OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE
KUMURAMBHEEM ASIFABAD

NOTIFICATION

Dis.No. 1390 /2025/Admn. Dated: 23-08-2025

Applications are invited from the eligible candidates up to **05.00 p.m. on 05-09-2025** in the format enclosed herewith for appointment to the posts of Court Assistant and Court Attendant in the Court of Special Judicial Magistrate of Second Class, Asifabad in the Unit of Kumurambheem Asifabad District.

The applications shall be addressed to the Principal District and Sessions Judge, Kumurambheem Asifabad. The applications should be submitted by hand in the office of Principal District and Sessions Judge, Kumurambheem Asifabad District at Asifabad (or) through post.

The term of the post of Court Assistant and Court Attendant is two (2) years and shall be paid remuneration of Rs.5,000/- for Court Assistants and Rs.3,000/- for Court Attendant per month.

Sl. No.	Name of the Court	Vacancies	
		Court Assistant	Court Attendant
1	Special Judicial Magistrate of Second Class Court, Asifabad	01	01

I) ELIGIBILITY CRITERIA:-

a) Court Assistant :-

1) Must have passed Intermediate examination conducted by Telangana State Board of Intermediate Education or its equivalent.

2) Any retired person who held any post i.e. Assistant, Examiner, Typist, Copyist and above in the Judicial Department is eligible.

b) Court Attendant :-

1) Must have passed 7th class examination for the post of Court Attendant.

2) Any retired person who held the post of Attender, Process Server or in any post in the Last Grade Service in the Judicial Department is eligible.

II) AGE :-

1) As on 01.07.2025 the candidates must not have completed (34) years and must have completed (18) years. The relaxation of maximum age limit is 10 years in respect of SC/ST and 5 years in respect of BC candidates and 10 years in respect of Physically Handicapped and Ex-Servicemen.

2) Any retired employee who crossed the age limit of 65 years shall not be eligible for the appointment of Court Assistant and Court Attendant.

III) DOCUMENTS TO BE ENCLOSED TO THE APPLICATION :-

- Attested copy of certificates of Academic qualification.
- Attested copy of certificate evidencing date of birth.
- One recent passport size photograph of the applicant is to be affixed at the top of the application in the place specified.
- Retired employees are to be produce retirement proceedings.

IV) GENERAL INSTRUCTIONS:-

- Application to be submitted in the enclosed proforma and applications received in any other format will be summarily rejected.
- Preference shall be given to the retired employees and if suitable retired employee is not available, local candidates i.e., persons living in the same station or near about places can be considered.
- In the event of more than 20 candidates applying for each vacancy such applications will be shortlisted on the basis of marks obtained in the qualifying examination and the candidates who are considered most suitable for appointment will be called.
- No T.A. will be paid for candidate for journey performed in connection with recruitment.
- Applications with insufficient information will be summarily rejected.
- Applications, which do not contain necessary enclosures as detailed above will be rejected.
- Any retired employee who has taken voluntary retirement on the ground of Medical invalidation, retired on compulsory retirement from the service, dismissed, or removed from service shall not be eligible for appointment of Court Assistant and Court Attendant.
- The applicants must be fit medically and also must be alert mentally.
- Applications received after 5.00 p.m. on the date prescribed above will not be considered.
- The office is not responsible for any postal delay, delay caused by any other service like courtier or delay in delivery etc., and no correspondence will be entertain in any respect.
- Candidate resorting to bring any influence of any kind will be summarily disqualified.
- The appointing authority reserves the right to cancel the notification without assigning any reason thereof.
- As per the Hon'ble High Court Circular ROC No.802/SO/97, dt: 29.01.1998, the Spl. Judicial Magistrate of Second Class Courts are functioning for (05) days in a week i.e., from Monday to Friday on working days between 7.30 a.m. and 10.30 a.m.

Principal District & Sessions Judge,
Asifabad, Kumurambheem District.

PRL. DISTRICT AND SESSIONS JUDGE,
KUMURAMBHEEM ASIFABAD

To

1. All the Judicial Officers in the Unit of Kumurambheem Asifabad District.
2. The Notice Board of the District Court at Asifabad, Kumurambheem Asifabad
3. The System Officer, Prl. District & Sessions Court, Kumurambheem Asifabad (with a direction to place the said notification in the official website of this Court)
4. The Press of Eenadu, Andhra Jyothi, Navatelagana etc.

APPLICATION FOR THE POST OF "_____"

Ref:- District Court, Kumuram Bheem Asifabad,
Notification Dis.No. /2025/Admn, Dated: -08-2025

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RECENT PASSPORT SIZE PHOTOGRAPH DULY ATTESTED BY GAZETTED OFFICER.

1. FULL NAME OF THE APPLICANT (IN BLOCK LETTERS) ::
2. FATHER'S /HUSBAND'S NAME ::
3. PERMANENT ADDRESS ::
4. ADDRESS FOR COMMUNICATION ::
5. SEX ::
6. DATE OF BIRTH ::
7. AGE (AS ON 01.07.2025) ::

Year Month Days

8. NATIONALITY ::
9. RELIGION ::
10. CASTE/CATEGORY ::
11. LOCAL EMPLOYMENT EXCHANGE REGISTRATION NO. & DATE ::
12. EDUCATIONAL QUALIFICATION ::
    1) ACADEMIC ::
    2) TECHNICAL ::
    3) OTHER (IF ANY) ::
13. PREVIOUS EXPERIENCE (IF ANY) ::
14. REMARKS ::

I solemnly declare that the above information submitted by me is true to the best of my knowledge. If any information submitted by me is found to be false action may be taken against me.

SIGNATURE OF APPLICANT.

Station:
Date :

(FULL NAME OF THE CANDIDATE)