

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI
NOTIFICATION No. 2/2021-RC dated 30/07/2021
USER MANUAL - APPLICATION FOR THE POST OF CIVIL JUDGE

The Application contains two parts Part A and Part B. You must complete both Part A and Part B to apply for the Post of Civil Judge 2021

Part A (Registration Form)

1. Fill your basic details to create profile
2. Submit basic details to get the Application Link, User ID and Password to your Registered Email ID
3. Once the registration is done, profile details cannot be changed

Part B (Application Form)

1. Use the Application Link, User ID and Password sent to your Registered Email ID to Login
2. Once you successfully login, fill your details to complete the Application
3. Preview the filled-in Application
4. Pay the Exam Fee

Application for Exam completes only when you complete Part A and Part B.

Keep below mentioned documents ready before applying

NOTE : Attested Copies of required documents to be uploaded.

For Direct Recruitment Application:

1. Passport size Photograph (Size of the Photograph should not exceed 80 Kb)
2. Scanned copy of your Signature (Size of the Signature image should not exceed 80 Kb)
3. Disability Certificate (If applicable)
4. Caste Certificate (If applicable)
5. 10th/SSC or Equivalent Certificate
6. B.L/LL.B Certificate

For Recruitment by Transfer Application:

1. Passport size Photograph (Size of the Photograph should not exceed 80 Kb)
2. Scanned copy of your Signature (Size of the Signature image should not exceed 80 Kb)
3. Disability Certificate (If applicable)
4. Caste Certificate (if applicable)
5. 10th/SSC or Equivalent Certificate
6. Law degree
7. Proof of Declaration of Probation
8. Latest certificate of service and conduct issued by the competent authority
9. Proceedings to Prosecute law degree course after entering into service (if applicable)

Step 1 - Open High Court Website using below link

<http://hc.ap.nic.in/>

Go to Updates Section to find application link.

Recommended browser to register and complete the application form:

Internet Explorer (version 11 and above) or

Mozilla Firefox (version 50 and above) or

Google Chrome (version 52 and above)

Step 2 - Registration to receive User ID and Password

The registration form appears as follows-

HIGH COURT OF ANDHRA PRADESH AMARAVATI



Registration Details

Personal Details

Applying Under *

Direct Recruitment Recruitment By Transfer

Applicant Name *

APPLICANT NAME

Note: As per SSC or equivalent certificate.

Gender *

Male Female Transgender

Category *

Please select category.

NOTE : Please fill CATEGORY details carefully. No changes will be entertained once you complete Registration.

Whether the applicant is an Ex-Servicemen: *

Yes No

Date of birth (DD/MM/YYYY) *

dd/mm/yyyy

Age as on 1st July 2021

0Years 0Months 0Days

Communication details *

Mobile No *

Mobile No

Confirm Mobile No *

Confirm Mobile No

Email ID *

Email ID

Confirm Email ID *

Confirm Email ID

Declaration By The Candidate

I understand that on completion of registration process, I will receive an application link, valid User Id and Password to my registered Email ID for completing my application process.



Type 7 characters as shown in image

I Agree

Register

Version 14.02.01

The entries on this form cannot be changed once submitted, hence, ensure that you enter the required information correctly.

Applying Under: Candidate should choose the applicable Recruitment type.

Name of Candidate: This should be the same as it appears in 10th/SSC or equivalent Certificate.

Date of Birth: Use the calendar icon to select the correct date.

Email Address: Should be valid and unique. You will receive your User ID and Password on this email address only.

Mobile Number: Should be valid and unique. Any further Communication will be sent to registered mobile number only.

Category: Candidates with other than OC category are required to upload caste certificate during filling up of application form (Part B)

Whether the applicant belongs Orthopedically Handicapped of lower portion of the body: (Applicable only for Candidates applying with Direct Recruitment) Age relaxation will be applicable only with disability percentage > 40%.

