

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

NOTIFICATIONS (10) NOs: 1/2025-RC TO 10/2025-RC, DATED 06.05.2025 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 for an online application

Recommended browser to fill in the Application Form

Mozilla Firefox (version 87 to 104) or
Google Chrome (version 91 to 114) 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 the instructions below 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 in the details and submit the registration form first.
6. Once the registration is successful, 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 an appointment for that post. The candidate has to pay separate application fees 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. The 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 in the application form.
3. Upload recent Photograph and Image of Signature.
4. Note: If a 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 the same OTPR ID and Password to apply for another eligible post.
 - 3) In case of any queries, please contact the help desk.
 - 4) There shall be one common test for following posts.
 - a. Stenographer Grade-III
 - b. Junior Assistant
 - c. Typist
 - d. Field Assistant
 - 5) There shall be one common test for following posts.
 - a. Examiner
 - b. Copyist
 - c. Record Assistant
 - 6) There shall be one common test for following posts.
 - a. Office Subordinate
 - b. Process Server
 - c. Driver (Light Vehicle)
- * For the posts of Stenographer Grade-III, Typist, Copyist and Driver (Light Vehicle) 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 has to 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 in any eligible District.

Below are the steps for Registration-

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

<https://cdn3.digialm.com:443//EForms/configuredHtml/2381/91122//Index.html>



APHC Subordinate Courts 2025		REGISTER	LOGIN
⊙ 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 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.

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, 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.
 - Stenographer Grade-III *
 - Junior Assistant
 - Typist *
 - Field Assistant
 5. There shall be one common test for following posts.
 - Examiner
 - Copyist *
 - Record Assistant
 6. There shall be one common test for following posts.
 - Office Subordinate
 - Process Server
 - Driver (Light Vehicle) *
- *For the posts of Stenographer Grade-III, Typist, Copyist and Driver (Light Vehicle) 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 2025 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:*

Name as in 7th/SSC or Equivalent Certificate

Name of Father/Mother/Guardian:*

Name of Father/Mother/Guardian

Relationship:*

Father Mother Guardian

Date Of Birth:*

dd/mm/yyyy

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

Age as on 01.07.2025

0 Years 0 Months 0 Days

Gender:*

Male Female Transgender

Marital Status:*

Marital Status

Category:*

Choose Category

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

Whether the applicant is a person with disability?*

Yes No

Are you an Ex-Service Person?*

Yes No

Are you Meritorious Sports person?*

Yes No

Mobile Number:*

+91

Confirm Mobile Number:*

+91

Email Id:*

Confirm Email Id:*

Address for Communication

Address Line 1:*

Address Line 2:

State:*

District:*

City:*

PIN Code:*

Is Permanent Address same as Present address? *

Yes No

Permanent Address

Permanent Address Line 1:*

Permanent Address Line 2:

Permanent State:*

Permanent District:*

City:*

Permanent 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 2: *

Exam District Preference 3: *

Exam District Preference 4: *

Exam District Preference 5: *

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



Type characters as shown in image

(?)

Note: Captcha is case insensitive.

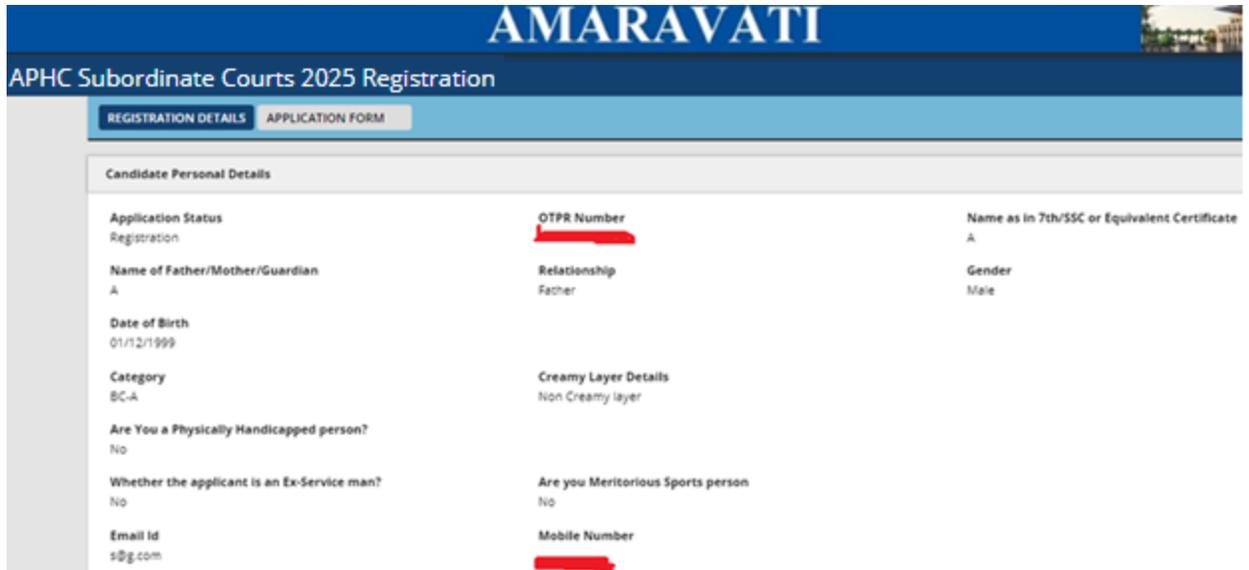
Fill registration form with below details

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, can 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)
Please go through the Age eligibility criteria described in the Notification thoroughly before filling this field
As mentioned in VIIth 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 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
 - If Austim, Intellectual Disability, etc
 - 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 Stenographer Grade III, Typist and Copyist post
 - If scribe help is required during examination, click on yes in Scribe required field
9. Are you an Ex-Service Person?
10. Are you Meritorious Sports person?
11. Mobile Number
12. Confirm Mobile Number (Fill same number as in above mobile number)
13. Email ID
14. 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**
15. Address for Communication – Fill all the fields as provided
16. Select Is Permanent Address same as Present Address? As Yes if your Present address is same as Permanent address else fill all the Present address details
17. Exam Judicial District Preference Details
Fill five 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
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.



Candidate Personal Details		
Application Status Registration	OTPR Number [Redacted]	Name as in 7th/SSC or Equivalent Certificate A
Name of Father/Mother/Guardian A	Relationship Father	Gender Male
Date of Birth 01/12/1999		
Category BC-A	Creamy Layer Details Non Creamy layer	
Are You a Physically Handicapped person? No		
Whether the applicant is an Ex-Service man? No	Are you Meritorious Sports person No	
Email Id s@g.com	Mobile Number [Redacted]	

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

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

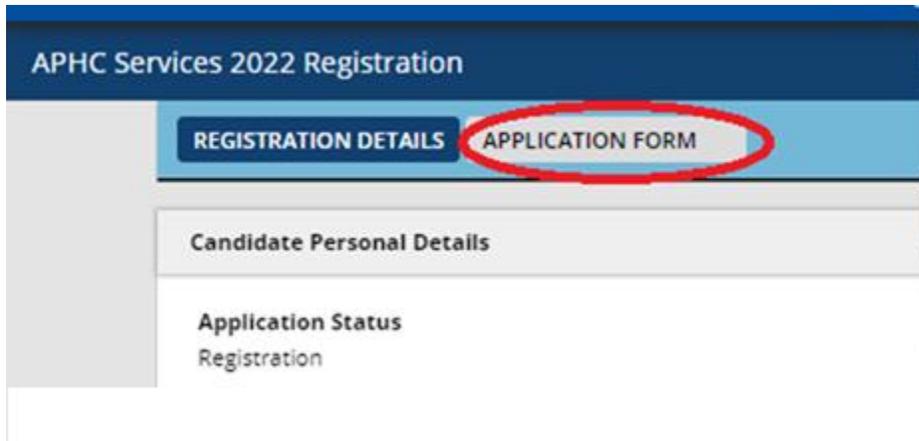
Note:

