

Department, dated 14.07.2021 and G.OMs.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 Person with Benchmark Disability, shall upload the latest certificate issued either in the year 2025 or 2026 by the Medical Board specifying the nature of disability and the percentage of disability.
- 5) The applicant 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.
- 8) Allowing a candidate for examination basing on the document(s) uploaded by the individual would not mean that the validity of the document(s) is/are accepted as genuine and the actual verification would be done at the time of appointment only. If the document(s) uploaded and produced for verification is/are found to be false or forged, the individual would be liable for criminal action and the selection/appointment would be liable to be cancelled.

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.

Sl. No.	Name of the post	Standard	Syllabus & Marks
1	Section Officer	Degree	1) General Knowledge (20 Marks), 2) Mental Ability (10 Marks), 3) Law (Civil & Criminal) (50 Marks)
2	1) Senior System Officer, 2) Computer Operator, 3) Assistant Librarian, 4) Librarian Grade-II, 5) U.D. Stenographer, 6) Assistant & Examiner, 7) Typist, Copyist & Data Entry Operator, 8) Stenographer,	Degree	1) General Knowledge (40 Marks) 2) Mental Ability (40 Marks)
3	Office Subordinates	Tenth	1) General Knowledge (50 Marks) 2) Mental Ability (30 Marks)

2. The computer based examination will be conducted for 80 questions each question will carry one (01) mark i.e., 80 marks. The duration of the examination will be 90 minutes. The details of syllabus of each and every post are shown in **Annexure**.
3. The question paper will be in English and Telugu languages for the computer based examination. 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 & PwBD category posts. The minimum qualifying marks for Ex-Servicemen would be 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. Selection for the posts of Senior System Officer, Computer Operators, UD.Stenographers, Stenographer, Typists, Copyists and Data Entry Operators would be based only on separate skill test to be conducted for considering the suitability of the individual. The marks obtained by the applicant in the objective type examination would be used for screening purpose only.
 - a. The applicants, who secured the minimum qualifying marks in the computer based examination, will be shortlisted for skill test.
 - b. The marks obtained in the computer based examination will be reckoned for the purpose of short listing the applicants only. It will not be added to the marks obtained in the skill test for determining final order of merit in selection of the applicants.
 - c. The mode and other particulars of conducting the skill test will be uploaded in the official website of the High Court.
7. 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 lists will be based on the marks obtained by the candidates in the Written Examination for the post of Section Officer, Assistant Librarian, Librarian Gr.-II, Assistants, Examiners and Office Subordinates.
2. Merit lists would be prepared and selection would be based on the performance in the skill test only for the posts of Senior System Officer, Computer Operators, UD Stenographer, Stenographer, Typist, Copyist and Data Entry Operators.
3. 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.
4. 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:

- 1) The applicants who belong to Open Competition/ EWS/ 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, Scheduled Tribes and PH categories 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/-.

- 2) The candidates shall pay separate fee for each post applied.
- 3) The application/Examination fee is to be remitted/ paid online only.
- 4) The application and 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.
- 5) The applicant may choose the Test centre with three preferences. However the High Court reserves the right to allot the applicant 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.

ANNEXURE**Syllabus for Computer Based Examination for the post of Section Officer**

General Knowledge	Mental Ability	Law
<ol style="list-style-type: none"> 1. National Current Affairs 2. International Current Affairs 3. Indian History 4. Indian Geography 5. Art and Culture of India 6. Indian Polity and Governance 7. Indian Economy and Basics of Micro and Macro Economics 8. Science in Everyday Life 	<ol style="list-style-type: none"> 1. Seating arrangements and puzzles 2. Series-verbal and number 3. Relationships 4. Coding-decoding 5. Verbal and numerical Analogy 6. Distance 7. Syllogism 8. Logical Operations 9. Similarities and dissimilarities 	<p>Civil Law</p> <ol style="list-style-type: none"> 1. Code of Civil Procedure, 1908 2. Indian Contract Act, 1872 3. Hindu Marriage Act, 1955 4. Hindu Succession Act, 1956 5. Specific Relief Act, 1963 6. Limitation Act, 1963 7. Transfer of property Act, 1882 8. Civil Rules of Practice <p>Criminal Law</p> <ol style="list-style-type: none"> 1. Bharatiya Nagarik Suraksha Sanhita (BNSS), 2023 2. Bharatiya Nyaya Sanhita (BNS), 2023 3. Bharatiya Sakshya Adhinyam (BSA), 2023 4. Indian Penal Code, 1860, 5. Code of Criminal Procedure, 1973, 6. Indian Evidence Act, 1872, 7. Negotiable Instrument Act, 1881 8. Criminal Rules of Practice

Syllabus for Computer Based Examination for the posts of Senior System Officer, Computer Operator, Assistant Librarian, Librarian Grade-II, U.D. Stenographer, Assistant, Examiner, Typist, Copyist, Data Entry Operator and Stenographer

General Knowledge	Mental Ability
<ol style="list-style-type: none"> 1. National Current Affairs 2. International Current Affairs 3. Indian History 4. Indian Geography 5. Art and Culture of India 6. Indian Polity and Governance 7. Indian Economy and Basics of Micro and Macro Economics 8. Science in Everyday Life 	<ol style="list-style-type: none"> 1. Seating arrangements and puzzles 2. Series-verbal and number 3. Relationships 4. Coding-decoding 5. Verbal and numerical Analogy 6. Distance 7. Syllogism 8. Logical Operations 9. Similarities and dissimilarities

Syllabus for Computer Based Examination for the post of Office Subordinate

General Knowledge	Mental Ability
<ol style="list-style-type: none"> 1. Current Affairs confining to Andhra Pradesh 2. History confining to Andhra Pradesh 3. Geography confining to Andhra Pradesh 4. Art and Culture confining to Andhra Pradesh 5. Polity and Governance confining to Andhra Pradesh 6. Economy and Basics of Micro and Macro Economics confining to Andhra Pradesh 9. Science in Everyday Life 	<ol style="list-style-type: none"> 1. Seating arrangements and puzzles 2. Series-verbal and number 3. Relationships 4. Coding-decoding 5. Verbal and numerical Analogy 6. Distance 7. Syllogism 8. Logical Operations 9. Similarities and dissimilarities