PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

OFFICIAL MEMORANDUM

SUB :- PUBLIC SERVICES – A.P.J.M.S.S – **TYPIST (Category-09)** – **Ten (10) posts** of **Typists** are vacant in the Unit of West Godavari for promotion – In view of the retirements, promotions are given to Senior Assistant posts and in view of the establishment of new Civil Judge's Courts (Senior Division) at Nidadavole – Implementing the **"Rule-19 : Seniority"** in accordance with the 'Andhra Pradesh Ministerial and Subordinate Service Rules, 2019' for the 2023 newly recruited Candidates – List of employees from the feeder categories i.e., Examiner/Copyist, Record Assistant and Process Server at the ratio of **9:4:3** – **Special Confidential Reports** of the eligible staff members, **INTERVIEWS** and **Objections** – 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. Office Note Dt.21.05.2026 and orders thereon.
5. Principal District Court's Official Memorandum Dt.21.05.2026 – Interviews called for.
6. Office Note Dt.17.07.2026 and orders thereon.

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Due to the promotions to Senior Assistant posts (in July 2026), and the establishment of a new 'Civil Judge's Court (Senior Division)' at Nidadavole on 21.06.2026, **a total of 10 Typist posts need to be filled by way of promotion** from the cadres of 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

S.No.

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**.

Regarding the employees appointed under the Hon'ble High Court's Notification Nos.01/2022-RC to 10/2022-RC, Dt.21.10.2022, and prior to the implementation of **Rule-19 (2) of Seniority** under the 'Andhra Pradesh Judicial Ministerial and Subordinate Service Rules, 2019', the following employees shown in **Table-I** have been called for interviews **on 25.05.2026** for the post of **Typist**.

TABLE-I

S.No.	Name & Designation of the Employee
	EXAMINERS / COPYISTS
1.	**K. Venkateswara Rao,** Copyist, III Additional District & Sessions Court, Bhimavaram.
2.	**G.B.T. Anuradha,** Copyist, Additional Civil Judge's Court (Junior Division), Nidadavole.
3.	**A. Chandra Sekhara Raju,** Copyist, XI Additional District & Sessions Court, Tadepalligudem.
4.	**Chundru Chandra Sekhar,** Copyist, Civil Judge's Court (Junior Division), Chintalapudi.
5.	**Bagurothu Naga Aswin Kumar,** Copyist, Principal Civil Judge's Court (Junior Division), Nidadavole.
6.	**Balam Vijaya Kumar,** Copyist, IX Additional District & Sessions Court, Kovvur.
7.	**V. Lalitha,** Copyist, XI Additional District & Sessions Court, Kovvur, working on deputation in Principal Civil Judge's Court (Senior Division), Kovvur.
8.	**Godi Ganga Bhavani,** Copyist, III Additional District & Sessions Court, Bhimavaram, working on deputation in II Additional Civil Judge's Court (Junior Division), Bhimavaram.
9.	**Elaparthi Bhushan Kumar,** Copyist, Civil Judge's Court (Junior Division), Bhimadole.
10.	**Sravanam Om Sakunthala Gayathri,** Copyist, Principal District Court, Eluru, working on deputation in Hon'ble High Court of Andhra Pradesh.

S.No.	Name & Designation of the Employee
	PROCESS SERVERS
1.	**Ponnada Krishna Priya,** Process Server, IX Additional District & Sessions Court, Kovvur.
2.	**Vasana Jagadeesh Kumar,** Process Server, III Additional District & Sessions Court, Bhimavaram, working on deputation in Additional Civil Judge's Court (Junior Division), Palakol.
3.	**Thota Rama Krishna,** Process Server, Principal District Court, Eluru.
4.	**Narreddi Dhana Lakshmi,** Process Server, XI Additional District & Sessions Court, Tadepalligudem.
5.	**Kukkala Ravi,** Process Server, IX Additional District & Sessions Court, Kovvur, working on deputation in Hon'ble High Court of Andhra Pradesh.

After implementing the **Rule-19 (2) of Seniority** under the 'Andhra Pradesh Judicial Ministerial and Subordinate Service Rules, 2019', the following employees shown in **Table-II** have qualified for the interview **in 1:3 ratio,** who are recruited under the Hon'ble High Court's Notification Nos.01/2022-RC to 10/2022-RC, Dt.21.10.2022.

TABLE-II

S.No.	Name & Designation of the Employee
	EXAMINERS / COPYISTS
1.	**Gubbala Peddi Raju,** Copyist, X Additional District & Sessions Court, Narsapur.
2.	**Malapati Bharath Teja,** Copyist, Principal District Court, Eluru, working on deputation in Hon'ble High Court of Andhra Pradesh.

The Officers, under whom the aforementioned employees shown in **Table-II** are working, are hereby requested to submit the Special Confidential Reports and Service Registers (after updating all the relevant entries) through Special Messenger to this Court **on or before 20-07-2026,** without fail and this may be treated as "**urgent**".

It is hereby informed that if **any objections** for the above promotions, they can submit their objections to this Court **by 20-07-2026.** ***The objections received after the due date will not be considered.***

The aforementioned employees shown in **Table-II** are hereby directed to appear through Video Conference **on 20-07-2026 at 05:00 PM.** The link of the interviews will be notified in due course.

If the name of any eligible employee is not mentioned in the above-mentioned list, and if any individual who attended the interview on 25.05.2026 wishes to submit a representation or objection, they may appear for an interview **on 20.07.2026 at 5:00 PM** to submit the relevant information or objection.

Principal District Court, W.G.,
Eluru, Dated 18-07-2026.

PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.

To

1. The Officers concerned.
2. The individuals through the Officers concerned, and the concerned Officers are requested to cause service of the same to the individuals.

To

3. The Officers concerned.
4. The individuals through the Officers concerned, and the concerned Officers are requested to cause service of the same to the individuals.

Copy to :

1. All the Judicial Officers in the Unit of West Godavari.
2. The Senior Superintendents / Superintendents, Accounts Section, Central Nazarath, Copyist Section of the 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 and send **e-mails** to the Officers.
4. All the Chief Administrative Officers/Senior Superintendents/Superintendent, In-Charge Superintendents working in the Unit of West Godavari are hereby directed to download this **Official Memorandum** from the official website of the Principal District Court, Eluru (**https://westgodavari.dcourts.gov.in**), and circulate the same among all staff members working in their respective Courts, and submit before the Presiding Officer concerned.
5. The hard copies of the Proceedings will not be communicated separately, as a measure to reduce paper consumption and promote eco-friendly administrative practices.

ROC. 4714
Dt. 18-7-26