PRINCIPAL DISTRICT AND SESSIONS JUDGE
RANGA REDDY DISTRICT AT L.B.NAGAR:: HYDERABAD

NOTIFICATION NO.7451/ADMN/2025, DATED:16.12.2025

Applications are invited from the eligible candidates **upto 5.00pm on 03.01.2026** in the format enclosed herewith for temporary appointment to the posts of 1) **Court Assistant** and **2) Court Attendant** to work in the Court of III Special Judicial Magistrate of Second Class, Rajendranagar, Rangareddy District Unit.

The Applications shall be submitted through Registered Post or through Courier or directly or in person addressed to "The Principal District and Sessions Judge, Rangareddy District at L.B.Nagar".

The term of the post of Court Assistant and Court Attendant is for a period of **(01)** year and will be continued as per the directions of the Hon'ble High Court for the State of Telangana from time to time. The remuneration for the post of Court Assistant will be paid @ Rs.5,000/- per month and for the post of Court Attendant @ Rs.3,000/- per month.

The vacancy position of the posts:

G.O.Ms.No.35, Law (LA&J Courts.A) Dept., dt. 22.01.1997				
S. No.	**Station**	**Court Name**	**Name of Posts**	**No. of vacancies**
1	Rajendranagar	III Special Judicial Magistrate of Second Class, Rajendranagar, Rangareddy District	Court Assistant	1
			Court Attendant	1

I. ELIGIBILTY:

a) The Candidates must have **passed Bachelor's Degree** of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or Institution recognized by University of Grants Commission or any equivalent examination for the post of **Court Assistant** and must have passed any exam in between **7th class to 10th class or its equivalent examination. But the candidates who is having higher qualification than 10th class shall not be considered as eligible** for the post of **Court Attendant.**

b) Any retired person who held any post i.e., Junior Assistant, Examiner, Typist, Copyist and above in the Judicial Department is eligible for appointment of Court Assistant. 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:

a) As on 01.12.2025 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/ BC and EWS candidates and 10 years in respect of physically handicapped and Ex.Service men.

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

III. SELF AGGESTED COPIES OF THE DOCUMENTS TO BE ENCLOSED TO THE APPLCIATION:

i. Certificates of Academic qualifications.
ii. Certificate evidence date of birth.
iii. One recent passport size photograph of the applicant is to be affixed at the top of the application in the place specified.
iv. Retired employees are to be produced their retirement proceedings.

IV. GENEARL INSTRUCTIONS:

1. Application to be submitted in the enclosed proforma and applications received in any other format will be summarily rejected.
2. In the event of more than 20 candidates applying for each vacancy such applications will be short listed on the basis of marks obtained in the qualifying examination and the candidates who are considered most suitable for appointment will be called.
3. No T.A. will be paid for candidates for journey performed in connection with recruitment.
4. Applications with insufficient information will be summarily rejected.
5. Applications, which do not contain necessary enclosures are detailed above, will be rejected.
6. Applications received after 5.00 pm on the date prescribed above will not be considered.
7. 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.
8. Candidate resorting to bring any influence of any kind will be summarily disqualified.
9. The appointing Authority reserves the right to cancel the notification without assigning any reason thereof.
10. 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 7.30am to 10.30am.

Prl. District and Sessions Judge,
Rangareddy District

District & Sessions Judge
Ranga Reddy District

To

1. All the Judicial Officers of Rangareddy District (with a request to display the notification on the Notice Boards of their respective Courts)
2. Notice Board, Prl. District Judge's Court, Rangareddy District.
3. The Sessions Judge, Hyderabad
4. The Chief Judge, City Civil Court, Hyderabad.
5. The Chief Judge, City Small Causes Court, Hyderabad.

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6. The Addl. Chief Judge, City Civil Court, Secunderabad.
7. All the Bar Associations in the District Unit of Rangareddy District.
8. The District Collector, Rangareddy District.
9. The DSA, Computer Section of PDJ Court with direction to place in the official web site of this Unit.

Copy submitted to:

The Registrar General, Hon'ble High Court of Judicature at Hyderabad for favour of kind information.

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APPLICATION FOR THE POST OF _____

PHOTO

1. Full Name of the Applicant :
   (In Block Letters)
2. Father's / Husband's Name :
3. Date of Birth :
4. Age (as on 01.12.2025 :
5. Caste / Category :
6. Sex :
7. Nationality :
8. Religion :
9. Educational Qualifications :
   a) Academics :
   b) Technical :
   c) Other (if any) :
10. Previously Experience (if any) ;
11. Local / Non Local :
12. Permanent Address :

13. Address for Correspondence :

14. Contact No. and Email id :

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 false, action may be taken against him.

Place:

Date: Signature of the applicant

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