

HIGH COURT OF ANDHRA PRADESH:: AMARAVATI

EMPLOYMENT NOTIFICATION No.03/2022/Estt. Dt. 25-06-2022

Applications are invited for filling up of **10** vacancies in the post of **COURT MASTER AND PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS (Gazetted)** in the Andhra Pradesh High Court Service, by way of limited recruitment for Scheduled Castes, Scheduled Tribes, Physically Handicapped and Backward Classes.

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) and the transcription 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. and 20 marks for oral interview.

The above said post carries time scale of pay (RPS, 2022) 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.

The apportionment of vacancies among Scheduled Castes, Scheduled Tribes, Physically Handicapped and Backward Classes is as follows:

Name of the Post	Class or Category	Number of Posts
COURT MASTER AND PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS	Scheduled Castes	03 (01 Woman)
	Scheduled Tribes	01 (01 Woman)
	Physically Handicapped	01 (01 Woman)
	BC-A	02 (01 Woman)
	BC-C	01
	BC-D	01 (01 Woman)
	BC-E	01 (01 Woman)
	Total	10 Posts (06 Women)

NOTE: 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.

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

- A) A Degree in Arts or Science or Commerce or Law of a University in India established or incorporated by or under a 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.

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- 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, 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.
- E) As on 01.01.2022, a candidate must have completed the age of 18 years and the upper age limit for the candidates belonging to Scheduled Castes, Scheduled Tribes and Physically Handicapped shall be 52 years as per Rule 12 (1) (b) (i) of the A.P. State and Subordinate Service Rules, 1996 and for Backward Classes it shall be 47 years as per G.O.Ms.No.105, General Administration (Services. A) Department, dated 27.09.2021.

The applicants who belong to Backward Classes have to pay an amount of Rs.1000/- (Rupees one thousand only) towards examination fee, 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 may be remitted through Demand Draft in favour of Registrar (Administration), High Court of Andhra Pradesh, drawn 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.

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 – application proforma along with hall ticket enclosed) along with attested copies of the following certificates.

- 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) Community Certificate in case of S.Cs, S.Ts and B.Cs, (issued by the competent authority as per Government Rules)

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- 6) Certificate of Physical Disability in case of Physically Handicapped applicants (issued by the competent authority as per the Government Rules) (The applicant having physical disability of not less than 40% and not more than 70% above are eligible to apply under this category).

The duly filled-in application should be sent superscribing on the envelope as "Application for the post of Court Mater and Personal Secretary to the Hon'ble Judges and Registrars" 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, Pin-522237 **on or before 25.07.2022 by 5.00 p.m.**

The applications received without enclosures will be summarily rejected and applications received after the due date, for any reason, will not be entertained. Information will be sent to all the eligible applicants about the date, time and venue of Shorthand examination to be conducted.

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 at any stage, if found to be false and the applications shall be rejected if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.

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

Duggala Venkataramesh
REGISTRAR (ADMINISTRATION) 25/6/22

Encls: as above

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HIGH COURT OF ANDHRA PRADESH::AMARAVATI

APPLICATION FOR THE POST OF COURT MASTER AND PERSONAL SECRETARY TO THE HONOURABLE JUDGES AND REGISTRARS

Space for
Passport size
photo attested
by Gazetted
Officer

01. Name in full
(In capital letters) :
02. Father's Name :
03. Date of Birth and Age
as on 01.01.2022 :
04. Religion and Nationality :
05. Native Place :
06. Whether he/she belongs to SC/ST/
BC if so the sub-caste and the
group to which the applicant belongs :
07. Educational Qualifications :
- (a) Academic :
- (b) Technical :
08. Experience, if any :
09. Address for correspondence with
Telephone Nos. Landline & Mobile Nos. :
10. Whether, arrested in connection
with any crime involving moral turpitude
and concerned with the same. :
11. Identification Marks (a)
- (b)

Date :

Place :

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**

REGD.NO.

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

REGISTRAR (ADMINISTRATION)

P.T.O FOR INSTRUCTIONS

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**

REGD.NO.

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

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, half-an-hour in advance.
4. After commencement of the Examination, no candidate will be permitted to enter into the Examination Hall.

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