Principal District Court, Kadapa,
Dated: 08.05.2025.

OFFICIAL MEMORANDUM

Sub:- Public Services – A.P.J.M.S.S. - **Field Assistants –** Filling up of **TWO (02)** posts of Field Assistant (Category-10) by way of selection from the feeder category of Process Server - **Call for Service Registers and Special Confidential Reports of certain Process Servers by 09.05.2025 – Call for interview by 12.05.2025 at 02:30 P.M.** – Regarding.

Ref:-
1. Circular of the Hon'ble High Court in ROC.No.2536/98-C.I (1), dt:23.03.1999.
2. Circular of the Hon'ble High Court in ROC.No.3848/2014-C.I (1), dt:08.01.2014.
3. G.O.Ms.No.76 LAW (L, LA & J-HOME – COURTS-D) Department, dt:15.05.2019.
4. G.O.Ms.No.5, SOCIAL WELFARE (SW.ROR.1) Department, dt:14.02.2003.
5. Circular of the Hon'ble High Court in ROC.No.496/2003-C.I (3), dt:30.12.2003.
6. G.O.Ms.No. 2, Social Welfare Department, dated 09.01.2004.
7. G.O.Ms.No.23, Department for Women, Children, Differently abled and Senior Citizens, dated 26.05.2011
8. G.O.Ms.No.42, Department for Women, Children, Differently abled and Senior Citizens, dated 19.10.2011
9. G.O.Ms.No.2, Department for Women, Children, Differently abled and Senior Citizens, dated 19.02.2020.
10. Circular of the Hon'ble High Court of A.P., Amaravathi in R.O.C.No. 1060/2022-C1, Dt. 18.10.2022.
11. G.O.Ms.No. 151, Law (LA & J – Home Courts.A) Department, dated 17.10.2022, vide Gazette Notification No. 970, dated 18.10.2022.
12. Letter of the Hon'ble High Court in R.O.C.No. 781/2022-C-1, dated 27.10.2022.
13. Final Gradation List for the year 2024 communicated in Dis.No. 6626, dated 24.10.2024.
14. G.O.Ms.No. 92, General Administration (Services-D) Department, dated 28.08.2023.
15. Office note and Orders thereon.

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It is proposed to fill up **TWO (02)** vacancies in the category of Field Assistant (Category-10) by way of selection of eligible candidates from the feeder category of Process Server.

It is to inform that as per the Final Gradation List for the year, 2024, the Service Registers of the individuals with upto-date entries along with Special Confidential Reports of the following individuals have been called for by **09.05.2025**, for consideration for promotion to the post of Field Assistant, on existing vacancies of **TWO (02)** posts.

S.No.	Name and Designation of the Employee
	Process Servers:-
1.	**Smt M. Padmaja,** Process Server, III Additional District Judge's Court, Rajampet working on deputation in Principal Civil Judge's Court (Senior Division), Rajampet.
2.	**Sri T. Chandra Sekhar Naidu,** Process Server, District Court, Kadapa.
3.	**Smt G. Lakshmi Prasanna,** Process Server, District Court, Kadapa.
4.	**Sri M. Raghunatha,** Process Server, Civil Judge's Court (Junior Division), Lakkireddipalli.
5.	**Smt V. Ramadevi,** Process Server, II Additional District Judge's Court, Kadapa at Proddatur working on deputation in VII Additional District Judge's Court, Kadapa.
6.	**Smt G. Vijaya Reddamma,** Process Server, Civil Judge's Court (Junior Division), Lakkireddipalli.

It is further informed that the individuals who have acquired the requisite qualifications for the post of Field Assistant as on date as per APJMSS Rules, 2019 and also who have completed 3 years of Service in the category of Process Server may submit their applications if any by **09.05.2025**, for consideration for promotion to the post of Field Assistant.

The Officers under whom the above employees are working, are requested to submit the service particulars of the above individuals working in their respective Courts and forward the same to this Office along with the Service Registers and Special Confidential Reports by **09.05.2025** without fail. Further, the above Process Servers are hereby called upon **for interview** on **12.05.2025 at 02:30 P.M.,**

PRINCIPAL DISTRICT JUDGE,
KADAPA,

To

The individuals through the Presiding Officers concerned.

Copy to

1. All the Judicial Officers in Kadapa District (with a request to communicate the same to the staff members working in their respective Courts.)

2. The System Officer, e-Courts Project, District Court, Kadapa (with a direction to upload the same in the District Court's Website).

3. The Stock file

DRs NO: 2754
Dt: 08/05/25