HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

NOTIFICATION No.8/2025-RC, DATED 06.05.2025 FOR DIRECT RECRUITMENT TO THE POST OF RECORD ASSISTANT UNDER THE ANDHRA PRADESH JUDICIAL MINISTERIAL AND SUBORDINATE SERVICE RULES, 2019.

Applications are invited **ONLINE** for direct recruitment to the posts of Record Assistant in the Judicial Districts of the State of Andhra Pradesh under the A.P. Judicial Ministerial and Subordinate Service Rules, 2019, (the Rules), carrying scale of pay of Rs.23120-74770.

The online application portal will be available on the High Court's website https://aphc.gov.in and also on the websites of all the District Courts in the State of Andhra Pradesh i.e., https://ecourts.gov.in/ecourts_home/index.php?p=dist_court/ap **from 13.05.2025 to 02.06.2025. The Last date for submission of online application is 02.06.2025 upto 11.59 P.M. No other modes of application will be entertained.**

Further, for the employees presently working as contractual/outsourcing/daily wage earners/Masalchies who have been appointed or engaged by High Court of Andhra Pradesh, Andhra Pradesh State Legal Services Authority, the Andhra Pradesh High Court Legal Services Committee, the Principal District Judges, in Andhra Pradesh or who having been appointed, engaged by the Principal District Judge-cum-Chairman, District Legal Services Authority deputed in regular, Fast Track, Special Courts, Morning Courts, Mandal Legal Services Authority and other Courts/Tribunals manned by Judicial officers or retired Judicial Officers, subject to the condition that, these candidates must have been working as on the date of publication of the notification, **the online application portal will be available at the concerned Principal District Courts of Andhra Pradesh from 13.06.2025 to 24.06.2025. The Last date for submission of online application for this applicants is 24.06.2025 upto 11.59 P.M. No other modes of application will be entertained.**

The detailed examination schedule for the centralized recruitment of Judicial Ministerial and Subordinate posts, will be posted on the High Court's website **"https://aphc.gov.in"**. The applicants are required to visit the website of High Court of A.P. to keep themselves abreast on all the related notifications until the completion of the recruitment. No separate information will be provided in any mode.

1. Abstract of vacancies **EAST GODAVARI** District

Class/Category	Number of posts
OC	04 (of which 1 post for woman)
Total	**04 posts**

2. Abstract of vacancies in **KRISHNA** District

Class/Category	Number of posts
OC	05 (for which 1 post for Blindness or Low Vision & 1 post for Ex-Servicemen)
Economically Weaker Section (EWS)	01
BC-A	01
BC-C	01
SC Group-I	01
SC Group-II	01
Total	**10 posts**

3. Abstract of vacancies in **SRIKAKULAM** District

Class/Category	Number of posts
OC	03 (for which 1 post for Blindness or Low Vision)
BC-A	01
SC Group-I	01
SC Group-II	01
ST	01
Total	**07 posts**

4. Abstract of vacancies in **YSR. KADAPA** District

Class/Category	Number of posts
OC	02 (of which 1 post for woman)
SC Group-I	01
Total	**03 posts**

Note:

1. The High Court of A.P. 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. Selection against BC-E vacancy will, however, be subject to the outcome of Civil Appeal Nos.2628-2637/2010 pending consideration before the Hon'ble Supreme Court of India.
3. If the provisionally selected candidate does not join the post, the next meritorious candidate may be considered for provisional selection.

I. EDUCATIONAL QUALIFICATIONS:

Applicants must have passed Intermediate Examination Conducted by the State Board of Intermediate Education or its equivalent Examination.

II. LINGUISTIC QUALIFICATION:

Applicants shall not be eligible for appointment, if they do not posses an adequate knowledge of the language or languages of the district in which they are to be appointed. The list containing the languages of the Judicial Districts is mentioned below:

District	Language
Ananthapuram	Telugu and Kannada
Chittoor	Telugu and Tamil
YSR Kadapa	Telugu
East Godavari	Telugu
West Godavari	Telugu
Guntur	Telugu
Krishna	Telugu
Kurnool	Telugu
SPSR Nellore	Telugu
Srikakulam	Telugu and Oriya
Visakhapatnam	Telugu
Vizianagaram	Telugu and Oriya
Prakasam	Telugu

Provided that where two or more languages are specified for a district and sufficient number of candidates, who have an adequate knowledge of all the languages, are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the district may be selected and such candidates shall be eligible for appointment in that district.

