OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, KAMAREDDY

Dis. No. 503 **/Admn/2026** **Dated:** 24**.02.2026**

:: N O T I F I C A T I O N ::

Sub: **COURTS** - FAST TRACK SPECIAL COURT FOR EXPEDITIOUS TRIAL AND DISPOSAL OF RAPE AND PROTECTION OF CHILDREN AGAINST SEXUAL OFFENCES (POCSO) ACT CASES AT KAMAREDDY DISTRICT - **Notification for filling up one post of female Office Subordinate on Contract Basis** - Issued-Reg.

Ref:
1. G.O. Ms.No. 58, Finance (HRM I) Dept, dt. 19.12.2019.
2. G.O.Ms.No. 104, Finance (HRM-II) Dept, dt. 30.12. 2019.
3. G.O.Rt.No.165, Law (LA, LA & J-Home-Courts A2) Dept., dt. 21.03.2022.
4. Hon'ble High Court's ROC.No. 496/E1/2019, dt 22.07.2022.

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Applications are invited from the eligible candidates and retired employees from Kamareddy District and outsiders of eligible female candidates of Kamareddy District on or before **06.03.2026** till **5.00 p.m.** for filling up one post of female Office Subordinate on **CONTRACT BASIS** on consolidated pay as per Rule 9 of the Telangana State and Subordinate Rules, 1996 for a period of **TWO YEARS** or on any date before that date or they can be continued till further orders as fixed by the appointing authority from time to time, in the Fast Track Special Courts for expeditious trial and disposal of Rape and Protection of Children against Sexual Offences (POCSO) Act Cases at Kamareddy District.

The applications shall be sent in a sealed cover addressed to the **PRINCIPAL DISTRICT AND SESSIONS JUDGE, KAMAREDDY** by mentioning the name of post applied for and send the same by way of **Ordinary Post/Speed Post/Courier. Applications will not be accepted directly in person or through any other intermediary.**

Sl.No	Name of the Post	No.of.Posts	Consolidated remuneration per month
1	Office Subordinate (Attender)	1 (for Female only)	Rs. 15,600/- per month

(I)

IN CASE OF RETIRED TELANGANA JUDICIAL MINISTERIAL SERVANTS:

Terms And Conditions For Retired Judicial Employees:

1. Applicant shall be the person retired as Member of Telangana State Last Grade Service Rules.
2. Applicant shall be the persons who have retired in the corresponding or higher Categories of Telangana Judicial Ministerial and Subordinate Services.
3. Applicant shall be the person of sound health and active habits.
4. Applicant shall be the person with proven record of ability, good performance and integrity.
5. Applicant shall be the person who has not received any punishment for any misconduct in disciplinary Proceedings while in Service.
6. The persons **who have not completed 65 years of age and must not have completed 64 years of age as on the date of application.**
7. Persons selected have to produce Fitness Certificate and enter into Agreement/Contract with the Principal District and Sessions Judge, at Kamareddy on such terms and conditions as the appointing authority deems fit, proper and necessary regarding the conditions of appointment and service and on all other required particulars.
8. The candidates are directed to produce a copy of Retirement proceedings issued by the concerned District Judge or copy of the Pension Payment Order (PPO) issued by the competent authority.

(II)

IN CASE OF NON-AVAILABILITY OF RETIRED MINISTERIAL STAFF OF JUDICIAL DEPARTMENT, THE CANDIDATES FROM OUTSIDE WILL BE CONSIDERED FOR APPOINTMENT.

THE FOLLOWING ARE THE CONDITIONS IN CASE OF OUTSIDERS FOR THE ABOVE POSTS:

AGE LIMIT:

1. As on 01.07.2025, a candidate must have completed the age of (18) years and must not have completed the age of (34) years.
2. The relaxation of maximum age limit in respect of SC/ST/BC/EWS categories is 5 years and case of candidates with physical disabilities, they shall be given age relaxation of 10 years.

