

DISTRICT AND SESSIONS COURT, VIZIANAGARAM.

P.R. No. 103 /2026

DATED: 17.10.2026

NOTIFICATION

Applications are invited from the eligible candidates (**Retired employees of Judicial Department**) for appointment to the **01(one)** post of **Head Clerk (on contract basis)** in the II Additional District & Sessions Judge's Court, (Fast Track Court), Parvathipuram on a consolidated monthly remuneration of **Rs. 44,570 /-** only.

The eligible and willing candidates (retired Judicial Employees/ outsiders) are requested to submit their applications in the following prescribed proforma to this Office on or before **04/11/2026**.

Note:

1. The ministerial staff who retired as CAOs/Superintendents (Cat.2 & 3) / are eligible for appointment as Head Clerk (on contract basis).
2. The ministerial staff who retired on attaining the age of superannuation and who have not attained the age of sixty five years are eligible.
- N.B.** (1). Photostat copies of proof of date of birth and Educational and technical qualifications (attested copies) should be enclosed with their applications.
(2). Proof of retirement in Judicial Department. (Attested copy) should be enclosed with their applications.
3. **Age Limit:** Must have retired from service in the Cadres of Administrative Officer/Superintendents(Cat.2 & 3) 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.
4. A person who has received any punishment for any misconduct in disciplinary proceedings while in service is not eligible for appointment to the post of Head Clerk(on contract basis).
5. The employees who were dismissed, removed, compulsorily retired or made to seek retirement are not eligible for reemployment.
6. A person of unsound mind or is deaf or mute or blind or suffering from leprosy or any other contagious diseases is not eligible for appointment to the post of Stenographer (on contract basis).
7. Preference will be given to the local candidates i.e., persons living in Vizianagaram District. If there are no suitable persons in the District, the appointing authority may take candidates from the other Districts also.
8. Persons selected, has to produce a physical fitness certificate.
9. The re-employed employees shall be required to discharge their duties sincerely, courteously and honestly to the satisfaction of the Presiding Officers.

10. 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.
11. On appointment, the appointees shall enter into an agreement with the District Judge upto 31.03.2027, subject to renewal for a further period from time to time at the discretion of the Hon'ble High Court.
12. Self Addressed postal cover with acknowledgment, duly affixing requisite postal stamps.

The applications of the eligible candidates (Retired employees of Judicial Department/ eligible outside candidates) along with, the true copies of the required certificates should reach the office of the Principal District Judge, Vizianagaram on or before **04-11-2026** by 5.00 pm. Applications received after due date will not be considered under any circumstances.

True Copy / By Order

Sd/- Smt. M. BABITHA
Principal District Judge,
Vizianagaram.

[Signature]
Administrative Officer
DISTRICT COURT
VIZIANAGARAM

To:

- 1) All the Judicial Officers in the District, with a request to affix this Notification in the Notice Boards of their respective Courts.
- 2) The District Judges, Srikakulam and Visakhapatnam with a request to circulate this Notification to all the Courts in their Units for displaying it on their Notice Boards.
- 3) The Notice Board, District Court, Vizianagaram.
- 4) The District Employment Officer, Vizianagaram.

PROFORMA

1. Name of the retired Employee
2. Date of Birth
3. Educational Qualifications
4. Technical Qualifications
5. Date of retirement
6. Whether he/she retired on superannuation/
Medical invalidation etc.,
7. Post held at the time of retirement and place
8. Post required at present
9. Present address for communication

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SIGNATURE OF THE APPLICANT