PRINCIPAL DISTRICT COURT :: WEST GODAVARI : ELURU

DATED : 18.03.2024

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.
9. District Court's general information in Dis.No. 1657 dated 11.03.2024.

In references to the cited above, it is hereby 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 sanctioned, working and vacancy position in the category of candidates belong to SC community (**15%** out of total strength), **STs** (**6%** out of total strength) and **4%** reservations to the persons with Benchmark disabilities.

Description	No. of posts	Present working	Vacancy	SC community (15%)	present working	Deficit (SC employees)	ST community (6%)	present working	Deficit (ST employees)	PHC	Present working	Deficit (PHC) employees
Sanctioned strength	64	43	21	10	06	04	04	00	04	02	01	01
Under Direct recruitment	32	20	12	05	03	02	02	00	02	01	00	01
Under promotion quota	32	23	09	05	03	**02**	02	00	**02**	01	01	00

As per the above statistics, 02 candidates belong to SC Community and 02 candidates belong to ST Community are to be promoted to the post of Typists to meet the adequate representation from the said categories as per rule of reservation.

The following candidates are the senior employees under common category, 'SC' category and 'ST' category, as per Gradation List 2023.

S. No	Name & Designation Employee	Educational Qualifications		Working in present post	Community	Remarks
		General	Technical			
1	2	3	4	5	6	7
FROM THE CATEGORY OF EXAMINER / COPYIST – 05 POSTS						
1.	Sri **S.Koteswara Rao**, Copyist, V Additional District Court, Eluru **(Sl.No.1 in the Gradation List)**	Inter	TW(E)-H TW(T)-L	07.05.04	SC	Relinquished in the year 2009
2.	Sri **K.Venkateswara Rao**, Copyist, IV Additional District Court, Tanuku **(Sl.No.2 in the Gradation List)**	B.A.	TW(E)-H TW(T)-H DCA	20.01.07	OC	Relinquished in the year 2014
3.	Sri. **G.Sai Kodanda Ram**, Examiner, Principal Civil Judge's Court (Junior Division), Nidadavole **(Sl.No.3 in the Gradation List)**	S.S.C	TW(E)-L	12.03.10	OC	Previously relinquished
4.	Sri **P.Veerabhadra Rao**, Examiner, IV Additional District Court, Tanuku **(Sl.No.4 in the Gradation List)**	S.S.C.	TW(E)-L	09.11.10	BC-A	Relinquished in the year 2014
5.	Sri **M.Rajesh**, Examiner, Principal District Court,Eluru **(Sl.No.5 in the Gradation List)**	B.Com	--	23.12.14	OC	Previously relinquished
6.	Smt. **G.B.T.Anuradha**, Copyist, Principal District Court, Eluru, working on deputation in Prl. Civil Judge's Court (Senior Division), Eluru **(Sl.No.6 in the Gradation List)**	B.A.	TW(E)-L	23.12.14	OC	Previously relinquished

7.	Smt. **Ch.V.Durgeswari**, Examiner, Prl. Civil Judge's Court (Junior Division), Jangareddigudem, working on deputation in Civil Judge's Court (Junior Division), Bhimadole **(Sl.No.7 in the Gradation List)**	Inter	--	23.12.14	BC-A	No requisite qualification
8.	Sri **V.Balaji**, Examiner, IX Additional District Court, Kovvur **(Sl.No.8 in the Gradation List)**	Inter	--	01.01.15	BC-B	No requisite qualification
9.	Sri **N.Suryanarayana**, Copyist IX Additional District Court, Kovvur **(Sl.No.12 in the Gradation List)**	Matric	TW(E)-L	02.06.15	BC-D	No requisite qualification
10.	Smt. **R.Suneetha**, Examiner, Prl. Civil Judge's Court (Junior Division), Jangareddigudem **(Sl.No.13 in the Gradation List)**	Inter	--	19.03.18	SC	No requisite qualification
11.	Smt. **K.Sai Durga Rani**, Examiner, Principal District Court, Eluru **(Sl.No.16 in the Gradation List)**	Inter	--	08.09.20	OC	No requisite qualification
12.	Sri **P.Ram Mohana Rao**, Examiner, X Addl. District Court, Narsapur **(Sl.No.17 in the Gradation List)**	Inter	--	19.09.20	BC-B	No requisite qualification
13.	Sri **A.Chandra Sekhara Raju**, Copyist, III Addl. District Court, Bhimavaram **(Sl.No.18 in the Gradation List)**	B.Sc.	TW(E)-L	08.09.20	OC	
14.	Sri **Shaik Imam**, Copyist, Civil Judge's Court (Senior Division), Tadepalligudem **(Sl.No.19 in the Gradation List)**	Inter	TW(E)-L	21.09.20	BC-E	
15.	Sri **M.Naga Sai Kumar**, Examiner, Principal District Court, Eluru **(Sl.No.21 in the Gradation List)**	Inter	Tally, MS Office	08.07.22	BC-D	Probation not declared
FROM THE CATEGORY OF RECORD ASSISTANTS – 02 POSTS						
16.	Sri **D.Ravindra Reddy**, Record Assistant, AJFCM Court, Narsapur, working on deputation in Prl. Civil Judge's Court (Junior Division), Kovvur **(Sl.No.1 in the Gradation List)**	SSC	--	19.04.10	OC	No requisite qualification
17.	Sri **V.V.Satyanarayana**, Record Assistant, Addl. Civil Judge's Court (Junior Division), Palakol **(Sl.No.2 in the Gradation List)**	SSC	--	19.04.10	OC	Got reverted from J.A.

