

OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE : : MEDAK

Dis. No. 2252 /Admn/2024.

Dated : 12 -11-2024.

NOTIFICATION

Applications are invited from the eligible candidates to fill-up the Posts of Court Assistant and Court Attendants to work in the Court of Special Judicial Magistrate of Second Class, Narasapur and Medak in the format enclosed on or before 7/12/24 up-to 05.00 PM.

The Applications shall be submitted through registered post or through courier to "The Principal District and Sessions Judge, Medak" 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.5000/- for Court Assistants and Rs.3000/- for Court Attendants per Month.

The vacancy position of the posts:

Sl. No.	Name of the Court and Place	Name of the Post	No. of vacancies	Remuneration
1	II Special Judicial Magistrate of Second Class of Medak, Medak District.	Court Attendant	1	Rs. 3000/- per month
2	Special Judicial Magistrate of Second Class of Narsapur, Medak District.	Court Assistant	1	Rs. 5000/- per month
		Court Attendant	1	Rs. 3000/- per month

I. ELIGIBILITY:

- 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 **failed or passed 10th class** examination for the post of **Court Attendant**.
- 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:

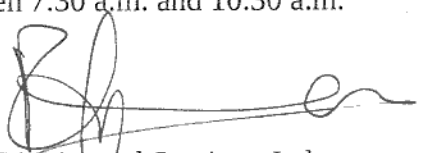
- As on 01.07.2024 the candidates must not have completed (34) years and must have completed (18) years. The relaxation of maximum age limit is 5 years in respect of SC/ST and BC candidates and 10 years in respect of physically handicapped and Ex-Service Men.
- Any retired employee who crossed the age limit of 65 years shall not be eligible for the appointment of Court Assistant and Court Attendant.

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

- 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 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. or D.A. will be paid for candidate for journey performed in connection with recruitment.
4. Applications with 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 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 7.30 a.m. and 10.30 a.m.


Prl. District and Sessions Judge,
Medak. 12/11/24

To:

1. All the Judicial Officers in Medak Unit, with a request to cause display of the notification on the Notice boards of their respective offices for wide publicity.
2. The District Collector, Medak with a request to cause display of the notification on the Notice Boards of their respective offices for wide publicity.
3. The District Employment Officer, Medak.
4. The President and members of the BAR Association, Medak.
5. The President and members of the BAR Association, Narsapur.
6. The System Officer/Computer Assistant of District, Medak with instructions to upload the notification in the Official Website.
7. Notice Board of Prl. District and Sessions Judge, Medak.

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APPLICATION FOR THE POST OF _____

Ref: Prl. District Court, Medak, Notification

Dis. No. _____/Admn./2024, dt: ___-11-2024

PROFORMA

*Affix latest passport size
photograph duly attested by
Gazetted Officer*

1. Full Name of the Applicant :
2. Father's / Husband's Name :
3. Date of Birth & Age as on 01-07-2024 :
4. Caste / Category :
5. Gender :
6. Nationality :
7. Religion :
8. Educational Qualifications :
 - a) Academic (Highest Qualification) :
 - b) Technical (Highest Qualification) :
 - c) Other (if any) :
9. Previous Experience (if any) :
10. Local/Non – Local :
11. Permanent Address :
12. Address for correspondence :
13. Mobile Number :

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.

Place :

Signature of the applicant

Date :

