

HIGH COURT OF ANDHRA PRADESH::AMARAVATI
NOTIFICATION No.2 & 3/2021-RC dated 09/ 09/2021
USER MANUAL - APPLICATION FOR THE SUBORDINATE POST

The Application contains two parts. You must complete both Part A and Part B to apply for the Subordinate Post – Assistant/Examiner OR Typist/Copyist

Application process consists of two steps -

1. Registration with basic details (Candidate gets a user ID & password after registration and they are valid till recruitment process is completed)
2. Candidate has to login by using User ID & Password and apply for the post of his choice i.e., Assistant/Examiner OR Typist/Copyist.

Application for Exam completes only when you complete above two steps.

Step1 - 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 52to 65) or

Google Chrome (version 53 and 72)

Step 2 - Register to receive User ID and Password

The registration form appears as follows-

HIGH COURT OF ANDHRA PRADESH AMARAVATI



Registration Details

Personal Details

Post Applied for : *

Assistant/Examiner Typist/Copyist

Name of the Applicant *

NAME OF THE APPLICANT

Name of Father/Husband *

NAME OF FATHER / HUSBAND

Relationship : *

Father Husband

Note: As per SSC/Equivalent certificate.

Gender *

Male Female Transgender

Social Category *

Please select Social Category.

NOTE : Please fill SOCIAL CATEGORY details carefully. No changes will be entertained after you submit the application.

Date of birth (DD/MM/YYYY) *

dd/mm/yyyy

Age as on 1st July 2021

0Years 0Months 0Days

Note: Please refer to notification for Age Criteria

Applicants with following age as on 01/July/2021 are eligible to apply

1. Minimum age 18 Years. Maximum age 42 Years. For SC/ST/BC Maximum age is 47 Years.

2. For Physically Challenged applicants maximum age is 52 years.

Whether the applicant is a Physically Challenged person: *

Yes No

Whether the applicant is an Ex-Service person: *

Yes No

Communication details

Mobile Number *

Mobile Number

Confirm Mobile Number *

Confirm Mobile Number

Email ID *

Email ID

Confirm Email ID *

Confirm Email ID

Address for Communication

Address Line 1 *

Address Line 1

Address Line 2 *

Address Line 2

Address Line 3

Address Line 3

Mandal/Tahsil

Please enter Mandal/Tahsil.

State *

Please select Communication State.

District *

Please select Communication District.

City *

Please enter Communication City.

Pincode *

Communication Pincode

Is Permanent Address same as Communication Address? *

Yes No

Permanent Address

Address Line 1 *

Address Line 1

Address Line 2 *

Address Line 2

Address Line 3

Address Line 3

Mandal/Tahsil

Mandal/Tahsil

State *

Please select Permanent State.

District *

Please select Permanent District.

City *

Please enter Permanent City.

Pincode *

Please enter the Permanent Pincode

Declaration By The Candidate

I hereby declare that the information furnished above and all the statements made in this Application Form are true and correct and complete to the best of my knowledge and belief. My character and antecedents are such that they will not disqualify me for appointment to the post. I have carefully read the contents of the notification and User Guide, the conditions and instructions stipulated therein, 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 and I will produce the original certificates of my educational qualifications at the time of interview if I am qualified. 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

Submit

Version 14.02.01

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

Post Applied for: Candidate should choose the applicable Post.

Name of the Applicant: This should be the same as it appears in SSC/Equivalent Certificate.

Name of Father/Husband: Enter as applicable

Relationship: Select the relationship with the person mentioned in above point.

Gender: Enter as applicable

Social Category: Enter as applicable

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

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

Whether the applicant is a Physically Challenged person: Age and Fee relaxation will be applicable only with disability percentage > 40%.

Whether the applicant is an Ex-Service person: 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, Age and Fee relaxation is applicable

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

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

Address for Communication: Enter all details of communication address in respective fields.

Is Permanent Address same as Communication Address? :If Permanent address is same as address for communication, then select yes or else select no and give permanent address details.

District: Select District from drop down.

State: Select State from drop down.

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.

[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 Subordinate Post by clicking on the link given in the email. You may also login from the High Court Website.