III. AGE LIMIT:

To be eligible, the applicant must have completed 18 years and must not have completed 42 years as on 01.07.2025 as per G.O.Ms.No.36, General Administration (Service-A) Department, dated 04.03.2025.

Provided that the upper age limit of 42 years is relaxable by 5 years in respect of the persons under Scheduled Castes/ Scheduled Tribes/ Backward Classes and EWS.

Provided that the upper age limit of 42 years is relaxable by 10 years for Persons with Benchmark Disabilities.

Provided that the upper age limit of 42 years is relaxable as per Rule 12(1)(c) (i) of A.P.State and Subordinate Service Rules, 1996 for EX-Servicemen.

Provided that, the upper age limit is relaxed to the employees presently working as contractual/outsourcing/daily wage earners/Masalchies who have been appointed or engaged by High Court of Andhra Pradesh, Andhra Pradesh State Legal Services Authority,

the Andhra Pradesh High Court Legal Services Committee, the Principal District Judges, in Andhra Pradesh or who having been appointed, engaged by the Principal District Judge-cum-Chairman, District Legal Services Authority deputed in regular, Fast Track, Special Courts, Morning Courts, Mandal Legal Services Authority and other Courts/Tribunals manned by Judicial Officers or retired Judicial Officers, provided that they were within the prescribed age limit at the time of their initial appointment, subject to the condition that, these candidates must have been working as on the date of publication of the notification.

IV. RESERVATION:

1. The vertical reservations in respect of Backward Classes (A, B, C, D & E), Economically Weaker Sections (EWS), Scheduled Tribes, Scheduled Castes and horizontal reservation for Women, Persons with Benchmark Disabilities, Ex-Servicemen and Meritorious Sports Person shall be, as per A.P.Judicial Ministerial Service and Subordinate Service Rules, 2019 read with amended Rule 22 and 22-A of the A.P. State and Subordinate Service Rules, 1996 issued vide G.O.Ms.No.77, General Administration (Services-D) Department, dated 02.08.2023 and G.O.Ms.No.46, General Administration (Services-D) Department, dated 19.04.2025.
2. The applicants, who are BC/SC/ST/EWS/PWD/Ex-Servicemen/Meritorious Sports Persons and intend to avail reservation, shall choose the applicable category and enclose the necessary certificate.
3. The applicants who intend to avail/claim reservation under Backward Classes (A, B, C, D & E) shall submit a copy of the certificate issued 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. In case of non-submission of the certificate, his/her candidature will be considered against Open Category only.
4. The applicants who intend to avail/claim reservation under Economically Weaker Sections (EWS) shall submit the EWS Certificate issued (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.
5. The posts in the "Judicial District" (The erstwhile Districts prior to 01.04.2022 since the bifurcation of the Judiciary in the Districts has not taken place) are organized as District Cadre posts. 80% of the posts are reserved for local candidates of the concerned Judicial District and 20% is open to all.

V. DOCUMENTS TO BE UPLOADED AT THE TIME OF SUBMISSION OF ONLINE APPLICATION:

1. The applicants shall upload original certificates of academic and technical qualifications, such as, pass certificates, certificate evidencing date of birth and community certificate issued by the Competent Authority, in case they intend to avail reservation under SC., ST., BC., Persons with Benchmark Disabilities, EWS, Meritorious Sports Persons and Ex-Service Men (The certificate shall show specifically the classification of the group).