To complete Part B Application, please do the following:

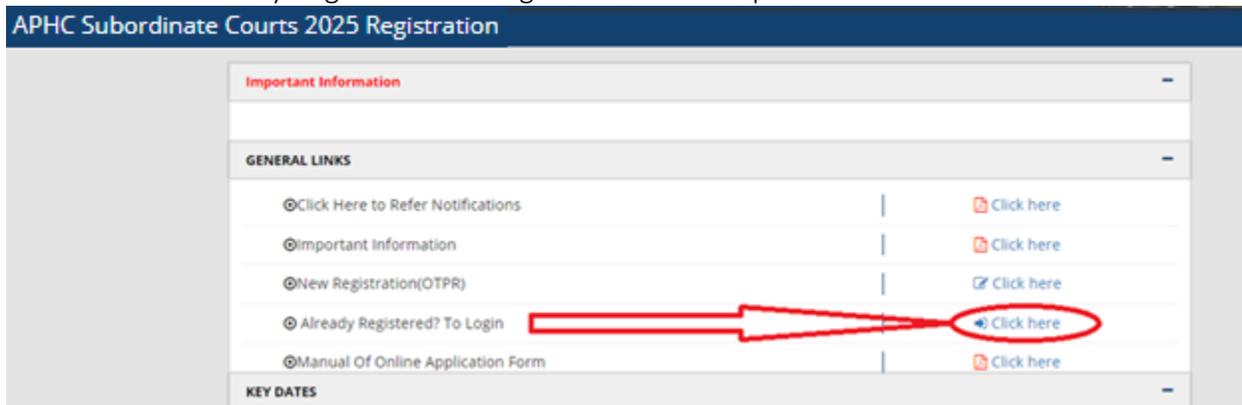
- 1) Login using One Time Profile Registration ID (OTPR ID).
- 2) Select Post, Judicial District (One or Many) and fill the application.
- 3) Upload recent Photograph and Image of Signature.
- 4) Submit the application form to proceed to Fee Payment.
- 5) Make the Fee Payment through Debit Card/Credit 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



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



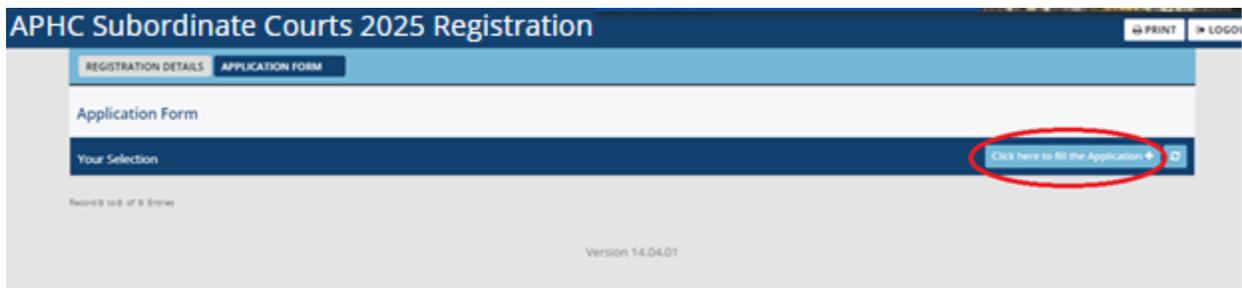
Use OTPR ID and Password sent to Mobile number (SMS) or email ID



