

e-Court

**PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE ::
WEST GODAVARI :: ELURU**

Present :- **Siripurapu Sreedevi,**
Principal District Judge, West Godavari, Eluru.

SUB :- RECRUITMENT – Hon'ble High Court of Andhra Pradesh at Amaravathi issued **Notification Nos.1 to 10, Dt.06.05.2025** to fill up the posts of Stenographer Grade-III, Junior Assistants, Typists, Field Assistants, Examiners, Copyists, Drivers, Record Assistants, Process Servers and Office Subordinates through Direct Recruitment in the Unit of West Godavari under the Andhra Pradesh Judicial Ministerial Subordinate Rules, 2019 – Hon'ble High Court declaring the provisionally selected candidates for the post of **Junior Assistant and Record Assistant** for verification of documents on 06.01.2026 to 09.01.2026 – Instructions received from the Hon'ble High Court – Nomination of the Staff Members for **Verification of Documents from 06.01.2026 to 09.01.2026** – **ORDERS** – Issued.

- REF :-**
1. Hon'ble High Court's Notification No.1 to 10, Dt.06.05.2025.
 2. Hon'ble High Court's ROC.No.72/2025-RC, Dt.02.01.2026 – Provisionally Selected Candidates for the post of Junior Assistant and Record Assistant.
 3. Hon'ble High Court's ROC.No.72/2025-RC, Dt.02.01.2026 – Certain instructions issued by the Hon'ble High Court for District Judges.
 4. Office Note Dt.03.01.2026 and orders thereon.

ORDER :: DATED : 03-01-2026

In view of the references cited, the Principal District and Sessions Judge, West Godavari, Eluru, passed the following Order :-

The Hon'ble High Court while declaring the provisionally selected candidates under the reference 3rd cited, for the post of **Junior Assistant and Record Assistant** directed the Principal District Court, Eluru for verification of documents **from 06.01.2026 to 09.01.2026** and the candidates are directed to approach the Principal District Court, West Godavari, Eluru **between 06.01.2026 and 09.01.2026** for submission of their documents.

In pursuance of the directions of the Hon'ble High Court, the following staff members working in the Principal District Court, West Godavari, Eluru are hereby nominated for verification of documents.

S.No.	Name & Designation of Employee	Place of Working	Documents Verification Timings
1.	Sri B. Srinivasa Rao, Senior Superintendent.	Principal District Court, Eluru.	10:30 AM to 05:00 P.M.
2.	Sri P. Sairam, Junior Assistant.	Principal District Court, Eluru.	
3.	Sri A. Subrahmanyam, Computer Assistant.	Principal District Court, Eluru.	
4.	Sri B. Satyanarayana, Senior Superintendent.	Principal District Court, Eluru.	Cross check of the Documents duly verified by the above staff members

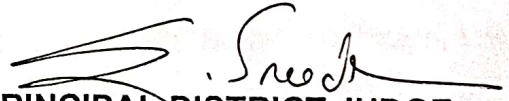
The above staff members are hereby directed to attend the following duties :-

1. The verification of documents of the candidates for the post of Junior Assistant and Record Assistant shall be under taken from **06.01.2026 to 09.01.2026**.
2. The Notifications No.2/2025 and 8/2025, dated 06.05.2025 for the post of Junior Assistant and Record Assistant shall be downloaded from the High Court's website and kept handy at the time of verification of documents. The documents shall be verified as per the eligibility criteria mentioned in the notifications.
3. The nominated staff members entrusted with the duty of document verification must be of the high integrity.
4. The attendance sheet of the candidates who are attending for verification has to be taken. Their complete details, residential addresses, native place, contact numbers, alternate contact numbers etc., are to be ~~taken~~ entered in a register, and maintained to that extent.
5. All the selected candidates' applications and credentials shall be downloaded before verification.
6. **All the original documents of the candidates including a copy of Aadhar Card shall be taken and be kept at the District Courts.** A letter (neatly typed one, format is appended) shall be taken from the candidate as to which post he got selected for and as to what documents he/she produced.

7. The staff members assigned for verification must submit all the original documents collected from the selected candidates, along with the register, to the Chief Administrative Officer, Principal District Court, Eluru every evening.
8. Specific file to keep all the original documents and a Register (post wise) containing the details of the candidates viz. name, address, to which post he/she got selected and his/her signature shall be maintained.
9. The Chief Administrative Officer, Principal District Court, Eluru, has to closely monitor entire process.
10. All the members shall extend the courtesies to the selected candidates.
11. The above nominated Staff Members are hereby directed to inform the Chief Administrative Officer, Principal District Court, Eluru, immediately, in case the documents produced by the candidates are found to have been created, manipulated, interpolated or forged in future date which shall be placed before the Hon'ble Principal District Judge.
12. Further, the nominated staff members are hereby directed to go through the instructions and guidelines of the Hon'ble High Court issued under the references 2nd and 3rd cited thoroughly and follow scrupulously.

Encls :

Copy of Hon'ble High Court's instructions in English & Telugu.


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

To

The Nominated Staff through the Chief Administrative Officer, Principal District Court, Eluru.

Copy to :

1. The Chief Administrative Officer, Principal District Court, Eluru.
2. The Senior Superintendent, Accounts Section, Central Nazareth, Principal District Court, Eluru.
3. The System In-charge (e-Courts), Principal District Court, Eluru, is hereby directed to place the same in the **website** of Principal District Court, West Godavari, Eluru.

DIS NO. 82

DATE 03/01/26