



## HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

**RO.CNO.72/2025-RC**

**DATED: 06.01.2026**

Ref:- High Court Notification No.72/2025-RC, dated 31.12.2025 declaring provisionally selected candidates for the posts of **Field Assistant, Examiner and Process Server.**

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The High Court of Andhra Pradesh issued notifications vide Notification Nos.4/2025-RC, 5/2025 and 9/2025-RC, dated 06.05.2025 for recruitment to the posts of Field Assistant, Examiner and Process Server and computer based examinations were conducted from 20.08.2025 to 24.08.2025. The response sheet and key were published on 01.09.2025.

Anent to the above, the list of provisionally selected candidates for the posts of Field Assistant, Examiner and Process Server placed on the High Court's website vide Notification No.72/2025-RC, dated 31.12.2025.

All the provisionally selected candidates, for the posts of Field Assistant, Examiner and Process Server are informed to approach the **PRINCIPAL DISTRICT JUDGES COURTS** of the respective Districts (the Districts in which the candidate wish to be appointed) for verification of documents as per the schedule given below:-

Sl.No.	Post	Date of verification of documents
1	Field Assistant	19.01.2026 to 23.01.2026
2	Examiner	
3	Process Server	

### **INSTRUCTIONS TO THE CANDIDATES:-**

1. The candidate, who has been provisionally selected in more than one district, may approach any of the districts of his choice where he/she intends to join the post and proceed with document verification. The candidates have to submit FORM-I (Appended with this instructions).

2. 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)
3. The candidates who are provisionally selected under the 'ECONOMICALLY WEAKER SECTION CATEGORY' have to produce the latest EWS certificate as per the notification issued by the officer not below the rank of Tahsildar of the Mandal concerned.
4. The B.C candidates who are selected under the O.C category shall produce their CASTE CERTIFICATE issued by the officer not below the rank of Tahsildar of the Mandal concerned at the time of verification of the documents.
5. The Backward Classes category (B.C) candidates who are selected under the B.C category shall produce NON-CREAMY LAYER CERTIFICATE SO ALSO THEIR CASTE CERTIFICATE issued by the officer not below the rank of Tahsildar of the Mandal concerned at the time of verification of the documents.
6. It has been mentioned in the Notification itself that, care must be taken at the time of uploading document that, once your application is submitted, under no circumstances the candidate will be permitted to edit the application. The candidates will not be permitted to produce documents which are contrary to the documents submitted earlier. The candidates under no circumstance will be permitted to switch over from one community/ category to another stating that, they have recently secured EWS certificate, Creamy Layer certificate etc.

  
**REGISTRAR (RECRUITMENT)**

FORM-I (The candidates who got selected for several Districts, but opted a particular District)

**UNDERTAKING LETTER SUBMITTED TO THE PRINCIPAL DISTRICT**

**JUDGE** \_\_\_\_\_.

Honoured Sir/Madam,

I, \_\_\_\_\_, S/O \_\_\_\_\_  
\_\_\_\_\_, (Address particular are to be mentioned).

Sir/Madam, I state that I was selected for the following posts in the following Districts

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

(if more fields are required they may be added)

I herewith submit that I voluntarily opt the post of \_\_\_\_\_, in the \_\_\_\_\_ District (the candidate is advised to think carefully, evaluate and then given letter before opting the post and District). Further, I may be permitted to change from the post I have chosen, to any other post in the event of being selected to another post in this District or another District.

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.

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

Yours faithfully,

NAME :

SIGNATURE :

Mobile No. :

FORM-II (At the time of production of the documents by the candidate)

TO

The Hon'ble Principal District Judge,

\_\_\_\_\_  
\_\_\_\_\_

FROM:

Name: \_\_\_\_\_

ADDRESS PARTICULARS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam,

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 District 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,

PLACE:  
DATE:

SIGNATURE:  
NAME:  
Mobile No: