

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

NOTIFICATIONS (6) NOS: 01/2023-RC TO 06/2023-RC, DATED 11.11.2023 FOR DIRECT RECRUITMENT TO THE POSTS IN ANDHRA PRADESH JUDICIAL MINISTERIAL AND SUBORDINATE SERVICE RULES, 2019.

USER MANUAL FOR FILLING ONLINE APPLICATION

Note

Read the notification carefully before applying online application.

Recommended browser to fill in the Application Form

Mozilla Firefox (version 87 to 104) or
Google Chrome (version 82 to 105) or
Edge Chromium (version 82 to 105)

The Application Form is compatible with Android (version 4.0 and above) and iOS (version 9 and above)

Note: Please ensure pop-ups are not blocked in the browser used for the Online Application.

Instructions:

Read below instructions carefully, Fields marked with * are mandatory.

- 1) Subject to eligibility, a candidate can apply for any number of posts.
- 2) The application for all the posts is in two parts:
- 3) The first part is the Registration form.
- 4) The second part is the specific application for each post.
- 5) The candidate has to fill up the details and submit the registration form first.
- 6) Once the registration is successful, the Candidate will receive the One Time Profile Registration ID (OTPR ID) and Password on the registered Mobile Number and Email ID.
- 7) Candidate has to use OTPR ID and Password to login and apply for the Posts.
- 8) Once the registration is done, details cannot be changed.
- 9) Candidate has to submit a separate application for each post and also pay separate fee for each application. The candidate, while applying for each post, can indicate one or more districts in which he/she seeks appointment for that post. The candidate has to pay separate application fee for each District for which he is applying for in the application form.
- 10) Please note that there are 13 Judicial districts in Andhra Pradesh. Recent reorganization of districts will not apply for this recruitment process.

Application Form shall be filled up in the following manner.

- 1) Login using your One Time Profile Registration ID (OTPR ID).**
- 2) Select Post and Judicial Districts to fill the application form.**
- 3) Upload recent Photograph and Image of Signature.**
- 4) Note: If candidate applies for more than one post, he has to apply separately for each post.**
- 5) Submit the application form to proceed to Fee Payment.**
- 6) Make the Fee Payment through Debit Card/Credit Card/Net Banking.**
- 7) On successful payment, candidate will receive the application number on email ID/Mobile number.**

Note:

- 1. Application is accepted only after completing Part A and Part B.**
 - 2. Candidate can use same OTPR ID and Password to apply for another eligible post.**
 - 3. In case of any queries, please contact help desk.**
 - 4. There shall be one common test for following posts.**
 - Examiner
 - Record Assistant
 - 5. There shall be one common test for following posts.**
 - Office Subordinate
 - 6. There shall be one common test for following posts**
 - Process Server
- * For the posts of Copyist and Driver skill test will be conducted**
- 7. A Candidate who has applied for one or more posts falling under one common test shall be required to take the test once only.**
 - 8. The merit list for each post will be prepared separately on the basis of the performance of the candidates applying for each post.**
-

Candidate who is applying for the first time must mandatorily complete the Registration process. Post completion of this process candidate will receive the User ID (OTPR ID) and Password to the registered mobile number and email id. After receiving the OTPR ID and Password candidate can login and apply any number of eligible Posts.


Below are the steps for Registration-

Step 1: Open below link in the browser (Mozilla Firefox/ Google Chrome/ Edge Chromium)

<https://cdn3.digialm.com//EForms/configuredHtml/2381/86310/Index.html>

GENERAL LINKS	
Click Here to Refer Notifications	<div>Copyist</div> <div>Driver</div> <div>Examiner</div> <div>Process Server</div> <div>Record Assistant</div> <div>Office Subordinate</div>
Important Information	Click here
New Registration(OTPR)	Click here
Already Registered? To Login	Click here
Manual Of Online Application Form	Click here

Step 2: Read the instructions carefully and click on Close.

Instructions 

Note:
Kindly use Mozilla Firefox (version 87 to 104) or Google Chrome (version 87 to 105) or Edge Chromium (version 87 to 105) browser to fill in the Application Form.

The Application Form is compatible with Android (version 4.0 and above) and iOS (version 9 and above)

Fields marked with * are mandatory.

