

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

ROC. No. 363/2019-Estt.,

DATE : 17.07.2019

C I R C U L A R

Sub: ESTABLISHMENT - HIGH COURT OF ANDHRA PRADESH - Filling-up of 41 posts of Court Masters and Personal Secretaries to the Hon'ble Judges and Registrars, by promotion / transfer in the High Court Service – Inviting applications from the eligible in-service candidates – **Regarding.**

The High Court of Andhra Pradesh proposes to fill-up 41 vacancies in the category of Court Masters/Personal Secretaries to the Hon'ble Judges and Registrars, by promotion/by transfer, from the following categories:

- i) By promotion of approved probationers working in Division-II (except Category 2) of High Court Service,
- ii) By transfer of approved probationers from the Categories 2 to 12 of Andhra Pradesh Judicial Ministerial and Subordinate Service Rules, 2019 issued under G.O.Ms.No.76, Law (L, LA & J-Home-Courts. A) Department, dated 15.05.2019 and Categories 1 to 3 of Division- II and Categories 1 & 2 of Division – III of A.P. State Legal Services Authority Service.

The above said post is a Gazetted post, carrying a time scale of pay of Rs.37100 -1030- 39160- 1110- 42490-1190- 46060-1270-49870-1360-53950-1460-58330-1560-63010-1660-67990-1760-73270-1880 -78910 -2020 -84970 -2160-91450.

The requisite qualifications for appointment to the post of Court Masters/Personal Secretaries to the Hon'ble Judges and Registrars, are as follows:

1. Must be a Graduate from any University recognized by the University Grants Commission or recognized by the State or Central Act.
2. A pass in Typewriting by Higher Grade in English conducted by A.P. State Board of Technical Education or any other State which is recognised by the State Board to be equivalent to the Examination, conducted by it.
3. A pass in Government Technical Examination with a speed of 180 w.p.m. in Shorthand (English) conducted by the A.P. State Board of Technical Education / Telangana State Board of Technical Education or such other qualification as may be considered by Hon'ble the Chief Justice to be equivalent to the said qualification. However, candidates who have passed 150 w.p.m. in Shorthand (English) test also can apply.

The eligible candidates, **who are approved probationers, working in Division-II (except category 2) of High Court Service and Categories 2 to 12 of Andhra Pradesh Judicial Ministerial and Subordinate Service Rules, 2019 issued under G.O.Ms.No.76, Law (L, LA & J-Home-Courts. A) Department, dated 15.05.2019, subject to amendments if any, and Categories 1 to 3 of Division- II and Categories 1 & 2 of Division – III of A.P. State Legal Services Authority Service** and who are willing to be appointed as Court Masters in the High Court Service, are instructed to submit their applications to the Unit Heads of the respective Units along with following enclosures :

- 1) Three latest passport size photographs, one photograph to be pasted on the application at the right top corner, and two other photographs to be pasted on the Hall Tickets (in duplicate). All three photographs shall be identical and must be attested by the Presiding Officer / Controlling Officer concerned.
- 2) Attested copies of academic and technical qualifications, etc., viz.
 - (a) Date of Birth (S.S.C. or equivalent)
 - (b) Degree
 - (c) Typewriting Higher Grade in English
 - (d) Shorthand English 180 w.p.m / 150 w.p.m.
 - (e) Proceedings of declaration of probation.
- 3) Self addressed envelop, with postage stamps worth Rs.30/- affixed on it.

All the Unit Heads are requested to forward the applications along with enclosures of the eligible candidates after due verification, to the Registrar (Administration), High Court of Andhra Pradesh, Nelapadu, Amaravati – 522 237, on or before **31-07-2019, by 5.00 p.m.**

The Unit Heads are requested **not to forward the applications of the candidates who are not approved probationers and who are not possessing the required qualifications .**

The selection process will be on the basis of merit, evaluated by a test in Shorthand English 180 w.p.m. (3 minutes duration) and 150 w.p.m. (4 minutes duration) and the transcription to be done on computers within 40 and 45 minutes, respectively. The test will be for 80 Marks in Shorthand Test and 20 Marks for oral interview.

No T.A. and D.A. will be paid to the candidates appearing for written test/ oral interview.

Note: All the Unit Heads are requested to communicate this Circular to the staff members working in their Units.

C. Srinivas Kumar
REGISTRAR (ADMINISTRATION)

To

1. The Registrar (I.T.-cum-Central Project Coordinator), High Court of Andhra Pradesh.
(with request to arrange to upload this Circular in the official website of the High Court.)
2. All the District Judges, Andhra Pradesh.
3. The Special Judge for C.B.I. Cases, Visakhapatnam.
4. The Member Secretary, A.P.State Legal Services Authority.
5. The Secretary, A.P.High Court Legal Services Committee.
6. All the Section Officers/ Section Heads, High Court of Andhra Pradesh.
(for circulation among the staff members working in their respective Sections)

**APPLICATION FOR THE POST OF COURT MASTER AND PERSONAL
SECRETARY TO THE HONOURABLE JUDGES AND REGISTRARS**
(BY PROMOTION / BY TRANSFER)

Registered No:
(to be filled by the Office)

Affix recent
Passport size
photograph attested
by the Presiding
Officer/ Controlling
Officer concerned

To
The Registrar (Administration),
High Court of Andhra Pradesh
Amaravati.

Sir,

Sub: Application for the post of Court Master/Personal Secretary to
the Honourable Judges and Registrars.

**01. Name in full with designation
(In block letters)** :

a) Place of work :

b) Name of the Category in
which probation declared :

02. Father's Name / Husband's Name :

03. Date of Birth and Age :

04. Educational Qualifications :

(a) Academic :

(b) Technical :

05. Address for correspondence with
Telephone Nos. Land Line & Mobile Nos. :

Date :

Yours faithfully,

Place :

(Signature of the Applicant)

ORIGINAL

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

HALL TICKET-CUM-IDENTITY SHEET

**(FOR WRITTEN EXAMINATION FOR THE POST OF COURT MASTER/ PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS)
(BY PROMOTION / TRANSFER)**

REGD.NO.

DATE	TIME	PLACE OF EXAMINATION
HIGH COURT PREMISES		
NAME AND FULL POSTAL ADDRESS OF THE APPLICANT WITH CONTACT LAND LINE & MOBILE NO:		Affix recent Passport size Photograph duly attested by Presiding Officer/ Controlling Officer concerned
SIGNATURE OF THE APPLICANT (To be attested by Presiding Officer /Controlling Officer) →		
Presiding Officer/ Controlling Officer (SIGNATURE AND DESIGNATION STAMP)		

REGISTRAR (ADMINISTRATION)

P.T.O FOR INSTRUCTIONS

DUPLICATE

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

HALL TICKET-CUM-IDENTITY SHEET

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Presiding Officer/ Controlling Officer (SIGNATURE AND DESIGNATION STAMP)		

REGISTRAR (ADMINISTRATION)

P.T.O FOR INSTRUCTIONS

INSTRUCTIONS

1. Identical copies of latest Passport size Photographs of the applicant are to be affixed as detailed in the Circular.
2. Shorthand books, white papers, Shorthand pencils and computers will be arranged by the Registry.
3. Applicants must reach the Examination Hall, half-an-hour in advance.
4. After commencement of the Examination, no candidate will be permitted to enter into the Examination Hall.

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