18.	Smt **K.Vijaya Lakshmi**, Record Assistant, IX ADJ Court, Kovvur, working on deputation in Prl. Civil Judge's Court (Junior Division), Palakol **(Sl.No.3 in the Gradation List)**	Inter	TW(E)-L	21.04.10	BC-B	Got reverted from J.A.
19.	Sri **B.Srinivasa Rao**, Record Assistant, Prl. Civil Judge's Court (Junior Division), Narsapur **(Sl.No.4 in the Gradation List)**	SSC	--	23.04.10	BC-A	No requisite qualification
20.	Sri **P.Ravi Babu**, Record Assistant, II AJFCM Court, Tanuku, working on deputation in II AJFCM Court, Eluru **(Sl.No.5 in the Gradation List)**	SSC	--	22.04.10	BC-B	Got reverted from J.A.
21.	Sri **M.V.Naga Raju**, Record Assistant, Principal Civil Judge's Court (Junior Division), Jangareddigudem, working on deputation in PDJ Court, Eluru **(Sl.No.7 in the Gradation List)**	SSC	--	03.11.10	BC-A (PH)	No requisite qualification
FROM THE CATEGORY OF PROCESS SERVERS – 02 POSTS						
22.	Sri **N.V.Mallikharjuna Rao**, Process Server, Principal District court, Eluru **(Sl.No.1 in the Gradation List)**	IX fail	--	02.10.96	OC	No requisite qualification
23.	Sri **A.Ram Prasad**, Process Server, Principal District court, Eluru **(Sl.No.2 in the Gradation List)**	SSC fail	--	12.06.00	OC	No requisite qualification
24.	Sri **S.Raja Sekhar**, Process Server, Principal District court, Eluru **(Sl.No.3 in the Gradation List)**	9th disc.	--	01.03.97	OC	No requisite qualification
25.	Sri **Md.Shamshuddin**, Process Server, Principal District court, Eluru **(Sl.No.4 in the Gradation List)**	SSC fail	--	24.08.96	BC-E	No requisite qualification
26.	Sri **N.Venkateswara Rao**, Process Server, Principal District court, Eluru **(Sl.No.5 in the Gradation List)**	9th	--	09.10.89	BC-A	No requisite qualification
27.	Sri **K.Madhu Babu**, Process Server, Principal Civil Judge's Court (Junior Division), Jangareddigudem, **(Sl.No.6 in the Gradation List)**	SSC fail	--	04.09.93	SC	No requisite qualification
UNDER 'SC' CATEGORY FROM EXAMINER/COPYIST – 02 posts						
28.	Smt. **R.Suneetha**, Examiner, Prl. Civil Judge's Court (Junior Division), Jangareddigudem **(Sl.No.13 in the Gradation List)**	Inter	--	19.03.18	SC	No requisite qualification

29.	Kum. **Moka Durga,** Examiner, AJCJ Court, Palakol, working on deputation in X ADJ Court, Narsapur **(Sl.No.27 in the Gradation List)**	Inter	--	25.08.22	SC	No requisite qualification Probation not declared
30.	Sri **B.Vijay Kumar**, Copyist, IX Additional District Court, Kovvur **(Sl.No.30 in the Gradation List)**	B.Sc	TW(E)-H TW(T)-H DCA	24.08.22	SC	Probation not declared
31.	Smt. **G.Ganga Bhavani**, Copyist, III ADJ Court, Bhimavaram, working on deputation in II AJFCM Court, Bhimavaram **(Sl.No.32 in the Gradation List)**	B.A.	TW(E)-L TW(T)-L PGDCA ITI (Fitter)	24.08.22	SC	Probation not declared
32.	Sri **E.Bhushan Kumar**, Copyist, Civil Judge's Court (Junior Division), Bhimadole **(Sl.No.33 in the Gradation List)**	B.Sc (Comp. Science)	TW(E)-H TW(T)-H PGDCA	23.08.22	SC	Probation not declared
	No other candidates					
UNDER 'SC' CATEGORY FROM RECORD ASSISTANT – 02 posts						
33.	Sri **D.Venu**, Record Assistant, Principal District Court, Eluru **(Sl.No.8 in the Gradation List)**	SSC	--	08.11.10	SC	No requisite qualification
34.	Smt. **M.Surya Kala**, Record Assistant, II AJFCM Court, Kovvur **(Sl.No.12 in the Gradation List)**	SSC	--	16.02.15	SC	No requisite qualification
35.	Sri **G.Madhusudhana Rao**, Record Assistant, JFCM Court, Jangareddigudem **(Sl.No.14 in the Gradation List)**	SSC	--	05.02.15	SC	No requisite qualification
36.	Sri **S.Karunakar**, Record Assistant, POCSO Court, Eluru **(Sl.No.14 in the Gradation List)**	SSC	--	06.02.15	SC	No requisite qualification
37.	Sri **Ch.Surendra Babu**, Record Assistant, Civil Judge's Court (Senior Division), Tadepalligudem **(Sl.No.28 in the Gradation List)**	B.A.	--	21.09.20	SC	Probation declared w.e.f. 21.09.2021
38.	Smt. **G.Raja Rajeswari**, Record Assistant, Principal Civil Judge's Court (Junior Division), Tanuku **(Sl.No.31 in the Gradation List)**	Inter	--	19.09.20	SC	Probation declared w.e.f. 03.10.2021
UNDER 'SC' CATEGORY FROM PROCESS SERVER – 02 posts						
39.	Sri **K.Madhu Babu**, Process Server, Principal Civil Judge's Court (Junior Division), Jangareddigudem, **(Sl.No.6 in the Gradation List)**	SSC fail	--	04.09.93	SC	No requisite qualification
40.	Sri **Rapaka Raju**, Process Server, IV Additional District Court, Tanuku **(Sl.No.20 in the Gradation List)**	SSC fail	--	24.09.04	SC	No requisite qualification