EDUCATIONAL QUALIFICATIONS:-

Must have passed any exam between 7th to 10th class or its equivalent examination. **The candidate who is having higher qualification than 10th class shall not be considered eligible.**

METHOD OF RECRUITMENT:-

1. There will be oral interview for the eligible candidates for the post of Office Subordinate.
2. The date of interview for the post of Office Subordinate will be informed later.

ATTESTED COPIES OF DOCUMENTS TO BE ENCLOSED TO THE APPLICATION:-

a) Original Certificates of academic qualifications/technical qualifications, such as, marks list, pass certificates, certificate evidencing date of birth (S.S.C., Transfer Certificate, etc are mandatory).

b) Date of Birth Certificate.

c) Community Certificate in case of SC/ST/BC/EWS issued by the competent authority.

d) Employment Registration Card.

e) Certificate in respect of Local/non-local candidature in terms of Presidential Order 2018.

f) **Two self-addressed Speed Postal covers** with acknowledgement worth of **Rs.57/- or as fixed by the Postal Department with RPAD.**

GENERAL INSTRUCTIONS:

1. The candidates will be appointed only on Contract basis as per Rule -9 of Telangana State Subordinate Service Rules, 1996 and Last Grade Service Rules for a period of **Two years** or on any date before that date or they can be continued till further orders as fixed by the appointing authority from time to time on executing a Deed of Agreement at the time of making their appointment.
2. No other service rules shall be applicable other than the above.
3. Applications received **after 05.00 P.M. on 06.03.2026** will not be accepted.
4. The contract appointment shall automatically cease to be in operation unless a fresh proposal is made and fresh contract is entered into.
5. The candidates who are possessing higher qualification than 10th class are not considered as eligible for the post of Office Subordinate.
6. No T.A. and D.A. will be paid for the journey performed in connection with examinations/skill test, oral interview and for appointment.
7. Applications with insufficient information will be summarily rejected.
8. Applications received after the stipulated date time would not be accepted.
9. No correspondence will be entertained in any respect.
10. Candidates resorting to bring influence of any kind will be disqualified summarily.
11. In case of Retired Employees, the monthly amount shown above shall be in addition to the terminal benefits from his previous employment.
12. In case of retired employees, the provisions contained in Telangana Civil Service (Conduct) Rules, 1964 and Telangana Pension Code shall be applicable mutatis mutandis.

Prl. District & Sessions Judge,
Kamareddy.

To

1. All the Judicial Officers in the Unit with a request a cause display of the notification on the Notice Boards of their respective Courts.
2. The Notice Board of District Court, Kamareddy.
3. The District System Administrator of District Court, Kamareddy with an instruction to upload the notification in the Official Website.
4. All the Principal District Judges of Telangana State with a request to cause the notification displayed on the notice boards of respective Courts.
5. The Collector and District Magistrate, Kamareddy District with a request to affix a copy of notification on the Notice Board of Collectorate.

APPLICATION FOR THE POST OF OFFICE SUBORDINATE

Ref: District Court, Kamareddy Notification in Dis No. /2026/ADM/DCK, dt. .02.2026

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 :
4. Age (as on 01.07.2025) :
5. Caste/Category :
6. Gender :
7. Nationality :
8. Religion :
9. Educational Qualifications :
10. a) Academic
    b) Technical
    c) Other (if any)
11. Previous Experience if any :
12. Local/Non Local :
13. Permanent Address :
14. Address for correspondence :
15. Mobile Number :

FOR RETIRED JUDICIAL EMPLOYEES:

16. Date of Retirement :
17. Copy of Retirement Proceedings / PPO to be enclosed :
18. Any punishment awarded during service, if yes to be noted :

DECLARATION

I solemnly declare that the above information submitted by me is true and correct to the best of my knowledge. If any information submitted by me is found to be false, action may be taken against me.

Place:

Date:

Signature of the applicant.