PRINCIPAL DISTRICT COURT :: WEST GODAVARI : ELURU

DATED : 11.03.2024

GENERAL INFORMATION

Sub:- PUBLIC SERVICES – A.P.J.M.S.S – **TYPISTS – Nine (09)** posts of Typists are vacant in the Unit of West Godavari - List of employees from the feeder categories i.e., Examiner/Copyist, Record Assistant, and Process Server at the ratio of **9:4:3** in a cycle of 16 vacancies – Five (05) posts from the category of Examiner/Copyist; Two (02) posts from the category of Record Assistant and Two (02) posts from the category of Process Server are to be filled up – Information - Regarding.

Ref:-
1. G.O.Ms.No.76 Law (LA&J-Home-Courts-D) Department, dated 15.05.2019.
2. District Court's proceedings in Dis.No.2382, dated 29.04.2023 – Promotions of Typists.
3. District Court's proceedings in Dis.No.2836 dated 17.05.2023 – Promotions of Typists.
4. Hon'ble High Court's letter ROC.No. 391/E1/2019 dated 29.12.2023 along with copy of G.O.Ms.No. 216 Law (L and LA&J-Home-Courts-A) Department dated 20.12.2023.
5. Hon'ble High Court's letter ROC.No.391/E1/2019, dated 11.01.2024, along with G.O.Ms.No.2 Law (L and LA&J-Home-Courts-A) Department, dated 11.01.2024.
6. District Court's general information in Dis.No. 811 dated 07.02.2024.
7. District Court's general information in Dis.No. 1177 dated 22.02.2024.
8. Office note dated 05.03.2024 and orders thereon.

In references to the cited above, it is informed to all the staff members working in the unit that the total vacancies in the **Typist** post from all categories i.e., from Copyist/ Examiner, Record Assistant and Process Server in the ratio of 9:4:3 is **09** (Copyist/Examiner (05), Record Assistant (02) and Process Server (02).

The following is the requisite qualification for promotion to the post of Typist.

Sl. No.	Category of Post	No. of vacancies for promotion	Requisite qualification must have passed
1.	**Typist**	**09**	**Graduation,** Typewriting English-Higher (Higher Grade not available, Lower Grade be considered) Must have knowledge or qualification in computer operation

1. The staff members who are recently acquired any educational qualifications are hereby informed to submit the same immediately.

2. Certain staff members have previously relinquished their right for further promotion.

3. All staff members, requested to go through A.P.J.M.S.S. Rules, G.O.Ms.No.151 Law (LA & J-Home Courts.A) dated 17.10.2022 (amendment to APJMSS Rules) and Gradation List.

4. All the staff members are hereby informed that as per amendment vide G.O., under reference 3rd cited, in Rule 6, (i) the following shall be inserted after Note-3:
Note 4 *– For promotion to any category of service, the members working in the feeder categories shall have put in not less than three years of actual service, including the period spent on probation, if any.*

5. All the Chief Administrative Officer / Senior Superintendent / Superintendents are directed to submit the Service Registers of the staff members to complete the upgradation and send them properly / promptly to the District Court.

This is for favour of information.

C. Ramakrishna Rao

PRINCIPAL DISTRICT JUDGE
W.G., ELURU

To

All the staff members in the Unit through their respective Presiding Officers.

Copies to:

All the Judicial Officers working in the Unit, with a request to circulate among the staff members and forward the applications, if any received from them on or before the date notified for interviews.

The Superintendents, Central Nazarath, O.P.Cell, Accounts Section, Copyist Section, Record Room and P.Tr. Section.

The Incharge System Officer, eCourts Project, Principal District Court, Eluru, with a direction to upload the same in District Court's website and to send mails to all the Officers in the Unit of West Godavari.

DIS NO. 1657
DATE 11/3/24