



## **PRINCIPAL DISTRICT COURT, KRISHNA AT MACHILIPATNAM**

**Notification No.: 02/2026 Dated 26.10.2026**

Applications are invited from eligible retired judicial employees and eligible outside candidates for appointment on a contract basis to the following posts in the Fast Track Courts sanctioned to Krishna District.

The appointment of outside candidates shall be considered only in the event of non-availability of suitable and eligible retired judicial employees for the respective posts.

**Last date for receipt of applications: 13.11.2026 up to 5:00 P.M.**

### **1. DETAILS OF VACANCIES**

| Sl. No. | Name of the Post              | No. of Vacancies |
|---------|-------------------------------|------------------|
| 1       | Head Clerk                    | 04               |
| 2       | Stenographer                  | 05               |
| 3       | Junior Assistant-cum-Typist   | 02               |
| 4       | Office Subordinate (Attender) | 01               |
|         | <b>Total</b>                  | <b>12</b>        |

### **2. POST-WISE QUALIFICATIONS AND ELIGIBILITY**

#### **I. HEAD CLERK — 04 VACANCIES**

##### **A. Retired Judicial Employees Only**

1. Judicial Ministerial Officers who retired as Superintendent in Category III of the A.P. Judicial Ministerial Service Rules (A.P.J.M.S.S. Rules), or above.
2. Such officers must have retired on attaining the age of superannuation and must not have attained the age of 65 years.
3. They must have a satisfactory record of service and good knowledge on computer operations.

#### **II. STENOGRAPHER — 05 VACANCIES**

##### **A. Retired Judicial Employees**

1. Judicial Ministerial staff who retired as Stenographers.
2. Such staff must have retired on attaining the age of superannuation and must not have attained the age of 65 years.
3. They must have a satisfactory record of service and good knowledge on computer operations.

## **B. Outside Candidates**

1. Must possess a Bachelor's Degree from a recognized university.
2. Must have passed the Andhra Pradesh Government Technical Examination in English Typewriting (Higher Grade).
3. Must have passed the Andhra Pradesh Government Technical Examination in English Shorthand (Higher Grade) or an equivalent examination.
4. If candidates possessing the Higher Grade qualifications are not available, candidates possessing the corresponding Lower Grade qualifications may be considered.
5. Must possess good knowledge of, or a qualification in, computer operations.
6. Priority will be given to the candidates who worked in the Courts earlier.

**Condition: Outside candidates shall be considered for this post only if suitable and eligible retired judicial employees are not available.**

## **III. JUNIOR ASSISTANT-CUM-TYPIST — 02 VACANCIES**

### **A. Retired Judicial Employees**

1. Retired judicial employees who held the post of Junior Assistant with a Typewriting qualification, or who retired as Typists or from a higher category in the A.P. Judicial Ministerial Service, possessing the requisite Typewriting qualification.
2. Such employees must have retired on attaining the age of superannuation and must not have attained the age of 65 years.
3. Must possess good knowledge of, or a qualification in, computer operations.

### **B. Outside Candidates**

1. Must possess a Bachelor's Degree from a university established or incorporated by or under a Central Act, State Act or Provincial Act in India, or from an institution recognized by the University Grants Commission (UGC), or an equivalent qualification.
2. Must have passed the Andhra Pradesh Government Technical Examination in English Typewriting (Higher Grade).
3. Must possess good knowledge of, or a qualification in, computer operations.
4. Priority will be given to the candidates who worked in the Courts earlier.

**Condition: Outside candidates shall be considered for this post only if suitable and eligible retired judicial employees are not available.**

#### **IV. OFFICE SUBORDINATE (ATTENDER) — 01 VACANCY**

##### **A. Retired Judicial Employees**

1. Last Grade employees who retired on attaining the age of superannuation and have not attained the age of 65 years.
2. They must have either car driving skill or cooking skill or ironing work skill.
3. They must have a satisfactory record of service.

##### **B. Outside Candidates**

1. Must have passed 7<sup>th</sup> class examination or its equivalent examination. Candidates who failed Intermediate or equivalent examination will be considered eligible, but those who have higher qualifications than that will be not considered eligible.
2. They must have either car driving skill or cooking skill or ironing work skill.
3. Candidates possessing qualifications higher than those specified above shall not be eligible for this post.
4. Priority will be given to the candidates who worked in the Courts earlier.

**Condition: Outside candidates shall be considered for this post only if suitable and eligible retired judicial employees are not available.**

#### **3. AGE LIMIT AND RELAXATIONS**

For outside candidates, the applicant must have completed 18 years of age and must not have completed 44 years of age as on **01.07.2026**, subject to the applicable rules.