Ex-Servicemen: Candidates can select as yes if he/she has served in the defense services of the Indian Union and who is otherwise qualified and suitable, the period of service rendered by him/her in the defense service, and shall be excluded in computing the age, for appointment by direct recruitment.

CAPTCHA: The CAPTCHA box (as displayed) is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. If you have trouble reading the characters, click the 'Get new image' link to refresh the letters.

Age Limit: Please refer to notification for age relaxation rules.

Step 3 - Confirmation of Registration

Within minutes of submitting the Registration Form, you will receive your User ID, Password and Application Link on the registered email address. Ensure that you check your mailbox immediately and that it is not considered as spam mail. Using these credentials, you may proceed to complete your application for the Post of Civil Judge 2021 by clicking on the link given in the email. You may also login from the High Court Website.

This ends Part A of the Registration Process.

Step 4 – Login to High Court Website

<http://hc.ap.nic.in/>

Using the system generated User ID and Password received, you can login as “Registered Candidate” by using registered candidate link on the website and fill the Application Form.

HIGH COURT OF ANDHRA PRADESH AMARAVATI



CANDIDATE LOGIN

User Id *

Password *

[Login](#) [Forgot Password?](#)

[New User?Click here to Register.](#)

Version 14.02.01

After login to the website, you will be redirected to the Applicant Details page. Here, on this page the Applicant's personal details will be displayed. Next to Personal Details, a link "Go to Application Form" is available. Click this link to go to application page.

Personal Details

Personal Details

Application No 25	Applying Under Direct Recruitment		
Name of the Applicant SAD			
Date of birth 01/Jan/2000	Age as on 1st July 2021 21Years 5Months 1Days	Gender Male	Category BC-C
Whether the applicant is Orthopaedically Handicapped of lower portion of the body Yes			
Type of Disability Visually Handicapped (VM)	Percentage of Disability 66-70	Type of Disability Hearing Impaired (HI)	Percentage of Disability 61-65
Type of Disability Orthopaedically Handicapped (OH)	Percentage of Disability 71-75		
Scribe Required No			
Whether the applicant is an Ex-Service man? No			

Step 5 - Fill Application Form

The Application Form is categorized into the following four sections:

- Personal Details
- Qualification Details
- Preference and Other Details
- Document Upload and Payment

You can Logout and exit the form any number of times to edit and complete later or Save & Continue each section till you submit the application. However, you will not be allowed to continue, if mandatory information is not entered or the required documents are not uploaded.

After you complete the last section, i.e. Payment, your application for the post of Civil Judge 2021 will be considered complete and you will receive a confirmation mail. After this, changes to any information provided on the application form are not possible. You can only print or save the form from the website. Details are available on the application submission page.

1. **Personal Details**

- a. **Name of Father/Mother/Guardian** : Enter as applicable
- b. **Relationship**: Select the relationship with the person mentioned in point a.
- c. **Marital Status**: Enter marital status and in case of Married and Divorcee provide details of spouse.
- d. **Identification Marks**: Enter two Identification marks and at least one Identification mark to be filled as mandatorily.
- e. **State**: Select State from drop down.
- f. **District**: Select District from drop down.
- g. **Address for Communication**: Enter all details of communication address in respective fields.
- h. **Permanent Address same as Address for Communication?** : If Permanent address is same as address for communication, then select yes or else select no and give permanent address details.

Logout

HIGH COURT OF ANDHRA PRADESH AMARAVATI

1 Personal Details
2 Qualification Details
3 Preference and Other Details
4 Document Upload and Payment
A4

Post Details

Applying Under: *	Application No: *
Direct Recruitment	25

Personal Details

Applicant Name *		
SAD		
Note: Apply SSC or equivalent certificate.		
Name of Father/Mother/Guardian *	Relationship: *	Marital Status *
I	<input checked="" type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Guardian	Unmarried

Other Personal Information

Date of Birth: *	Age as on 1st July 2021	Gender *	Identification Mark 1: *
01/01/2000	21Years 6Months 0Days	Male	DF
Identification Mark 2:	Category *	Mobile Number *	Email ID *
IDENTIFICATION MARK 2	BC-C	9999999999	s@g.com

