OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS COURT
SANGAREDDY

Dis.No. 3505 /Admn/2025, Dated: 25-11-2025

NOTIFICATION

Applications are invited from the eligible candidates upto **5:00 P.M** on 8.12.25 in the format enclosed herewith for appointment to the posts of Court Assistant to work in the Court of Special Judicial Magistrate of Second Class of Zaheerabad of Sangareddy Unit.

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

The term of the post of Court Assistant is (02) years and shall be paid remuneration of Rs.5000/- per Month.

The vacancy position of the posts:

Sl.NO.	Name of the Post	Number of Vacancy
1	Court Assistant	1

I. ELIGIBILITY:

a) 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.**

b) 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.

II. AGE:

a) As on 01.06.2026 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.

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III. Self attested copies of the documents to be enclosed to the application:

1. Certificates of Academic qualification.
2. Certificate evidencing date of birth.
3. One recent passport size photograph of the applicant is to be affixed at the top of the application in the place specified.
4. Retired employees are to be produce retirement proceedings.

IV. GENERAL 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 candidate for journey performed in connection with recruitment.
4. Application 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 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 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, dated: 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 AM and 10:30 AM.**

PRL. DISTRICT AND SESSIONS JUDGE,
SANGAREDDY.

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To,

1. All the Prl. District and Sessions Judges in Telangana State. 2. The Chief Judge, City Civil Court, Hyderabad. 3. The Metropolitan Sessions Judge, Hyderabad. 4. The Chief Judge, City Small Causes Court, Hyderabad. 5. The Principal Special Judge for C.B.I. Cases, Hyderabad. 6. The District Collector, Sangareddy. 7. All the Judicial Officers working in the Unit of District Judge, Sangareddy. 8. The Revenue Divisional Officer, Sangareddy 9. The Revenue Divisional Officer, Zaheerabad. 10. The Revenue Divisional Officer, Narayankhed. 11. The System Officer, Prl. District and Sessions Court, Sangareddy **(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.
<u>Copy Submitted to:</u> The Registrar General, Hon'ble High Court for the State of Telangana Hyderabad.	For favour of information.

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APPLICATION FOR THE POST OF

Ref:- Principal District Court, Sangareddy Notification Dis.No._____/Admin./2025,

Dated: .11.2025.

PROFORMA

Affix latest Passport Size Photograph duly attested by Gazetted Officer

1. Full name of the Applicant (in block letters)	
2. Father's/Husband's Name	
3. Date of Birth	
4. Age as on the date of Notification	
5. Cate/Category	
6. Gender	
7. Nationality	
8. Religion	
9. Educational Qualifications	
a) Academic	

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b) Technical	
10. Previous Experience (if any)	
11. Local/Non-Local	
12. Permanent Address	
13. Address for correspondence	
14. Mobile Number	

FOR RETIRED JUDICIAL EMPLOYEES

15. Date of Retirement	
16. Copy of Retirement proceedings/PPO to be enclosed	
17. Any Punishment awarded during service, if yes to be noted	

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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.

Signature of the Candidate/Applicant

Place :
Date :

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