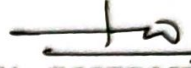


PRL. DISTRICT COURT :: WEST GODAVARI :: ELURU : DT.20-11-2023.

Communicated the copy of Hon'ble High Court's letter in ROC.No.19/2022-RC, Dt.15.11.2023 to all the Judicial Officers in the Unit of West Godavari are hereby requested to download the copy of Notification attached with this letter from the Principal District Court's website.


PRL. DISTRICT JUDGE,
W.G., ELURU.

Copy to :

1. All the Judicial Officers in the Unit of West Godavari.
2. The In-charge System Officer (e-Courts project), Principal District Court, Eluru, with a direction to place the same in Principal District Court's website and send **e-mails** to all the Officers.

DIS NO. 6676
DATE - 20.11.23

2023 to

**S. KAMALAKARA REDDY
REGISTRAR (RECRUITMENT)**



**AMARAVATI
PIN-522 239**

ROC No.19/2023-RC, dt.11-11-2023

To

**All The Prl. District Judges/ Unit Heads
in the State of Andhra Pradesh.**

Sir/Madam,

STANDARD OPERATING PROCEDURE (SOP)

Instructions to the Principal District Judges regarding Limited Competitive Examination to fill up the vacant posts of Outsourcing Employees/Contract Employees working in the District Judiciary, District Legal Service Authority (DLSA), Mandal Legal Service Committee (MLSC), Industrial Tribunal, VAT Tribunal, Co-operative Tribunal and Masalchi's working in the District Judiciary.

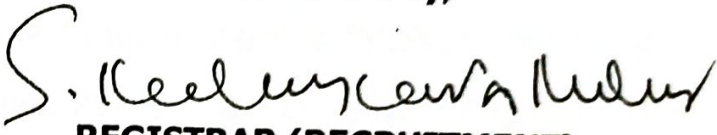
1. This Limited Recruitment to fill up vacant posts in the District Judiciary is only for the employees (working in the District Judiciary, District Legal Service Authority (DLSA), Mandal Legal Service Committee (MLSC), Industrial Tribunal, VAT Tribunal, Co-operative Tribunal and Masalchi's) who were appointed as such prior to 01.01.2023 and have been working as on the date of submitting application. The employees who worked as outsourced/contract employees earlier for whatsoever period and left the job/post is not eligible.
2. The Online application will be live from 22.11.2023 till 08.12.2023. The live link of online application is shared only with the Principal District Judges Court but not to any other Court or Tribunal.
3. The Principal District Judges are requested not to share this link with any person, institution or Tribunal. The online application link shall be exclusively operated by the Principal District Judges or under his instructions the staff concerned.

Contd....2

4. The Online application link available with the Principal District Judges shall be operated from the Principal District Judges Court only. The applicants shall bring all their documents to the Principal District Court at the District Head Quarters and with the assistance of the staff members of Principal District Court, the Online application shall be filled up.
5. In the Notification itself it has been clearly mentioned that the relevant documents being relied upon by the candidates shall be uploaded.
6. The candidates who claim that they belong to EWS, Backward Class, Scheduled Caste/Scheduled Tribe and the candidates with Bench Mark Disabilities shall be directed to upload latest documents issued by the revenue authorities/Tahsildar either in the year 2022 or 2023.
7. The Principal District Judges alone entitled to issue Service certificate to the candidates who have been working on Outsourcing/Contract basis in the District Judiciary, DLSA, MLSC and Industrial Tribunal, VAT and Co-operative Tribunal.
8. The Principal District Judges shall issue a Service Certificate to the Outsourcing Employees/Contract Employees in the District Judiciary stating that the Employee has been working in the District Judiciary/ DLSA/MLSC for allotment of weightage marks at the time of publication of final results.
9. The Principal District Judges shall also issue Service Certificate to the Outsourcing Employees/Contract Employees working in the Industrial Tribunal, VAT and Co-operative Tribunal after obtaining Experience/Service certificate from the presiding Officers of their respective Tribunal.
10. The Principal District Judge shall also issue Service Certificate to the candidates who are working in the DLSA/MLSC after obtaining Experience/Service certificate from the Secretary DLSA and Chairman of MLSC.
11. The Principal District Judge shall also issue Service Certificate to the Masalchi's who are working in the District Judiciary, DLSA and MLSC after obtaining Experience/Service certificate from the Secretary DLSA and Chairman of MLSC.

12. The Outsourcing Employees/Contract Employees who are working in the High Court would obtain Experience/Service Certificate from the Registrar (Administration) and submit the same to the Principal District Judge concern and the Principal District Judge shall allow the candidates to upload the certificates at the time of submitting the application.
13. The dates of the examination would be intimated/published in due course.
14. So far as Copyist and Drivers concern only Skill Test would be conducted.

Yours sincerely,


REGISTRAR (RECRUITMENT)

11/11/23.