Instructions :
Read below instructions carefully, Fields marked with * are mandatory.

PART A (Registration Form)

- 1) Subject to eligibility, a candidate can apply for any number of posts.
- 2) The application for all the posts is in two parts:
- 3) The first part is the Registration form.
- 4) The second part is the specific application for each post.
- 5) The candidate has to fill up the details and submit the registration form first.
- 6) Once the registration is successful, the Candidate will receive the One Time Profile Registration ID (OTPR ID) and Password on the registered Mobile Number and Email ID.
- 7) Candidate has to use OTPR ID and Password to login and apply for the Posts.
- 8) Once the registration is done, details cannot be changed.
- 9) Candidate has to submit a separate application for each post and also pay separate fee for each application. The candidate, while applying for each post, can indicate one or more districts in which he/she seeks appointment for that post. The candidate has to pay separate application fee for each District for which he is applying for in the application form.
- 10) Please note that there are 13 Judicial districts in Andhra Pradesh. Recent reorganization of districts will not apply for this recruitment process.

Application Form shall be filled up in the following manner.

- 1) Login using your One Time Profile Registration ID (OTPR ID).
- 2) Select Post and Judicial Districts to fill the application form.
- 3) Upload recent Photograph and Image of Signature.
- 4) Note: If candidate applies for more than one post, he has to apply separately for each post.
- 5) Submit the application form to proceed to Fee Payment.
- 6) Make the Fee Payment through Debit Card/Credit Card/Net Banking.
- 7) On successful payment, candidate will receive the application number on email ID/Mobile number.

Note:

1. Application is accepted only after completing Part A and Part B.
 2. Candidate can use same OTPR ID and Password to apply for another eligible post.
 3. In case of any queries, please contact help desk.
 4. There shall be one common test for following posts.
 - Examiner*
 - Record Assistant
 5. There shall be one common test for following posts.
 - Office Subordinate
 6. There shall be one common test for following posts.
 - Process Server
- *For the posts of Copyist and Driver skill test will be conducted
7. A Candidate who has applied for one or more posts falling under one common test shall be required to take the test once only.
 8. The merit list for each post will be prepared separately on the basis of the performance of the candidates applying for each post.

Close

Step 3: Filling registration form (Part – A)

APHC Subordinate Courts 2023 Registration

REGISTRATION

Personal Details

Note:
The particulars furnished by the applicants in this OTPR form will be taken as final and the data is processed based on these particulars only.

Name as in 7th/SSC or Equivalent Certificate:*

Relationship:*

☐ Father ☐ Mother ☐ Guardian

Gender:*

☐ Male ☐ Female ☐ Transgender

Name of Father/Mother/Guardian:*

Date Of Birth:* ⓘ

ⓘ

Note: As mentioned in the 7th/SSC or its Equivalent Certificate.

Marital Status:*

Age as on 01.07.2023

0 Years 0 Months 0 Days

Category:*

Note:No changes will be entertained after you complete the registration.

Whether the applicant is a person with disability? *

☐ Yes ☐ No

Mobile Number: *

+91

Mobile Number

Confirm Mobile Number: *

+91

Confirm Mobile Number

Email Id: *

abc@gmail.com

Confirm Email Id: *

abc@gmail.com

Outsourcing/Contract Employees Details

Current Name of the post working in? *

Enter Current Name of the post working in?

Currently working? : *

Currently working?

Date of Appointment *

dd/mm/yyyy



Address for Communication

Address Line 1: *

Enter Complete Address

Address Line 2:

Enter Complete Address

State: *

Select State.

District: *

Select District.

City: *

Enter City

PIN Code: *

PIN Code

Is Permanent Address same as Present address? *

☐ Yes ☐ No

Permanent Address

Permanent Address Line 1: *

Please enter Permanent Address

Permanent Address Line 2:

Please enter Permanent Address

Permanent State: *

Select Permanent State

Permanent District: *

Select District.

City: *

Enter City

Permanent PIN Code: *

PIN Code

Exam Judicial District Preference Details

Note:

The High Court Reserves the right to allot candidates to any examination center Preferences other than the preferences given by the applicant or to abolish/create a new centre for administrative reasons. Request for change of the Exam Centre Preference will not be entertained.

