



## HIGH COURT OF ANDHRA PRADESH: AMARAVATI

ROC.NO.19/2022-RC

DATED:31.03.2023

**Ref:** High Court Notification dated 29.03.2023 declared provisionally selected candidates for the post of Junior Assistant, Field Assistant, Examiner, Record Assistant, Process Server and Office Subordinate.

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The High Court of Andhra Pradesh has declared a list of provisionally selected candidates for the post of Junior Assistant, Field Assistant, Examiner, Record Assistant, Process Server and Office Subordinate on 29.03.2023.

All the provisionally selected candidates of Non-Technical posts are informed that they have to approach the **Principal District Judges Courts** of the respective districts (the districts in which the candidates wish to be appointed) for verification of documents as per the schedule given below.

S.No.	Post	Date of verification of documents
1.	Junior Assistant	10 <sup>TH</sup> April to 12 <sup>th</sup> April
2.	Field Assistant	13 <sup>th</sup> April and 15 <sup>th</sup> April
3.	Examiner	
4.	Record Assistant	
5.	Process Server	17 <sup>th</sup> April and 18 <sup>th</sup> April
6.	Office Subordinate	19 <sup>th</sup> , 20 <sup>th</sup> , 21 <sup>st</sup> and 24 <sup>th</sup> of April

For some posts, same candidate has been selected in various districts; such candidates have to choose the post in a particular district and all such similarly placed candidates have to approach the district court in which district he/she wish to be appointed. Such candidates have to submit FORM-1. (Appended with this instructions)


As the candidate who was selected for several posts in several districts, opts a particular post in a particular district, the other posts in other dist would remain vacant.

Hence a Second Eligible List would be published in due course after obtaining the data from the Dist courts. In the event of necessity, the Third eligible list would also be published.

Further, all the provisionally selected candidates have to give an undertaking that they voluntarily opted the post in that particular district in the FORM-II. (Appended with this instructions)

Further they have to execute a bond for Rs.5 Lakhs, for a period of 2 years stating that they would remain in the post, at the time of joining the post after receipt of call letters from the District Judges.(copy of Bond is appended)

Further all the provisionally selected candidates have to give an undertaking while submitting the original set of documents and a set of attested documents.

  
**REGISTRAR (RECRUITMENT)**  
31/3/23.

FORM:I (BY THE CANDIDATES WHO GOT SELECTED FOR SEVERAL DIST BUT OPTED A PARTICULAR DIST).

**UNDERTAKING LETTER SUBMITTED TO THE PRL., DIST JUDGE,**

\_\_\_\_\_.

Honoured Sir,

I, \_\_\_\_\_, S/O \_\_\_\_\_,

(Address particular are to be mentioned).

Sir, I state that I was selected for the following posts in the following Dists.

SL NO	Hall Ticket No	NAME OF THE POST	DATE OF EXAMINATION	NAME OF THE DIST

(if more fields are required they may be added)

I herewith submit that I voluntarily opt the post of \_\_\_\_\_, in the \_\_\_\_\_ dist. (The candidate is advised to think carefully, evaluate and then give letter before opting the Post and Dist). I understood that I have voluntarily chosen this post forgoing other post/s. Further, in the event of vacancy of any post, which may be published in the second list, for which I become eligible in this District or any other opted districts, I may be permitted to shift from this post to the other post as a onetime measure.

I am aware that, I am provisionally selected for this post and I am being appointed subject to verification of antecedents. If my antecedents are found to be unfit to the post, I am informed that I would be removed from service without any notice.

Yours faithfully,

NAME:

SIGNATURE:

CELL NO:

(FORM-II At the Time of Production of the Documents By the Candidate)

TO,

THE HON'BLE PRINCIPAL DIST JUDGE,

----- DIST,

AT-----,

ANDHRA PRADESH.

FROM:

NAME:-----

ADDRESS PARTICULARS:

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Sir,

I, \_\_\_\_\_, with hall ticket no \_\_\_\_\_, appeared for the post of \_\_\_\_\_, through online examination conducted on \_\_\_\_\_ and I got selected for the said post. I herewith submit all my original documents for verification.

I submit that the documents submitted by me are true, valid and original documents that, in future course if they are found to have been created, forged or interpolated the employer i.e., the Principal Dist., Judge can remove/dismiss me from the service besides launching criminal prosecution.

The List of the Documents: (mention the description of all the documents).

Yours faithfully,

DATE:  
PLACE:

SIGNATURE:  
NAME:  
CELL NO:

**PERSONAL SECURITY BOND**

**This bond is executed at \_\_\_\_\_ on \_\_\_\_ day of \_\_\_\_\_  
2023.**

I, \_\_\_\_\_, Son/Daughter/Wife/Husband of  
\_\_\_\_\_ age \_\_\_\_ years, residing at \_\_\_\_\_,  
hereinafter referred as the "EMPLOYEE" and

In favour of PRINCIPAL DISTRICT COURT, \_\_\_\_\_ hereinafter  
referred to as "DIST COURT" for the sum of **Rs.5,00,000/- (Rupees Five lakhs  
only).**

The terms 'Employee' and the 'Dist Court' unless repugnant to the context  
shall mean and include their heirs, legal representatives, successors, executors and  
administrators.

**WHEREAS:**

- (1) The employee has been selected for appointment as \_\_\_\_\_ in  
the Dist Court of \_\_\_\_\_ Andhra Pradesh. The Employee  
has unconditionally accepted the employment and all the terms and  
conditions of the Notification No. \_\_\_\_\_, dated 21.10.2022.
- (2) The appointment is also subject to a condition that the employee shall  
execute a Bond agreeing to serve the Dist Court \_\_\_\_\_, for a period  
of 02 years from the date of joining the service and if the Employee  
leaves the Dist Court Service for any reason whatsoever before  
completion of 02 years therefrom, he/she will have to unconditionally  
make payment of Rs.5,00,000/- (Rupees five lakhs only) to the High  
Court. This figure of Rs.5,00,000/- is an agreed compensation and not a  
penalty.

**NOW THIS DEED WITNESSETH AND THE EMPLOYEE AGREE, UNDERTAKE AND BIND HIMSELF/HERSELF AS UNDER:**

- (1) THAT if the Employee for any reason whatsoever resigns or abandons the services or leaves the Dist Court \_\_\_\_\_, or remains unauthorisedly absent, before expiry of 02 years from the date of joining the service, the employee shall forthwith pay to the Dist Court the said sum of Rs.5,00,000/- (Rupees five lakhs only) on demand, without demur with the interest thereon @ 12% per annum from the date of breach.
- (2) Notwithstanding anything contained herein above, the Dist Court shall always has the right to take appropriate action against the Employee as per the terms of the appointment proceedings and/or the Rules and regulations of the High Court as applicable, in case of commission of any misconduct by the Employee.

IN WITNESS WHEREOF THE EMPLOYEE HAS executed this Bond in favour of the Dist Court \_\_\_\_\_ and subscribed on his/her own on the \_\_\_\_ day of \_\_\_\_\_ 2023.

SIGNED AND DELIVERED by the employee having read and understood the contents and terms of this agreement.

**(Signature of the Employee)**