



PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

OFFICIAL MEMORANDUM

SUB :- PUBLIC SERVICES – A.P.J.M.S.S – **JUNIOR ASSISTANTS (Category-08) – Twelve (12) posts** of Junior Assistants are vacant in the Unit of West Godavari for promotion – List of employees from the feeder categories i.e., Examiner/Copyist, Record Assistant, Senior Driver/Driver and Process Server at the ratio of **8:4:1:3** – General information issued – Interview called for – Regarding.

- REF :-**
1. G.O.Ms.No.4, Department for Women, Children, Differently Abled and Senior Citizens, Dt.09.02.2019.
 2. G.O.Ms.No.76, Law (LA&J-Home-Courts-D) Department, Dt.15.05.2019.
 3. G.O.Ms.No.151, Law (LA&J-Home-Courts.A), Dt.17.10.2022 – Amendment to APJMSS Rules.
 4. Hon'ble High Court's Circular ROC.No.1060/2022-C.1, Dt.18.10.2022 – Extending the period of concession given in sub-rule (b) of Rule 35 of APJMSS Rules, for a further period of 2 years as one time measure.
 5. Hon'ble High Court's ROC.No.391/E1/2019, Dt.29.12.2023, communicated the G.O.Ms.No.216, Law (L & LA&J-Home Courts-A) Department, Dt.20.12.2023, with regard to the establishment of Additional District and Sessions Court at Tadepalligudem.
 6. Hon'ble High Court's ROC.No.391/E1/2019, Dt.11.01.2024, communicated the G.O.Ms.No.2, Law (L. LA&J-Home Courts-A) Department, Dt.11.01.2024 – Publication in the A.P. Gazette Extraordinary.
 7. Principal District Court's General Information in Dis.No.711, Dt.07.02.2024.
 8. Office Note Dt.28.06.2024 and orders thereon.
 9. Principal District Court's General Information in Dis.No.5500, Dt.08.08.2024.
 10. Principal District Court's General Information in Dis.No.5501, Dt.08.08.2024.
 11. Principal District Court's General Information in Dis.No.5502, Dt.08.08.2024.
 12. Principal District Court's General Information in Dis.No.5503, Dt.08.08.2024.
 13. Office Note Dt.17.10.2024 and orders thereon on 24.10.2024.

It is proposed to fill up **Twelve (12) posts** of Junior Assistants (**Category-08**) by way of selection of eligible candidates from the feeder categories i.e., Examiner/Copyist, Record Assistant, Senior Driver/Driver and Process Server at the ratio of **8:4:1:3**.

As per amended A.P.J.M.S.S. Rules 2019, the cycle has been given for promotion of Junior Assistants by Direct Recruitment and by Promotion from the combined seniority of Examiners (Cat.11)/ Copyists (Cat.12) and appointment by transfer from the post of Record Assistants, Drivers and Process Servers by fixing the ratio of **8:4:1:3** in a cycle of 16 vacancies as prescribed hereunder :

CYCLE FOR PROMOTION OF JUNIOR ASSISTANTS

| | |
|-----|------------------------|
| 1. | Examiner/ Copyist |
| 2. | Examiner/ Copyist |
| 3. | Record Assistant |
| 4. | Process Server |
| 5. | Examiner/ Copyist |
| 6. | Examiner/ Copyist |
| 7. | Record Assistant |
| 8. | Senior Driver / Driver |
| 9. | Examiner/ Copyist |
| 10. | Examiner/ Copyist |
| 11. | Record Assistant |
| 12. | Process Server |
| 13. | Examiner/ Copyist |
| 14. | Examiner/ Copyist |
| 15. | Record Assistant |
| 16. | Process Server |

If there is no qualified and suitable member in above 16 points Cycle at any level, the turn lapse and the said vacancies shall be filled by next turn in the order of rotation. No account shall be taken of any such lapsed turns in filling future vacancies.

As per G.O.Ms.No.76, Law (L, LA & J-Home-Courts.A) Department, Dt.15.05.2019, the method of appointment for the category of **Junior Assistant** shall be as follows :

1. 50% by Direct recruitment;
2. 50% by promotion of Examiners (Cat.11) / Copyists (Cat.12) from the combined seniority and promotion of Record Assistant /Roneo Operator / Lift Operator (Cat.15 (a)(b)(c), Senior Driver / Driver (Cat.13 & 14) and Process Server (Cat.16) by fixing ratio of 8:4:1:3 in a cycle of 16 vacancies as prescribed in Note.2.

As per amended A.P.J.M.S. Rules 2019 in Rule-8, the minimum qualification prescribed to hold the post of Junior Assistant is **Must be a Graduate from any recognized University and also having knowledge or qualification in computer operation.** The following individuals in the common gradation of Examiners (Cat.11)/ Copyists (Cat.12) and appointment by transfer from the post of Record Assistants, Drivers and Process Servers are the persons for promotion as Junior Assistants subject to considering their seniority, since the posts of Junior Assistants (Cat.8) are non-selection posts.

As per G.O.Ms.No.4, Department for Women, Children, Differently Abled and Senior Citizens, Dt.09.02.2019, providing 4% reservation for each category in Promotion to the disabled employees.

As per the Government Orders in vogue, in promotions there should be adequate representation from the candidates belong to **SCs (15%** out of total strength), **STs (6%** out of total strength) and **Differently Abled (4%** out of total strength).

As submitted above, 12 posts of Junior Assistants are to be filled up by promotion from the feeder categories i.e., combined seniority of Examiners (Cat.11) and Copyists (Cat.12) and appointment by transfer from the post of Record Assistants, Drivers and Process Servers by fixing the ratio of **8:4:1:3** in a cycle of 16 vacancies.

As per Gradation List 2023, on the strength of seniority, the following members are hereby listed for the promotion, subject to meeting the conditions. vacancy position is twelve (12), the number of candidates to be empanelled from feeder category i.e. Examiner/Copyist/Record Assistant/Process Server in the ratio of 8:4:1:3 in a cycle of 16 vacancies to the post of Junior Assistant. On

considering the above conditions, the following employees are identified and called for interview in cadre of **Process Servers**.

| S.No. | Name & Designation of the Employee |
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| PROCESS SERVER : 2 POSTS (2 X 3 = 06) | |
| 1. | A. RAM PRASAD , Process Server, Civil Judge's Court (Junior Division), Chintalapudi, working on deputation in Civil Judge's Court (Junior Division), Bhimadole. |
| 2. | S. RAJA SEKHAR , Process Server, Principal District Court, Eluru. |
| 3. | N. VENKATESWARA RAO , Process Server, Principal District Court, Eluru. |
| 4. | K. MADHU BABU , Process Server, Principal Junior Civil Judge's Court, Jangareddigudem. |
| 5. | V. NAGA RAJU , Process Server, Principal Civil Judge's Court (Junior Division), Palakol. |
| 6. | D.V. APPA RAO , Process Server, Special Judicial Magistrate of I Class Court (Excise), Eluru. |
| 7. | P.V.V.S.N.V. PRASADA RAO , Process Server, Principal District Court, Eluru. |
| 8. | J. VANA RAJU , Process Server, Principal District Court, Eluru. |
| 9. | P. VENKATESWARA RAO , Process Server, Civil Judge's Court (Junior Division), Bhimadole. |
| 10. | G. VENKATESWARA RAO , Process Server, IX Additional District Court, Kovvur. |
| 11. | D. PASUPATHI , Process Server, III Additional District Court, Bhimavaram. |
| 12. | M. MUTYALA RAO , Process Server, X Additional District Court, Narsapur. |
| 13. | N. AMMI RAJU , Process Server, IV Additional District Court, Tanuku. |
| 14. | A. VISHNU MURTHY , Process Server, Principal District Court, Eluru. |
| 15. | K. JAYARAM , Process Server, XI Additional District Court, Tadepalligudem. |
| 16. | D. RAMANNA , Process Server, IV Additional District Court, Tanuku. |
| 17. | D. SRINIVASA RAO , Process Server, Civil Judge's Court (Junior Division), Bhimadole. |
| 18. | RAPAKA RAJU , Process Server, IV Additional District Court, Tanuku. |
| 19. | M. SAMBASIVA RAO , Process Server, Principal District Court, Eluru. |
| 20. | B. SUNEETHA , Process Server, IX Additional District Court, Kovvur. |
| 21. | P.D. MALLESWARA RAO , Process Server, Principal District Court, Eluru. |

