OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, KAMAREDDY

Dis. No. 935 /Admn/2026 Dated: 16 .04.2026

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

Sub: **COURTS** - Notification for filling up one post of Court Assistant to work in the Court of Special Judicial Magistrate of Second Class, Banswada – Issued - Reg.

Ref: 1. G.O. Ms.No. 35, Law (LA, & J-Home-Courts A) Dept., dt. 22.01.1997.
2. Hon'ble High Court ROC.No. 2589/E1/1995, dt 06.01.2001.
3. G.O.Rt.No.283, Law (LA, & J-Home-Courts A2) Dept., dt. 25.06.2018.
4. Roc.No.1163,1789,1984/SO-2/2020,2134,2265,2293,2800/SO/2021,175,1381,1946/SO/2022 and 199/SO/2023, Dt.17.01.2026, Communicated from Registrar General, Hon'ble High Court for the State of Telangana, Hyderabad.

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Applications are invited from the eligible candidates, Retired Employees and outsiders of Kamareddy District on or before 23**.05.2026** till **5.00 p.m.** for filling up one post of Court Assistant to work in the Court of Special Judicial Magistrate of Second Class, Banswada.

The Application 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. Application will not be accepted directly in person or through any other intermediary.

Sl. No	**Name of the Court and Place**	**Name of the Post**	**No. of Post**	**Monthly remuneration**
1	Special Judicial Magistrate of Second Class, Banswada.	Court Assistant	1	Rs. 5,000/- per month (Consolidated Pay)

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., Junior Assistant, Typist, Field Assistant, Copyist, Examiner in the Judicial Department is eligible for appointment of Court Assistant.

AGE:

a) 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. The relaxation of maximum age limit in respect of SC/ST and BC is 5 years and the relaxation of maximum age limit is 10 years for the candidates with physical disabilities 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.

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 (If available).
e) Certificate in respect of Local/non-local candidature in terms of Presidential Order 2018.
f) One recent passport size photograph of the applicant to be affixed at the top of the application in the place specified.
g) Two self-addressed Speed Postal covers with acknowledgement worth Rs.70/- or as fixed by the Postal Department with Speed Post.
h) The Retired employees have to produce Retirement Proceedings.

GENERAL INSTRUCTIONS:

1. Applications received **after 05.00 P.M. on 23.05.2026** will not be accepted.

2. Application has to be submitted in the enclosed proforma and applications received in any other format will be summarily rejected.

3. 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.

4. No T.A. and D.A. will be paid for the journey performed in connection examination/oral interview and for appointment.
5. Application with insufficient information will be summarily rejected.
6. Application which does not contain necessary enclosures as detailed above will be rejected.
7. No correspondence will be entertained in any respect.
8. The Office is not responsible for postal delay, delay caused by any other service like courier or delay in delivery, etc., and no correspondence will be entertained in any respect.
9. The candidates resorting to bring any influence of any kind will be summarily disqualified.
10. The appointing authority reserves the right to cancel the notification without assigning any reason thereof.
11. As per the Hon'ble High Court's Circular ROC.No.802/SO/1997, dt.29.01.1998, the Special Judicial Magistrate of Second Class Courts are functioning for (5) days in a week i.e. from Monday to Friday on working days between 7.30 A.M to 10.30 A.M and in case of emergency they may work on Saturday as well.

16/4/26

Prl. District & Sessions Judge,
Kamareddy

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

True Copy/Forwarded/by Order
Chief Administrative Officer
Prl. Dist. & Sessions Judge's Court
KAMAREDDY

APPLICATION FOR THE POST OF _____

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.**