

**HIGH COURT OF ANDHRA PRADESH**

**Notification No. 01/2020, Dated: 30/01/2020**

Applications are invited for appointment to the posts of **OFFICE SUBORDINATES AND DRIVERS** in the High Court Service by direct recruitment from eligible candidates.

The applications shall be submitted by post in the prescribed proforma placed in the High Court's website (<http://hc.ap.nic.in/>).

Duly filled applications with list of enclosures shall be sent **BY POST** to  
**THE REGISTRAR (ADMINISTRATION),  
HIGH COURT OF ANDHRA PRADESH,  
NELAPADU, AMARAVATI,  
GUNTUR DISTRICT - 522 237.**

The last date for receipt of applications is **20.02.2020 till 05.00 p.m.**

**No. of vacancies for the post of Office Subordinate : 100**  
**Scale of Pay : Rs. 13000 – 40270 (RPS-2015)**

**No. of vacancies for the post of Drivers : 11**  
**Scale of Pay : Rs. 15460 – 47330 (RPS-2015)**

Name of the Post	Class or Category	No. of Posts
<b>OFFICE SUBORDINATES &amp; DRIVERS</b>	OC	53 (17 w)
	OC (Blindness or Low Vision)	01 (01 w)
	OC (Hearing Impaired)	01
	OC (Locomotor disability or Cerebral palsy)	01
	BC-A	08 (03 w)
	BC-B	11 (05 w)
	BC-C	01
	BC-D	07 (02 w)
	BC-E	04 (01 w)
	SC	17 (06 w)
	ST	07 (03 w)
		<b>111 (38 w)</b>

**NOTE:** The selection/appointment of candidates belonging to BC-E group shall be subject to the result of Civil Appeal Nos.2628-2637 of 2010 on the file of the Hon'ble Supreme Court of India.

**I. RESERVATION:**

The recruitment shall be subject to the Rule of Reservation in favour of candidates belonging to SCs, STs, BCs (A,B,C,D,E), Physically Challenged persons and women as per Rules in force.

**II. EDUCATIONAL QUALIFICATIONS:-**

Must have passed 7<sup>th</sup> class examination conducted by A.P. State Government or equivalent examination. Candidates who failed 10<sup>th</sup> Class will also be considered.

For the post of Driver, apart the said educational qualification, the candidates should be able to read and write Telugu / English / Hindi or Urdu

Candidates must have sound health and good habits. Character and antecedents are such as that would not disqualify for the service.

Candidates applying for the post of Driver shall have valid driving licence to drive Motor Cycle with Gear and Light Motor Vehicle with driving experience of **at least one year.**

**III. AGE LIMIT:-**

Must have completed 18 years and must not have crossed 34 years as on 01.07.2020. Age relaxation of 5 years in respect of candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes. Candidates with disabilities and Ex-Servicemen shall be given age relaxation of 10 years as per the rules in force..

**IV. FEE**

Application fees is Rs.250/- (Rupees Two hundred and fifty only). For candidates belonging to SCs, STs, PH and Ex-Servicemen, the application fee is Rs.100/- (Rupees One Hundred only) fee payable through Demand Draft drawn in favour of Registrar (Administration), High Court of Andhra Pradesh.

**V. MODE OF RECRUITMENT:-**

**Office Subordinates**

Selection is based on Oral Interview for 50 marks.

**Drivers**

Selection will be made based on skill test in driving Light Motor Vehicle followed by oral interview for 50 marks.

**VI. DOCUMENTS ATTESTED BY GAZETTED OFFICER TO BE SUBMITTED ALONG WITH APPLICATION**

- a) Certificates of academic and technical qualifications such as Marks lists, Pass certificates, provisional certificates, Transfer Certificate and other testimonials.
- b) Certificate of date of birth/ residence and nativity issued by the competent authority.
- c) Community Certificate in case of BCs, SCs and STs, and the certificate shall show specifically the classification of the group.
- d) Discharge certificate for Ex-Servicemen.
- e) Latest attested copy of disability certificate "**showing the percentage of disability**" obtained from Medical Board.
- f) Driving licence along with experience certificate.
- g) Fitness certificate issued by the competent authority as per Government Rules for the post of Drivers.
- h) Any other relevant certificate.
- i) One recent passport size photograph duly attested by any Gazetted Officer to be affixed in the space provided in the application form.
- j) Two recent passport size photographs to be attached along with application.
- k) A self addressed envelope affixing Rs.30/- postage stamps.

**NOTE :-**

- I.** 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 form.
- II.** The information, if any, furnished by the candidate subsequently will not be entertained by the High Court under any circumstances. **Incomplete/incorrect application form will be summarily rejected.** If any lapse is detected during the scrutiny, the candidature of any candidate will be rejected even though he/she is found eligible for recruitment process or even at a later stage.
- III.** If any column is not applicable, the candidates may write "not applicable" against the column. Do not fill up such columns with dots or dashes or leave any column blank, Otherwise, application will not be accepted.