This ends 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.



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. On the top right, a link “Go to Application Form” is available. Click this link to go to application page.

[Go to Application Form](#) [Logout](#)

HIGH COURT OF ANDHRA PRADESH AMARAVATI

Personal Details

Personal Details

Application No 321300112	Post Applied for : Assistant/Examiner		
Name of the Applicant TEST			
Name of Father/Husband Test			
Relationship Father			
Date of birth 01/01/2000	Age as on 1st July 2021 21 Years 6 Months 0 Days	Gender Male	Social Category OC
Whether the applicant is a Physically Challenged person: No			
Whether the applicant is an Ex-Service person: 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 Subordinate post 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. PersonalDetails

- The details will auto populate from the Registration form

HIGH COURT OF ANDHRA PRADESH AMARAVATI



1 Personal Details

13 Qualification Details

13 Technical Details and Exam Prefe...

13 Document Upload and Payment

Post Details

Post Applied for :*

Social Category

Application No *

Application No

Personal Details

Name of the Applicant*

APPLICANT NAME

Name of Father/Husband *

MIDDLE NAME

Relationship *

RELATIONSHIP

Date of Birth : *

Date of Birth

Age as on 1st July 2021

0Years 0Months 0Days

Gender*

Gender

Social Category*

Mobile Number

Mobile Number*

Mobile Number

Email ID *

Email ID

Whether the applicant is an Ex-Service person :*

Whether the applicant belongs to Ex-Serv

Are you a Physically Handicapped Person? *

Are you a Physically Handicapped Person

Address for Communication

Address Line 1 *

ADDRESS LINE 1

Address Line 2 *

Address Line 2

Address Line 3

Address Line 3

Mandal/Tahsil

Please enter Mandal/Tahsil.

State*

Please enter Communication State.

District*

Please enter Communication District.

City*

Please enter Communication City.

Pincode*

Communication Pincode

Is Permanent Address same as Communication Address? *

Permanent Address*

Address Line 1 *

Address Line 1

Address Line 2 *

Address Line 2

Address Line 3

Address Line 3

Mandal/Tahsil

Mandal/Tahsil

State*

Please enter Permanent State.

District*

Please enter Permanent State.

City*

Please enter Permanent City.

Pincode*

Please enter the Permanent Pincode

SAVE & NEXT

2. Qualification Details

Furnish below academic details in the form

- a. Graduation Details
- b. Post-Graduation Details

The screenshot shows the 'Qualification Details' section of the application form. At the top, there is a header for the 'HIGH COURT OF ANDHRA PRADESH AMARAVATI' with a 'Logout' link. Below the header is a navigation bar with four tabs: 'Personal Details', 'Qualification Details' (which is active), 'Technical Details and Exam Preference', and 'Document Upload and Payment'. The 'Qualification Details' section is divided into two parts: 'Graduation Details' and 'Post-Graduation Details'. Each part includes a note and four input fields: 'Course Name', 'Name of the University/Institution', 'Percentage of Marks', and 'Year Of Passing'. The 'Graduation Details' section has a note: 'Note : Candidates possessing degree qualification are only eligible to apply'. The 'Post-Graduation Details' section has a note: 'Note : Candidates possessing post-graduate qualification are only eligible to apply'. Both sections have a 'SAVE & NEXT' button at the bottom right. The version number 'Version 14.03.01' is displayed at the bottom center.

Logout

HIGH COURT OF ANDHRA PRADESH AMARAVATI

Personal Details | **Qualification Details** | Technical Details and Exam Preference | Document Upload and Payment

Graduation Details

Note : Candidates possessing degree qualification are only eligible to apply

Course Name	Name of the University/Institution	Percentage of Marks	Year Of Passing
<input type="text" value="Name of the Course Name"/> <small>Example : BA/B.Com</small>	<input type="text" value="Name of the University/Institution"/>	<input type="text" value="Percentage of Marks"/>	<input type="text" value="Please select Year Of Passing"/>

Post-Graduation Details

Course Name	Name of the University/Institution	Percentage of Marks	Year Of Passing
<input type="text" value="Name of Course Name"/> <small>Example : MA/M.Com</small>	<input type="text" value="Name of the University/Institution"/>	<input type="text" value="Percentage of Marks"/>	<input type="text" value="Please select Year Of Passing"/>

SAVE & NEXT

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3. Technical Details and Exam Preference for Assistant/Examiner

Fill in the below details

- a. Sports Details
- b. Other Academic/Technical Qualifications
- c. Knowledge in Computer Operation

HIGH COURT OF ANDHRA PRADESH AMARAVATI



Personal Details

Qualification Details

Technical Details and Exam Prefe...