Native State *	Native District *	Whether the applicant is an Ex-Serviceman: *
TELANGANA	Hyderabad	No

Whether the applicant is Orthopedically Handicapped of lower portion of the body: *

Yes

Hearing Impaired (H)	Percentage of Disability
Hearing Impaired (H)	61-85

2. Qualification Details

Furnish below academic details in the form

- a. 10th/SSC or Equivalent details
- b. 12th/Intermediate or Equivalent details
- c. Degree details
- d. B.L/LL.B details
- e. M.L/LL.M details
- f. Other Academic/Technical Qualification

HIGH COURT OF ANDHRA PRADESH AMARAVATI

Logout

Personal Details

Qualification Details

Preference and Other Details

Document Upload and Payment

All

Educational Qualification

Please specify Educational Qualification *

sd

10th/SSC or Equivalent Details

Name of the Board/Institution *

jdk

Class/Division *

kh

Percentage of Marks *

78

Year Of Passing *

2017

12th/Intermediate or Equivalent Details

Name of the Board/Institution

Name of the Board/Institution

Class/Division

Class/Division.

Percentage of Marks

Percentage of Marks

Year Of Passing

Please select Year Of Passing

Degree Details

Name of the University/Institution

Name of the University/Institution

Class/Division

Class/Division

Percentage of Marks

Percentage of Marks

Year Of Passing

Please select Year Of Passing

B.L/ LL.B Details

Name of the University/Institution *

sd

Class/Division *

df

Percentage of Marks *

89

Year Of Passing *

2020

M.L/ LLM Details

Name of the University/Institution

Name of the University/Institution

Class/Division

Class/Division.

Percentage of Marks

Percentage of Marks

Year Of Passing

Please select Year Of Passing

Other Academic/Technical Qualification

Please specify Other Academic/Technical Qualification Details, If Any

Please specify Other Academic/Technical Qualification Details

SAVE & NEXT

Version 14.02.01

3. Preference and Other details For Direct Recruitment candidates

HIGH COURT OF ANDHRA PRADESH AMARAVATI



Personal Details

Qualification Details

Preference and Other Details

Document Upload and Payment

Other Details

Date of Enrolment as an advocate	Standing at the Bar with Date
<input type="text" value="26/07/2021"/>	<input type="text" value="19/07/2021"/>
Period of Practice	Place of Actual Practice as on 30th July 2021
<input type="text" value="1"/> <input type="text" value="1"/> Day	<input type="text" value="Place of Actual Practice as on 30th July 20"/>

Whether the applicant was subjected to any proceeding for professional misconduct by the Bar Council? *

Yes No

Whether the applicant has been debarred/disqualified or found ineligible for candidature in any previous selections by any Public Authority? *

Yes No

Whether the applicant has been dismissed/terminated/compulsorily retired from service of Central/State Government/Quasi Government Institution/Government Owned Company/Corporation/Local Self Government Institution? *

Yes No

Whether any penalty has been imposed on the applicant during his/her Service? *

Yes No

Whether any First Information Report relating to a crime has been registered against the applicant? *

Yes No

Whether the applicant was arrested in connection with any crime involving moral turpitude and concerned with the same? *

Yes No

Whether the applicant has been prosecuted or convicted in any criminal offence? *

Yes No

Whether the applicant has filed any insolvency petition or whether any insolvency petition has been filed against the applicant or whether the applicant has been adjudicated as insolvent by any Court? *

Yes No

Exam City Preference Details

NOTE : The High Court reserves the right to allot candidates to any examination centre other than the preferred centres given by the applicant or to abolish/Create a new centre for administrative reasons.Request for change of the centre will not be entertained.

