

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

EMPLOYMENT NOTIFICATION No.01/2021/Estt., Dated 01-07-2021

Applications are invited for filling up of **25** posts of **COURT MASTERS AND PERSONAL SECRETARIES TO THE HON'BLE JUDGES AND REGISTRARS** in High Court of Andhra Pradesh, **on contract basis**.

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 allocation of posts in favour of Open Category, Scheduled Castes, Scheduled Tribes and Backward Classes is as follows:

Name of the post	Class or Category	No. of posts
COURT MASTERS AND PERSONAL SECRETARIES TO THE HON'BLE JUDGES AND REGISTRARS	OC	12 (04 Women)
	BC-A	02 (01 Women)
	BC-B	02 (01 Women)
	BC-C	01
	BC-D	01 (01 Women)
	BC-E	01 (01 Women)
	SC	04 (02 Women)
	ST	02 (01 Women)
	TOTAL	25 (11 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 remuneration for the above said post will be Rs.37,100/- per month (consolidated) i.e. minimum of the time scale of pay of the post of Court Master as per the Revised Pay Scales, 2015 without any allowances, as per G.O.Ms.No.12, Finance (HR.I-Plg. & Policy) Department, dated 28-01-2019.

The tenure of appointment will be initially for a period of two years and may be extended by another one year subject to suitability and fitness of the candidates. However, the High Court may revoke the contractual appointment or discontinue the contract by giving one month's notice in writing. The employee may also discontinue the contractual appointment by giving one month's notice.

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The appointment of a person on contract basis shall be made under Rule 9 of the Andhra Pradesh State and Subordinate Rules, 1996 and a person appointed under the said Rule shall not be regarded as a member of the service in which he/she is appointed and shall not be entitled to any preferential right to any other appointment in that or any other service.

The other conditions of service of the selected candidates shall be in accordance with G.O.Ms.No.94, General Administration (Ser.A) Department, dated 28.03.2003.

All persons appointed on contract basis shall execute an agreement on a Non-Judicial stamp paper of Rs.110/- with two witnesses and submit the same at the time of reporting to duty agreeing to the terms and conditions of the contract.

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 Hon'ble the 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 Hon'ble the Chief Justice to be equivalent to the said qualification.
- D) Preference will be given to candidates possessing Computer skills.
- E) As on 01.07.2021, a candidate must have completed the age of 18 years and must not have completed the age of 42 years. The upper age limit prescribed above is raised by 5 years to the candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes.

The applicants who belong to OC and BC categories have to pay an amount of Rs.750/- (Rupees Seven hundred and fifty only) towards examination fee, whereas candidates belonging to Scheduled Castes and Scheduled Tribes have to pay an amount of Rs.350/- (Rupees Three hundred and fifty 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).

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

The duly filled-in application should be sent duly superscribing on the envelope as "Application for the post of Court Maters and Personal Secretaries 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 21-07-2021 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 and time 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.


REGISTRAR (ADMINISTRATION)

Encls: As above

HIGH COURT OF ANDHRA PRADESH::AMARAVATI

EMPLOYMENT NOTIFICATION No.01/2021/Estt., Dated 01-07-2021

APPLICATION FOR THE POST OF COURT MASTERS AND PERSONAL SECRETARIES TO THE HONOURABLE JUDGES AND REGISTRARS (ON CONTRACT BASIS)

Space for
Passport size
photo attested
by Gazetted
Officer

Sir/Madam,

Sub: Application for the post of Court Masters and Personal Secretaries to the Honourable Judges and Registrars (on contract basis).

01. Name in full
(In capital letters) :
02. Father's Name :
03. Date of Birth and Age
as on 01.07.2021 :
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 :

Yours faithfully,

(Signature of the Applicant)

ORIGINAL

**HIGH COURT OF ANDHRA PRADESH :: AMARAVATI
HALL TICKET-CUM-IDENTITY SHEET
FOR WRITTEN EXAMINATION FOR THE POST OF COURT MASTERS AND
PERSONAL SECRETARIES TO THE HON'BLE JUDGES AND REGISTRARS
(ON CONTRACT BASIS)**

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
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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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