

OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: WARANGAL

DIS.NO. 2758

DATE: 8/10/26

NOTIFICATION

Sub: Calling for applications to fill up of the post of the **Court Assistant**
Spl. Judicial Second Class Magistrate Court (Excise) in the Unit of
Warangal – Regarding.

Ref: 1. G.O.Ms No. 35 Law(L.A&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 post of
Court Assistant in the Special Judicial Second Class Magistrate Court (Excise) in the
Unit of Warangal, for a period of two years:

Sl. No.	Name of the Court	Name of the Post	No. of Vacancies
01	Spl. Judicial Second Class Magistrate Court (Excise), Warangal	Court Assistant	01

ELIGIBILITY CRITERIA FOR THE POST OF COURT ASSISTANT:

(i) Any retired person, who has not exceeded 64 years of age as on 01.07.2026
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 01.07.2026.

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

GENERAL INSTRUCTIONS:

1. 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 **24.10.2026 by 05.00 p.m.** and applications received after due date and time will not be entertained.
2. 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.
3. 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 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.
4. No TA will be paid for candidates for journey performed in connection with recruitment.
5. The appointing authority reserves the right to cancel the notification without assigning any reason thereof.
6. Applications with insufficient information, without necessary enclosures and without proper attestation will be summarily rejected and no correspondence in this regard will be entertained.
7. 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 and Hanumakonda Units (with a request to ensure display of the said notification on the notice boards of their respective Courts), and Erstwhile Districts.
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).
4. The System Officer, Prl. District Court, Warangal with a direction to display this notification on the Official Website of the Warangal Unit.
5. The DPRO, Warangal for publication as a news item in all Newspapers.

BIO-DATA

Recent passport
size colour
photograph

APPLICATION FOR THE POST _____

IN THE COURT OF _____

1. Name :
2. Father's Name :
3. Date of Birth and age as on 01.07.2026
(Attested copy of proof of date of birth
to be enclosed) :
4. Permanent Address :
5. Mobile Number/Land Line Number :
6. Educational Qualifications
(Attested copies to be enclosed) :
7. If retired from Judicial Department
 - i) Name of the Post held :
 - ii) Length of Service rendered :
 - iii) Date of Retirement :
8. Native place :
9. Further information, if any :

I, hereby declare and state that the above information furnished is true to the best of my knowledge.

Date:

Signature of the Applicant