

## **HIGH COURT OF ANDHRA PRADESH AT AMARAVATI**

### **Notification No. 03/2021, Dated: 09/09/2021**

Applications are invited for appointment to the posts of **TYPIST and COPYIST** in the High Court Service by direct recruitment from eligible candidates. The said posts carry the pay scale of Rs.16400-49870.

The applications shall be submitted online in the prescribed proforma placed in the High Court's website (<http://hc.ap.nic.in/>) and "**no application shall be received directly or by post**".

The last date for submission of applications is 30.09.2021 till 11.59 p.m.

**No. of vacancies for the post of Typist : 35**  
**Scale of Pay : Rs. 16400-49870 (RPS-2015)**

<b>Name of the Post</b>	<b>Class or Category</b>	<b>No. of Posts</b>
<b>TYPIST</b>	OC	14 (6 W)
	OC - (Ex-Servicemen)	1
	EWS (10% Quota)	3 (1 W)
	BC-A	3 (1 W)
	BC-B	3 (1 W)
	BC-C	1
	BC-D	1 (1 W)
	BC-E	1 (1 W)
	SC	5 (2 W)
	ST	3 (1 W)
	<b>Total</b>	<b>35 (14 W)</b>

**No. of vacancies for the post of Copyist : 39**  
**Scale of Pay : Rs. 16400-49870 (RPS-2015)**

<b>Name of the Post</b>	<b>Class or Category</b>	<b>No. of Posts</b>
<b>COPYIST</b>	OC	16 (7 W)
	OC - (Ex-Servicemen)	2 (1 W)
	EWS (10% Quota)	3 (1 W)
	BC-A	3 (1 W)
	BC-B	3 (1 W)
	BC-C	1
	BC-D	2 (1 W)
	BC-E	1 (1 W)
	SC	5 (2 W)
	ST	3 (1 W)
	<b>Total</b>	<b>39 (16 W)</b>

**NOTE:** That the selection/appointment of candidate 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), Economically Weaker Sections, women and Ex-Servicemen as per the Rules applicable and in force.

**II. EDUCATIONAL QUALIFICATIONS:-**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Educational Qualifications</b>
1	Typist	Must have passed Degree in Arts or Science or Commerce or Law of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or from any Institution recognized by the University Grants Commission or any other Degree equivalent to such qualification;
2	Copyist	<b>(AND)</b> Must have passed the Government Technical Examination in Typewriting (English) Higher Grade 45 w.p.m.

**III. AGE LIMIT:-**

Must have completed 18 years and must not have crossed 42 years as on 01.07.2021 as per G.O.Ms.No.52, General Administration (Ser.A) Department, dated 17.06.2020. Upper age limit is raised by 5 years in respect of Scheduled Castes, Scheduled Tribes and Backward Classes; and by 10 years for candidates with disabilities and Ex-Servicemen.

**IV. EXAMINATION FEE:-**

Candidates belonging to Open Category and Backward Classes have to pay examination fee of Rs.800/- and candidates belonging to Economically Weaker Sections have to pay Rs.500/- and candidates belonging to Scheduled Castes, Scheduled Tribes and Ex-Servicemen have to pay Rs.400/- through APT Online Limited.

Candidates qualified in the objective type examination and called for skill test in typing have to pay additional fee of Rs.800/- for Open Category and Backward Classes; candidates belonging to Economically Weaker Sections have to pay Rs.500/-; and candidates belonging to Scheduled Castes, Scheduled Tribes and Ex-Servicemen have to pay Rs.400/- through APT Online Limited.

**V. MODE OF RECRUITMENT:-**

**The selection will be made on the basis of a common examination for both categories of posts** through computer based objective type examination comprising General Knowledge, English Language and Reasoning. The question paper will be of Degree standard for 60 marks. The candidates have to answer the question paper in 75 minutes. The candidates belonging to Open Category who secure

45%; Economically Weaker Sections 40%; Backward Classes 35%; and Scheduled Castes and Scheduled Tribes 30% marks in the computer based objective type examination will be called for skill test in typing in the ratio of 1:3. The candidates belonging to Open Category who secure 45%; Economically Weaker Sections 40%; Backward Classes 35%; and Scheduled Castes and Scheduled Tribes 30% marks in skill test in typing will be considered for appointment **basing on the common merit list**. In view of G.O.Ms.58, General Administration (Services. A) Department, dated 26.8.2021, oral interviews are dispensed with. The topics to be covered from the above syllabus are as follows:

### **General Knowledge**

Indian Art, Culture, Dance and Music, Indian History, Indian National Movement, Indian Geography, Agriculture, Environment, Indian Economy, Indian Polity and Constitution, General Science (Day to Day Science), Scientific Research, Awards, Personalities and Institutions, Sports and Current Affairs (India and Andhra Pradesh).

### **English Language**

Reading Comprehension, Error spotting, Cloze Test, Para Jumble/Sentence Jumble/Odd sentence out, Fill in the blanks/Sentence completion/Para completion, Synonyms/Antonyms, Idioms and phrases and one word substitution.

### **Reasoning**

Analogies, Similarities and differences, Space visualization, Spatial Orientation, Problem Solving, Analysis, Judgment and Decision making, Visual Memory, Discrimination, Observation, Relationship concepts, Arithmetical reasoning and figural classification, Arithmetic number series, Non-verbal series, Coding and Decoding, Statement Conclusion, Syllogistic reasoning.

Candidates qualified in the objective type examination will be called for skill test in typing (on computers) for 40 marks in the ratio of 1:3.

Date and time of skill test will be intimated at appropriate time.

### **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.
- 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 will be rejected even though he/she is found eligible for recruitment process or even at a later stage.
- III.** The candidates availing reservation under Economically Weaker Sections have to satisfy the conditions specified in 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 (copies enclosed). If any candidate belonging to Economically Weaker Sections is selected for appointment to any of the posts, he/she shall produce original EWS Certificate issued by the concerned Tahsildar mentioning therein that the gross annual family income from all sources is below Rs.8,00,000/-.

- IV.** If more number of candidates apply for the above posts, objective type examination will be conducted in different sessions and normalized scores will be used by applying normalization method approved by Government of India and merit lists are generated.

**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. The online applications will be closed at 11.59 p.m. on 30.09.2021 and no application will be received by Post after the due date and time.
4. No T.A./D.A., will be paid for the journey performed in connection with the recruitment process.
5. Mere applying will not give any right to any person to be considered for appointment, 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.
6. Candidates resorting to bring influence of any kind will be disqualified candidature summarily.
7. The appointing authority reserves the right to cancel or otherwise the notification without assigning any reasons.
8. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false. 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.

**AMARAVATI,  
09.09.2021.**

*Dr. P. Venkatesh Kumar*  
**REGISTRAR (ADMINISTRATION)** 9/9/21