2. The applicant, who intends to avail reservation under Backward Classes (A,B,C,D or E), shall upload community certificate and also certificate of non-creamy layer as per law. In case of failure to upload the certificate, his/her candidature will be considered against Open Competition.
3. The applicant claiming reservation under Economically Weaker Sections (EWS), shall upload the certificate issued in terms of G.O.Ms.No.66, General Administration (Services-D) Department, dated 14.07.2021 and G.OMs.No.73, General Administration (Services-D) Department, dated 04.08.2021, EWS Certificate issued by the concerned Tahsildar mentioning therein, that the gross annual family income from all sources is below Rs.8,00,000/-.
4. The applicant claiming reservation under Persons with Benchmark Disabilities category, shall upload the certificate issued by the Medical Board specifying the nature of disability and the percentage of disability.
5. The Other Backward Class (OBC) Certificates will not be considered.
6. The applicant claiming reservation under Ex-Servicemen category, shall upload the Discharge Certificate.
7. The applicant claiming reservation under Meritorious sports quota, shall submit Form-I, Form-II, Form-III and Form-IV as the case may be, as per Annexure-III of G.O.Ms.No.74, Youth Advancement, Tourism & Culture (Sports) Department, dated 09.08.2012.
8. Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7th to 10th classes (or) in case they have not studied in any educational institutions during the whole/ a part of the 4 consecutive academic years ending with the academic year or appeared privately for SSC examination/Open School, have to submit Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975. However, if the candidate has studied in two or more Districts, then they have to submit Study Certificates from 4th to 10th classes and the District where the candidate has studied for maximum period will be considered for treating him/her as local candidate of that Judicial District. If certificates in proof of local candidature are not in accordance with these instructions, the candidate will be treated as Non-local.
9. Candidates, who migrated from Telangana to Andhra Pradesh between 2nd June, 2014 and 1st June, 2021 as per G.O.Ms.No. 130, General Administration (SPF&MC) Department, dated.29.10.2019 and as per terms in circular memo No.4136/SPF & MC/2015-5, Dated.20.11.2017 of Government of A.P, shall obtain the Local Status Certificate from the Competent Authority and produce it at the time of verification.
10. No-objection Certificate from Employer (if employed anywhere).
11. The applicant has to produce original certificates on the day mentioned by the High Court for verification. If the applicant fails to produce any of the required certificates, his/her candidature will be rejected.
12. The applicants presently working as contractual/outsourcing/daily wage earners/Masalchies in Judiciary shall upload latest Service and Conduct Certificate issued by the Competent Authority.

VI. METHOD OF RECRUITMENT:

1. The computer based examination will be of the standard, which will be consistent with the educational qualification prescribed for the post i.e. Intermediate qualification. The question paper of the computer based examination shall be objective type with multiple choice for 80 marks.
2. The computer based examination will be conducted for 80 questions (40 questions – General Knowledge and 40 questions – General English). Each question will carry one (01) mark. The duration of the computer based examination will be 90 minutes.
3. For the computer based examination in respect of General Knowledge subject, the question paper will be in English and Telugu languages. In case of ambiguity, the English version shall be treated as final.
4. **Syllabus is as follows:**

   General Knowledge:

   Indian Art, Culture, Dance & Music, Indian History & Indian national movement, Indian Geography, Agriculture & Environment, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Personalities & Institutions, Sports, Current affairs - India & Andhra Pradesh.

   General English:

   Comprehension (one passage on which 5 questions asked), One word substitution, Synonyms and Antonyms, Spelling error, Spotting the error, Grammar - Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases.

5. For the employees presently working as contractual/outsourcing/daily wage earners/Masalchies who have been appointed or engaged by High Court of Andhra Pradesh, Andhra Pradesh State Legal Services Authority, the Andhra Pradesh High Court Legal Services Committee, the Principal District Judges, in Andhra Pradesh or who having been appointed, engaged by the Principal District Judge-cum-Chairman, District Legal Services Authority deputed in regular, Fast Track, Special Courts, Morning Courts, Mandal Legal Services Authority and other Courts/Tribunals manned by Judicial Officers or retired Judicial Officers, shall be awarded weightage of one (1) mark for every six(6) months of service, subject to the maximum weightage of 20 marks in the computer based written examination, subject to the condition that, these candidates must have been working as on the date of publication of the notification.
6. The minimum qualifying marks to be secured in the computer based examination shall be 40% for Open Competition and Economically Weaker Section (EWS) category, 35% for BC category, 30% for SC, ST & Persons with Benchmark Disabilities. The minimum qualifying marks for Ex-Servicemen and Meritorious Sports persons are as per their category.
7. Merely securing minimum qualifying marks will not vest any candidate with a right to be considered for the selection.
8. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,

i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.

ii. That his/her character and antecedents are such as to qualify him/her for such service; and

iii. He/she is a citizen of India.

