



NOTIFICATION No. 02/2026-Estt., dated 20.03.2026

NOTICE
(Candidates Instructions)

Sub: Skill Test in Shorthand English for recruitment to the post of Court Master and Personal Secretary to the Hon'ble Judges and Registrars in the High Court of Andhra Pradesh at Amaravati, scheduled to be held on 21.06.2026- Instructions to the candidates – **Reg.**

Ref: High Court's Notification No.02/2026/Estt., dated 20.03.2026.

With reference to the above cited, the High Court is conducting Skill Tests in Shorthand English in 150 w.p.m. and 180 w.p.m. on 21.06.2026 at Vijayawada.

The candidates attending the Skill Tests are directed to follow the instructions given hereunder:

1. Shorthand Skill Test will be of 1 hour duration for "Shorthand English 150 w.p.m." and 55 minutes duration for "Shorthand English 180 w.p.m."
2. Candidates are required to appear for both Skill Tests i.e., "Shorthand English 150 w.p.m." and "Shorthand English 180 w.p.m."
3. Shorthand books will be provided by the High Court and candidates shall write their name and hall ticket number in the said book with ballpoint pen either blue/black ink and on completion of examination shall return the said book to the invigilator. Candidates shall bring their own pen/pencil for taking Shorthand dictation.
4. The Hall Ticket shall be presented for verification along with at least one original valid identification card i.e. Passport, PAN Card, Voter ID, Aadhar Card, Govt. Employee ID or Driving Licence etc; at the entrance of the examination centre and also in the examination hall/room failing which the candidates will not be allowed to appear in the examination. The candidates shall sign the attendance sheet in the examination hall.

5. If any candidate did not receive the hall ticket, the individual shall bring proforma of Hall Ticket (as notified) duly filling all necessary columns and the photo attested by a Gazetted Officer, which should be identical to the photo affixed on the duplicate Hall Ticket and proper Identification Card.
6. Candidates without proper identification card will not be allowed.
7. Candidates will be permitted to appear for the examination, after their credentials are verified by Centre Officials. Purses, handbags, cell phones and any other electronic gadgets are not allowed into the examination hall. The candidates may keep their belongings at the designated place in the examination center.
8. Candidates are allowed inside the examination centre from the reporting time i.e., 9:00 A.M. as they have to undergo certain procedural formalities like verification of Hall Ticket, Identity Card etc. The gates of the examination centre will be closed as per the time mentioned in the notice.
9. Candidates are advised to verify the function of the keyboard and system before the start of the examination.
10. Passage shall be typed in continuity on the screen, with paraphrase.
11. While typing, if the candidates inadvertently or otherwise give space in the middle of the word by pressing bar, the system considers it as one word.
12. After completion of typing, "submit" button would get enabled to submit the examination. No candidate will be permitted to leave the Examination Hall before the completion of the Schedule examination time.
13. Control key and Alt key and arrow key will not work in the examination.
14. Test will be of 1 hour duration for Shorthand English 150 w.p.m. and 55 minutes duration for Shorthand English 180 w.p.m.


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REGISTRAR (ADMINISTRATION)

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

NOTIFICATION No.02/2026/Estt., Dt. 20.03.2026

HALL TICKET-CUM-IDENTITY SHEET

**FOR WRITTEN EXAMINATION FOR THE POST OF COURT MASTER AND
PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS
(BY DIRECT RECRUITMENT & BY TRANSFER FROM OTHER SERVICES i.e.,
EMPLOYEES WORKING IN HIGH COURT/DISTRICT JUDICIARY/ OTHER
OFFICES UNDER THE CONTROL OF HIGH COURT)**

REGD. No.

DATE	TIME	PLACE OF EXAMINATION
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