| S.No. | Name & Designation of the Employee |
|-------|---|
| 22. | P. PADMA RAO , Process Server, IV Additional District Court, Tanuku. |
| 23. | B. SATYANARAYANA , Process Server, IX Additional District Court, Narsapur. |
| 24. | B. NAGAMANI , Process Server, Civil Judge's Court (Junior Division), Chintalapudi. |
| 25. | MOHAMMED RAHIMULLA , Process Server, IX Additional District Court, Kovvur. |
| 26. | SHAIK KAMAL , Process Server, Special Judicial Magistrate of I Class Court (Excise)-cum-IV Additional Civil Court (Junior Division), Eluru, working on deputation in Special Court for Trial of Offences under Protection of Children from Sexual Offences (POCSO) Act, 2012, Eluru. |
| 27. | SHAIK SHAJAHAN , Process Server, III Additional District Court, Bhimavaram. |
| 28. | V. DURGAMMA , Process Server, Principal Civil Judge's Court (Junior Division), Jangareddigudem. |
| 29. | V.S.N. PHANI KUMAR , Process Server, XI Additional District Court, Tadepalligudem, working on deputation in III Additional District Court, Bhimavaram. |
| 30. | MEDAPATI AMAR , Process Server, X Additional District Court, Narsapur. |
| 31. | K. PARVATHI , Process Server, IX Additional District Court, Kovvur. |
| 32. | B. SRI HARI VENKATA RAMANA , Process Server, X Additional District Court, Narsapur. |
| 33. | P.D.N.S. PRASAD , Process Server, Principal Civil Judge's Court (Junior Division) Court, Palakol. |
| 34. | GUDURI LAL PRASAD , Process Server, Principal Civil Judge's Court (Junior Division), Nidadavole. |
| 35. | KONA VEDA SUBRAHMANYAM , Process Server, X Additional District Court, Narsapur. |
| 36. | TUMMALA NAGESWARA RAO , Process Server, IX Additional District Court, Kovvur. |
| 37. | MADDALA VENKATESWARA RAO , Process Server, II Additional Civil Judge's Court (Junior Division), Tadepalligudem. |
| 38. | G.V .VENKATA SATYANARAYANA , Process Server II Additional Civil Judge's Court (Junior Division), Tadepalligudem, working on deputation in Principal Civil Judge's Court (Junior Division), Tadepalligudem. |
| 39. | CH. NAGA VIJAY , Process Server, Principal District Court, Eluru. |
| 40. | SREERAMA PRABHAKARA RAJU , Process Server, Principal Civil Judge's Court (Junior Division), Nidadavole. |
| 41. | P. KRISHNA PRIYA , Process Server, IX Additional District Court, Kovvur. |
| 42. | DASARI SUDHEER , Process Server, Civil Judge's Court (Junior Division), Chintalapudi. |

| S.No. | Name & Designation of the Employee |
|-------|--|
| 43. | U. RATNAKAR YADAV , Process Server, Special Judicial Magistrate of I Class Court (Excise)-cum-IV Additional Civil Court (Junior Division), Eluru, working on deputation in Principal Civil Judge's Court (Senior Division), Eluru. |
| 44. | V. LALITHA KUMARI , Process Server, X Additional District Court, Narsapur. |

The employees working in the District Head Quarters are hereby directed to appear physically before the Principal District Judge, West Godavari, Eluru on **05.11.2024 at 5:15 PM**, and rest of the employees appear through Video Conference **on 05.11.2024 at 5.30 PM**. The link of the interviews will be notified in due course.

- Note :-**
1. Calling for interview does not create a right for claiming promotion.
 2. Any objections from any of the members may be sent to Principal District Court, Eluru on or before 05.11.2024 through proper channel. Any representation received after 05.11.2024 is not considered.

Principal District Court, W.G.,
Eluru, Dated 01-11-2024.

C. P. ...
PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.

To

The individuals through the Officers concerned, and the concerned Officers are requested to cause service of the same to the individuals and submit served copy to this Court for record purpose.

Copy to :-

1. The Officers concerned.
2. All the Judicial Officers working in the Unit of West Godavari.
3. The Senior Superintendents / Superintendents, Accounts Section, Copyist Section, Central Nazareth of the Principal District Court, Eluru.
4. The System In-charge, e-Courts, Principal District Court, Eluru, with a direction to upload the same in the Principal District Court's website and also send e-mails to all the Judicial Officers in the unit of West Godavari.

Dis No. 7145

Dt: 01/11/24