Step 3: Click on Application Form



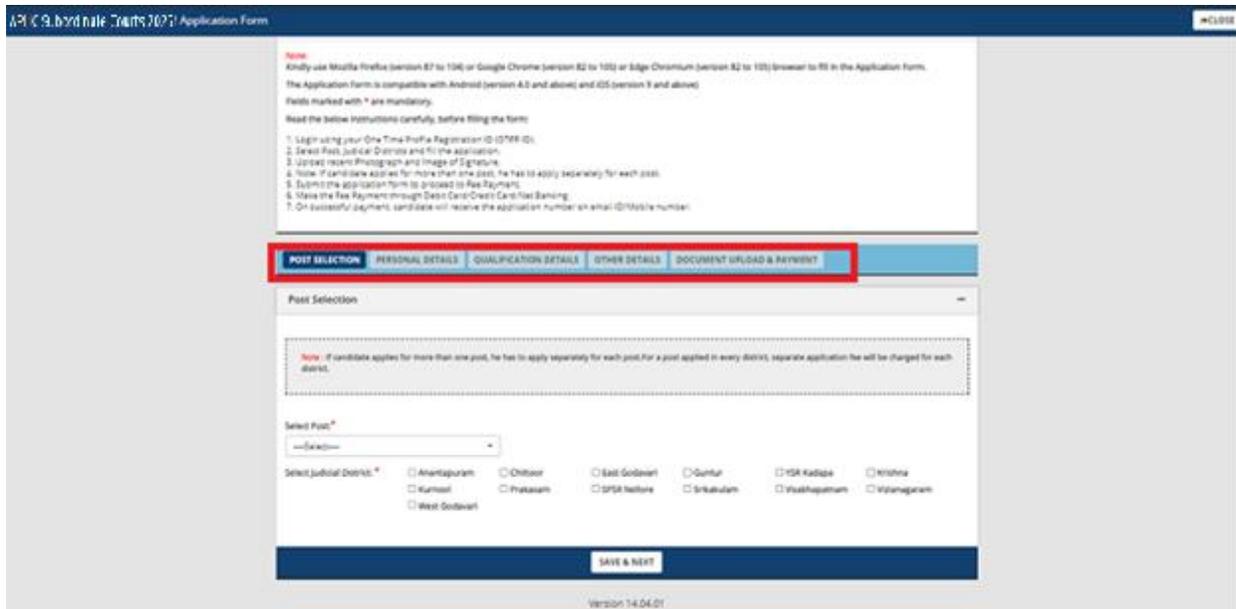
Step 4: Click on “Click here to fill the application”



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

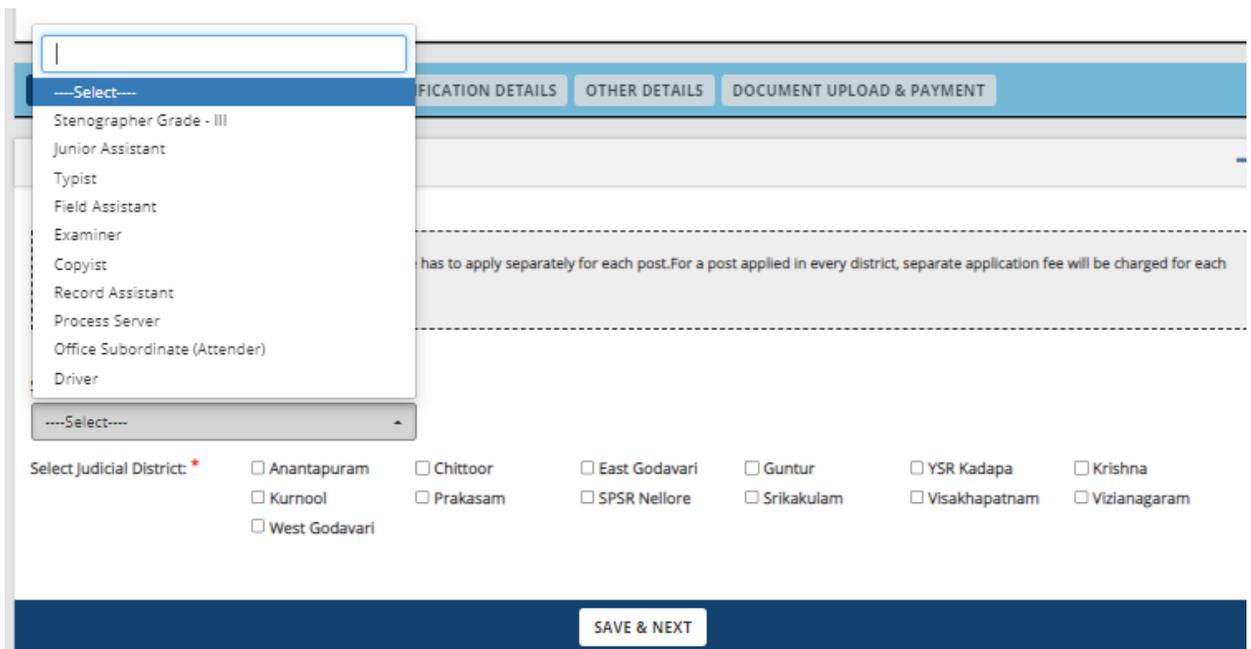
1. Login using your One Time Profile Registration ID (OTPR ID).
2. Select Post, Judicial Districts and fill the application.
3. Upload recent Photograph and Image of Signature.
4. Note: If candidate applies for more than one post, he has to apply separately for each post.
5. Submit the application form 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.

