



PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

OFFICIAL MEMORANDUM

SUB :- PUBLIC SERVICES – A.P.J.M.S.S – **TYPISTS** – **Seven (07)** 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 – Special Confidential Reports of the eligible staff members called for and received – Interviews – Called for – Regarding.

REF :-

1. G.O.Ms.No.2, Social Welfare (SW.RORI), Department, Dt.09.01.2004 communicated by the Hon'ble High Court in its endorsement ROC.No.141/2004-C1(3)/28.01.2004.
2. G.O.Ms.No.4, Department for Women, Children, Differently Abled and Senior Citizens, Dt.09.02.2019.
3. G.O.Ms.No.76, Law (LA&J-Home-Courts-D) Dept., Dt.15.05.2019.
4. G.O.Ms.No.93, Law (L, LA&J-Home-Courts-A) Department, Dt.25.08.2020.
5. Office Note Dt.04.04.2025 and orders thereon.
6. Principal District Court's Official Memorandum in Dis.No.1779, Dt.07.04.2025 – Called for the Special Confidential Reports.
7. Office Note Dt.01.05.2025 and orders thereon.

It is proposed to fill up **Seven (07)** posts of Typists by way of promotion from the eligible employees from the feeder categories i.e., Examiner/Copyist, Record Assistant, and Process Server at the ratio of **9:4:3** as per cycle.

As per amended A.P.J.M.S Rules 2019 in Rule-9, the minimum qualification prescribed to hold the post of Typist is

- i. Must be a Graduate from any recognized University** and also
- ii. Must have passed A.P. Government Technical Examination in English Typewriting by Higher Grade qualification** provided that candidates who have passed the examination by the higher grade are not available those

who have passed the examination by the Lower Grade may be considered.

- iii. Must have knowledge or qualification in Computer Operation.

This Court called for the Special Confidential Reports of the eligible candidates, and also called for the objections by 10.04.2025, and no objections have been received with regard to the **Typist** promotions.

On considering the above conditions, the following employees are identified in the cadres of Examiner/Copyist, Record Assistant, and Process Server at the ratio of **9:4:3** and called for interview.

S.No.	Name & Designation of the Employee
<u>EXAMINERS / COPYISTS</u>	
1.	S. Koteswara Rao, Copyist, Special Court for trial of Offences under protection of Children from Sexual Offences (POCSO) Act, 2012, Eluru.
2.	K. Venkateswara Rao, Copyist, IV Additional District Court, Tanuku.
3.	G. Sai Kodanda Ram, Examiner, Principal Civi Judge's Court (Junior Division), Nidadavole.
4.	Smt. G.B.T. Anuradha, Copyist, Principal District Court, Eluru, working on deputation in Principal Civi Judge's Court (Senior Division), Eluru.
5.	Sri A. Chandra Sekhara Raju, Copyist, XI Additional District Court, Tadepalligudem.
6.	Chundru Chandra Sekhar, Copyist Civi Judge's Court (Junior Division), Chintalapudi.
7.	Sri Thikka Sreenivasulu, Copyist, Principal District Court, Eluru.
8.	Sri N. Aswin Kumar Bagurothu, Copyist, IX Additional District Court, Kovvur, working on deputation in II Additional Civi Judge's Court (Junior Division), Kovvur.
9.	Sri Balam Vijaya Kumar, Copyist, IX Additional District Court, Kovvur.
10.	Smt. Velpuri Lalitha, Copyist, IX Additional District Court, Kovvur, working on deputation in Civi Judge's Court (Senior Division), Tanuku.
11.	Smt. Gangabhavani Godi, Copyist III Additional District Court, Bhimavaram, working on deputation in II Additional Civi Judge's Court (Junior Division), Bhimavaram.

S.No.	Name & Designation of the Employee
<u>RECORD ASSISTANTS</u>	
1.	Smt. K. Vijaya Lakshmi, Record Assistant, IX Additional District Court, Kovvur, working on deputation in Principal Civi Judge's Court (Junior Division), Palakol.
2.	Sri S. Nagendra Vara Prasad, Record Assistant, Additional Civi Judge's Court (Junior Division), Nidadavole.

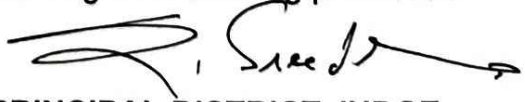
S.No.	Name & Designation of the Employee
<u>PROCESS SERVERS</u>	
1.	Tummala Nageswara Rao, Process Server, IX Additional District Court, Kovvur.
2.	Cheemala Naga Vijay, Process Server, Principal District Court, Eluru.
3.	P. Krishna Priya, Process Server, IX Additional District Court, Kovvur.
4.	Sri T. Rama Krishna, Process Server, Principal District Court, Eluru.
5.	Smt. Narreddi Dhana Lakshmi, Process Server, XI Additional District Court, Tadepalligudem.
6.	Sri Kukkala Ravi, Process Server, IX Additional District Court, Kovvur, working on deputation in Hon'ble High Court.
7.	Smt. Kamiseti Pavani, Process Server, IX Additional District Court, Kovvur.

The above employees are hereby directed to appear through Video Conference on 5-05-2025 at 4.00 PM. The link of the interviews will be notified in due course.

The concerned officers are hereby directed to submit the Service Registers of the above employees through Special Messenger to this Court by 3-05-2025, after updating all the relevant entries.

Note :- Calling for interview does not create a right for claiming promotion.

Principal District Court, W.G.,
Eluru, Dated 01-05-2025.


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.

Copy to :-

1. The Officers concerned.
2. All the Judicial Officers in the Unit of West Godavari.
3. The Senior Superintendents / Superintendents, Accounts Section, Central Nazarath, Copyist Section 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 the Concerned Courts.

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