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 -

Registration with basic details (Candidate gets a user ID & password after registration and they are valid till recruitment process is completed)
 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



(B Registration Details				
Personal Details				
Post Applied for : *				
O management O Management				
Name of the Applicant*	Name of Father/Husband: *	Relationship : *		
NAME OF THE APPLICANT	NAME OF FATHER / HUSBAND	O Father O Husband		
Gender *	Social Category*			
O Male O Female O Transgender	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/YYY)*	Age as on 1st July 2021			
dd/mm/yyyy	0Years 0Months 0Days			
Note: Please refer to notification for Age Crite	ria 21 ara elieible to apply			
1. Minimum age 18 Years, Maximum age 42 Ye	ears. For SC/ST/BC Maximum age is 47 Years.			
2. For Physically Challenged applicants maxim	um age is 52 years.			
Ves O No	Dr: *	Ves O No		
Communication dataile				
Communication details				
Mobile Number*	Confirm Mobile Number*	Email ID *	Confirm Email ID*	
Mobile Number	Confirm Mobile Number	Email ID	Confirm Email ID	
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Address Line 1*	Address Line 2*	Address Line 3	Mandal/Tahsil	
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Please select Communication State.	Please select Communication District. •	Please enter Communication City.	Communication Pincode	
Is Permanent Address same as Communication Address	2 *			
Permanent Address				
Address Line 1	Address Line 2*	Address Line 3	Mandal/Tahsil	
State *	District *	City*	Pincode*	
Please select Permanent State. •	Please select Permanent District.	Please enter Permanent City.	Please enter the Permanent Pincode	
Declaration By The Candidate				
hereby declare that the information furnishe	d above and all the statements made in this Applic	ation Form are true and correct and complete to the	e best of my knowledge and belief. My character	
and antecedents are such that they will not die	squalify me for appointment to the post. I have car	refully read the contents of the notification and User	Guide, the conditions and instructions	
appointment to the post and i will produce the	e original certificates of my educational qualificatio	ins at the time of interview if I am qualified. I underta	ake that in the event of any information	
turnished by the being tourionalse of incorrect	t or meighning being detected before or after the e	examination vincer view appointment, i shan be name	to be proceeded with in accordance with law.	
	Ð			
	Type 7 characters as s	hown in image (3)		
			I Agree	
			Submit	
			Judint	
	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.

HIGH COURT	OF ANDHRA PRADESH AMARAVATI	
	CANDIDATE LOGIN	
	User Id * Enter 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. On the top right, a link "Go to Application Form" is available. Click this link to go to application page.

			Go to Application Form
HIGH CO	URT OF ANI AMAR	DHRA PRAD AVATI	ESH
Personal Details			
Application No 321300112	Post-Appled for - Assistant/Examiner		
Name of the Applicant TEST			
Name of Facher/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 \mathbf{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

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Deer of liers; * Age sam 18 july 2021 Date of fields Orders: Monits: 00 pays Soci Cargery* Motile Number Motile Num	APPLICANT NAME	MIDDLE NAME		RELATIONSHIP		
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State* District* City* Pincode* Please enter Permanent State. Please enter Permanent City. Please enter the Permanent Pincode	Address Line 1	Address Line 2		Address Line 3		Mandal/Tahsil
Please enter Permanent State. Please enter Permanent City. Please enter the Permanent Pincode		District*		City*		Pincode*
	State*			Diasso enter Perm	anent City	Please enter the Permanent Pincode

2. Qualification Details

Furnish below academic details in the form

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

HIGH (COURT OF	ANDHRA PR //ARAVATI	ADESH	Gelogout
Personal Details	(B) Qualification Details	E Technical Details and Exam Prefe	Document Upload and Payment	
Graduation Details	g degree qualification are only eligible t	to apply		
Course Name	Name of the University/In	stitution Percentage of Marks	Yea	r Of Passing
Name of the Course Name	Name of the Univer	sity/Institution Percentage of N	larks P	lease select Year Of Passing 🔹
Post-Graduation Details		antinana Durana di Anti		r Of Burden
Lourse Name	Name of the University/In	stitution Percentage of Marks	taska R	Passing
Example : MAVM.Com	warne of the onlyer	Percentage of N	101 N.S.	
		Version 14.03.01		SAVE & NEXT