You have to fill below highlighted 5 sections to complete application



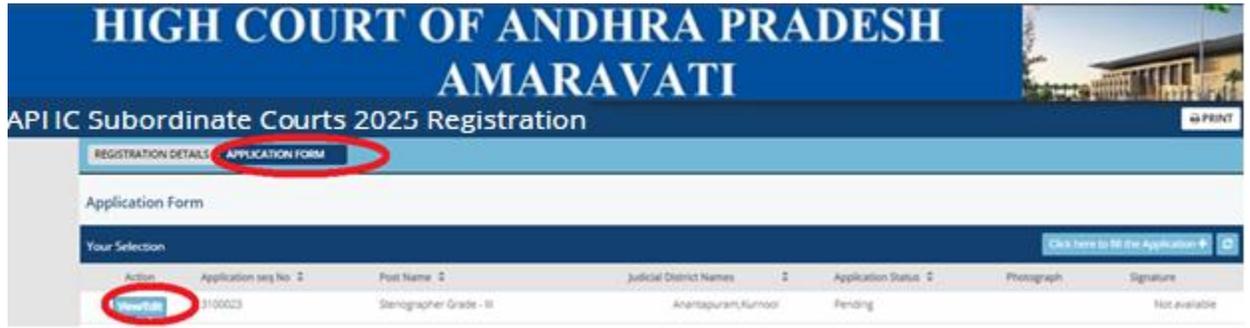
Step 6: Post Selection

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



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.



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

Name of Father/Mother/Guardian: *	Relationship: *	Date of Birth (DD/MM/YYYY): *
AS	Father	01/01/1989
Gender: *	Marital Status: *	Category: *
Male	Unmarried	BC-A
Creamy Layer Details: *	Are You a Physically Handicapped person?: *	Are you an Ex-Service Person?: *
Non Creamy layer	Yes	Yes
Are you Meritorious Sports person: *	Mobile No: *	Confirm Mobile No: *
Yes	9876666666	9876666666
Email ID: *	Confirm Email ID: *	
s@g.com	s@g.com	
Address for Communication		
Address Line 1: *	State: *	District: *
SD	ANDHRA PRADESH	Srikakulam
City: *	Pincode: *	Permanent Address same as Communication Address?: *
AS	555555	Yes
Permanent Address		
Address Line 1: *	State: *	District: *

Step 8: Qualification details page will have Post specific details. Please fill appropriate details 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="checkbox"/> Regular Study <input type="checkbox"/> Private Study <input type="checkbox"/> Open Schooling				
<p>Regular:</p> <ol style="list-style-type: none"> 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. 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. Candidate needs to furnish original study certificate/s at the time of certificate verification. Please refer notification for more details. <p>Private:</p> <ol style="list-style-type: none"> 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. 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. Candidate needs to furnish appropriate original residence certificate at the time of certificate verification. <p>Open Schooling:</p> <p>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 .</p>				
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: *

Graduation Details -

Name of the University/Institution/College: *

Year of Passing: *

District Name: *

Hall Ticket/Registration Number:

