

NOTIFICATION No.1/2025

Applications are invited from the eligible retired Judicial Employees for appointment to the post of **Head Clerk** (on contract basis) in the following Special Magistrate Courts, Visakhapatnam District, (Established with the funds of 13th Finance Commission), on consolidated monthly remuneration, as per the existing Rules.

| S.No | Name of the Court |
|------|--|
| 1 | Spl. Magistrate Court-II, Visakhapatnam |
| 2 | Spl. Magistrate Court-III, Visakhapatnam |
| 3 | Spl. Magistrate Court-VI, Visakhapatnam |
| 4 | Spl. Magistrate Court, Bheemunipatnam |

Note:

1. The Ministerial Officers who were retired as Superintendents (Category-3) and above are eligible for appointment as Head Clerks (on contract basis)
2. The ministerial officers who retired on attaining the age of superannuation and who have not attained the age of **sixty nine** years are eligible.
3. A person who has received any punishment for any misconduct in disciplinary proceedings while in service is not eligible for appointment to the post of Head Clerk. (on contract basis)
4. The employees who were dismissed, removed, compulsorily retired or made to seek retirement are not eligible for re-employment.
5. A person of unsound mind or is deaf or mute or blind or suffering from leprosy or any other contagious deceases is not eligible for appointment to the post of Head Clerk.
6. Preference will be given to the local candidates i.e., persons living in Visakhapatnam District. If there are no suitable persons in the District, the appointing authority may take candidates from the other districts also.
7. Persons selected, has to produce a physical fitness certificate.
8. The re-employed employees shall be required to discharge their duties sincerely, courteously and honestly to the satisfaction of the Presiding Officers.
9. 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 ad-hoc basis.
10. On appointment, the appointees shall enter into an agreement with the District Judge upto 31.03.2026, subject to renewal for a further period from time to time at the discretion of the Hon'ble High Court.

The applications in the prescribed enclosed proforma along with the following documents should reach this office on or before **06-06-2025**

1. Xerox copies of proof of date of birth and Educational qualifications (attested copies)
2. Proof of retirement as Judicial Ministerial Officer (Attested copy).

**PRINCIPAL DISTRICT JUDGE
VISAKHAPATNAM**

To

1. All the District & Sessions Judges in the State of Andhra Pradesh with a request to cause this notification affixed on their respective Notice Boards.
2. All the Judicial Officers in the District, with a request to cause this notification affixed on their respective Notice Boards.

Copy to:

Notice Board, District Court, Visakhapatnam.

Dis No: 4940
29-5-25

Visakhapatnam,
Date:

To
The Hon'ble Principal District & Sessions Judge,
VISAKHAPATNAM.

APPLICATION FOR THE POST OF

P R O F O R M A

1. Name of the applicant in full :
(BLOCK LETTERS)
2. Father's name :
3. Present Address and :
Phone No.
4. Date of Birth with proof :
5. Community :
6. Educational Qualifications :
7. Technical qualifications :
8. Post held in A.P. Judicial :
Ministerial Service.
9. Court/Unit where he/she :
last worked
10. Date of retirement :
11. Whether he/she was inflicted :
with any Punishments during
his/her service if so, furnish
the details.

Signature of the applicant