

**OFFICIAL MEMORANDUM**

Sub:- Public Services – A.P.J.M.S.S. - **Junior Assistants** – Filling up of **Anticipatory** posts of Junior Assistant (Category-08) by way of selection from the feeder category of Examiner/Copyist, Record Assistant/ Roneo Operator, Senior Driver/ Driver and Process Server and in the ratio of 8:4:1:3 in a cycle of 16 vacancies to the post of Junior Assistant - **Call for Service Registers and Special Confidential Reports of certain individuals by 20.06.2026** – 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. Provisional Gradation List for the year 2025 communicated in Dis.No. 2390, dated 22.04.2026.
  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.
  16. Official Memorandum of the Principal District Court, Kadapa in Dis.No.3492, dt.16.06.2026
  17. Official Memorandum of the Principal District Court, Kadapa in Dis.No.3493, dt.16.06.2026
  16. Office note and Orders thereon.

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It is proposed to fill up **certain anticipatory** vacancies in the category of Junior Assistant (Category-08) by way of selection of eligible candidates from the feeder category of Examiner/Copyist, Record Assistant/ Roneo Operator, Senior Driver/ Driver and Process Server and in the ratio of 8:4:1:3 in a cycle of 16 vacancies to the post of Junior Assistant.

It is to inform that as per the Provisional Gradation List for the year, 2025, the Service Registers of the individuals with upto-date entries along with Special Confidential Reports of the following individuals have been called for by 22.7.2026, for consideration for promotion to the post of Junior Assistant, on existing **anticipatory vacancies**.

| Senior Driver/ Driver |                                                                                                                                                                                  |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                    | Sri R.Gangaiah, Senior Driver, District Court, Kadapa                                                                                                                            |
| Process Servers       |                                                                                                                                                                                  |
| 2.                    | Sri P.Vimalakara Babu, Process Server, Civil Judge's Court (Senior Division), Badvel working on deputation in II Additional Civil Judge's Court (Junior Division), Kadapa        |
| 3.                    | Sri Y.Keroji Rao, Process Server, II Additional District Judge's Court, Kadapa at Proddatur working on deputation in Principal Civil Judge's Court (Junior Division), Proddatur. |
| 4.                    | Smt. S.Pushpalatha, Process Server, Civil Judge's Court (Junior Division), Lakkireddypalli                                                                                       |
| 5.                    | Smt. K.Hari Priya, Process Server, District Court, Kadapa                                                                                                                        |
| 6.                    | Smt. S.Radha, Process Server II Additional District Judge's Court, Kadapa at Proddatur                                                                                           |
| 7.                    | Sri A.Naveen Kumar, Process Server, District Court, Kadapa                                                                                                                       |
| 8.                    | Sri M.Pedda Obulesu, Process Server, V Additional District Judge's Court, Rayachoty                                                                                              |
| 9.                    | T.Ahammad Peer, Process Server, II Additional District Judge's Court, Kadapa at Proddatur.                                                                                       |

It is further informed that the individuals who have acquired the requisite qualifications for the post of Junior Assistant as on date as per APJMSS Rules, 2019 and also who have completed 02 years of Service in their respective feeder categories may submit their applications if any by 22.7.2026, for consideration for promotion to the post of Junior 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 2.7.2026 without fail.

**Note:-** The anticipatory vacancies may increase or decrease subject to the availability of vacancies and as per existing Rules.

  
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 send e-mails and upload the same in the District Court's Website).
3. The Stock file

DISNO: 3590

DT 20/6/26