

## HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

### **NOTIFICATION No.13/2022/Estt., Dated 21-10-2022 FOR DIRECT RECRUITMENT TO THE POST OF OFFICE SUBORDINATE IN THE SERVICE OF THE HIGH COURT OF ANDHRA PRADESH.**

Applications are invited **ONLINE** for direct recruitment to the posts of **OFFICE SUBORDINATE** in the High Court of Andhra Pradesh under the Service Rules of the High Court of Andhra Pradesh, 2019 (the Rules), carrying scale of pay of Rs.20000-61960.

The online application portal will be available on the High Court's official website "<https://hc.ap.nic.in>" from 29-10-2022 to 15-11-2022. The Last date for submission of online application is 15-11-2022 upto 11.59 p.m. No other mode of application will be entertained.

The detailed examination schedule will be posted on the High Court's official website "<https://hc.ap.nic.in>". The applicants are required to visit the official website of High Court of Andhra Pradesh to keep themselves updated on all the steps/results until the completion of the recruitment.

#### **I. VACANCY POSITION :**

The allocation of posts in favour of Open Category, Physically handicapped, Meritorious Sports Persons, Economically Weaker Sections, Ex-Servicemen, Backward Classes, Scheduled Castes and Scheduled Tribes, is as follows:

<b>Name of the post</b>	<b>Class/Category</b>	<b>No. of posts</b>
<b>OFFICE SUBORDINATE</b>	Open Competition	47 (16 W)
	Open Competition (VH)	3 (1 W)
	Open Competition (HH)	1 (1 W)
	Open Competition (OH)	1
	Open Competition (Sports)	2
	EWS	12 (4 W)
	Ex-Servicemen	4
	BC-A	9 (3 W)
	BC-B	12 (6 W)
	BC-C	3 (1 W)
	BC-D	8 (3 W)
	BC-E	5 (2 W)
	SC	20 (7 W)
	ST	8 (3 W)
	<b>Total</b>	<b>135 (47 W)</b>

**NOTE:**

- 1) Selection of a candidate against BC-E vacancy will, however, be subject to outcome of Civil Appeal Nos.2628 – 2637/2010 pending consideration before the Hon'ble Supreme Court of India
- 2) Selection of a candidate against EWS vacancy will, however, be subject to outcome of W.P. (Civil No.343 of 2019 and batch) pending consideration before the Hon'ble Supreme Court of India.
- 3) The High Court of Andhra Pradesh reserves the right to increase or decrease the number of vacancies or cancel the Notification, at any stage, without assigning any reason whatsoever. No right will accrue to the candidate by virtue of the Notification.
- 4) If provisionally selected candidate does not join the post, the next meritorious candidate may be considered for provisional selection.

**II. EDUCATIONAL QUALIFICATIONS:**

Applicants must have passed 7<sup>th</sup> class or equivalent examination. Candidates who failed in Intermediate will also be considered but those who have higher qualification than that shall not be considered.

**III. AGE LIMIT:**

1. The candidate must have completed the age of 18 years and must not have completed the age of 42 years as on 01-07-2022 as per G.O.Ms.No.101, General Administration (Service-A), Department, dated 30-09-2022.
2. The relaxation of maximum age limit in respect of Scheduled Castes, Scheduled Tribes, Backward Classes and Economically Weaker Sections is 5 years. In case of persons with disabilities they shall be given age relaxation of 10 years.
3. The relaxation of maximum age limit in respect of Ex-servicemen will be as per Rule 12(1) (c) (i) of the Andhra Pradesh State and Subordinate Service Rules.

**IV. RESERVATION:**

- 1) The recruitment shall be subject to the rule of reservation in favour of candidates belonging to Scheduled Tribes, Scheduled Castes, Backward Classes (A, B, C, D & E), Woman, Economically Weaker Sections (EWS), Physically Challenged persons and Ex-servicemen shall be as per Rule 22 and 22-A of the Andhra Pradesh State and Subordinate Service Rules.
- 2) The applicants who are eligible and intend to avail reservation in their category, shall submit caste certificate of their respective categories.

