

PRL. DISTRICT COURT : ANANTHAPURAMU

Dis.No.6382/2023/Admn/Staff

Date 21.11.2023.

NOTIFICATION FOR APPOINTMENT ON MONTHLY HONORARIUM BASIS

Applications are invited for the posts of **Court Assistant** and **Court Attendant**, in prescribed proforma, for appointment on **monthly honorarium basis** in accordance with the provisions of G.O.Ms.No.35, Law (LA&J-Courts-A) department, dated 22.01.1997, the guidelines of Hon'ble High Court of Andhra Pradesh issued vide ROC No.2589/E1/1995 dated 06.01.2001; to work in following Spl. Judicial Magistrate of II Class Courts in the Unit of the Prl. District Judge, Ananthapuramu.

Name of the Post	Name of the Court	No. of vacancies	Honorarium /as per G.O.Rt.No.1231, Law (L and LA&J-Home.Courts.A) Dept., dated 27.12.2022;
Court Assistant	Spl. Judicial Magistrate of II Class Court, Penukonda	1	Rs.10,000/-
Court Attendant	Spl. Judicial Magistrate of II Class Court, Tadipatri	1	Rs.6,000/-

Eligibility:

Educational and other Qualifications :

1) For Court Assistant:

- i) Any retired person who held any post in APJMS/APJMSS or any retired person who held the post of Assistant, Examiner, Typist, Copyist and above in the A.P.High Court Service is eligible for appointment as Court Assistant.

Provided that if suitable retired employees from APJMS/APJMSS and APHC Service do not respond to recruitment notification or otherwise not available, an outsider will be appointed.

- ii) Educational qualification : 1) Bachelor's Degree

2) Must have knowledge or qualification in computer operation.

- iii) **Age** : Must have completed the age of 18 years and must not have attained the age of 65 years.

- iv) **Fitness**: Should be physically and mentally fit to hold the post. The selected candidates should produce medical fitness and mental alertness certificates.

2) For Court Attendant:

- i) Any retired person who held the post of Attender, Process Server or in any other post in the last grade service in the subordinate courts or in the High Court service is eligible for appointment as Court Attendant.

Provided that if suitable retired employee from the last grade service in the Subordinate courts and the High Court Service does not respond to recruitment notification or otherwise not available, an outsider will be appointed.

- ii) Educational qualification : Pass in VII Class.

Candidates who failed Intermediate will be considered eligible, but those who have higher qualifications than that will not be considered.

- iii) **Age** : Must have completed the age of 18 years and must not have attained the age of 65 years.

- iv) **Fitness**: Should be physically and mentally fit to hold the post. The selected candidates should produce medical fitness and mental alertness certificates.

- 3) The appointments for the posts of Court Assistant and Court Attendant will be for a period of **two years** and if the work of the persons holding the said posts is satisfactory, such persons may be considered for re-appointment for the **subsequent period**.

- 4) Preference will be given to the local candidates i.e. persons living in the same station or nearby place.

- 5) Preference will be given to those candidates who have experience in the field.

- 6) Selection will be made on the basis of merit of the candidates. Written Test or Interview of the standard consistent with the minimum general educational qualifications prescribed and nature of duties may be conducted, as may be decided by the undersigned in due course.

7) **Last date for submission of applications: 21.12.2023**

8) **Mode of applying :**

Candidates seeking appointment to the above posts should send their applications only in the prescribed proforma addressed to **THE PRL. DISTRICT JUDGE, ANANTHAPURAMU** and should mention the name of the post applied for on the envelop cover. The applications must reach the above address by **5-00 P.M.** on or before the last date.

Applications received after last date will not be entertained.

Attested copies of the following should be enclosed to the application:

1. Certificates of Academic and Technical Qualifications and other certificates to prove their professional skills if any.
2. Certificate evidencing Date of Birth.
3. Community Certificate i.e., BC/SC/ST with groups (in case of reserved categories issued by authority concerned).
4. Any other relevant certificates.
5. A stamped self-addressed cover.
6. One recent passport size photograph of the applicant duly attested by the Gazetted Officer to be affixed at the top of application in the place specified.

GENERAL INSTRUCTIONS :

- (i) Applications are to be submitted in the proforma prescribed which is appended hereto and applications received in any other format will be summarily rejected.
- (ii) No T.A. or D.A. will be paid for the journey performed in connection with recruitment.
- (iii) Applications with insufficient information will be summarily rejected.
- (iv) Applications which do not contain necessary enclosures as detailed above will be rejected.
- (v) Applications received after due date will not be accepted.
- (vi) Applications received prior to this notification will not be considered.
- (vii) This office is not responsible for any postal delay, delay caused by any other service like courier or delay in delivery, etc.
- (viii) Mere applying will not give any right to any person to be called either for Written Examination or for interview as the applications of the candidates will be short listed as per the guidelines issued by the Hon'ble High Court from time to time.
- (ix) Selection will be made as per guidelines issued by the Hon'ble High Court of Andhra Pradesh.
- (x) The appointing authority reserves the right to cancel the notification without assigning any reasons therefor.
- (xi) The employees who were dismissed, removed, compulsorily retired or made to seek retirement are not eligible for re-employment.
- (xii) The postings and transfers of the employees re-employed shall be at the discretion of the undersigned as required and necessitated by administrative exigencies subject to overall supervision of Hon'ble High Court of A.P.
- (xiii) The appointed candidates shall be entitled to such consolidated monthly honorarium as may be determined from time to time by the Government/Hon'ble High Court of Andhra Pradesh.
- (xiv) The appointed candidates shall be required to discharge their duties sincerely, courteously and honestly to the satisfaction of the Presiding Officers.
- (xv) The services of the appointed candidates are liable to be terminated at any time without assigning any reasons and without any notice and the appointment is purely temporary and on honorarium basis.

/ t.c.f.b.o. /


Chief Administrative Officer.

Sd/- G.Srinivas,
PRL. DISTRICT JUDGE,
ANANTHAPURAMU.

To

- 1) All the Judicial Officers in the district to display on Notice Boards.
- 2) The District Collector, Ananthapuramu, for display on their Notice Boards.
- 3) The District Collector, Sri Sathya Sai District, Puttaparthi, for display on their Notice Boards.
- 4) The Notice Board of the Prl. District Court, Ananthapuramu.
- 5) The website of Prl. District Court, Ananthapuramu.
- 6) The Stock file.

PRL.DISTRICT & SESSIONS COURT : ANANTHAPURAMU

(Notification Dis.No.6382/2023/Admn/Staff Dated 21.11.2023)

For appointment on **HONORARIUM BASIS**

Affix latest
passport size
Photograph duly
attested by
Gazetted Officer

APPLICATION FOR THE POST OF: _____
(Court Assistant/Court Attendant)

**Name of the Court to which the
post applied for belongs** : _____

1. Name of the applicant, in full
(in capital letters) :

2.a) Father's Name :

b) Husband's Name
(In case of married woman) :

3. Sex (Male / Female) :

4. Date of Birth and Age as on
01.07.2023
(as per S.S.C./relevant certificate) :

5. Address for correspondence
(With Cell phone No.) :

6. Permanent Address :

7. Whether belongs to OC, BC,
SC or ST (Specify the sub-group/caste) :

8. Qualifications
(Both Academic and Technical) :

9. Previous Experience, if any :

DECLARATION

I hereby declare that all the entries/statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, action can be taken against me by the authority.

I further declare that I fulfil all the conditions of eligibility regarding the age limit/educational qualifications/caste etc., prescribed for the post to which I am applying.

STATION :

DATE :

SIGNATURE OF THE APPLICANT