

# **HIGH COURT OF ANDHRA PRADESH AT AMARAVATI**

## **NOTIFICATION No. 1/2023/Estt., Date 04-01-2023 FOR RECRUITMENT TO THE POST OF COURT MASTER AND PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS IN THE SERVICE OF THE HIGH COURT OF ANDHRA PRADESH UNDER LIMITED / DIRECT RECRUITMENT**

Applications are invited from the eligible candidates for filling up vacant posts of **COURT MASTER AND PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS** in the High Court of Andhra Pradesh.

The said post carries the time scale of pay of Rs.57100-1580-60260-1700-65360-1830-70850- 1960-76730-2090- 83000-2240- 89720-2390- 96890-2540- 104510-2700-112610-2890-121280-3100-130580-3320-140540-3610-147760.

### **I. 29 VACANCIES UNDER LIMITED RECRUITMENT :**

<b>Sl. No.</b>	<b>Class or Category</b>	<b>Number of posts</b>
1.	BC-A	04 (01 Woman)
2.	BC-B	03
3.	BC-E	03
4.	Scheduled Castes	13 (04 Women)
5.	Scheduled Tribes	06 (01 Woman)
	<b>Total</b>	<b>29 (06 Women)</b>

### **II. 10 VACANCIES UNDER DIRECT RECRUITMENT :**

<b>Sl. No.</b>	<b>Class or Category</b>	<b>Number of posts</b>
1.	Open Competition	04 (01 Woman)
2.	Economically Weaker Sections	06 (01 Woman)
	<b>Total</b>	<b>10 (02 Women)</b>

*A. Srinivasulu*

**NOTE:**

1. The High Court of Andhra Pradesh reserves the right to increase or decrease the number of vacancies or cancel the Notification, at any stage, without assigning any reason whatsoever. No right will accrue to the candidate by virtue of the Notification.
2. If provisionally selected candidate does not join the post, the next meritorious candidate may be considered for provisional selection.
3. Selection of a candidate against BC-E vacancy will, however, be subject to outcome of Civil Appeal Nos.2628 – 2637/2010 pending consideration before the Hon'ble Supreme Court of India.

**III. QUALIFICATION:**

**The candidates should possess all the requisite qualifications as indicated below.**

- (A) A Degree in Arts or Science or Commerce of any University in India established or incorporated by or under Central Act, Provincial Act or a State Act or from any Institution recognized by the University Grants Commission or any other Degree equivalent to such qualification.
- (B) A pass in 180 w.p.m. Speed in English Shorthand examination, conducted by the **A.P. State Board of Technical Education**, or such other qualification as may be considered by the Hon'ble Chief Justice to be equivalent to the said qualification. However, candidates who have passed 150 w.p.m. in Shorthand English also can apply.
- (C) A pass in Typewriting by Higher Grade examination in English, (with a speed of 45 words per minute.) conducted by the **A.P. State Board of Technical Education** or any other qualification as may be considered by the Hon'ble Chief Justice to be equivalent to the said qualification.
- (D) Preference will be given to candidates possessing Computer skills.

**IV. AGE LIMIT:**

- 1) As on 01.01.2023, the candidate must have completed the age of 18 years and must not have completed the age of 42 years as per G.O.Ms.No.120, General Administration (Service-A) Department, dated 28.09.2022.
- 2) The relaxation of age limit in respect of Scheduled Castes, Scheduled Tribes, Backward Classes and Economically weaker sections is 5 years. In case of persons with disabilities they shall be given age relaxation of 10 years **(for Direct Recruitment)**.
- 3) The upper age limit for the candidates belonging to Scheduled Castes and Scheduled Tribes shall be 52 years as per Rule 12 (1) (b)(i) of the A.P. State and Subordinate Service Rules, 1996 **(for Limited Recruitment)**.