- 3) The applicants who intend to avail/claim reservation under Backward Classes (A, B, C, D & E) shall submit a copy of the latest certificate issued either in the year 2021 or 2022, to the effect that they belong to non-creamy layer in terms of G.O.Ms. No.3, Backward Classes Welfare (C 2) Department, dated 04.04.2006 and G.O.Ms.No.26, Backward Classes Welfare (C) Department, dated 09.12.2013 and as per the income ceiling which is in force on the date of notification. In case of non-submission of the latest certificate, his/her candidature will be considered against Open Category only.
- 4) The applicants who intend to avail/claim reservation under Economically Weaker Sections (EWS) shall submit the latest copy of EWS Certificate issued either in the year 2021 or 2022, (issued by the concerned Tahsildar mentioning therein that the gross annual family income from all sources is below Rs.8,00,000/-) in terms of G.O.Ms. No.66, General Administration (Services-D) Department, dated 14.07.2021 and G.O.Ms. No.73, General Administration (Services-D) Department, dated 04.08.2021.

**V. DOCUMENTS TO BE UPLOADED AT THE TIME OF SUBMISSION OF ONLINE APPLICATION:**

1. The applicant shall upload original certificates of academic qualification, such as, pass certificates, certificate evidencing date of birth and community certificate issued by the Competent Authority, in case they intend to avail reservation under SC, ST, BC, Physically Disabled Persons, EWS, Meritorious Sports Persons and Ex-Servicemen (The certificate shall show specifically the classification of the group).
2. The applicant, who intends to avail reservation under Backward Classes (A,B,C,D and E), shall upload latest community and also certificate of non-creamy layer as per Law. In case of failure to upload the latest certificate, his/her candidature will be considered against Open Competition.
3. The applicant claiming reservation under Economically Weaker Sections (EWS) Category, shall upload the latest certificate issued either in the year 2021 or 2022 in terms of G.O.Ms.No.66, General Administration (Services-D) Department, dated 14.07.2021 and G.O.Ms.No.73, General Administration (Services-D) Department, dated 04.08.2021, EWS Certificate issued by the concerned Tahsildar mentioning therein, that the gross annual family income from all sources is below Rs.8,00,000/-.
4. The applicant claiming reservation under Physically Disabled category, shall upload the latest certificate issued either in the year 2021 or 2022 by the Medical Board specifying the nature of disability and the percentage of disability.
5. The applicants under Ex-Servicemen category, shall upload the Discharge Certificate.

6. No Objection Certificate from the employer (if employed anywhere).
7. The applicant has to produce original certificates on the day mentioned by the High Court for verification. If the applicant fails to produce any of the required certificates, his/her candidature will be rejected.

#### **VI. METHOD OF RECRUITMENT:**

1. The computer based examination will be of the standard, which will be consistent with the educational qualification prescribed for the post. The question paper of the computer based examination shall be objective type with multiple choice for 80 marks.
2. The computer based examination will be conducted for 80 questions (40 questions – General Knowledge, 10 questions – General English and 30 questions – Mental Ability). Each question will carry one (01) mark. The duration of the examination will be 90 minutes.
3. For the computer based examination in respect of General Knowledge and Mental Ability subjects, the question paper will be in English and Telugu languages. In case of ambiguity, the English version shall be treated as final.
4. The minimum qualifying marks to be secured in the computer based examination shall be 40% for Open Competition and Economically Weaker Section (EWS) category, 35% for BC category, 30% for SC & ST categories and for Ex-Servicemen and Meritorious Sports persons the minimum qualifying marks are as per their category.
5. Merely securing minimum qualifying marks will not vest any applicant with a right to be considered for the selection.
6. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,
  - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
  - ii. That his/her character and antecedents are such as to qualify him/her for such service; and
  - iii. He/she is a citizen of India.

#### **VII. MERIT LIST:**

1. Merit list will be based on the marks obtained by the candidates in the Written Examination.
2. Where two or more candidates get equal number of marks in the Examination, the elder in age will be considered for provisional selection. In case of a tie in age also, the candidate, who possesses higher educational qualification would be considered. In case of tie in higher educational qualification, the candidate with highest marks in the prescribed educational qualification would be considered.

