OFFICE OF THE PRINCIPAL DISTRICT JUDGE:: KURNOOL

Dis.No. 1901 /Estt/2026 Dated 31-03-2026

Circular along with Notification No.02/2026/Estt, dated 20-03-2026 issued by the Hon'ble High Court of Andhra Pradesh ROC No.461/2026-Estt., dated 20-03-2026 with regard to filling up of 12 posts of Court Master and Personal Secretary to the Hon'ble Judges and Registrars, by transfer in the High Court Service – Inviting applications from the eligible in-service candidates, is herewith communicated.

All the Judicial Officers working in Kurnool District are requested to download the Circular along with Notification No.02/2026/Estt, dated 20-03-2026 issued by the Hon'ble High Court of Andhra Pradesh ROC No.461/2026-Estt., dated 20-03-2026, from District Court website i.e.,**https://kurnool.dcourts.gov.in.**

Further, ***all the Judicial Officers working in Kurnool district are requested to acknowledge the receipt of the same to this Court without fail.***

PRINCIPAL DISTRICT JUDGE,
KURNOOL

To

1. All Judicial Officers in the Kurnool District including **Official Receiver's Court**.
2. The Secretary, District Legal Services Authority, Kurnool.
   (**Sl.Nos.1 and 2 are hereby requested to communicate the same among all the Staff members of their respective Courts**)

Copies to:

1. The Senior Superintendent (Accounts), Principal District Court, Kurnool.
2. The Stenographer Grade-I, Principal District Court, Kurnool.

Stock file.

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

ROC.No. 461 /2026-Estt., **Date: 20.03.2026**

CIRCULAR

DISTRICT & SESSIONS COURT
30 MAR 2026
CHIEF ADMN OFFICER
KURNOOL-518001

Sub: High Court of Andhra Pradesh – Establishment – Filling up of 12 posts of Court Master and Personal Secretary to the Hon'ble Judges and Registrars, by transfer in the High Court Service – Inviting applications from the eligible in-service candidates – Regarding.

* * *

The High Court of Andhra Pradesh proposes to fill-up 12 vacancies in the category of Court Master/Personal Secretary to the Hon'ble Judges and Registrars, by transfer from other service i.e., working in High Court/District Judiciary/Other Offices under the control of High Court.

The interested candidates may refer the detailed notification uploaded in the Official Website of the High Court and on fulfilling of the eligibility criteria, the duly filled-in application should be submitted to the High Court through proper channel on or before 17.04.2026.

All the Unit Heads are requested to forward the applications along with enclosures of the eligible candidates to the Registrar (Administration), High Court of Andhra Pradesh, Nelapadu, Amaravati – 522239, on or before **17.04.2026, by 5.00 p.m.**

No T.A. and D.A will be paid to the candidates appearing for written test.

Note: All the Unit Heads are requested to communicate this circular to the staff members working in their Units.

REGISTRAR (ADMINISTRATION)

To

1. The Registrar (I.T.- cum - Central Project Coordinator), High Court of Andhra Pradesh. (with request to arrange to upload this Circular in the official website of the High Court.)
2. All the Principal District Judges, Andhra Pradesh.
3. The Director, A.P. Judicial Academy, Mangalagiri.
4. The Special Judge for C.B.I. Cases, Visakhapatnam.
5. The Member Secretary, A.P. State Legal Services Authority.
6. The Secretary, A.P. High Court Legal Services Committee.
7. All the Section Officers/Section Heads, High Court of Andhra Pradesh. (for circulation among the staff members working in their respective Sections).

Rno. 2601
30/3/26

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

NOTIFICATION No.02/2026/Estt., Dt: 20.03.2026

Applications are invited from eligible candidates for **32** posts of **COURT MASTER AND PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS** in the High Court of Andhra Pradesh i.e., **20 posts to be filled by Direct Recruitment and 12 posts to be filled by Transfer from other services i.e., employees** working in High Court/District Judiciary/Other Offices under the control of High Court.

The said post carries the time scale of pay of Rs.57100-1580-60260-1700-65360-1830-70850-1960-76730-2090-83000-2240-89720-2390-96890-2540-104510-2700-112610-2890-121280-3100-130580-3320-140540-3610-147760.

The proforma application form and Hall-Ticket as annexed to this notification shall be duly filled after reading the instructions and the last date for submission of offline application is **17.04.2026.**

The applicants desirous of applying by transfer are required to follow the Circular issued separately to the Offices.