Document Upload and Payment

Sports Details

Whether the applicant is a Sportsperson :*

 Yes No

NOTE : Refer the notification for sports category details.

Other Academic/Technical Qualifications

Please specify Technical Qualification:

Previous Experience:

Knowledge in Computer Operation*

 Yes No

Exam Center Preference Details :

Preference 1 (District):*

Preference 2 (District):*

Preference 3 (District):*

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.

SAVE & CONTINUE

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For Typist/Copyist

Fill in the below details

- Sports Details
- Other Academic/Technical Qualifications
- Knowledge in Computer Operation
- English Typewriting Higher Grade
- Name of the Board and Year of Passing
- Year of Passing

HIGH COURT OF ANDHRA PRADESH AMARAVATI



Personal Details

Qualification Details

Technical Details and Exam Prefe...

Document Upload and Payment

Sports Details

Whether the applicant is a Sportsperson :*

 Yes No

NOTE : Refer the notification for sports category details.

Other Academic/Technical Qualifications

Please specify Technical Qualification:

Previous Experience:

Knowledge in Computer Operation*

 Yes No

English Typewriting Higher Grade:*

 45 WPM Above 45 WPM

NOTE: Only candidates with Higher Grade are eligible to apply

Name of the Board*

Year Of Passing*

Exam Center Preference Details :

Preference 1 (District) :*

Preference 2 (District) :*

Preference 3 (District) :*

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.

SAVE & CONTINUE

Version 14.03.01

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 District preferences from the dropdowns.

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

4. Document upload and Payment

a. Upload Photo and Signature

- I. Upload Photo (80kb max)
- II. Upload Signature (80kb max)

b. ExamFee Details

Below is the payment details towards application processing and examination fee.

- I. For OC/BC categories – Rs. 800/-
- II. For SC/ST Categories – Rs. 400/-
- III. For PH/Ex-Service person – Rs. 400/-
- IV. EWS – Rs. 500/-

- 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.**

c. Declaration

It is mandatory to select the check box:

I hereby declare that the information furnished above and all the statements made in this Application Form are true and correct and complete to the best of my knowledge and belief. My character and antecedents are such that they will not disqualify me for appointment to the post. I have carefully read the contents of the notification and User Guide, the conditions and instructions stipulated therein, and I hereby undertake to abide by them. I further declare that I full-fill all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for appointment to the post and I will produce the original certificates of my educational qualifications at the time of interview if I am qualified. 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.

Upload Photo and Signature

Important :
 Please upload the images of your recent passport size photograph and signature. The size of the image should be less than 80KB(JPEG and JPG formats only).
 1. Check the correctness of the photo and your signature that are uploaded. If you are not satisfied, you may upload them again before proceeding to payment.
 2. In the photograph (colored and taken in light background), the face should occupy about 50% of the area and with a full-face view looking into the camera directly. The main features of the face must not be covered by hair of the head, mask, shield, any cloth or any shadow etc. 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

Exam Fee Details

NOTE :
 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 Mode * Payment Amount:*

Online

Declaration By The Candidate

I hereby declare that the information furnished above and all the statements made in this Application Form are true and correct and complete to the best of my knowledge and belief. My character and antecedents are such that they will not disqualify me for appointment to the post. I have carefully read the contents of the notification and User Guide, the conditions and instructions stipulated therein, 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 and I will produce the original certificates of my educational qualifications at the time of interview if I am qualified. 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

[Save & Preview](#) [Submit](#)

Version 14.03.01

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-

hc.ap@aij.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 – 2PM Lunch break)

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