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	ADESH	C Logout		
Personal Details	Qualification Details	(P) Technical Details and Exam Prefe	Document Upload and Payment	
Sports Details				
Whether the applicant is a Sport O Yes O No	sperson : *			
NOTE : Refer the notifical	ion for sports category details.			
Please specify Technical Qualific		Previous Experience: Previous Experien	nce	
Knowledge in Computer Operat	on *			
xam Center Preference I	Details :			
Preference 1 (District) :*	Preference 2 (District) :*	Preference 3 (District) :	.*	
Preferred City 1	Preferred City 2	Preferred City 3	•	
NOTE : The High Court Rese administrative reasons.Req	rves the right to allot candidates to any exami uest for change of the centre will not be entert	nation centre other than the preferred centre ained.	es given by the applicant or to abolish/Create a new centre for	

Version 14.03.01

For Typist/Copyist

Fill in the below details

- a. Sports Details
- **b.** Other Academic/Technical Qualifications
- c. Knowledge in Computer Operation
- **d.** English Typewriting Higher Grade
- e. Name of the Board and Year of Passing
- f. Year of Passing

ersonal Details	Qualification Details	P Technica	al Details and Exam Prefe	Document Upload and Payme	ent
orts Details					
/hether the applicant is a Sport	person :*				
NOTE : Refer the notificat	on for sports category details.				
er Academic/Technic	al Qualifications				
ease specify Technical Qualifici	ition:		Previous Experience	:	
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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.

				€ Logout
HIGH	I COURT OF A	TANDHRA PR MARAVATI	ADESH	
Personal Details	Qualification Details	Technical Details and Exam Prefe	Document Upload and Payment	
Upload Photo and Sigr	nature			
Important : Please upload the Imag 1.Check the correctness 2.In the photograph (co face must not be cover	es of your recent passport size photograph s of the photo and your signature that are u lored and taken in light background), the fa ed by hair of the head, mask, shield, any clot	and signature. The size of the image should be ploaded. If you are not satisfied, you may uploa ce should occupy about 50% of the area and wi th or any shadow etc. Forehead, eyes, nose, chir	less than 80KB(JPEG and JPG formats d them again before proceeding to pa th a full-face view looking into the cam n should be clearly visible.	only). yment. era directly. The main features of the
Upload your recent passport s Upload your scanned signatur	ize color photograph .* Click here to upload e.* Click here to upload Photo size should i	Photo size should be 80kb max be 80kb max		
Exam Fee Details				
NOTE : 1) Payment Gateway ch 2) Candidates applying 3) Candidates can use C	arges Rs 23.60(Inclusive of Taxes) is added from anywhere in India can make the Onlin 'redit Card / Debit Card / NetBanking and Pa	in Exam Fee. e payment. aytm for making the Online Payment.		
Payment Mode *	Payment Amount :*	mount		
Declaration By The Ca	ndidate			
I hereby declare that t character and antecee instructions stipulated prescribed for appoint information furnished accordance with law.	he information furnished above and all the lents are such that they will not disqualify m therein, and I hereby undertake to abide by ment to the post and I will produce the orig by me being found false or incorrect or inel	statements made in this Application Form are tr le for appointment to the post. I have carefully ry them. I further declare that I fulfill all the cond inal certificates of my educational qualifications ligibility being detected before or after the exam	ue and correct and complete to the be ead the contents of the notification ar itions of eligibility regarding age limit, a the time of interview if I am qualifi ination/interview/appointment. I shall	est of my knowledge and belief. My Id User Guide, the conditions and educational qualifications etc., ed. I undertake that in the event of any I be liable to be proceeded with, in
		8 n 2 k yaq O		
			_	🗆 l Agree
				Save & Submit Preview
		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 (helpdeskhc.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.