VII. MERIT LIST:

1. Merit list will be based on the marks obtained by the candidates in the computer based examination.
2. Where two or more candidates get equal number of marks in the Examination, the elder in age will be considered for provisional selection, in case of a tie in age also, the candidate, who possesses higher educational qualification would be considered. In case of tie in higher educational qualification, the candidate with highest marks in the prescribed educational qualification would be considered.
3. The High Court has decided to normalize the scores of the candidates for the examinations, which are to be conducted in multi-shifts and will take into account any variation in the difficulty levels of the question papers across different shifts. The normalization is done based on the fundamental assumption that "in all multi-shift examinations, the distribution of abilities of the candidates is the same across all the shifts". This assumption is justified since the number of candidates appearing in multiple shifts in the examinations conducted by the High Court is large and the procedure for allocation of examination shift to the candidates is random.

VIII. EXAMINATION FEE:

a) The applicants, who are under Open Competition/EWS/BC category have to pay examination fee of Rs.800/- (Rupees eight hundred only) towards online application processing fee and examination fee, whereas the applicants who are SC/ST/Persons with Benchmark Disabilities category have to pay Rs.400/- (Rupees four hundred only).

Only the applicants belonging to a community recognised as SC/ST in the State of A.P. alone are entitled for the concessional payment of examination fee of Rs.400/-

b) The candidates shall pay separate fee for each Post/District applied.

c) The Application/Examination Fee is to be remitted/paid by online only.

d) The application/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.

e) The applicant may choose the Test centre with five preferences. However the High Court reserves the right to allot the applicant to any chosen centre depending on the availability of the resources including centres / systems or to abolish / create new centre for administrative reasons. Request for change of the centre will not be entertained.

IX. GENERAL INSTRUCTIONS:

1. The applicants shall indicate their local/non-local status in respect of Judicial Districts as named in the Notifications since the Judicial Districts are not bifurcated for Judiciary in the State of A.P. as done for others as per G.Os dated 02.04.2022.
2. Selection will be made as per the A.P. Judicial Ministerial and Subordinate Service Rules, 2019.
3. Merely applying for a post will not give any right to any person to be considered for appointment.
4. A person in a bigamous marriage shall not eligible for appointment.
5. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment.
6. No person, who has been dismissed from a State or Central Government service or from the service of undertaking of Central or State Government or local or other Authorities shall be eligible for appointment.
7. No person, who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment.
8. No T.A. and D.A. will be paid to the candidates who appear for the computer based examination.
9. Candidates resorting to or bringing any influence of any kind will be summarily disqualified and they are liable for prosecution as per Law.
10. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in filling the application.
11. Correspondence will not be entertained by the High Court under any circumstances. Incomplete/incorrect application will be summarily rejected at any stage.
12. If suppression of information/furnishing of false information is noticed, either in the application or in the enclosures, at any stage before the final selection the application of the candidate will be summarily rejected. In addition the candidate will also be liable for appropriate action/prosecution as per Law.
13. No information will be sent to the unsuccessful candidates. The list of qualifying candidates will be uploaded on the website of High Court of A.P.
14. This appointment shall be covered by the Contributory Pension Scheme.
15. Training and Security Deposit: Every person appointed to the post of Record Assistant shall, for the due and faithful performance of duties attached thereto, deposit an amount of Rs.10,000/- (Rupees ten thousand only) towards security at the time of appointment.

X. INFORMATION REGARDING THE APPLICATION PROCESS

a) The online application form contains two parts i.e., Part – A (One Time Profile Registration Form) and Part – B (Application Form).

b) After completing Part – A, candidate will get OTPR ID (One Time Profile Registration ID) and Password. By using the same OTPR ID, candidate shall apply for multiple Districts/ Posts.

c) The candidates should use only one mobile number while applying for the posts and Districts.

d) The candidate will receive a unique/individual application number for each post he/she applies for.

e) For detailed information, candidates are advised to go through the User Guide available in the High Court's website "https://aphc.gov.in" and also in the websites of all the District Courts in the State of A.P.

Help Desk for candidates:

1. Email I.D. helpdesk-hc.ap@aij.gov.in
2. Help Desk Land Line Telephone No. 0863-2372752
3. Working hours of Help Desk Office: From 10.30 A.M to 5-00 P.M.
(1.30 P.M. to 2.15 P.M. lunch break)

(The Help Desk will function on all working days)

AMARAVATI,
DATE: 06.05.2025.

REGISTRAR (RECRUITMENT)