

PRINCIPAL DISTRICT COURT, EAST GODAVARI AT RAJAMAHENDRAVARAM

**NOTIFICATION INVITING APPLICATIONS FOR THE POST OF
HEAD-CLERK ON CONTRACT BASIS IN VI ADDITIONAL DISTRICT
COURT (FTC), KAKINADA FROM THE RETIRED CHIEF ADMINISTRATIVE
OFFICERS / SENIOR SUPERINTENDENTS / SUPERINTENDENTS IN A.P.
JUDICIAL MINISTERIAL AND SUBORDINATE SERVICE**

DATED 22.09.2025

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Sub:- FAST TRACK COURTS – Applications are invited for the post of Head-Clerk on contract basis in VI Additional District Court (FTC), Kakinada in the Unit of the District Judge, East Godavari from the Retired Chief Administrative Officers/ Senior Superintendents / Superintendents of A.P. Judicial Ministerial and Subordinate Service - Notification – Issued.

Read:- 1) High Court's Proceedings in Roc.No.275/E1/2008, dated 31.12.2018.
2) High Court's letter Roc.No.143/2001-RC, Dated 24.03.2001.
3) G.O.Ms. No.38, Law (LA&J Home Courts-C) Department, dated 27-03-2001.
4) G.O.Rt.No.699, Law (L, LA&J-Home Courts-A) Department dated 27.07.2022.
5) High Court's Letter Roc.No.3977/E1/2003, dated 31.01.2023
6) Letter Dis.No.1158, dt. 10.02.2023 & 4588, dt. 8.6.2023 from the Principal District Judge, East Godavari District.
7) Hon'ble High Court's Letter Roc.No.51/E1/2023, dated 19.8.2023.
8) District Court Proceedings dated Dis.No.6152, dt.20.06.2025.

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In terms of the G.Os., and the Hon'ble High Court's communication 1st to 5th and 6th referred above, applications are hereby invited from the willing retired Chief Administrative Officers/ Senior Superintendents / Superintendents of the Judicial Department, for the post of Head-Clerk on contract basis in VI Additional District Court (FTC), Kakinada in the Unit of District Judge, East Godavari.

S.No	Name of the Court and Station	Number of posts	Remuneration
01	VI Additional District Court (FTC), Kakinada	1	Rs.44,570/- per month

N.B: The Appointment of retired Judicial Employees is subject to the following conditions:

1. Only Persons who have retired as Chief Administrative Officers / Senior Superintendents / Superintendents of A.P. Judicial Ministerial Service will be considered for the post of Head-Clerk.
2. Ministerial Officers who have retired on attaining the age of superannuation and who have not attained the age of 65 years.
3. Ministerial Officers having satisfactory record of service and who are of sound health and active habits alone will be considered.
4. The candidates have to produce medical fitness certificate and should be physically and mentally fit to hold the post. The term of re-employment will be determined from time to time.
5. The employees who were dismissed, removed, compulsorily retired or made to seek retirement on medical grounds are not eligible for re-employment.
6. The employees who are re-employed shall be entitled to such consolidated remuneration as may be determined from time to time by the Government/Hon'ble High Court.
7. The re-employed shall be required to discharge their duties sincerely courteously and honestly to the satisfaction of the Presiding Officers.
8. The services of the re-employed employees are liable to be terminated at any time without assigning any reasons and without any notice and the appointment is purely temporary and on contract basis.
9. On appointment the appointees shall enter into an agreement with the concerned Unit Head initially for a period of one year, subject to renewal for a further period from time to time at the discretion of the Unit Head.
10. The applicants should submit their Service Certificates along with the applications obtained from the Officers where they last worked.

The applications should be in prescribed proforma appended hereto, to be submitted directly to the District Court, Rajamahendravaram **on or before 5.00 P.M. of 10.10.2025.**

Scm
22.9.25

PRINCIPAL DISTRICT JUDGE

SR

ben

DIS 9266
22/9/25

To

1. All the Courts in the unit of District Judge, East Godavari with request to display the same on their respective notice boards.
2. Copy to the Notice Board, District Court, Rajamahendravaram.
3. The System Officer (In-charge), District Court Rajamahendravaram with instruction to upload the Notification in e-Courts website.

APPLICATION FORM

APPLICATION FOR THE POST OF HEAD-CLERK ON CONTRACT BASIS IN
VI ADDITIONAL DISTRICT COURT (FTC), KAKINADA **FROM THE RETIRED**
CHIEF ADMINISTRATIVE OFFICERS / SENIOR SUPERINTENDENTS /
SUPERINTENDENTS IN A.P.J.M.S.S.

Affix Recent
Passport size
photo

1	Name of the Applicant (In block letters)	:	
2	Name of Father/Husband	:	
3	Full Address of the Applicant	:	
4	Mobile No.	:	
5	Date of Birth	:	
6	Age as on 01.09.2025	:	
7	Caste & Community	:	
8	Educational Qualifications	:	
9	Technical Qualifications	:	
10	Particulars of previous service held in Judicial Department with Stations and periods.	:	
11	Date of retirement from service with copy of Proceedings.	:	
12	Details of punishments, if any imposed.	:	

I, _____ hereby
solemnly declare that the particulars furnished above are true to the best of
my knowledge and belief and any untrue averment will disqualify me from
holding any appointment in the Department.

Station:

Dated:

Signature of the Candidate

To

The Principal District & Sessions Judge, East Godavari at
Rajamahendravaram - 533 104.

**NB: Applications received from other than the retired Judicial employees
will not be considered.**