PRINCIPAL DISTRICT AND SESSIONS JUDGE
MEDCHAL MALKAJGIRI DISTRICT, MALKAJGIRI AT KUSHAIGUDA.

NOTIFICATION

Dis. No. 2590 /Admn/2025 Date: 03.05.2025

Applications are invited from the eligible candidates **upto 5.00 P.M.** on 21.6.25 in the format enclosed herewith for the appointment to the post of Court Assistants and Court Attendants in the Courts of Special Judicial Magistrates of Second Class, Medchal-Malkajgiri District.

The applications shall be addressed to the Prl. District and Sessions Judge, Medchal-Malkajgiri District at Kushaiguda and submit the applications through post or by way of Courier to the Office of Prl. District and Sessions Judge, Medchal-Malkajgiri District, Malkajgiri at Kushaiguda.

The term of the post of Court Assistant and Court Attendant is two (2) years and shall be paid remuneration of Rs. 5000/- to the Court Assistant and Rs. 3000/- for Court Attendant per month.

S.No	Name of the Court	Vacancies	
		Court Assistant	Court Attendant
1	V Special Judicial Magistrate of Second Class, Malkajgiri	01	01
2	VII Special Judicial Magistrate of Second Class, Medchal	01	01

I) ELIGIBLE CRITERIA

a) Court Assistant

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

2) Any retired person who held any post i.e. Junior Assistant, Typist, Copyist, Examiner 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 Office Subordinate (Attender), Process Server or in any post in the Last Grade Service in the Judicial Department is eligible.

II) AGE

1) As on 01.05.2025 the candidate must not have completed (34) years and must have completed (18) years. The relaxation of maximum age limit is 5 years in respect of SC/ST and BC Candidates and 10 years in respect of Physically handicapped and Ex-Servicemen.

2) Any retired employee who cross 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 certificate of Academic qualification
- Attested copy of certificate evidencing date of birth.
- One recent passport size photographer of the applicant is to be affixed at the top of the application in the place specified.
- Retired employees are to be produced retirement proceedings.

IV GENERAL INSTRUCTIONS:

- Applications 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 candidate 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 marks obtained in the qualifying examination and the candidates who are considered most suitable for appotnment will be called.
- No TA will be paid for candidates for journey performed in connection with recruitment.
- Applications with insufficient information will be summarily rejected.
- Applications, which do not contain necessary enclosures as detained 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.
- The applicants must be fit medically and also must be alter 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 courier or delay in delivery etc., and no correspondence will be entertained in any respect.
- Candidate resorting to bring influence of any kind will be summarily disqualified.
- The appointment 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, dated 29.01.1998, the Special Judicial Magistrate of Second Class are functioning for (05) days in a week i.e. from Monday to Friday on working days in between 7.30A.M. to 10.30A.M.

Prl. District and Sessions Judge,
Medchal Malkajgiri District,
Malkajgiri, at Kushaiguda.

To

1. All the Judicial Officers of this Unit.
2. Notice Board, of Prl. District and Sessions Judge, Medchal Malkajgiri District.
3. The Notice Boards of all the Court in this Unit.
4. The DSA, Computer Section of PDJ Court, with a direction to place in the Official website of this Unit.

5) Spare Copy.

PROFORMA

APPLICATION FOR THE POST OF_____

Ref: District Court: Medchal Malkajgiri District Notification Dis.No. /2025/Admn
Dated: -06-2025.

Affix Latest Passport size photograph duly attested by Gazetted Officer

1. Full Name of the Applicant :

2. Father's/ Husband's Name :

3. Date of Birth :

4. Age (as on 01.05.2025) :

5. Caste/ Category :

6. Gender :

7. Nationality :

8. Religion :

9. Educational Qualifications :

    a) Academic :

    b)Technical :

    c) Other (if any) :

10. Previous Experience (if any) :

11. Local/ Non Local :

12. Permanent Address :

13. Address for correspondence :

14. Mobile Number :

DECLARATION

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.

Place:

Date:

Signature of the applicant