Preference 1 : *	Preference 2 : *	Preference 3 : *
<input type="text" value="Vijayawada"/>	<input type="text" value="Kurnool"/>	<input type="text" value="Visakhapatnam"/>

SAVE & CONTINUE

Fill in the below details

- a. Date of Enrolment as an advocate: Use the calendar icon to select the correct date.
- b. Period of Practice
- c. Place of Actual Practice as on 30th July 2021

Furnish details if any of the below lines are selected as “Yes”, If not “No”

- d. Whether the applicant was subjected to any proceeding for professional misconduct by the Bar Council?
- e. Whether the applicant has been debarred/disqualified or found ineligible for candidature in any previous selections by any Public Authority?
- f. Whether the applicant has been dismissed/terminated/compulsorily retired from service of Central/State Government/Quasi Government Institution/Government Owned Company/Corporation/Local Self Government Institution?
- g. Whether any penalty has been imposed on the applicant during his/her Service?
- h. Whether any First Information Report relating to a crime has been registered against the applicant?
- i. Whether the applicant was arrested in connection with any crime involving moral turpitude and concerned with the same?
- j. Whether any Criminal Prosecution has been pending against applicant or suffered conviction in any Criminal offence?
- k. Whether the applicant has filed any insolvency petition or whether any insolvency petition has been filed against the applicant or whether the applicant has been adjudicated as insolvent by any Court?

Exam City Preference Details

The High Court Reserves the right to allot candidates to any examination center other than the preferred centers given by the applicant or to abolish/Create a new center for administrative reasons. Request for change of the center will not be entertained.

Choose three Exam city preferences from the dropdowns.

Candidate should not select same exam city preference in the three exam city fields.

For Recruitment by Transfer candidates

HIGH COURT OF ANDHRA PRADESH AMARAVATI



Personal Details

Qualification Details

Preference and Other Details

Document Upload and Payment

Other Details

Post now held *	Name of the Office & District *	Whether the applicant is approved probationer in the eligible post. *	Date of declaration of probation in the eligible category *
<input type="text" value="Post now held"/>	<input type="text" value="Name of the Office (District)"/>	<input type="text" value="applicant is approved probationer"/>	<input type="text" value="dd/mm/yyyy"/>
Whether the Applicant Belongs to physically Handicapped : *			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
When the applicant completed the law degree? : *		Furnish the Permission Details *	
<input type="radio"/> Before Entry into Service <input checked="" type="radio"/> After Entry into Service		<input type="text" value="Furnish the Permission Details"/>	
Any Disciplinary proceeding/vigilance enquiry Initiated, Convicted or Contemplated against the Applicant? *			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Whether the applicant has been debarred/disqualified or found ineligible for candidature in any previous selections by any Public Authority? : *			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Whether the applicant has been dismissed/terminated/compulsorily retired from service of Central/State Government/Quasi Government Institution/Government Owned Company/Corporation/Local Self Government Institution? : *			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Whether any penalty has been imposed on the applicant during his/her Service? : *			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Whether any First Information Report relating to a crime has been registered against the applicant? : *			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Whether the applicant was arrested in connection with any crime involving moral turpitude and concerned with the same? : *			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Whether any Criminal Prosecution has been pending against applicant or suffered any conviction in any Criminal offence? *			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Whether the applicant has filed any insolvency petition or whether any insolvency petition has been filed against the applicant or whether the applicant has been adjudicated as insolvent by any Court? *			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Exam City Preference Details

NOTE : The High Court Reserves the right to allot candidates to any examination centre other than the preferred centres given by the applicant or to abolish/Create a new centre for administrative reasons. Request for change of the centre will not be entertained.

