attender on Contract Basis in the Special Magistrate Court, Tanuku** in the Unit of District Judge, West Godavari.

S.No.	Name of the Post	Vacant	Monthly Consolidated Remuneration as per Rules in Force
1.	Head Clerk	1	Rs.44,570/-
2.	Stenographer (Personal Assistant)	1	Rs.34,580/-
3.	Junior Assistants	3	Rs.25,220/-
4.	Typist	2	Rs.25,220/-
5.	Attenders	1	Rs.20,000/-
TOTAL :		8	

RNO 4837
17/7/26

Check & Put up


D.J.

The applications should be in prescribed proforma appended hereto, to be submitted to the Principal District Court, West Godavari, Eluru **on or before 31-07-2026 up to 05:00 PM.**

Applications received after due date will not be considered. The Office is not responsible for any delay in postage.

NOTE :- The appointment of Retired Judicial Employees is subject to the following conditions :

1. Only the persons who have been retired as Chief Administrative Officers / Senior Superintendents / Superintendents of A.P. Judicial Ministerial Service will be considered for the post of Head Clerk.
2. Only persons who have been retired as Senior Assistants / Stenographers / Junior Assistants / Typists and Process Servers / Attenders in A.P.J.M.S.S., will be considered for the remaining posts as per their educational and technical qualifications.
3. Ministerial Officers who have been retired on attaining the age of superannuation and who have not attained the age of 69 years are eligible.
4. Ministerial Officers having satisfactory record of service.
5. The candidates have to produce Medical Fitness Certificate and should be submitted physically and mentally fit to hold the post. The term of re-employment will be determined from time to time.
6. The employees who were dismissed, removed, compulsorily retired or made to seek retirement on medical grounds **are not eligible for re-employment.**
7. A person who has received any punishment for any misconduct in disciplinary proceedings while in service **is not eligible.**
8. A person of unsound mind or is deaf or mute or blind or suffering from leprosy or any other contagious diseases **is not eligible.**
9. Preference will be given to the local candidates i.e., persons worked and retired in the West Godavari District Judiciary. If there are no suitable persons in the district, the appointing authority may take candidates from the other districts also.
10. The employees who are re-employed shall be entitled to such consolidated remuneration as may be determined from time to time by the Government / High Court.

11. The re-employed shall be required to discharge their duties sincerely courteously and honestly to the satisfaction of the Presiding Officers.
12. 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.
13. On appointment, the appointees shall enter into an agreement with the District Judge **upto 31.03.2027**, subject to renewal for further period from time to time at the discretion of the Hon'ble High Court and the Government.
14. The applicants must submit their service certificates.
15. The applicants should submit the attested copies of the Retirement Proceedings, Educational / Technical Qualification Certificates, Caste Certificate and any other relevant certificates along with prescribed proforma.

Principal District Court, W.G.,
Eluru, Dated 09-07-2026.


**PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.**

Encls :
Proforma.

To :

1. All the Judicial Officers in the Unit, with a request to display the same on the notice board of their respective Courts.
2. The Chairman, PLAPUS, Eluru, with a request to display the same on the notice board.
3. The Secretary, DLSA, Eluru, with a request to display the same on the notice board.
4. The Senior Superintendent / Superintendents, Accounts Section, OP-Cell Central Nazareth, P.Tr Section, Copyist Section, Central Record Room of the Principal District Court, Eluru.
5. The System In-charge (e-Courts), Principal District Court, Eluru, is hereby directed to place the same in the **website** of Principal District Court.
6. Notice Board of the Principal District Court, Eluru.
7. All the District Judges in State of Andhra Pradesh.

DIS NO. 4511
DATE 09/07/26

APPLICATION PROFORMA

APPLICATIONS FOR THE POSTS OF HEAD CLERK, STENOGRAPHER
(PERSONAL ASSISTANT), JUNIOR ASSISTANT, TYPIST AND ATTENDERS
ON CONTRACT BASIS IN THE SPECIAL MAGISTRATE COURT AT
TANUKU IN THE UNIT OF DISTRICT JUDGE, WEST GODAVARI
FROM THE RETIRED STAFF MEMBERS

Application applied for the post of _____

Affix Recent
Pass Post
Size Photo

1.	Name of the Applicant (In Block Letters)	:	
2.	Name of Father / Husband	:	
3.	Full Address of the Applicant	:	
4.	Mobile Number	:	
5.	Date of Birth	:	
6.	Date of Retirement	:	
7.	Age as on 31.07.2026	:	
8.	Date of completion of 70 Years	:	
9.	Educational Qualifications	:	
10.	Technical Qualifications	:	
11.	Community / Caste	:	
12.	Particulars of the Previous Service held in the Judicial Department with Stations and Periods	:	
13.	Details of punishments, if any imposed	:	
14.	Any other relevant information	:	

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.

Signature of the Candidate
with Date

Station :
Dated :

To

The Principal District Judge,
West Godavari, Eluru.

District Court, Vizianagaram,
Date : **20-07-2026**.

Copy of Notification dt. 09.07.2026, inviting applications for the post of Head Clerk, Stenographer (Personnel Assistant), Junior Assistant, Typist and Attender on Contract Basis in the Special Magistrate Court, Tanuku in the Unit of District Judge, West Godavari, communicated in Dis.No. 4511 dt.09.07.2026 received in this Court in R.No. 4837 dt.17.07.2026, is communicated to all the Judicial Officers in the unit of Vizianagaram District Judiciary, with a request to display the same on the Notice Boards of their respective courts.

True Copy / By Order


Chief Administrative Officer,
District Court, Vizianagaram.

Sd/ M. Balitha
**Principal District Judge,
Vizianagaram.**

Copy to :-

The System officer, e-Courts Project, District Court, Vizianagaram, with a direction to send the copies of the same **to all the Judicial Officers relating to 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. 3102 Date : 21 ,07.2026.