1. The upper age limit shall be relaxed by five years for candidates belonging to the Scheduled Castes (SC), Scheduled Tribes (ST), Backward Classes (BC) and Economically Weaker Sections (EWS), subject to the applicable rules.
2. The upper age limit shall be relaxed by ten years for Persons with Benchmark Disabilities and Ex-Servicemen, as applicable under the rules in force.

#### **4. DISQUALIFICATION**

1. Employees who retired voluntarily on the ground of medical invalidation, or who were compulsorily retired, dismissed or removed from service.
2. Persons who received punishment for misconduct in disciplinary proceedings during their service.

#### **5. METHOD OF SELECTION AND TESTS**

Selection shall be made by considering eligible retired judicial employees in the first instance. In the event of non-availability of suitable and eligible retired judicial employees for a particular post, eligible outside candidates shall be considered.

The following tests and selection procedures shall be conducted for the respective posts:

| Sl. No. | Name of the Post              | Category of Candidates                            | Method of Selection                                                                                                                                                                                                                                  |
|---------|-------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Head Clerk                    | Retired Judicial Employees                        | An objective-type test relating to the duties, responsibilities and functions of a Head Clerk in the judicial work shall be conducted to assess the candidate's suitability for the post followed by interview.                                      |
| 2       | Stenographer                  | Retired Judicial Employees                        | A skill test in stenography and computer proficiency test relating to e-Courts work and the computer applications used in the judicial department shall be conducted to assess the candidate's suitability for the post followed by interview.       |
|         |                               | Outside Candidates                                | A skill test in stenography, typewriting and relevant computer operations, shall be conducted to assess the candidate's suitability for the post followed by interview.                                                                              |
| 3       | Junior Assistant-cum-Typist   | Retired Judicial Employees                        | A computer proficiency objective test relating to bench work, bench typing, e-Courts work and the computer applications used in the judicial department shall be conducted to assess the candidate's suitability for the post followed by interview. |
|         |                               | Outside Candidates                                | Objective test to assess the suitability for the post and skill test in typewriting with relevant computer operations shall be conducted followed by interview.                                                                                      |
| 4       | Office Subordinate (Attender) | Retired Judicial Employees and Outside Candidates | An interview shall be conducted to assess the candidate's suitability for the post. The applicant must have proficiency either in car driving skill or cooking skill or ironing work skill.                                                          |

## 6. GENERAL INSTRUCTIONS

1. Candidates shall be physically and mentally fit to discharge the duties of the post applied for.
2. Selected candidates shall execute an agreement with the Principal District Judge, Krishna District, Machilipatnam, initially for a period of one year, subject to the applicable rules and conditions of appointment.
3. Consolidated monthly remuneration shall be paid in accordance with the applicable rules and orders.

4. The appointment shall be purely temporary, contractual and ad hoc. The services of re-employed employees shall be liable to termination in accordance with the applicable terms and conditions of appointment.
5. Retired employees shall produce certificates in proof of their age, retirement, designation, service and satisfactory service record.
6. Outside candidates shall enclose attested copies of certificates relating to educational and technical qualifications, date of birth, community/category, where applicable, and other required particulars.
7. Applications containing incomplete or insufficient information, or not accompanied by the required enclosures, shall be rejected.
8. No travelling allowance shall be paid for attending any examination, skill test, interview or other stage of recruitment.
9. Applications received after the prescribed last date and time shall not be accepted. Applications submitted before the date of this notification shall not be considered.
10. This office shall not be responsible for postal delays or delays caused by courier or other delivery services.
11. The Principal District Judge reserves the right to cancel or modify this notification at any time without assigning any reasons.
12. Applicant shall enclose a self-addressed postal cover, duly affixed with the requisite postal stamps.
13. Applications shall be addressed to the Principal District Judge, Krishna at Machilipatnam.

Machilipatnam,  
Dt: 26.10.2026.

*Dist No. 9366,  
26-10-2026*

  
**PRINCIPAL DISTRICT JUDGE  
KRISHNA, MACHILIPATNAM**

*C-40*

To:

- 1) All the Prl. District Judges in the State with a request to cause display in the Notice Boards of their Courts along with their Subordinate Courts in the respective Districts.
- 2) All the Judicial Officers in Krishna District with a request to cause the same affixed on their respective office notice boards.
- 3) The District Collector, Krishna, Machilipatnam, with a request to cause display in the notice Board and also to mark Notification to the concerned authorizes in the entire District for publication of the same on the Notice Boards of such authorities of the purpose of vide publicity.
- 4) The District Collector, NTR District, Vijayawada, with a request to cause display in the notice Board and also to mark Notification to the concerned authorizes in the entire District for publication of the same on the Notice Boards of such authorities of the purpose of vide publicity.
- 5) The Notice Board of District Court, Krishna, Machilipatnam.
- 6) The System Officer, Principal District Court, Krishna at Machilipatnam, to upload the same in the District Court's Official website.

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