Preference 1 : *	Preference 2 : *	Preference 3 : *
<input type="text" value="Preferred City 1"/>	<input type="text" value="Preferred City 2"/>	<input type="text" value="Preferred City 3"/>

SAVE & CONTINUE

Fill in the below details

- a. Post now held
- b. Name of the office & District
- c. Whether the applicant is approved probationer in the eligible post
- d. Date of declaration of probation in the eligible category

Furnish details if any of the below lines are selected as “Yes”, If Not “No”

- e. Whether the applicant completed the law degree?
- f. Any Disciplinary proceedings/vigilance enquiry Initiated, Convicted or contemplated against the Applicant?
- g. Whether the applicant has been debarred/disqualified or found ineligible for candidature in any previous selections by any Public Authority?
- h. Whether the applicant has been dismissed/terminated/compulsorily retired from service of Central/State Government/Quasi Government Institution/Government Owned Company/Corporation/Local Self Government Institution?
- i. Whether any penalty has been imposed on the applicant during his/her Service?
- j. Whether any First Information Report Relating to a crime has been registered against the applicant?
- k. Whether the applicant was arrested in connection with any crime involving moral turpitude and concerned with the same?
- l. Whether any Criminal Prosecution has been pending against applicant or suffered any conviction in any Criminal Offence?
- m. Whether the applicant has filed any insolvency petition or whether any insolvency petition has been filed against the applicant or whether the applicant has been adjudicated as insolvent by any Court?

Exam City Preference Details

The High Court Reserves the right to allot candidates to any examination center other than the preferred centers given by the applicant or to abolish/Create a new center for administrative reasons. Request for change of the center will not be entertained.

Choose three Exam city preferences from the dropdowns.

Candidate should not select same exam city preference in the three exam city fields.

4. Document upload and Payment

HIGH COURT OF ANDHRA PRADESH AMARAVATI



Personal Details

Qualification Details

Preference and Other Details

Document Upload and Payment

Upload Photo and Signature

NOTE: Upload Photo and Signature along with attested copies of Required documents.

Important :

1. Please upload your recent passport size photograph and signature: Max 80KB (Only JPEG and JPG formats).
2. Check the correctness of the Photo and Signature that are uploaded. If you are not satisfied, you may upload them again before proceeding to Payment.
3. In the Photograph (Colored and taken in light background). The Face should occupy about 50% of full face view looking into the Camera directly. The main features of the Face must not be covered by Hair of the Head, any Cloth or any Shadow. Forehead, Eyes, Nose, Chin should be clearly visible.

Upload your recent passport size color photograph. [Click here to upload](#) Photo size should be 80kb max

Upload your scanned signature. [Click here to upload](#) Photo size should be 80kb max

Upload Scanned copy of your 10th/SSC or equivalent Certificate (For the purpose of DOB). [Click here to upload](#) Photo size should be 150kb max

Upload scanned copy of Caste Certificate. [Click here to upload](#) Photo size should be 150kb max

NOTE : Caste certificate should be issued by MRO/Tahsildar.

Upload Scanned copy of Law Degree. [Click here to upload](#) Photo size should be 150kb max

Upload Scanned copy of Proof of declaration of Probation. [Click here to upload](#) Photo size should be 500kb max

NOTE : Upload First Page, Relevant Sheet and Last Sheet only.

Upload scanned copy of Latest Certificate of service and conduct issued by the competent authority. [Click here to upload](#) Photo size should be 150kb max

Upload scanned copy of Proceedings to prosecute law degree course after entering into service. [Click here to upload](#) Photo size should be 150kb max

NOTE : Upload First Page, Relevant Sheet and Last Sheet only.

Upload B.L./LL.B Certificate. [Click here to upload](#) Photo size should be 150kb max

Exam Fee Details

1. Payment Gateway charges Rs 23.60 (Inclusive of Taxes) is added in Exam Fee.
2. Candidates applying from anywhere in India can make the Online payment.
3. Candidates can use Credit Card / Debit Card / NetBanking and Paytm for making the Online Payment.

Payment Amount :

423.60

Payment Mode :

online

Declaration By The Candidate

- I hereby declare that the information furnished above and all the statements made in this application are true and correct and complete to the best of my knowledge and belief. I further declare that I possess sound health and active habits. I am free from any bodily defect or infirmity which would render me unfit to work as a Civil Judge in Judicial Service in the State of Andhra Pradesh, and that my character and antecedents are such that they will not disqualify me from State Judicial Service. I have carefully read the contents of the notification, the conditions and Instructions stipulated therein/User Guide, and I hereby undertake to abide by them. I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for appointment to the post of Civil Judge and that the copies of documents uploaded along with the application are true copies of the originals kept in my custody. I undertake that in the event of any information furnished by me being found false or incorrect or ineligibility being detected before or after the examination/interview/appointment, I shall be liable to be proceeded with, in accordance with law.