Other Qualifications -

English Shorthand words per minute (WPM): *

Higher Grade Lower Grade

Name of the Board: *

Year of Passing: *

English Typewriting by higher grade (45WPM): *

Name of the Board: *

Year of Passing: *

Select words per minute (WPM): *

Do you have knowledge or qualification in Computer Operation? *

Yes No

Please specify details of Other Academic/Technical Qualification possessed, If Any:

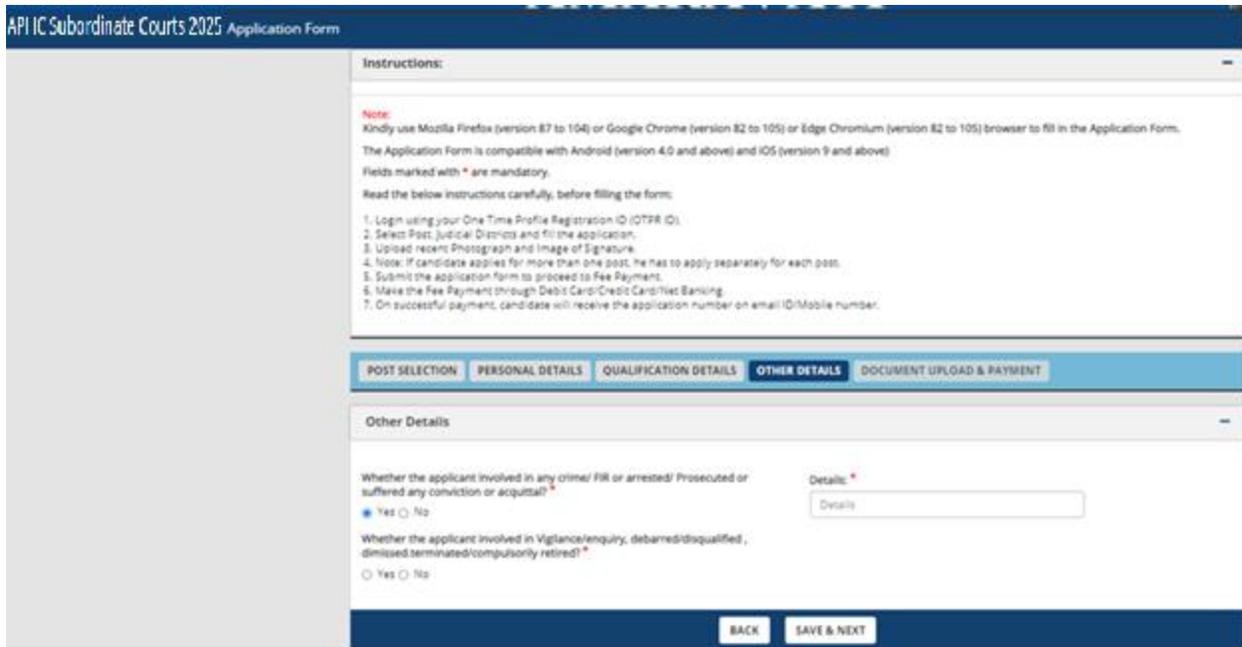
Previous Experience If Any:

BACK
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?
- Whether the applicant is a regular employee in any Central/State/Other department?