I. VACANCY POSITION:

The details of vacancies are as follows:

Name of the post	Class/Category	No. of posts
COURT MASTER AND PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS	Open Competition	13 (4 W)
	EWS	8 (3 W)
	BC-A	1
	BC-B	1
	BC-C	1
	SC-I	1
	SC-II	1
	SC-III	1
	ST	5 (2 W)
	Total	**32 Posts (9 W)**
	Person with Benchmark Disability (OH)	**1**
	Ex-servicemen	**2 (1 W)**
	Meritorious Sports Person	**3 (1 W)**

NOTE:

1. The High Court of Andhra Pradesh reserves the right to increase or decrease the number of vacancies or cancel the Notification, at any stage, without assigning any reason whatsoever. No right will accrue to the candidate by virtue of the Notification.

2. If provisionally selected candidate does not join the post, the next meritorious candidate would be considered for provisional selection.

3. If sufficient number of candidates are not available or are not selected under the category Transfer from service, such posts would be filled up under the category of Direct Recruitment

II. QUALIFICATION:

The candidates should possess all the requisite qualifications as indicated below.

A) Degree in Arts or Science or Commerce or Law (3 years or 5 years course) 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.

B) Pass in English Shorthand examination with 180 w.p.m. speed, conducted by the **State Board of Technical Education**, or such other qualification as may be considered by the Hon'ble Chief Justice to be equivalent to the said qualification.

C) Candidates possessing English Shorthand examination with 150 w.p.m. speed also can apply. However, their candidature will be considered if suitable number of candidates possessing English Shorthand examination with 180 w.p.m is not available.

D) Pass in Typewriting by Higher Grade examination in English, (with a speed of 45 words per minute.) conducted by the **State Board of Technical Education** or any other qualification as may be considered by the Hon'ble Chief Justice to be equivalent to the said qualification.

E) Preference will be given to candidates possessing Computer skills.

III. AGE LIMIT:

1. The candidate must have completed the age of 18 years and must not have completed the age of 42 years as on 01-01-2026 as per G.O.Ms.No.109, General Administration (Service-A), Department, dated 08.10.2025.

2. The relaxation of maximum age limit in respect of Scheduled Castes, Scheduled Tribes, Backward Classes and Economically Weaker Sections is 5 years. In case of persons with benchmarks disabilities they shall be given age relaxation of 10 years.

3. The relaxation of maximum age limit in respect of Ex-servicemen will be as per Rule 12(1) (c) (i) of the Andhra Pradesh State and Subordinate Service Rules.

4. The relaxation of maximum age limit in respect of persons under sports quota will be as prescribed for the candidates' as per their respective class/category.

IV. RESERVATION:

1) The recruitment shall be subject to the rule of reservation in favour of candidates belonging to Scheduled Tribes, Scheduled Castes, Backward Classes (A, B, C, D & E), Woman, Economically Weaker Sections (EWS), Person with Benchmark Disability and Ex-Servicemen shall be as per Rule 22 and 22-A of the Andhra Pradesh State and Subordinate Service Rules.

2) The applicants, who are eligible and intend to avail reservation in their category, shall submit caste certificate of their respective categories.

3) The applicants who intend to avail/ claim reservation under Backward Classes (A, B, C, D & E) shall submit a copy of the latest certificate issued either in the year 2025 or 2026, to the effect that they belong to non-creamy layer in terms of G.O.Ms. No.3, Backward Classes Welfare (C 2) Department, dated 04.04.2006 and G.O.Ms.No.26, Backward Classes Welfare (C) Department, dated 09.12.2013 and as per the income ceiling which is in force on the date of notification. In case of non-submission of the latest certificate, his/her candidature will be considered against Open Category only.

4) The applicants who intend to avail/claim reservation under Economically Weaker Sections (EWS) shall submit the latest copy of EWS Certificate issued either in the year 2025 or 2026, (issued by the concerned Tahsildar mentioning therein that the gross annual family income from all sources is below Rs.8,00,000/-) in terms of 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.

5) The applicants who intend to avail/claim reservation under Person with Benchmark Disability shall submit a copy of the latest disability certificate issued by the Medical Board specifying the nature of disability and the percentage of disability either in the year 2025 or 2026.

V. DOCUMENTS TO BE SUBMITTED:

1) The applications shall be submitted in the prescribed proforma with three latest passport size colour photographs (one photograph to be pasted at the right top corner of the application duly attested by a Gazetted Officer and the other two photographs to be pasted on the hall ticket original and duplicate) along with attested copies of academic and technical qualifications viz.;

   (i) Date of birth (S.S.C. or equivalent)

   (ii) Degree Certificate.

