

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

NOTIFICATION No.7/2022-RC, DATED 21.10.2022 FOR DIRECT RECRUITMENT TO THE POSTS 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 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 official website "<https://hc.ap.nic.in>" and also on the websites of all the District Courts in the State of Andhra Pradesh <https://districts.ecourts.gov.in/andhrapradesh> from 22-10-2022 to 11-11-2022. The Last date for submission of online application is 11-11-2022 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 official website "<https://hc.ap.nic.in>" and also in the websites of the respective District Courts in the State of Andhra Pradesh i.e., <https://districts.ecourts.gov.in/andhrapradesh>. The applicants are required to visit the official website of High Court of A.P. to keep themselves updated on all the steps/results until the completion of the recruitment.

1. Abstract of vacancies in SPSR Nellore Judicial District

Class/Category	Number of posts
OC	03 (1 Woman)
Blindness or low vision	01 (Woman)
BC-A	01 (Woman)
BC-B	01(Woman)
SC	01 (Woman)
ST	01 (Woman)
Total	08

1. Abstract of vacancies in Srikakulam Judicial District

Class/Category	Number of posts
OC	01(Woman)
Total	01

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. Selection against EWS vacancy will, however, be subject to the outcome of W.P. (Civil) No.343 of 2019 and other cases, pending on the file of the Hon'ble Supreme Court of India.
4. 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 possess 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 01.07.2022 as per G.O.Ms.No.101, General Administration (Service-A) Department, dated 30.09.2022.

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 physically disabled persons.

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.

IV. RESERVATION:

1. The reservations in respect of Scheduled Tribes, Scheduled Castes, Backward Classes (A, B, C, D & E), Women, Physically Disabled Persons, Economically Weaker Sections (EWS), Meritorious Sports Persons and Ex-Service Men shall be as per Rule 22 and 22-A of the A.P.State and Subordinate Service Rules.
2. The applicants, who are BC/SC/ST/EWS/PH/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 latest certificate issued either in the year 2021 or 2022 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 latest 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 latest EWS Certificate issued either in the year 2021 or 2022 (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., Physically Disabled Persons, 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 latest community and also certificate of non-creamy layer as per law. In case of failure to upload the latest certificate, his/her candidature will be considered against Open Competition.
3. The applicant claiming reservation under Economically Weaker Sections (EWS), shall upload the latest certificate issued either in the year 2021 or 2022 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, 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 Physically Disabled category, shall upload the certificate issued by the Medical Board specifying the nature of disability and the percentage of disability.
5. The applicant claiming reservation under Ex-Servicemen category, shall upload the Discharge Certificate.
6. The applicant claiming reservation under Meritorious sports quota, shall upload 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.
7. 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.
8. 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.
9. No-objection Certificate from Employer (if employed anywhere).
10. 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.

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 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. 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 & PH category posts and for Ex-Servicemen and Meritorious Sports persons the minimum qualifying marks are as per their category.
5. Merely securing minimum qualifying marks will not vest any applicant with a right to be considered for the selection.
6. 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/PH 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 applied.
- c) The Application/Examination Fee is to be remitted/paid 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 three 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 after announcement of list of qualifying candidates for final selection.

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 TO THE APPLICANTS APPLYING FOR THE COMPUTER BASED EXAMINATION TO BE CONDUCTED.

- 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.
- 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/District he/she applies for.
- e) For detailed information, candidates are advised to go through the User Guide available in the High Court's official website "<https://hc.ap.nic.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: 21.10.2022


21/10/2022
REGISTRAR (RECRUITMENT)