



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 in the cadre of **Record Assistant** and called for interview.

S.No.	Name & Designation of the Employee
RECORD ASSISTANT : 3 POSTS (3 X 3 = 09)	
1.	D. RAVINDRA REDDY , Record Assistant, Principal Civil Judge's Court (Junior Division), Kovvur.
2.	V.V. SATYANARAYANA , Record Assistant, Additional Civil Judge's Court (Junior Division), Palakol.
3.	K. VIJAYA LAKSHMI , Record Assistant, IX Additional District Court, Kovvur, working on deputation in Principal Civil Judge's Court (Junior Division), Palakol.
4.	B. SRINIVASA RAO , Record Assistant, Principal Civil Judge's Court (Junior Division), Narsapur.
5.	P. RAVI BABU , Record Assistant, Principal District Court, Eluru.
6.	M.V. NAGA RAJU , Record Assistant, Principal Civil Judge's Court (Junior Division), Jangareddigudem, working on deputation in Principal District Court, Eluru.
7.	D. VENU , Record Assistant, Principal District Court, Eluru..
8.	P. BALA KRISHNA , Record Assistant, Principal Civil Judge's Court (Junior Division), Bhimavaram, working on deputation in Principal District Court, Eluru.
9.	B. NAGESWARA RAO , Record Assistant, Principal Civil Judge's Court (Junior Division), Nidadavole.
10.	M.SURYA KALA , Record Assistant, II Additional Civil Judge's Court (Junior Division), Kovvur.
11.	Y. SRINIVASU , Record Assistant, Principal Civil Judge's Court (Junior Division), Tadepalligudem.
12.	G. MADHUSUDHANA RAO , Record Assistant, Judicial Magistrate of I Class Court, Jangareddigudem.
13.	B. KRISHNA KUMARI @ KRISHNAVENI , Record Assistant, II Additional Judicial Magistrate of I Class Court, Bhimavaram.
14.	S.L. BHASKARA RAO , Record Assistant, Special Court for trial of cases under SCs & STs (POA) Act, 1979-cum- VIII Additional District Court, Eluru.
15.	Y. ADINARAYANA , Record Assistant, Additional Civil Judge's Court (Junior Division), Narsapur.
16.	M.V. NARASIMHA RAJU , Record Assistant, X Additional District Court, Narsapur.
17.	M. SURYAPRAKASA RAO , Record Assistant, I Additional Civil Judge's Court (Junior Division), Tanuku.
18.	S. NAGENDRA VARA PRASAD , Record Assistant, I Additional Civil Judge's Court (Junior Division), Nidadavole.
19.	S. KARUNAKAR , Record Assistant, Special Court for Trial of Offences under Protection of Children from Sexual Offences (POCSO) Act, 2012, Eluru.

S.No.	Name & Designation of the Employee
20.	P.V. RAMANA , Record Assistant, Additional Civil Judge's Court (Senior Division), Eluru, working on deputation in Principal Civil Judge's Court (Senior Division), Eluru.
21.	D. ESTHERU KUMARI , Record Assistant, Principal Civil Judge's Court (Junior Division), Eluru.
22.	V. NAGAMANI , Record Assistant, Civil Judge's Court (Junior Division), Bhimadole.
23.	R. SWAROOPA RANI , Record Assistant, X Additional District Court, Narsapur, working on deputation in Principal Civil Judge's Court (Junior Division), Nidadavole.
24.	G. VARA LAKSHMI , Record Assistant, Civil Judge's Court (Junior Division), Chintalapudi.
25.	B. HYMAVATHI , Record Assistant, I Additional Civil Judge's Court (Junior Division), Tadepalligudem.
26.	CH. SURENDRA BABU , Record Assistant, II Additional Civil Judge's Court (Junior Division), Tanuku.
27.	GANGULAPALLI SRINU , Record Assistant, I Additional Civil Judge's Court (Junior Division), Kovvur.
28.	M. SWARNA KUMARI , Record Assistant, Principal Civil Judge's Court (Junior Division), Tanuku.
29.	G. RAJA RAJESWARI , Record Assistant, XI Additional District Court, Tadepalligudem.
30.	S. HARI KRISHNA , Record Assistant, Civil Judge's Court (Senior Division), Tadepalligudem.
31.	G. KANAKA DURGA , Record Assistant, II Additional Civil Judge's Court (Junior Division), Tadepalligudem.
32.	G. KAMALA KUMARI , Record Assistant, I Additional Civil Judge's Court (Junior Division), Bhimavaram, working on deputation in Civil Judge's Court (Senior Division), Bhimavaram.
33.	KOTA CHITTI BABU , Record Assistant, Special Court for Trial of Offences under Protection of Children from Sexual Offences (POCSO) Act, 2012, Bhimavaram, working on deputation in Principal Civil Judge's Court (Junior Division), Bhimavaram.
34.	GUNNAM BABJI , Record Assistant, Principal Civil Judge's Court (Junior Division), Palakol.

The employees working in the District Head Quarters are hereby directed to appear physically before the Principal District Judge, West Godavari, Eluru **on 04.11.2024 at 5:15 PM**, and rest of the employees appear through Video Conference **on 04.11.2024 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 04.11.2024 through proper channel. Any representation received after 04.11.2024 is not considered.

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

C. Ramachandram and
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. 7146

Dt: 01/11/24