Exam District Preference 1: *

Exam District Preference 1

Exam District Preference 2: *

Exam District Preference 2

Exam District Preference 3: *

Exam District Preference 3

Local Judicial District Details

Note:

To understand your local judicial district criteria, please refer Notification dated 11-November-2023. Please specify your local judicial District

Local Judicial District: *

Choose Local Judicial District

Declaration

I understand that on completion of registration process, I will receive an application link, valid One Time Profile Registration ID (OTPR ID) and Password to my registered Email ID for completing my application process

☐ I Agree



Note: Captcha is case insensitive.

REGISTER

Fill registration form with below details

1. Name as per 7th Class/SSC or Equivalent Certificate – Fill the name as per SSC or Equivalent Certificate. In case of SSC fail candidates, fill as per 7th Class certificate.
2. Name of Father/Mother/Guardian
3. Relationship – Select appropriate relationship for the point no.2
4. Date of Birth (DD/MM/YYYY)

As mentioned in VIIIth Certificate/ Equivalent Certificate – For SSC failed candidates
As mentioned in the SSC/ Equivalent or Equivalent Certificate – For SSC qualified candidates

5. Gender
6. Marital Status
7. Category – Select your category.
 - a. In Case of BC-A, BC-B, BC-C, BC-D, BC-E categories, fill Creamy Layer Details.
 - b. If the category is EWS, BC-A, BC-B, BC-C, BC-D, BC-E, SC, ST, and Non-Creamy Layer appropriate document must be uploaded
8. Whether the applicant is a person with disability?
Click on Yes if person with disability person. On click of Yes, you will get Nature of Disability.
 - If Blindness or Low Vision, click on box and select the percentage disability
 - If Hearing Impaired, click on box and select the percentage disability
 - If Locomotor Disability or Cerebral Palsy, click on box and select the percentage disability
 - The minimum person to be eligible for Person with disability is 40%
 - Blindness or Low Vision and Hearing-Impaired person is not eligible to apply for Typist and Copyist post
 - If scribe help is required during examination, click on yes in Scribe required field
9. Mobile Number
10. Confirm Mobile Number (Fill same number as in above mobile number)
11. Email ID
12. Confirm Email ID (Fill same email ID as in above email ID)
NOTE: You will receive your OTPR ID, Password and all further communication to the Mobile Number and Email ID provided here
13. Outsourcing/Contract Employees Details - Fill all the fields as provided
14. Address for Communication – Fill all the fields as provided
15. Select Is Permanent Address same as Present Address? As Yes if your Present address is same as Permanent address else fill all the Permanent address details
16. Exam Judicial District Preference Details
Fill three Exam District preferences in order where you want to take the computer-based examination. Exam District will be considered based on the slot availability. Hence it is important to fill the preference as per your transport convenience.
17. Local Judicial District Details – Fill as per the local judicial district candidature
Note: To understand your local Judicial district criteria, please refer Notification dated 11-November-2023. Please specify your local Judicial District
18. Declaration – Read Declaration and Click on I Agree check box

19. See captcha code shown in image and fill it in the below box. If captcha, you have entered is incorrect it will ask to fill again with new one.

20. Click on Register

Step 4: On successful submission you will get a SMS and email

The SMS and email will contain OTPR ID and Password. This ends your Registration Part.

The screenshot displays the 'APHC Subordinate Courts 2023 Registration' application form. The form is titled 'REGISTRATION DETAILS' and 'APPLICATION FORM'. It contains a section for 'Candidate Personal Details' with the following fields:

Field	Value
Application Status	Registration
OTPR Number	[Redacted]
Name as in 7th/SSC or Equivalent Certificate	AD
Name of Father/Mother/Guardian	AS
Relationship	Father
Gender	Male
Date of Birth	01/01/1999
Marital Status	Unmarried
Category	BC-A
Creamy Layer Details	Non Creamy Layer
Are You a Physically Handicapped person?	Yes
Locomotor Disability or Cerebral Palsy	Locomotor Disability or Cerebral Palsy
Percentage of Disability for Locomotor Disability or Cerebral Palsy	55
Scribe Required	Yes

PART B (Applying for post and payment of Exam Fee)

You can apply for multiple eligible posts using one OTPR ID.