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



Step 11: Document Upload and Payment Section

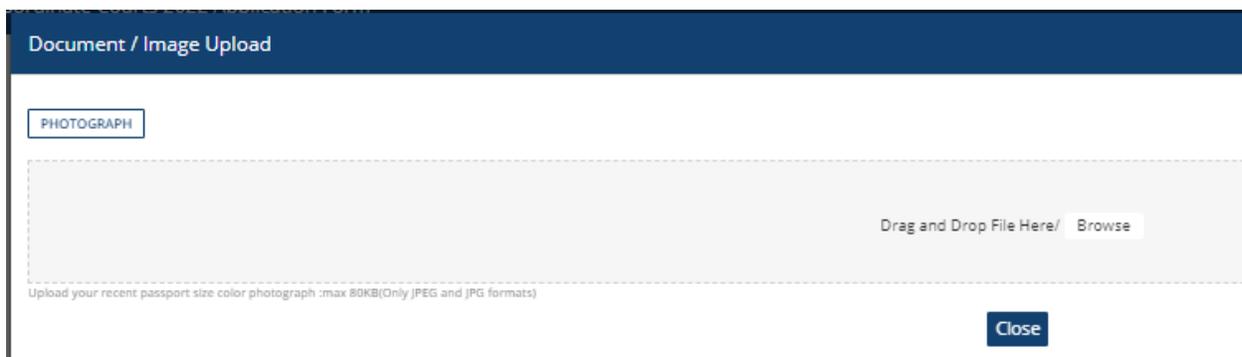
1) Read the instructions carefully

Important Instructions :

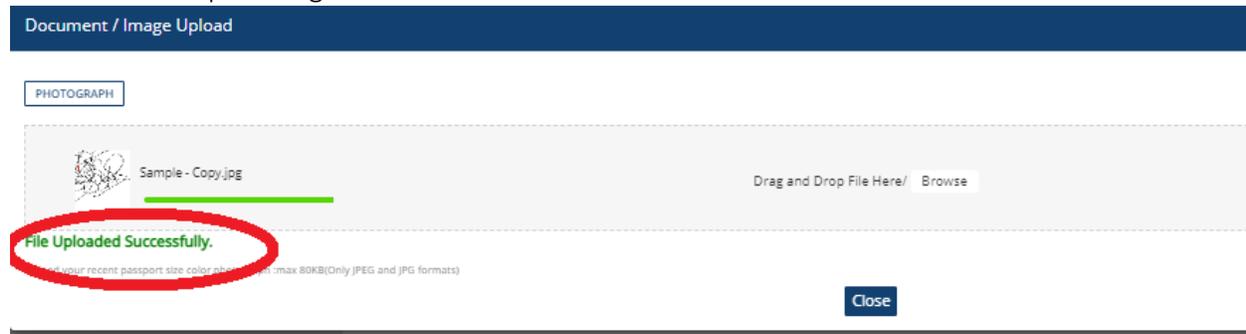
1. Candidate should submit their required original certificates along with 2 sets of photocopies attested by the Gazetted Officer during document verification at the time of Interview.
2. Please upload your recent passport size photograph and image of your signature. The format of Photograph / Signature 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 documents required as per the application form filled.

Click on browse to select file saved in the system



On successful upload a green mark will be shown



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 your 7th/10th/SSC or equivalent Certificate (For the purpose of DOB).* ⓘ	CLICK HERE TO UPLOAD
Upload scanned copy of Caste Certificate.* ⓘ	CLICK HERE TO UPLOAD
Upload Scanned Copy of Non Creamy layer Certificate.* ⓘ	CLICK HERE TO UPLOAD
Upload Scanned Copy of Degree Certificate* ⓘ	CLICK HERE TO UPLOAD
Upload Scanned Copy of Physically Disability Certificate* ⓘ	CLICK HERE TO UPLOAD
Upload Scanned Copy of Discharge Certificate* ⓘ	CLICK HERE TO UPLOAD
Upload Scanned Copy of English Typewriting by Higher Grade Certificate.* ⓘ	CLICK HERE TO UPLOAD
Upload Scanned Copy of English Shorthand by Higher Grade Certificate* ⓘ	CLICK HERE TO UPLOAD
The applicants, who intend to avail reservation under Meritorious sports quota, shall upload Scanned Copy of Form-I, Form-II, Form-III and Form-IV* ⓘ	CLICK HERE TO UPLOAD
Upload Scanned Copy of Residence/Study certificate(s) for proof of local candidature.* ⓘ	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.