*A. Singh*

**V. RESERVATION:**

- 1) The recruitment shall be subject to the rule of reservation in favour of candidates belonging to SC, ST and BC as per the Andhra Pradesh State and Subordinate Service Rules in force.
- 2) The applicants, who intend to avail/claim reservation under Economically Weaker Sections (EWS) shall submit the latest copy of **EWS Certificate issued either in the year 2022 or 2023**, (valid on the date of notification, issued by the concerned Tahsildar mentioning therein that the gross annual family income from all sources is below Rs.8,00,000/-) in terms of G.O.Ms. No.66, General Administration (Services-D) Department, dated 14.07.2021 and G.O.Ms. No.73, General Administration (Services-D) Department, dated 04.08.2021.
- 3) The applicants, who are eligible and intend to avail reservation in their category, shall submit caste certificate of their respective categories.
- 4) The applicants who intend to avail/claim reservation under Backward Classes (A, B, or E) shall submit a copy of the latest (2022/2023) certificate, valid on the date of notification, to the effect that they belong to non-creamy layer in terms of G.O.Ms. No.3, Backward Classes Welfare (C 2) Department, dated 04.04.2006 and G.O.Ms.No.26, Backward Classes Welfare (C) Department, dated 09.12.2013 and as per the income ceiling which is in force on the date of notification.

**VI. DOCUMENTS TO BE SUBMITTED:**

The applications shall be submitted in the prescribed proforma with three latest passport size color photographs (one photograph to be pasted at the right top corner of the application duly attested by a Gazetted Officer and the other two photographs to be pasted on the hall ticket original and duplicate) along with attested copies of academic and technical qualifications viz.;

- 1) Date of birth (S.S.C. or equivalent).
- 2) Degree Certificate.
- 3) Shorthand English High Speed with 180 w.p.m. **or** 150 w.p.m.
- 4) Typewriting English Higher Grade.
- 5) E.W.S. Certificate (issued by the competent authority as per Government Rules).
- 6) Non-creamy layer (issued by the competent authority as per Government Rules).
- 7) No Objection Certificate from the employer (if employed anywhere).
- 8) Applications submitted without attaching the attested copies of the above certificates will be summarily rejected and no correspondence will be entertained in this regard.

*A. Sai Kumar*

**VII. SCHEME OF EXAMINATION:**

The selection process will be on the basis of merit, evaluated by tests in Shorthand English 180 w.p.m. (3 minutes duration) and 150 w.p.m. (4 minutes duration). The transcription is to be done on computers within 40 and 45 minutes respectively.

The test will be for 100 marks each for Shorthand English 180 w.p.m. and 150 w.p.m.

The test will be conducted on **04-02-2023**.

The result of the examination will be uploaded on the official website of High Court of Andhra Pradesh on or before **08-02-2023**.

**VIII. EXAMINATION FEE:**

The applicants who belong to Open Competition/ EWS/ BC categories have to pay examination fee of Rs.1000/- (Rupees one thousand only), whereas candidates belonging to Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay an amount of Rs.500/- (Rupees five hundred only).

The examination fee has to be remitted through Demand Draft drawn in favour of Registrar (Administration), High Court of Andhra Pradesh, on State Bank of India, High Court Branch, Nelapadu, Amaravati (**IFSC –SBIN0061328**).

The examination fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment notification is cancelled for any reason.

**NO PERSON SHALL BE ELIGIBLE FOR APPOINTMENT TO THE POST OF COURT MASTER AND PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS, IF :-**

- 1) He/She is not a citizen of India;
- 2) He/She does not have good character, and not free from any infirmity, which renders him/her, unfit for such appointment;

*A. Sanyal*

- 3) He/She has been dismissed from service by any High Court, Government and Statutory or Local Authority;
- 4) He/She has been convicted of an offence involving moral turpitude;
- 5) He/She has been permanently debarred or disqualified by the High Court or Union Public Service Commission or any State Public Service Commission from appearing for examinations or selections conducted by it in the selection process for any post in public service;
- 6) He/She attempts to directly or indirectly influence the Recruiting Authority by any means for his/her candidature.

The duly filled-in application should be sent duly superscripting on the envelope as **"Application for the post of Court Master and Personal Secretary to the Hon'ble Judges and Registrars, by Limited/Direct Recruitment"** along with Demand Draft and self addressed envelope affixing Rs.30/- postage stamps, addressed to the Registrar (Administration), High Court of Andhra Pradesh, Nelapadu, Amaravati, Guntur District, Pincode - 522239 **on or before 25-01-2023 by 5.00 p.m.**

The applications received without the requisite enclosures will be summarily rejected and the applications received after the due date, for any reason, will not be entertained.

The Appointing Authority reserves the right to cancel or otherwise the notification without assigning any reason.

All rights are reserved with the Appointing Authority to reject the application of any candidate, at any stage, if it is found that the statements made therein are false and the applications are liable for summary rejection and the applicants are also liable for prosecution for furnishing such false information.

No T.A. and D.A. will be paid to the candidates appearing for written examination.