Note:

To complete Part B Application, please do the following:

- 1) Login using One Time Profile Registration ID (OTPR ID).
- 2) Select Post and fill the application.
- 3) Upload recent Photograph and Image of Signature and relevant certificates.
- 4) Submit the application form to proceed to Fee Payment.
- 5) Make the Fee Payment through Debit Card/Credit Card/Net Banking.
- 6) On successful payment, candidate will receive the application number on email ID/Mobile number.

Below are the steps for applying for post

Step 1: If you have registered now, then the page will take directly to application page. Click on Application Form

The screenshot shows the 'APHC Subordinate Courts 2023 Registration' page. At the top, there are two tabs: 'REGISTRATION DETAILS' and 'APPLICATION FORM'. The 'APPLICATION FORM' tab is highlighted with an orange circle. Below the tabs, the 'Candidate Personal Details' section is visible, containing a table with the following information:

Application Status	OTPR Number	Name as in 7th/SSC o
Registration	XXXXXXXXXX	AD
Name of Father/Mother/Guardian	Relationship	Gender
AS	Father	Male

Step 2: If you have registered before and applying later you have to login using link given in Step 1 in Registration form and click on Already Registered? To Login → Click here option

The screenshot shows the 'GENERAL LINKS' section of the website. It contains a list of links on the left and a list of job roles on the right. The 'Already Registered? To Login' link is highlighted with an orange box, and the 'Click here' link next to it is also highlighted with an orange box.

GENERAL LINKS	
Click Here to Refer Notifications	Copyist Driver Examiner Process Server Record Assistant Office Subordinate
Important Information	Click here
New Registration(OTPR)	Click here
Already Registered? To Login	Click here
Manual Of Online Application Form	Click here

Use OTPR ID and Password sent to Mobile number (SMS) or email ID

HIGH COURT OF ANDHRA PRADESH AMARAVATI

Login

Login to Fill/Submit/View Application Form

One Time Profile Registration ID(OTPR ID) *

Date of Birth(DDMMYYYY) : *



Type 7 characters as shown in image

LOGIN

[New Registration\(OTPR\)? Register Here](#)

[FORGOT OTPR ID/PASSWORD](#)

Step 3: Click on Application Form

APHC Subordinate Courts 2023 Registration

REGISTRATION DETAILS
APPLICATION FORM

Candidate Personal Details

Application Status	OTPR Number	Name as in 7th/SSC o
Registration	*****	AD
Name of Father/Mother/Guardian	Relationship	Gender
AS	Father	Male

Step 4: Click on “Click here to fill the application.”

APHC Subordinate Courts 2023 Registration

[PRINT](#)
[LOGOUT](#)

REGISTRATION DETAILS
APPLICATION FORM

Application Form

Your Selection
Click here to fill the Application +

Step 5: Application window will open as below along with below instructions.

1. Login using your One Time Profile Registration ID (OTPR ID).
2. Select Post, Judicial Districts and fill the application.
3. Upload recent Photograph and Image of Signature and relevant certificates.
4. Note: If candidate want to apply for more than one post, he must apply separately for each post.
5. Submit the application form to proceed to Fee Payment.
6. Make the Fee Payment through Debit Card/Credit Card/Net Banking.
7. On successful payment, candidate will receive the application number on email ID/Mobile number.

You must fill below highlighted 5 sections to complete application.

APHC Subordinate Courts 2023 Registration

Instructions:

Note:
Kindly use Mozilla Firefox (version 87 to 104) or Google Chrome (version 82 to 105) or Edge Chromium (version 82 to 105) browser to fill in the Application Form.
The Application Form is compatible with Android (version 4.0 and above) and iOS (version 9 and above)

Fields marked with * are mandatory.

Read the below instructions carefully, before filling the form:

1. Login using your One Time Profile Registration ID (OTPR ID).
2. Upload recent Photograph and Image of Signature.
3. Note: If candidate applies for more than one post, he has to apply separately for each post.
4. Submit the application form to proceed to Fee Payment.
5. Make the Fee Payment through Debit Card/Credit Card/Net Banking.
6. On successful payment, candidate will receive the application number on email ID/Mobile number.

