

District Court, Kadapa,
Dated: 2.09.2025.

NOTIFICATION No:02/2025

Applications are invited from the eligible candidates for filling up of the vacant posts of Court Assistant and Court Attendant in the following Special Judicial Magistrate of II Class Courts in Kadapa District.

The retired employees of Judicial Department residing at the respective places of vacancies in Kadapa District, who are willing to work in the above said posts, may apply and also attend the interview on the dates and time mentioned supra.

The applications shall be submitted by post in the prescribed proforma placed in the District Court's website (<https://kadapa.dcourts.gov.in/>)

Duly filled applications with list of enclosures shall be sent **BY POST** to

THE PRINCIPAL DISTRICT JUDGE,
KADAPA - 516001.

with heading as "**APPLICATION FOR THE POST OF _____,**
SPECIAL JUDICIAL MAGISTRATE OF SECOND CLASS, _____"

The applications with requisite attested photo copies of Certificates and Passport size photographs (attested) should be submitted on or before

29.09.2025 till 5.00 P.M. without fail.

APPLICATIONS RECEIVED AFTER DUE DATE WILL NOT BE CONSIDERED.

Sl. No	Name of the Court.	No. of Post vacant		Honorary per month	
		Court Assistant	Court Attendant	For Court Assistant	For Court Attendant
1.	I Special Judicial Magistrate of II Class, Kadapa	1	--	Rs.10000/-	--
2.	Special Judicial Magistrate of II Class, Nandalur (13 th Finance)	--	1	--	Rs.6000/-
3.	Special Judicial Magistrate of II Class, Rayachoty	--	1	--	Rs.6000/-
4.	Special Judicial Magistrate of II Class, Jammalamadugu (13 th Finance)	--	1	--	Rs.6000/-
	Total	01	03	--	--

I. Qualifications:-

A person:

1. Must be below 65 years of age.
2. Who has held a post in the Andhra Pradesh Judicial Ministerial Service and retired from service is eligible for the post of Court Assistant.
3. Who has held a post in the A.P.L.G.S. and A.P.G.S.S. and retired from service is eligible for the post of Court Attendant.
4. who has at least one year to complete 65 years as on the date fixed by the Court in the year of recruitment, shall alone be eligible.

II. Disqualifications:-

1. Persons who have been dismissed or removed from service or compulsorily retired from service or subjected to any other major penalty and misconduct are not eligible to apply.
2. Persons who have been convicted and sentenced by a Court for an offence involving moral delinquency or is charged of any offence constituting moral turpitude and proceedings are pending are not eligible to apply.
3. Persons of unsound mind or deaf or mute or blind or suffering from leprosy or any other contagious diseases are not eligible to apply.
4. Persons who have been adjudicated as an insolvents or undischarged insolvents are not eligible to apply.

III. REVOCATION OF POWERS OF COURT ASSISTANT AND COURT ATTENDANT:-

1. On appointment and while in service a Court Assistant or Court Attendant may be removed without being called upon to show cause if he/ she fails to attend the Office without written permission of the Special Judicial Second Class Magistrate.
2. Powers conferred by the Court on the Court Assistants and Court Attendants shall automatically stand withdrawn on his attaining the age of 65 years.

IV. WORKING CONDITIONS:-

The individual is entitled to avail Casual leave not exceeding 15 days in an year but not to any other kind of leave.

V. ATTESTED COPIES OF DOCUMENTS SHOULD BE ENCLOSED TO THE APPLICATION:-

1. Educational Qualification Certificates
2. In case of retired judicial employees, documents relating to Departmental tests should be enclosed.
3. Certificate evidencing date of birth.

4. Latest Community Certificate (issued by the authority not less than the rank of MRO/Tahasildar) in the case of reserved categories and the certificates shall show specifically the classification of group.
5. A self addressed postal cover duly affixed with stamps **of Rs.30/- with acknowledgment.**
6. One recent colour passport size photographs of the applicant duly attested by the Government Gazetted Officer is to be affixed on the application in the space specified.

VI. GENERAL INSTRUCTIONS:-

1. The documents mentioned from Sl.Nos.1 to 6 above shall be enclosed, falling which, such applications will be rejected.
2. Application/ Candidature with insufficient information and which are not in the prescribed proforma will be summarily rejected.
3. Applications received after the due date and time will be rejected. The Office is not responsible for any postal delay or delay caused by courier Service.


**PRINCIPAL DISTRICT JUDGE,
KADAPA.**

To

All the Judicial Officers in the District with a request to affix this Notification on the Notice Board of their respective Courts (including Spl.JSCM's Court).

Copy to the

1. District Collector, Kadapa.
2. System Officer, e-Courts Project, District Court, Kadapa (with a direction to upload the Notification in the District Court's website).
3. Notice Board, District Court, Kadapa.
4. Stock file.

Dis.No: 5174/2025/Admn, Dated: 12.09.2025.

APPLICATION FOR THE POST OF : **COURT ASSISTANT / COURT ATTENDANT**

NAME OF THE SPL. JUDICIAL MAGISTRATE OF SECOND CLASS COURT: _____

Affix latest
passport size
photograph
duly attested
by Gazetted
Officer.

1	Name of the applicant (in capital letters)	
2	Father's/Husband's Name	
3	Date of Birth and age	
4	Address for correspondence	
5	Permanent Address	
6	Category	
7	Employment Exchange Regd. No. & Date	
8	Educational Qualifications	
9	Technical experience, if any	
10	Previous experience, if any	
11	List of certificates enclosed (only Xerox copies attested by Gazetted Officer should be enclosed)	

Station:

Date :

Signature of the Candidate.