3. The High Court has decided to normalize the scores of the candidates for the examinations, which are to be conducted in multi-shifts and will take into account any variation in the difficulty levels of the question papers across different shifts. The normalization is done based on the fundamental assumption that "in all multi-shift examinations, the distribution of abilities of the candidates is the same across all the shifts". This assumption is justified since the number of candidates appearing in multiple shifts in the examinations conducted by the High Court is large and the procedure for allocation of examination shift to the candidates is random.

#### **VIII. EXAMINATION FEE:**

- a) The applicants who belong to Open Competition/EWS/ and BC categories have to pay examination fee of Rs.800/- (Rupees eight hundred only) towards online application processing fee and examination fee, whereas candidates belonging to Scheduled Castes and Scheduled Tribes have to pay an amount of Rs.400/- (Rupees four hundred only).

Only the applicants belonging to a community recognised as SC/ST in the State of Andhra Pradesh alone are entitled for the concessional payment of examination fee of Rs.400/-.

- b) The candidates shall pay separate fee for each post applied.
- c) The application/Examination fee is to be remitted/paid online only.
- d) The application/Examination fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment Notification is cancelled for any reason.
- e) The applicant may choose the Test centre with three preferences. However the High Court reserves the right to allot the applicant to any chosen centre depending on the availability of the resources including centres / systems or to abolish / create new centre for administrative reasons. Request for change of the centre will not be entertained

#### **IX. GENERAL INSTRUCTIONS:**

1. Selection will be made as per the Service Rules of the High Court of Andhra Pradesh, 2019.
2. Merely applying for a post will not give any right to any person to be considered for appointment.
3. A person in a bigamous marriage shall not eligible for appointment by direct recruitment.

4. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment.
5. No person, who has been dismissed from a State or Central Government service or from the service of undertaking of Central or State Government or local or other Authorities shall be eligible for appointment.
6. No person, who has been convicted by a Court of Law for an offence involving moral turpitude, shall be eligible for appointment.
7. No T.A. and D.A. will be paid to the candidates who appear for the computer based examination.
8. Candidates resorting to or bringing any influence of any kind will be summarily disqualified and they are liable for prosecution as per Law.
9. **The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in filling the application.**
10. **Correspondence will not be entertained by the High Court under any circumstances. Incomplete/incorrect application will be summarily rejected at any stage.**
11. If suppression of information/furnishing of false information is noticed, either in the application or in the enclosures, at any stage before the final selection the application of the candidate will be summarily rejected. In addition the candidate will also be liable for appropriate action/prosecution as per law.
12. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for final selection.
13. This appointment shall be covered by the Contributory Pension Scheme.

**X. INFORMATION TO THE APPLICANTS APPLYING FOR THE COMPUTER BASED EXAMINATION TO BE CONDUCTED.**

- a) The online application form contains two parts i.e., Part – A (One Time Profile Registration Form) and Part – B (Application Form).
- b) After completing Part – A, candidate will get OTPR ID (One Time Profile Registration ID) and Password. By using the same OTPR ID, candidate shall apply for multiple posts.
- c) The candidates should use only one mobile number while applying for the posts.

- d) The candidate will receive a unique/individual application number for each post/District he/she applies for.
- e) For detailed information, candidates are advised to go through the User Guide available in the High Court's official website "<https://hc.ap.nic.in>".

**Help Desk for candidates:**

1. Email I.D. [helpdesk-hc.ap@aij.gov.in](mailto:helpdesk-hc.ap@aij.gov.in)
2. Help Desk Land Line Telephone No. 0863-2372752
3. Working hours of Help Desk Office: From 10.30 A.M to 5-00 P.M.  
(1.30 P.M. to 2.15 P.M. lunch break)

**(The Help Desk will function on all working days)**

*A. Jayaram* 21/10/2022

**REGISTRAR (RECRUITMENT)  
FAC. REGISTRAR (ADMINISTRATION)**

AMARAVATI  
DATE: 21.10.2022