POST SELECTION PERSONAL DETAILS QUALIFICATION DETAILS OTHER DETAILS DOCUMENT UPLOAD & PAYMENT

Post Selection

Note: If candidate applies for more than one post, he has to apply separately for each post. For a post applied in every district, separate application fee will be charged for each district.

Select Post:*

Select Post

Step 6: Post Selection

1. Select eligible post for which you want to apply. Candidate can apply for multiple Judicial Districts for one post at a time. If Candidate want to change Judicial Districts at any point of time, he/she can go to Post selection tab or View/Edit application form in the grid and change the option until the payment is successful.
2. If candidate applies for more than one post, he must apply separately for each post. For a post applied in every district, separate application fee will be charged for each district

APHC Subordinate Courts 2023 Application Form

Read the below instructions carefully, before filling the form:

1. Login using your One Time Profile Registration ID (OTPR ID).
2. Select Post, Judicial Districts and fill the application.
3. Upload recent Photograph and Image of Signature.
4. Note: If candidate applies for more than one post, he has to apply separately for each post.
5. Submit the application form to proceed to Fee Payment.
6. Make the Fee Payment through Debit Card/Credit Card/Net Banking.
7. On successful payment, candidate will receive the application number on email ID/Mobile number.

POST SELECTION PERSONAL DETAILS QUALIFICATION DETAILS OTHER DETAILS DOCUMENT UPLOAD & PAYMENT

---Select---

- Examiner
- Copyist
- Record Assistant
- Process Server
- Office Subordinate (Attender)
- Driver

---Select---

has to apply separately for each post. For a post applied in every district, separate application fee will be charged for each

After Selecting required post and Judicial Districts that you want to apply, click on Save & Next

NOTE: If you want to change judicial district at any point of time during the application, go to Application Form tab and click on View/Edit option as highlighted in below screenshot.

APHC Subordinate Courts 2023 Registration PRINT LOGOUT

REGISTRATION DETAILS APPLICATION FORM

Application Form

Your Selection Click here to fill the Application

Action	Application seq No	Post Name	Judicial District Names	Application Status	Photograph	Signature
View/Edit	3100023	Stenographer Grade - III	Anantapuram/Rumool	Pending		Not available

Step 7: In Personal Details tab, check all the fields filled during the Registration form and click on Save & Next button

Note:
Kindly use Mozilla Firefox (version 87 to 104) or Google Chrome (version 82 to 105) or Edge Chromium (version 82 to 105) browser to fill in the Application Form.
The Application Form is compatible with Android (version 4.2 and above) and iOS (version 9 and above)
Fields marked with * are mandatory.
Read the below instructions carefully, before filling the form:
1. Login using your One Time Profile Registration ID (OTPR ID).
2. Select Post, Judicial District and fill the application.
3. Upload recent Photograph and Image of Signature.
4. Note: If candidate applies for more than one post, he has to apply separately for each post.
5. Submit the application form to proceed to Fee Payment.
6. Make the Fee Payment through Debit Card/Credit Card/Net Banking.
7. On successful payment, candidate will receive the application number on email ID/Mobile number.