**GENERAL INSTRUCTIONS:**

1. The appointment shall be covered by the present **Contributory Pension Scheme.**
2. The High Court reserves the right to increase or decrease the number of vacancies after issuance of the Notification.
3. Application/candidature with insufficient information, and which are not in the prescribed form will be summarily rejected.
4. Separate application should be applied for each post, in case applying for two posts.
5. Applications received prior to this Notification will not be considered.
6. Applications received after the due date and time will be rejected. The office is not responsible for any postal delay or delay caused by courier service.
7. No T.A./D.A., will be paid for the journey performed in connection with the recruitment i.e., for interview.
8. Mere applying will not give any right to any person to be called for interview, as the applications of candidates will be verified in accordance with check list and also as per the guidelines issued by the Hon'ble High Court from time to time.
9. Candidates resorting to bring influence of any kind will be disqualified their candidature summarily.
10. The appointing authority reserves the right to cancel the notification without assigning any reasons.
11. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the applications shall be rejected if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.
12. Communal group to which the candidate belongs shall invariably be mentioned in the box provided separately on the right side top of the application.

*C. Pruthi Hans*  
**REGISTRAR(ADMINISTRATION)**

**HIGH COURT OF ANDHRA PRADESH**  
**APPLICATION FOR THE POST OF OFFICE SUBORDINATE / DRIVER**  
 (Notification No. 01/2020, Dated:30/01/2020)

Place provide to  
affix photograph  
duly attested by  
the Gazetted  
Officer

1. Name of the applicant :  
(in capital letters)
2. Father's Name/Husband's Name :
3. Date of Birth :  
(enclose relevant certificate)
- b) Age as on 01.07.2020 :
4. Address for communication : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PIN: \_\_\_\_\_

5. Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- PIN: \_\_\_\_\_

6. Contact Details : Land Line No. \_\_\_\_\_  
 : Mobile No. \_\_\_\_\_  
 Alternate Contact No. \_\_\_\_\_  
 e-Mail ID.

7. Whether belongs to O.C., B.C., S.C., S.T., & ESM :  
(Specify sub group/caste.)  
**(Copy of certificate to be enclosed).**

OC	ESM	SC	ST	B.C				
				A	B	C	D	E

8. Whether belongs to Physically Challenged persons category :  
(Specify nature of handicap **and Enclose copy of certificate**).

S.No.	Nature	%
1.	Blindness or low vision	
2.	Hearing Impaired	
3.	Locomotor disability or Cerebral palsy	

9. Educational Qualifications

a) Academic

Examination passed	Name of the Board/University/School	Month and year of passing with registration number	Division of pass	Percentage of marks secured

b) Technical Qualifications, if any :

c) Special Skills (with certificates) :

d) Others, if any :

10. Driving Licence details : Driving Licence No.

Type of Vehicles : MCWG/ LMV / HMV

Issue Date :

Expiry Date :

Issuing Authority :

11. Driving Experience :  
(Relevant document to be enclosed)

12. Employment Registration No. and Date :

13. Work experience with specialization / Special skills, if any :

14. Working in State/Central Government (if so, the particulars) :

15. Any other relevant information :

**DECLARATION**

I solemnly declare that the above information furnished by me and all the statements made in this application are true and correct to the best of my knowledge and belief and if any information found to be false in future, I will be liable for any action to be taken against me as per rules.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualifications, etc., prescribed for appointment to the post to which I have applied.

Station:

Date:

**SIGNATURE OF THE APPLICANT**

**LIST OF ENCLOSURES/DOCUMENTS (ATTESTED BY GAZETTED OFFICER)**

1	Certificates of academic and technical qualifications such as Marks lists, Pass Certificates, provisional certificates, Transfer Certificate and other testimonials	YES	NO
2	Certificate of date of birth, residence and nativity issued by competent authority.	YES	NO
3	Community Certificate in case of BCs, SCs and STs and the certificate shall show specifically the classification of the group.	YES	NO
4	Discharge certificate for Ex-Servicemen.	YES	NO
5	Latest attested copy of disability certificate " <b>showing the percentage of disability</b> " has to be submitted by disabled candidates, obtained from Medical Board.	YES	NO
6	Copy of the Driving license along with driving experience certificate.	YES	NO
7	Fitness certificate issued by the competent authority as per Government Rules for the post of Drivers.	YES	NO
8	Any other relevant certificate.	YES	NO
9	One recent passport size photograph duly attested by any Gazetted Officer to be affixed in the space provided in the application form.	YES	NO
10	Two recent passport size photographs to be attached along with application.	YES	NO
11	A duly stamped self addressed envelope cover should be enclosed.	YES	NO
12	Demand Draft	YES	NO

Station:  
Date:

**SIGNATURE OF THE APPLICANT**