**AMARAVATI,**  
**Date 04-01-2023.**

  
**REGISTRAR (ADMINISTRATION)**

# HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

## APPLICATION FOR THE POST OF COURT MASTER AND PERSONAL SECRETARY TO THE HONOURABLE JUDGES AND REGISTRARS, BY LIMITED/DIRECT RECRUITMENT

Space for  
Passport size  
photo, attested  
by Gazetted  
Officer

Sir,

**Sub:** Application for the post of Court Master and Personal Secretary to the Honourable Judges and Registrars, by Limited / Direct Recruitment.

\* \* \*

01. Name in full :  
(In capital letters)
02. Father's Name :
03. Date of Birth and Age :  
as on 01.01.2023
04. Religion and Nationality :
05. Native Place :
06. Whether he/she belongs to OC/SC/ST/ :  
BC/EWS, if so the sub-caste and the  
group to which the applicant belongs  
If community belongs to BC : Creamy Layer/ Non –Creamy Layer  
(if candidate is of creamy layer his/her  
candidature will be considered as Open  
Category)
07. Educational Qualifications :  
(a) Academic  
(b) Technical

08. Experience, if any :
09. Address for correspondence with Telephone Nos. Landline & Mobile Nos. :
10. Whether the applicant is employed with State / Central / Public Sector/ Private Sector or doing any other job or assignment etc., If so, furnish details. :
11. Whether the applicant ever faced any departmental proceedings or faced minor or major penalty in the service of Central /State Government/Quasi Government Institution/Government owned company /Corporation/ Local Self Government etc. If Yes, give details. :
12. Whether involved or faced or arrested in connection with any crime involving moral turpitude and concerned with the same. :
13. Identification Marks :

(a)

(b)

**Yours faithfully,**

Place:

Date:

**(Signature of the Applicant)**

**ORIGINAL**

**HIGH COURT OF ANDHRA PRADESH :: AMARAVATI**

**HALL TICKET-CUM-IDENTITY SHEET**

**FOR WRITTEN EXAMINATION FOR THE POST OF COURT MASTER AND  
PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS  
(BY LIMITED / DIRECT RECRUITMENT)**

**REGD. NO.**

<b>DATE</b>	<b>TIME</b>	<b>PLACE OF EXAMINATION</b>
<b>HIGH COURT PREMISES HIGH COURT OF ANDHRA PRADESH AMARAVATI</b>		
<b>NAME AND FULL POSTAL ADDRESS OF THE APPLICANT WITH CONTACT LAND LINE &amp; MOBILE NOs :</b>		<b>Affix latest Passport size photo duly attested by a Gazetted Officer</b>
<b>GAZETTED OFFICER (SIGNATURE AND DISIGNATION STAMP)</b>		<b>SIGNATURE OF THE APPLICANT (TO BE ATTESTED BY THE GAZETTED OFFICER)</b>

**REGISTRAR (ADMINISTRATION)**

**P.T.O. FOR INSTRUCTIONS**



## **INSTRUCTIONS**

1. Identical copies of latest Passport size Photographs of the applicant are to be affixed as detailed in the notification.
2. Shorthand books, white papers, Shorthand pencils and computers will be arranged by the Registry.
3. Applicants must reach the Examination Hall, one hour in advance.
4. After commencement of the Examination, no candidate will be permitted to enter into the Examination Hall.

**DUPLICATE**

**HIGH COURT OF ANDHRA PRADESH :: AMARAVATI**

**HALL TICKET-CUM-IDENTITY SHEET**

**FOR WRITTEN EXAMINATION FOR THE POST OF COURT MASTER AND  
PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS  
(BY LIMITED / DIRECT RECRUITMENT)**

**REGD.NO.**

<b>DATE</b>	<b>TIME</b>	<b>PLACE OF EXAMINATION</b>
		<b>HIGH COURT PREMISES HIGH COURT OF ANDHRA PRADESH AMARAVATI</b>
<b>NAME AND FULL POSTAL ADDRESS OF THE APPLICANT WITH CONTACT LAND LINE &amp; MOBILE NOS:</b>		<b>Affix latest Passport size photo duly attested by a Gazetted Officer</b>
<b>GAZETTED OFFICER (SIGNATURE AND DISIGNATION STAMP)</b>		<b>SIGNATURE OF THE APPLICANT (TO BE ATTESTED BY THE GAZETTED OFFICER)</b>

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