POST SELECTION	PERSONAL DETAILS	QUALIFICATION DETAILS	OTHER DETAILS	DOCUMENT UPLOAD & PAYMENT
Personal Details				
Name of Father/Mother/Guardian: * <input type="text" value="KZCSADPSA"/>		Relationship: * <input type="text" value="Father"/>	Date of Birth (DD/MM/YYYY): * <input type="text" value="21/04/1990"/>	
Gender: * <input type="text" value="Male"/>		Marital Status: * <input type="text" value="Unmarried"/>	Category: * <input type="text" value="BC-D"/>	
Creamy Layer Detail: * <input type="text" value="Creamy layer"/>		Are You a Physically Handicapped person: * <input type="text" value="No"/>	Mobile No: * <input type="text" value="9553443366"/>	
Confirm Mobile No: * <input type="text" value="9553443366"/>		Email ID: * <input type="text" value="qwe@f@gmail.com"/>	Confirm Email ID: * <input type="text" value="qwe@f@gmail.com"/>	
Address for Communication				
Current Name of the post working in: * <input type="text" value="KZCSADPSA"/>		Judicial District currently working: * <input type="text" value="Nellore"/>	Date of Appointment: * <input type="text" value="01/01/2022"/>	
Address for Communication				
Address Line 1: * <input type="text" value="SADCSACS"/>		Address Line 2: * <input type="text" value="CASC"/>	State: * <input type="text" value="ANDHRA PRADESH"/>	
District: * <input type="text" value="Wishakhapatnam"/>		City: * <input type="text" value="VESAGO-IAPATNAM"/>	Pincode: * <input type="text" value="530006"/>	
Permanent Address same as Communication Address: * <input type="text" value="Yes"/>				
Permanent Address				
Address Line 1: * <input type="text" value="SADCSACS"/>		Address Line 2: * <input type="text" value="CASC"/>	State: * <input type="text" value="ANDHRA PRADESH"/>	
District: * <input type="text" value="Wishakhapatnam"/>		City: * <input type="text" value="VESAGO-IAPATNAM"/>	Pincode: * <input type="text" value="530006"/>	
Exam District Preference Details				
Exam District Preference 1: * <input type="text" value="Tirupati"/>		Exam District Preference 2: * <input type="text" value="Vijay"/>	Exam District Preference 3: * <input type="text" value="Vijayawada"/>	
Local District Details				
Local Judicial District: * <input type="text" value="Wishakhapatnam"/>				

Step 8: Qualification details page will have Post specific details. Please fill appropriate details as per post selection and click on Save and Next.

Candidates shall not be eligible for appointment if they do not possess an adequate knowledge of the language or languages of the District in which they are to be appointed.

Provided that where two or more languages are specified for a District and sufficient number of candidates who have an adequate knowledge of all the languages are not available, candidates who have an adequate knowledge of any one of languages according to the needs of the District will be selected and such candidate shall be eligible for appointment in that District.

Linguistics Details (Languages Known):

- Telugu
- Kanada
- Tamil
- Odia
- Urdu
- Malayalam
- Hindi

Select the languages known and fill the Qualification Details

POST SELECTION	PERSONAL DETAILS	QUALIFICATION DETAILS	OTHER DETAILS	DOCUMENT UPLOAD & PAYMENT
Linguistics Details (Languages Known)				
Select Linguistics Details (Languages Known): *				
<input type="checkbox"/> Telugu	<input type="checkbox"/> Kanada	<input type="checkbox"/> Tamil	<input type="checkbox"/> Odia	<input type="checkbox"/> Urdu
<input type="checkbox"/> Hindi				<input type="checkbox"/> Malayalam
Type of Study				
Type of Study *				
<input type="radio"/> Regular Study <input type="radio"/> Private Study <input type="radio"/> Open Schooling				
<div>Regular: 1. Where the candidate studied in one district alone, he/she shall furnish study certificate from 7th to 10th class in Government recognized school in the said district. 2. Where the candidate studied in more than one district, he/she shall furnish study certificate from 4th to 10th in the Government recognized school from the said districts. 3. Candidate needs to furnish original study certificate/s at the time of certificate verification. Please refer notification for more details. Private: 1. From 7th to 10th class the candidate did not study in any Government recognized school for one year or more but resided in the same District in that period. 2. From 4th to 10th the candidate did not study in any Government recognized school for 1 year or more but resided in the different Districts of AP during these period. 3. Candidate needs to furnish appropriate original residence certificate at the time of certificate verification. Open Schooling: The Candidates who have obtained Degrees through Open Universities / Distance Education mode are required to have recognition by the Distance Education Council, Government of India. Candidates may also refer G.O.R.T.No.143, Higher Education (EC) Dept., Dated:11.07.2018 and the Supreme Court judgment dated: 03.11.2017 in this connection.</div>				
Xth/SSC or Equivalent Details				
Name of the Board/Institution/College: *	Year of Passing: *	School District: *		
<input type="text" value="Name of the Board/Institution"/>	<input type="text" value="Year of Passing"/>	<input type="text" value="School District"/>		