41.	Smt. **B.Suneetha**, Process Server, IX Additional District Court, Kovvur **(Sl.No.22 in the Gradation List)**	IX Class	--	15.08.03	SC	No requisite qualification
42.	Sri **Medapati Amar**, Process Server, X Additional District Court, Narsapur **(Sl.No.36 in the Gradation List)**	B.Sc.	--	13.11.13	SC	Probation declared w.e.f. 22.11.2015
43.	Sri **M.Venkateswara Rao**, Process Server, II Additional Civil Judge's Court (Junior Division), Tadepalligudem **(Sl.No.46 in the Gradation List)**	B.Sc.	--	19.11.13	SC	Probation declared w.e.f. 22.11.2015
44.	Smt. **Dasari Sujatha**, Process Server, Principal District Court, Eluru **(Sl.No.46 in the Gradation List)**	M.A. B.Ed	TW(E)-H	13.11.13	SC	Probation declared w.e.f. 22.11.2015
UNDER 'ST' CATEGORY FROM EXAMINER/COPYIST – 02 posts						
45.	Kum. **G.Lakshmi**, Examiner, SCJ Court, Tadepalligudem, working on deputation in II Additional Civil Judge's Court (Junior Division), Tadepalligudem **(Sl.No.46 in the Gradation List)**	Inter	PGDCA	24.08.22	ST	No requisite qualification Probation not declared
	No other candidates					
UNDER 'ST' CATEGORY FROM RECORD ASSISTANT – 02 posts						
46.	Sri **B.Nageswara Rao**, Record Assistant, Principal Civil Judge's Court (Junior Division), Nidadavole **(Sl.No.11 in the Gradation List)**	SSC	--	05.02.15	ST	No requisite qualification
47.	Smt **D.Estheru Kumari**, Record Assistant, Principal Civil Judge's Court (Junior Division), Eluru **(Sl.No.23 in the Gradation List)**	SSC	--	15.06.15	ST	No requisite qualification
	No other candidates					
UNDER 'ST' CATEGORY FROM PROCESS SERVER – 02 posts						
48.	Sri **P.Venkateswara Rao**, Process Server, Civil Judge's Court (Junior Division), Bhimadole **(Sl.No.11 in the Gradation List)**	SSC	--	17.01.02	ST	No requisite qualification
49.	Sri **D.Srinivasa Rao**, Process Server, Civil Judge's Court (Junior Division), Bhimadole **(Sl.No.19 in the Gradation List)**	SSC	Driving	29.01.98	ST	Reverted from Driver No requisite qualification
50.	Smt **B.Nagamani**, Process Server, Civil Judge's Court (Junior Division), Chintalapudi **(Sl.No.26 in the Gradation List)**	SSC fail	--	15.09.06	ST	No requisite qualification

51.	Sri **B.Somulu**, Process Server, Civil Judge's Court (Junior Division), Chintalapudi **(Sl.No.27 in the Gradation List)**	B.A. B.Ed (LMV)	--	18.11.13	ST	--
52.	Smt **V.Durgamma**, Process Server, Civil Judge's Court (Junior Division), Jangareddigudem **(Sl.No.32 in the Gradation List)**	SSC	--	13.11.13	ST	No requisite qualification
53.	Sri **K.Veda Subrahmanyam**, Process Server, III Addl. District Court, Bhimavaram **(Sl.No.44 in the Gradation List)**	Inter	--	13.11.13	ST	No requisite qualification

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. Ramakotaiah 20/3/24

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.1865

Dt.20-3-2024