APTOnline 2

Select options to pay ₹ 823.60

Transaction ID:
11100005020190804210215

[Cancel Payment](#)

Please select a payment method

[Login to use your Paytm saved cards](#)

BHIM UPI

Debit Card

Credit Card

Net Banking

ENTER DEBIT CARD NUMBER

EXPIRY DATE

CVV

MM YY

[Pay now](#)

100% Secure Payments Powered by **paytm**







Step 12: You can refresh and see successfully submitted application after login

APHC Subordinate Courts 2025 Registration

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/Re	3100023	Stenographer Grade - II	Ahambapuram,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



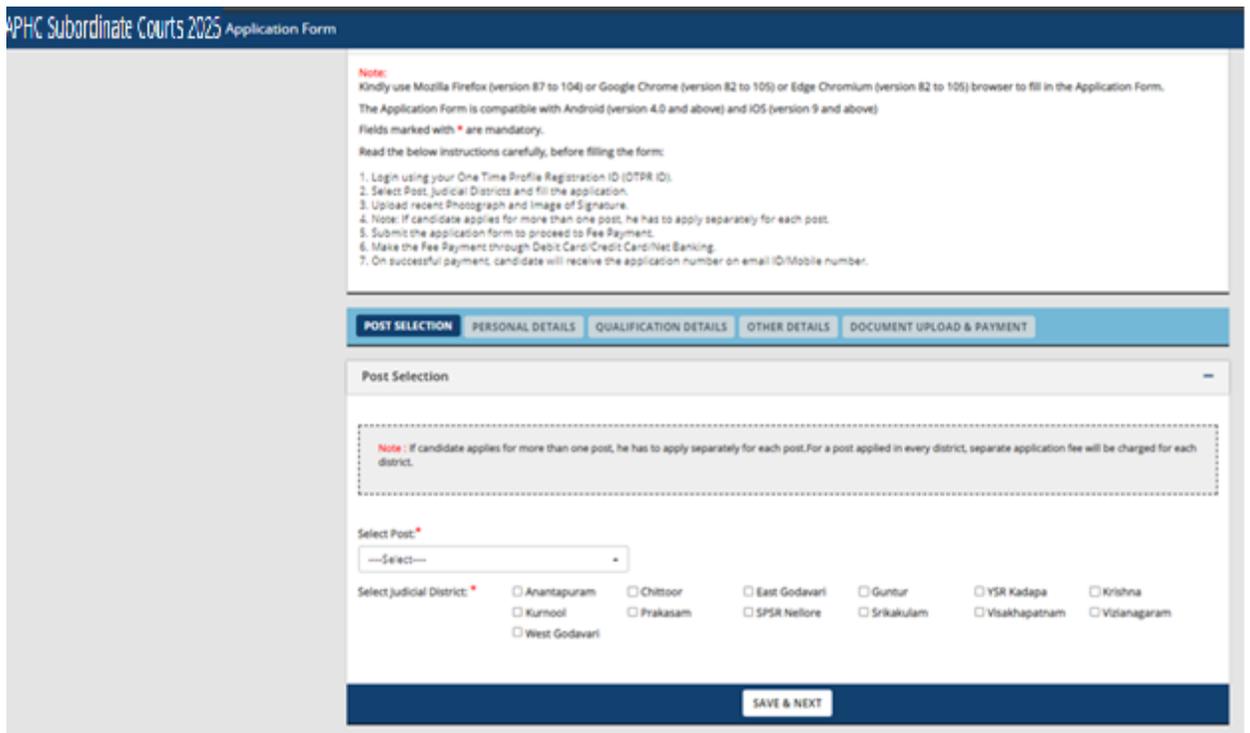
Step 2: Click on Application form



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



Step 4: A separate window will open for filling details



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

Step 6: Pay Exam Fee for completion of application.

Candidate Help Desk

If you do not receive a Confirmation email after completion of application process or have any query or concern, you can connect with the Candidate Help Desk by e-mail (helpdesk-hc.ap@aij.gov.in) or call on 0863-2372752. Please have your OTPR ID and/or Payment Transaction Number details at hand for reference.

Working Hours

Telephone: 0863-2372752

Email: helpdesk-hc.ap@aij.gov.in

Working Hours - 10:30 AM to 5:00 PM on all working days. (1:30 PM – 2:15 PM Lunch break)

Mail can be sent anytime but response will be sent only in working hours of High Court.