 I Agree

Preview

Submit

NOTE : Gazetted Officer Attested Copies of required documents to be uploaded.

a. Upload Photo/Signature (For Direct Recruitment Candidates)

- I. Upload scanned copy of your recent passport size Photo (Photo size should be 80 KB max)
- II. Upload scanned copy of your Signature here. (Signature image should be less than 80 KB max)
- III. 10th/SSC or Equivalent Certificate
- IV. Disability Certificate (If applicable)
- V. Caste Certificate (If applicable)
- VI. Upload B.L/LL.B Certificate

b. Upload Photo/Signature (For Recruitment by Transfer Candidates)

- I. Upload scanned copy of your recent passport size Photo (Size of the Photograph should not exceed 80 Kb)
- II. Upload Scanned copy of your Signature here. (Signature image should not exceed 80 Kb)
- III. 10th/SSC or Equivalent Certificate
- IV. Caste Certificate (If Applicable)
- V. Disability Certificate (If applicable)
- VI. Law Degree Certificate
- VII. Proof of Declaration of Probation
- VIII. Latest certificate of service and conduct issued by the competent authority
- IX. Proceedings to Prosecute law degree course after entering into service (If Applicable)

c. Exam Fee Details

The applicants who belong to OC/ BC categories have to pay an amount of Rs. 800/- {Rupees Eight hundred only) towards Online Application processing and Examination fee, whereas the candidates belonging to SC/ST categories have to pay Rs.400/- {Rupees Four hundred only) towards Online Application processing and Examination fee.

- I. Payment Gateway Charges 23.60 (Inclusive of Taxes) is added in Exam Fee.**
- II. Candidate applying from anywhere in India can make the Online Payment.**
- III. Candidate can use Credit Card/ Debit Card/ NetBanking and Paytm for making the Online Payment.**
- IV. Candidate can contact helpdesk in case of any payment related issues.**

d. Declaration

It is mandatory to select the check boxes:

"I hereby declare that the information furnished above and all the statements made in this application are true and correct and complete to the best of my knowledge and belief. I further declare that I possess sound health and active habits. I am Free from any bodily defect or infirmity which would render me unfit to work as a Civil Judge in Judicial service in the State of Andhra Pradesh, and that my character and antecedents are such that they will not disqualify me from State Judicial Service. I have carefully read the contents of the notification, the conditions and instructions stipulated therein/User

Guide, and I hereby undertake to abide by them. I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for appointment to the post of Civil Judge and that the copies of documents uploaded along with the application are true copies of the originals kept in my custody. I undertake that in the event of any information furnished by me being found false or incorrect or ineligibility being detected before or after the examination/Interview/appointment, I shall be liable to be proceeded with, in accordance with law.”,

And

“I Agree” in the Declaration section before you click the Submit and Pay button and proceed to the payment gateway. It is important that you preview the application form, using the Preview button to check for accuracy and completeness of all the data you have entered, before proceeding with the payment. You can preview your application at any stage and any number of times before submitting your application. It is also important to read the complete Declaration before you select the I Agree check box.

[Candidate Help Desk](#)

In the event you do not receive a Confirmation email after completion of application process or have any query or concern, you can connect with the Candidate Help Desk by e-mail (helpdesk-hcap@aj.gov.in) or call on 0863-2372752. Please have your User ID and/or Payment Transaction Number details at hand for reference.

Working Hours

Telephone: 10:30 AM to 05:00 PM (1 PM – 2 PM Lunch break)

Email: Mail can be sent anytime but response will be sent only in working hours of High Court.