



**PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU**

**N O T I F I C A T I O N**

**SUB :- FAST TRACK COURTS** – Applications are invited for the posts of **Head Clerk, Steno-Typist, Junior Assistant-Typist and Attenders on Contract Basis in the Fast Track Courts** in the Unit of District Judge, West Godavari – Notification – Issued.

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Applications are invited from the **retired Chief Administrative Officers / Superintendents / Senior Assistants / Stenographers / Typists / Junior Assistants and Process Servers / Attenders of A.P. Judicial Ministerial Service and Outsiders**, to fill up the following posts of **Head Clerk, Steno-Typist, Junior Assistant-Typist and Attenders on Contract Basis in the Fast Track Courts** in the Unit of District Judge, West Godavari.

S.No.	Category of the Post	Vacancy in the Court of			Monthly Consolidated Remuneration as per Rules in Force
		III Additional District Court (FTC), Bhimavaram	IV Additional District Court (FTC), Tanuku	Additional Senior Civil Judge's Court (FTC), Kovvur	
1.	Head Clerk	1	1	1	Rs.44,570-00
2.	Junior Assistant-cum-Typist	1	1	1	Rs.25,220-00
3.	Steno-cum-Typist	1	0	1	Rs.34,580-00
4.	Attender	1	1	1	Rs.20,000-00
<b>TOTAL :</b>		<b>4</b>	<b>3</b>	<b>4</b>	

The applications should be in prescribed proforma appended hereto, to be submitted directly to the Principal District Court, West Godavari, Eluru **on or before 12-09-2025 up to 05:00 PM**. The applications received after due date will not be entertained.

**NOTE :-** The appointment of Retired Judicial Employees is subject to the following conditions :

1. **Only the persons who have been retired as Chief Administrative Officers / Superintendents of A.P. Judicial Ministerial Service will be considered for the post of Head Clerk.**
2. **Only persons who have been retired as Senior Assistants / Stenographers / Junior Assistants / Typists and Process Servers / Attenders in A.P.J.M.S.S., will be considered for the said posts as per their educational and technical qualifications.**
3. Ministerial Officers who have been retired on attaining the age of superannuation and who have not attained the age of 65 years.
4. Ministerial Officers having satisfactory record of service.
5. The candidates have to produce Medical Fitness Certificate and should be submitted physically and mentally fit to hold the post. The term of re-employment will be determined from time to time.
6. The employees who were dismissed, removed, compulsorily retired or made to seek retirement on medical grounds are not eligible for re-employment.
7. A person who has received any punishment for any misconduct in disciplinary proceedings while in service is not eligible.
8. A person of unsound mind or is deaf or mute or blind or suffering from leprosy or any other contagious diseases is not eligible.
9. Preference will be given to the local candidates i.e., persons worked and retired in the West Godavari District Judiciary. If there are no suitable persons in the District, the appointing authority may take candidates from the other Districts also.
10. The employees who are re-employed shall be entitled to such consolidated remuneration as may be determined from time to time by the Government / High Court.
11. The re-employed shall be required to discharge their duties sincerely courteously and honestly to the satisfaction of the Presiding Officers.
12. The services of the re-employed employees are liable to be terminated at any time without assigning any reasons and without any notice and the appointment is purely temporary and on contract basis.
13. On appointment, the appointees shall enter into an agreement with the District Judge **upto 31.03.2026**, subject to renewal for



further period from time to time at the discretion of the Hon'ble High Court.

14. The applicants must submit their service certificates.
15. **As per the Hon'ble High Court's Circular ROC.No.143/2001-RC, Dt.11.04.2001 – That the event of non-availability of retired employees of A.P. Judicial Ministerial and Subordinate Services, the applications of the Outsiders will be considered.**
16. **Eligibility of the Outsiders :**

**Age Limit :** The age range is from 18 to 42 years as of 01.08.2025, with a 5-year relaxation for individuals under the SC, ST, BC, and EWS categories.

**Steno-cum-Typist :** Any Bachelor Degree along with Shorthand : English Higher or Lower and Type Writing : English Higher or Lower.

**Junior Assistant-cum-Typist :** Any Bachelor Degree along with Type Writing : English Higher or Lower.

**Attendees :** Applicants must have passed 7<sup>th</sup> Class Examination or its equivalent examination. Candidates who failed "Intermediate or equivalent examination" will be considered eligible, but those who have higher qualifications than that shall not be considered eligible.

17. The applicants should submit the attested copies of the Retirement Proceedings, Educational / Technical Qualification Certificates, Caste Certificate and any other certificates along with prescribed proforma.

Principal District Court, W.G.,  
Eluru, Dated 30-08-2025.

  
**PRINCIPAL DISTRICT JUDGE,**  
**WEST GODAVARI, ELURU**

**Encls :**  
Proforma.

**To :**

1. All the Judicial Officers in the Unit, with a request to display the same on the notice board of their respective Courts.
2. The Chairman, PLAPUS, Eluru.
3. The Secretary, DLSA, Eluru.
4. The Senior Superintendent, Accounts Section, Principal District Court, Eluru.
5. The System In-charge (e-Courts), Principal District Court, Eluru, is hereby directed to place the same in the **website** of Principal District Court.
6. Notice Board of the Principal District Court, Eluru.

Dis 4804  
30/8/25

## **APPLICATION PROFORMA**

**APPLICATIONS FOR THE POSTS OF HEAD CLERK, STENO-TYPIST, JUNIOR ASSISTANT-TYPIST AND ATTENDERS ON CONTRACT BASIS IN THE FAST TRACK COURTS IN THE UNIT OF DISTRICT JUDGE, WEST GODAVARI FROM THE RETIRED STAFF MEMBERS AND OUTSIDERS TO WORK IN FAST TRACK COURTS**

Application applied for the post of \_\_\_\_\_

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1.	Name of the Applicant (In Block Letters)	:	
2.	Name of Father / Husband	:	
3.	Full Address of the Applicant	:	
4.	Mobile Number	:	
5.	Date of Birth	:	
6.	Date of Retirement	:	
7.	Age as on 01.08.2025	:	
8.	Date of completion of 65 Years	:	
9.	Educational Qualifications	:	
10.	Technical Qualifications	:	
11.	Community	:	
12.	Particulars of the Previous Service held in the Judicial Department with Stations and Periods	:	
13.	Details of punishments, if any imposed	:	
14.	Any other relevant information	:	

I, \_\_\_\_\_ hereby  
solemnly declare that the particulars furnished above are true to the best of my  
knowledge and belief and any untrue averment will disqualify me from holding  
any appointment in the Department.

Station :  
Dated :

Signature of the Candidate  
with Date