PRL. DISTRICT AND SESSIONS COURT, BHADRADRI KOTHAGUDEM

Dis No. 3875 Date: 11 .09.2025

NOTIFICATION

Applications are invited from the eligible candidates up to **5-00p.m on 29 .09.2025** in the format enclosed herewith for appointment to the posts of Court Assistant and Court Attendant to work in the Court of Special Judicial Magistrate of Second Class of **Yellandu and Kothagudem**, Bhadradri Kothagudem District Unit.

The Applications shall be submitted through Registered post or through Courier to **"The Principal District and Sessions Judge, Bhadradri Kothagudem"**, and the application forms will not be entertained either directly or in person.

The **term of the post** of Court Assistant and Court Attendant is **(02) years** and shall be paid remuneration of Rs.5,000/- for Court Assistants and Rs.3,000/- for Court Attendants per Month.

The vacancy position of the posts:

Sl. No	Name of the post	Number of vacancies
1	Court Assistant	2
2	Court Attendant	2

I. ELIGIBILITY:

i) Must have **passed Intermediate Examination** conducted by A.P/ Telangana, State Board of Intermediate Education or its equivalent examination for the post of **Court Assistant**. Must have **passed 7th class** examination for the post of **Court Attendant.**

j) Any retired person who held any post i.e 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 for appointment of Court Attendant.

II. AGE:

a) 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 5 years in respect of SC/ST and BC candidates and 10 years in respect of physically handicapped and Ex-Service Men.

b) 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. <u>Self attested copies of the documents to be enclosed to the application:</u>

- Certificates of Academic qualification.
- 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. <u>GENERAL INSTRUCTIONS</u>:

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 candidate for journey performed in connection with recruitment.

4. Applications will insufficient information will be summarily rejected.

5. Applications, which do not contain necessary enclosures as detailed above will be rejected.

6. Applications received after 5.00 p.m. 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 entertain 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. Judl. 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.**

PRL. DISTRICT AND SESSIONS JUDGE,
BHADRADRI KOTHAGUDEM

To,

1. All the Prl. District Judges in Telangana State. 2. The District Collector, Bhadradri Kothagudem. 3. All the Judicial Officers working in the Unit of District Judge, Bhadradri Kothagudem 4. The Revenue Divisional Officer, Kothagudem 5. The Mandal Revenue Officer, Kothagudem. 6. The Notice Board, District Court, Bhadradri Kothagudem 7. The System Officer, Prl. District Court, Bhadradri Kothagudem **(with a direction to place the said notification in the official website of this Court)**	With a request to display the said Notification on the Notice Boards of their Respective Offices.
Copy submitted to: The Registrar General, High Court for the State of Telangana, Hyderabad.	For favour of information

PRL. DISTRICT AND SESSIONS COURT :: BHADRADRI KOTHAGUDEM

APPLICATION FORM FOR THE POSTS OF COURT ASSISTANT/ COURT ATTENDANT IN SPL. JUDICIAL MAGISTRATE OF SECOND CLASS

Affix latest passport size photograph

Application for the post of : Court Assistant / Court Attendant

1. Name of the Applicant (in capital letters) :
2. Father's/Husband's name :
3. Date of Birth and age (as on 01.07.2025) :
4. Designation and date of retirement (for retired Judicial Employees (Proof should be enclosed) :
5. Address for correspondence (with Mobile Number) :
6. Permanent Address :
7. Category :
8. Educational Qualifications :
9. Technical Qualifications :
10. Previous experience, if any :
11. Local/Non Local :
12. List of certificates enclosed (only Xerox copies should be enclosed) :

Station :
Date :

Signature of the Candidate/Applicant