

**District And Sessions Court,
Yupia Sessions, A.P.**

Instructions before Applying for Various Posts

To fill out an online application form in 2026 for various posts under District and Sessions Court under Yupia Sessions, Papum Pare, A.P. follow these steps:

1. Before applying, candidates must possess a **valid email ID and mobile number**, which are mandatory for registration and one email can be used only once for a particular post.

2. Registration

- **New User:** Visit the official portal and go to **New Registration** and click on **Register Now**.
- Details: Enter necessary details carefully and register.
- Once successfully registered, a system generated Application ID will be given to the applicant.
- Keep the application ID carefully for login and for future access.

3. Filling the Application Form

- Login: Enter the **application ID and Password** for login
- Once Login, Forms are divided into four key sections:
 1. Personal Details
 2. Documents upload: Photo and Signature
 3. Payment
 4. Admit card

4. Uploading Documents

- **Format & Size:** Strictly adhere to specified file formats and sizes.
- **Clarity:** Ensure documents are not blurry, as illegible copies can lead to rejection.

5. Payment

- Payment must be made **only through the authorized bank portal** using the link provided in the Fee payment page of portal.
- Upon successful completion of the payment, a **Transaction / Reference ID** will be generated by the bank.
- Applicants are required to **enter and submit the Transaction / Reference ID** for payment confirmation.
- Failure to complete the payment or submit valid transaction details shall render the **application incomplete and liable for rejection**.

Note: **Final Submissions:** Once submitted, system do not allow further edits. So, make sure to check all details before submitting at each stage.