XIIth/Intermediate or Equivalent Details		
Name of the Board/Institution/College: *	Year of Passing: *	District Name: *
<input type="text" value="Name of the Board/Institution/College"/>	<input type="text" value="Year of Passing"/>	<input type="text" value="District Name"/>
Graduation Details		
Name of the University/Institution/College: *	Year of Passing: *	District Name: *
<input type="text" value="Name of the University/Institution"/>	<input type="text" value="Year of Passing"/>	<input type="text" value="District Name"/>
Hall Ticket/Registration Number:		
<input type="text" value="Hall Ticket/Registration Number"/>		
Other Qualifications		
English Shorthand words per minute (WPM): *		
<input type="radio"/> Higher Grade <input type="radio"/> Lower Grade		
Name of the Board: *	Year of Passing: *	
<input type="text" value="Name of the Board"/>	<input type="text" value="Year of Passing"/>	
English Typewriting by higher grade (45WPM): *		
Name of the Board: *	Year of Passing: *	Select words per minute (WPM): *
<input type="text" value="Name of the Board"/>	<input type="text" value="Year of Passing"/>	<input type="text" value="Select words per minute (WPM)"/>
Do you have knowledge or qualification in Computer Operation? *		
<input type="radio"/> Yes <input type="radio"/> No		
Please specify details of Other Academic/Technical Qualification possessed, If Any:		Previous Experience if Any:
<input type="text" value="Please specify details of Other Academic/Technical"/>		<input type="text" value="Previous Experience if Any"/>
<input type="button" value="BACK"/> <input type="button" value="SAVE & NEXT"/>		

Step 9: Other Details

- Whether the applicant involved in any crime/ FIR or arrested/ Prosecuted or suffered any conviction or acquittal?
- Whether the applicant involved in Vigilance/enquiry, debarred/disqualified , dismissed.terminated/compulsorily retired?

Fill the above points as Yes or No, If Yes, Details shall be mentioned

Instructions:

Note:
Kindly use Mozilla Firefox (version 87 to 104) or Google Chrome (version 82 to 105) or Edge Chromium (version 82 to 105) browser to fill in the Application Form.

The Application Form is compatible with Android (version 4.0 and above) and iOS (version 9 and above)

Fields marked with * are mandatory.

Read the below instructions carefully, before filling the form:

1. Login using your One Time Profile Registration ID (OTPR ID).
2. Upload recent Photograph and Image of Signature.
3. Note: If candidate applies for more than one post, he has to apply separately for each post.
4. Submit the application form to proceed to Fee Payment.
5. Make the Fee Payment through Debit Card/Credit Card/Net Banking.
6. On successful payment, candidate will receive the application number on email ID/Mobile number.

POST SELECTION

PERSONAL DETAILS

QUALIFICATION DETAILS

OTHER DETAILS

DOCUMENT UPLOAD & PAYMENT

Other Details

Whether the applicant involved in any crime/ FIR or arrested/ Prosecuted or suffered any conviction or acquittal? *

☐ Yes ☐ No

Whether the applicant involved in Vigilance/enquiry, debarred/disqualified, dismissed, terminated/compulsorily retired? *

☐ Yes ☐ No

BACK

SAVE & NEXT

Step 11: Document Upload and Payment Section

1) Read the instructions carefully

Important Instructions :

1. Candidate should submit their required original certificates along with 2 sets of photocopies attested by the Gazetted Officer during document verification at the time of Interview.
2. Please upload your recent passport size photograph and image of your signature. The format of Photograph / Signature Image should be JPG / JPEG and the size should not exceed 80 KB.
3. Check the correctness of the Photograph and Image of Signature that are uploaded. If you are not satisfied, you may upload them again before proceeding to Payment
4. The Photograph should be a colour photograph and taken in light background, The Face should occupy about 50% of full face view looking into the Camera directly. The main features of the Face must not be covered by Hair of the Head, any Cloth or any Shadow. Forehead, Eyes, Nose, Chin should be clearly visible

2) Upload Photograph, Signature and all the certificates required as per the application form filled.

Click on browse to select file saved in the system

Document / Image Upload

PHOTOGRAPH

Drag and Drop File Here/

Browse


Upload your recent passport size color photograph :max 80KB(Only JPEG and JPG formats)

Close

On successful upload a green mark will be shown

Document / Image Upload

PHOTOGRAPH



Sample - Copy.jpg

Drag and Drop File Here/

Browse

File Uploaded Successfully.

