



OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: WARANGAL

DIS.NO. 956
DATE: 19/4/24

NOTIFICATION

Sub: Calling for applications to fill up of the posts of the **Court Assistants and Court Attendants** in various Spl. Judicial Second Class Magistrate Courts in the Unit of Warangal – Regarding.

Ref: 1. G.O.Ms No. 35 Law (LA&J Courts-A) Department, dt: 22.01.1997.
2. High Court's circular in ROC No. 2589/E1/1995, dt: 06.01.2001.

Applications are invited from eligible candidates for filling up of the posts of Court Assistant and Court Attendant in the Special Judicial Second Class Magistrate Courts in the Unit of Warangal, for a period of two years:

SL No.	Name of the Court	Name of the Post	No. of Vacancies
02	Spl. Judicial Second Class Magistrate Court, Warangal	Court Attendant	01
02	Spl. Judicial Second Class Magistrate Court, Narsampet	Court Assistant	01
		Court Attendant	01
TOTAL			03

ELIGIBILITY CRITERIA FOR THE POST OF COURT ASSISTANT:

(i) Any retired person, who has not exceeded 64 years of age as on 20.02.2024 and who has held any post in the Telangana Judicial Ministerial and Subordinate Service or any retired person who held the post of Assistant, Examiner, Typist, Copyist and above in the T.S High Court Service is eligible for appointment as Court Assistant.

(ii) Provided that, if suitable retired employee from Telangana Judicial Ministerial and Subordinate Service and High Court Service is not available, an outsider can be appointed, if he/she possess the following qualifications:

- (a) Must have passed Graduation or any equivalent examination.
- (b) Who has completed the age of 18 years and must not have completed the age of 34 years as on 20.02.2024 with 5 years of age relaxation for the candidates belonging to the Categories of SC, ST and BC

Preference will be given to the local candidates, i.e., persons who are living in the same station or near about place.

ELIGIBILITY CRITERIA FOR THE POST OF COURT ATTENDANT:

(i) Any retired person who held the post of Office Subordinate or any other post in the Last Grade Service in the Subordinate Courts or the High Court service.

(ii) Provided that, if suitable retired employee from the Last Grade Service in the Subordinate Courts and the High Court Service does not respond to the recruitment notification or otherwise not available, an outsider can be appointed, if he possesses the following qualifications :

- a) Must have passed 10th Class examination or an equivalent examination.
- b) Must have completed the age of 18 years and must not have completed the age of 34 years as on 20.02.2024 with 5 years of age relaxation for the candidates belonging to the Categories of SC, ST and BC

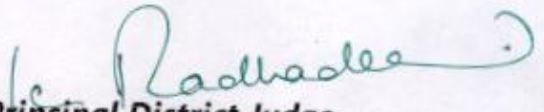
Preference will be given to the local candidates, i.e., persons who are living in the same station or near about place.

GENERAL INSTRUCTIONS:

8. The duly filled in applications shall be submitted strictly in the prescribed proforma, along with all the necessary copies of documents, such as duly attested qualification certificates, retirement proceedings etc., to this Office on or before 15/5/24 by 05.00 p.m. and applications received after due date and time will not be entertained.
9. As per the instructions of the Hon'ble High Court in ROC No. 802/SO/97, dated 29.01.1998, the Spl. Judicial Second Class Magistrate Courts are functioning for (05)

days in a week, i.e., from Monday to Friday on working days between 7.30 a.m to 10.30 a.m.

10. The appointment to the above post is purely on temporary basis, on payment of monthly honorarium, i.e., Rs.5,000/- to the Court Assistant and Rs.3,000/- to the Court Attendant for a period of two years and the outsiders appointed for the said post do not confer any right for future employment on regular basis.
11. No TA will be paid for candidates for journey performed in connection with recruitment.
12. The appointing authority reserves the right to cancel the notification without assigning any reason thereof.
13. Applications with insufficient information, without necessary enclosures and without proper attestation will be summarily rejected and no correspondence in this regard will be entertained.
14. This office will not be responsible for any delay caused by the postal or any other service, viz., courier service, etc.,


**Principal District Judge,
Warangal.**

To

1. All the Judicial Officers in Warangal Unit (with a request to ensure display of the said notification on the notice boards of their respective Courts).
2. The Notice Board of the Prl. District Court, Warangal.
3. All the Spl. Judicial Second Class Magistrates working in the Unit of Warangal (with a request to ensure display of the said notification on the notice boards of their respective Courts).

APPLICATION FOR THE POST _____

1	Name of the applicant (in Block Letter)	RECENT PASSPORT SIZE PHOTO BE AFFIXED DULY ATTESTED BY THE GAZETTED OFFICER BE AFFIXED	
2	Father/Husband Name		
3	Address along with Mobile number.	Temporary Address	Permanent Address (Proof be filed)
4	Date of Birth (Proof be filed)		Nationality Religion
5	Caste (with Sub Caste), if any (Proof be filed)		Whether Physical Handicapped, if yes proof be filed Yes/No.
6	Age as on 01/07/2022	DD MM YY	
7	Qualification (Proof be filed)		
8	Previous work experience, if any (proof be enclosed)		
9	Whether any disciplinary action is pending or whether any punishment is awarded during the service, if so furnish details (to be filled in for Post No.1 only)		
9	Whether any criminal cases are registered/pending against the applicant, if so furnish details		
10	Date of Retirement from service along with post held at the time of retirement (to be filled in for post No.1only)(proof be filed)		

11	Any other relevant information	
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I have read the details of the notification before furnishing the information and understood and I do hereby declare that the above mentioned information is true & correct and I have not suppressed any information. If the furnished information is found not correct or false or suppression noticed in future, I am liable for criminal action.

Signature of the candidate.

Enclosures

- 1.
- 2.
- 3.