

OFFICIAL MEMORANDUM

Sub:- Public Services – A.P.J.M.S.S. - **Senior Assistants** - Filling up of **Eight (08)** posts of Senior Assistants (Category-7) by way of selection from the post of Junior Assistant (Category-8)/ Typist (Category-9) and Field Assistant (Category-10) - Call for Service particulars, Service Registers and Special Confidential Reports of certain Junior Assistants/ Typists by **22.08.2025** and call for interview on **23.08.2025** at **04:00 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. G.O.Ms.No.5, SOCIAL WELFARE (SW.ROR.1) Department, dt:14.02.2003.
 3. Circular of the Hon'ble High Court in ROC.No.496/2003-C.I (3), dt:30.12.2003.
 4. G.O.Ms.No. 2, Social Welfare Department, dated 09.01.2004.
 5. G.O.Ms.No.23, Department for Women, Children, Differently abled and Senior Citizens, dated 26.05.2011.
 6. G.O.Ms.No.42, Department for Women, Children, Differently abled and Senior Citizens, dated 19.10.2011.
 7. Circular No.1/2012 of the Hon'ble High Court of Andhra Pradesh vide R.O.C.No. 1901/SO/2011, dated 17.01.2012.
 8. Circular of the Hon'ble High Court in ROC.No.3848/2014-C.I (1), dt:08.01.2014.
 9. G.O.Ms.No.76 LAW (L, LA & J-HOME – COURTS-D) Department, dt:15.05.2019.
 10. G.O.Ms.No.2, Department for Women, Children, Differently abled and Senior Citizens, dated 19.02.2020.
 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 by the District Court, Kadapa in Dis.No. 6626, dated 24.10.2024.
 14. G.O.Ms.No. 92, General Administration (Services-D) Department, dated 28.08.2023.
 15. G.O.Ms.No. 98, Law (LA & J – Home – Courts.A), Department, dated 27.06.2025.
 17. Office note and Orders thereon.

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It is proposed to fill up **Eight** vacancies in the category of Senior Assistant (Category-7) by way of selection of eligible candidates from the feeder categories of Junior Assistant (Category-8)/ Typist (Category-9).

It is to inform that as per the Gradation List for the year, 2024, the Service Registers with upto-date entries, Service Particulars of the individuals along with Special Confidential Reports of the following individuals have been called for by **22.08.2025**, for consideration for promotion to the post of Senior Assistant, on existing vacancies of **Eight (08)** posts in the ratio of 1:3.

S. No.	Name and Designation of the Employee
1	Sri J. Krishna Prasad, Junior Assistant , Civil Judge's Court (Junior Division), Kamalapuram working on deputation in District Court, Kadapa.
2	Sri A. Siva Dayal Prasad , Junior Assistant, Civil Judge's Court (Junior Division), Kamalapuram.
3	Smt M. Vasavilatha , Typist, District Court, Kadapa working on deputation in VII Additional District Judge's Court, Kadapa.
4	Sri V. Suresh , Typist, Civil Judge's Court (Senior Division), Proddatur working on deputation in II Additional Civil Judge's Court (Junior Division), Kadapa.
5	Smt A. Rajeswaramma , Typist. IV Additional District Judge's Court, Kadapa working on deputation in Principal Civil Judge's Court (Junior Division), Rayachoty.
6	Sri G. Chandra Mouli , Junior Assistant. Special Mobile Court, Kadapa working on deputation in Principal Civil Judge's Court (Senior Division), Rajampet.
7	Sri P. Praveen Kumar , Junior Assistant, POCSO Court, Kadapa working on deputation in VII Additional District Judge's Court, Kadapa.
8	Smt L. Krishna veni , Junior Assistant, Principal Civil Judge's Court (Junior Division), Proddatur.
9	Sri G. Sudheer Babu , Junior Assistant, Civil Judge's Court (Junior Division), Sidhout working on deputation in District Court, Kadapa.
10	Sri T.C. Venkata Narayana , Junior Assistant, Principal Civil Judge's Court (Junior Division), Proddatur working on deputation in Civil Judge's Court (Junior Division), Mydukur.
11	Sri P. Ramesh Babu , Junior Assistant, Civil Judge's Court (Junior Division), Nandalur.
12	Sri G. Bala Singaraiah , Junior Assistant, District Court, Kadapa.
13	Smt P. Sirisha , Junior Assistant, Principal Civil Judge's Court (Junior Division), Badvel working on deputation in Civil Judge's Court (Senior Division), Badvel.
14	Sri B. Prathap Reddy , Junior Assistant, Civil Judge's Court (Junior Division), Lakkireddipalli.
15	Sri C. Venkata Subbaiah , Junior Assistant, Civil Judge's Court (Junior Division), Jammalamadugu working on deputation in Civil Judge's Court (Junior Division), Mydukur
16	Sri Y. Bala Subbaiah , Junior Assistant, I Additional Civil Judge's Court (Junior Division), Kadapa.

S. No.	Name and Designation of the Employee
17	Sri M. Nagendra , Junior Assistant, POCSO Court, Kadapa working on deputation in District Court, Kadapa.
18	Smt K. Savithri , Typist, Principal Civil Judge's Court (Junior Division), Proddatur
19	Smt M. Ashraf John , Typist, VI Additional District Judge's Court, Kadapa.
20	Sri T. Bala Krishna , Typist, District Court, Kadapa.
21	Smt N. Venkata Lakshmi , Junior Assistant, I Additional Civil Judge's Court (Junior Division), Kadapa.
22	Sri B. Narasimha Reddy , Typist, IV Additional District Judge's Court, Kadapa working on deputation in I Additional Civil Judge's Court (Junior Division), Kadapa.

It is further informed that the individuals who have acquired the requisite qualifications for the post of Senior Assistant as on date as per APJMSS Rules, 2019 and also who have completed 2 years of Service in the category of Junior Assistant/ Typist may submit their applications and objections if any by **22.08.2025**, for consideration for promotion to the post of Senior Assistant.

The Officers under whom the above employees are working, are requested to submit the service particulars of the above staff members of their respective Courts and forward the same to this Office along with the Service Registers and Special Confidential Reports by **22.08.2025** without fail and call for **interview** on **23.08.2025 at 04:00 P.M.**

// t.c.b.o //


Chief Administrative Officer,
Principal District Court, Kadapa.

Sd/- C.Yamini,
PRINCIPAL DISTRICT JUDGE,
KADAPA.

To

All the Judicial Officers in the District.

Copy To

1. The Superintendent (Accounts, Copyist, Criminal), District Court, Kadapa.
2. The System Officer, e-Courts Project, District Court, Kadapa (with a request to upload the same in the District Court's website).
3. The Stock file.

Dis No 4468

DA 07/8/25