Upload your recent passport size color photograph :max 80KB(Only JPEG and JPG formats)

Close

Similarly upload signature and all other relevant documents as per the post applied.

Refer below screenshot for sample document uploads

Upload your recent passport size color photograph* ⓘ	CLICK HERE TO UPLOAD
Upload your scanned signature* ⓘ	CLICK HERE TO UPLOAD
Upload scanned copy of Service Certificate.* ⓘ	CLICK HERE TO UPLOAD
Upload Scanned copy of your 10th/SSC or equivalent Certificate (For the purpose of DOB).* ⓘ	CLICK HERE TO UPLOAD
Upload Scanned copy of Intermediate/Degree Certificate* ⓘ	CLICK HERE TO UPLOAD
Upload scanned copy of Caste Certificate.* ⓘ	CLICK HERE TO UPLOAD
Upload Scanned Copy of Type Writing English Higher Memo Certificate.* ⓘ	CLICK HERE TO UPLOAD

3) Exam Fee Details

1) Payment Gateway charges Rs 23.60(Inclusive of Taxes) is added in Exam Fee.

- 2) Candidates applying from anywhere in India can make the Online payment.
- 3) Candidates can use Credit Card / Debit Card / NetBanking and Paytm for making the Online Payment.

Step 12: You can refresh and see successfully submitted application in the grid page after login

REGISTRATION DETAILS APPLICATION FORM

Application Form

Your Selection [Click here to fill the Application](#)

Action	Application seq. No.	Post Name	Judicial District Names	Application Status	Photograph	Signature
View/Update	3700028	Stenographer Grade - II	Anantapuram, Kurnool			Not available

This step completes your Part B, Application part.

Candidate has to submit a separate application with the same OTPR for each post and also pay separate fee for each application. The candidate, while applying for each post, can indicate one or more judicial districts in which he/she seeks appointment for that post. The candidate has to pay separate application fee for each District for which he is applying for in the application form.

Follow below steps to apply for another post

Step 1: Login using OTPR ID and Password

Step 2: Click on Application form

Step 3: Click on “Click here to fill the application” as highlighted below

APHC Subordinate Courts 2023 Registration PRINT

REGISTRATION DETAILS APPLICATION FORM

Application Form

Your Selection Click here to fill the Application +

Action	Application seq No	Application Number	Post Name	Application Status	Judicial District Names	Photograph	Signature
Click Here to View	3800003	APHC23000017	Process Server	Pending	Anantapuram,Chittoor,Prakasam	Not available	Not available

Step 4: A separate window will open for filling details

Note:
Kindly use Mozilla Firefox (version 87 to 104) or Google Chrome (version 82 to 105) or Edge Chromium (version 82 to 105) browser to fill in the Application Form.
The Application Form is compatible with Android (version 4.0 and above) and IOS (version 9 and above)
Fields marked with * are mandatory.
Read the below instructions carefully, before filling the form:

1. Login using your One Time Profile Registration ID (OTPR ID).
2. Select Post, Judicial Districts and fill the application.
3. Upload recent Photograph and Image of Signature.
4. Note: If candidate applies for more than one post, he has to apply separately for each post.
5. Submit the application form to proceed to Fee Payment.
6. Make the Fee Payment through Debit Card/Credit Card/Net Banking.
7. On successful payment, candidate will receive the application number on email ID/Mobile number.

POST SELECTION PERSONAL DETAILS QUALIFICATION DETAILS OTHER DETAILS DOCUMENT UPLOAD & PAYMENT

Post Selection

Note: If candidate applies for more than one post, he has to apply separately for each post. For a post applied in every district, separate application fee will be charged for each district.

Select Post: *

---Select---

Select Judicial District: *

☐ Anantapuram
 ☐ Chittoor
 ☐ East Godavari
 ☐ Guntur
 ☐ YSR Kadapa
 ☐ Krishna

☐ Kurnool
 ☐ Prakasam
 ☐ SPSR Nellore
 ☐ Srikakulam
 ☐ Visakhapatnam
 ☐ Vijayanagaram

☐ West Godavari

SAVE & NEXT

Step 5: Fill Applicant details, Qualification Details, Other Details, Upload specified documents

Step 6: Pay Exam Fee for completion of application.