   (iii) Shorthand English High Speed with 180 w.p.m. or 150 w.p.m.

   (iv) Typewriting English Higher Grade (45 w.p.m.).

2) The applicant, who intends to avail reservation under Backward Classes (A, B, C, D and E), shall submit latest community and also certificate of non-creamy layer as per Law. In case of failure to submit the latest certificate, his/her candidature will be considered against Open Competition.

3) The applicant claiming reservation under Economically Weaker Sections (EWS) Category, shall submit the latest certificate issued either in the year 2025 or 2026 in terms of 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, 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 submit 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 submit the Discharge Certificate.

6) The applicant applying under sports quota have to furnish certificates in Form-I/ Form-II/ Form-III / Form-V as per G.O.Ms.No.4, Youth Advancement, Tourism & Culture (Sports & Youth Services) Department, dated 19.04.2025

7) No Objection Certificate from the employer (if employed anywhere).

8) 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.

9) Applications submitted without attaching the attested copies of the above certificates will be summarily rejected and no correspondence will be entertained in this regard.

10) Allowing candidate to appear for written examination based on the documents submitted along with application would not mean that the High Court has accepted the genuineness of document(s). All document(s) is/are subject to verification and if the document(s) is/are found to be false, the candidate will be liable for criminal prosecution apart from rejection of the candidature for the post.

VI. SCHEME OF EXAMINATION:

A written examination would be conducted to test the capability of the candidate in Shorthand English 180 w.p.m. (3 minutes duration) and 150 w.p.m. (4 minutes duration) with transcription time of 40 and 45 minutes respectively to be done on computers. The test will be for 100 marks.

The date of examination would be notified in the official website of High Court and it would be communicated while serving copies of Original Hall-Ticket to the eligible candidates by post. High Court would not responsible for delay in service of post or non-service of post.

The result of the examination will be uploaded on the official website of the High Court of Andhra Pradesh.

VII. EXAMINATION FEE:

The applicants who belong to OC, E.W.S., and BC categories have to pay examination fee of Rs.600/- (Rupees six hundred only), whereas candidates belonging to Scheduled Castes, Scheduled Tribes and Person with Benchmark Disability have to pay an amount of Rs.400/- (Rupees four hundred only).

The examination fee has to be remitted through Demand Draft drawn in favour of **Registrar (Administration), High Court of Andhra Pradesh, on State Bank of India, High Court Branch, Nelapadu, Amaravati (IFSC – SBIN0061328).**

The 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.

NO PERSON SHALL BE ELIGIBLE FOR APPOINTMENT TO THE POST OF COURT MASTER AND PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS, IF :-

1) He/She is not a citizen of India;
2) He/She does not have good character, and not free from any infirmity, which renders him/her, unfit for such appointment;
3) He/She has been dismissed from service by any High Court, Government and Statutory or Local Authority;
4) He/She has been convicted of an offence involving moral turpitude;
5) He/She has been permanently debarred or disqualified by the High Court or Union Public Service Commission or any State Public Service Commission from appearing for examinations or selections conducted by it in the selection process for any post in public service;
6) He/She attempts to directly or indirectly influence the Recruiting Authority by any means for his/her candidature.

The duly filled-in application should be sent duly superscripting on the envelope as **"Application for the post of Court Master and Personal Secretary to the Hon'ble Judges and Registrars"** along with Demand Draft and self addressed envelope addressed to **the Registrar (Administration), High Court of Andhra Pradesh, Nelapadu, Amaravati, Guntur District, Pin-522239 on or before 17.04.2026 by 5.00 P.M.**

The applications received without the requisite enclosures and the applications received after the due date will be summarily rejected. No correspondence in this regard will be entertained.

The Appointing Authority reserve right to reject the application of any candidate, at any stage, if it is found that the statements made therein are false, misleading and the candidates are also liable for prosecution..

No T.A. and D.A. will be paid to the candidates appearing for written examination.

Place: NELAPADU,
Date: 20.03.2026.

REGISTRAR (ADMINISTRATION)

HIGH COURT OF ANDHRA PRADESH::AMARAVATI

NOTIFICATION No.02/2026/Estt., Dt. 20.03.2026

APPLICATION FOR THE POST OF COURT MASTER AND PERSONAL SECRETARY TO THE HONOURABLE JUDGES AND REGISTRARS, BY TRANSFER FROM OTHER SERVICES i.e., EMPLOYEES WORKING IN HIGH COURT/DISTRICT JUDICIARY/ OTHER OFFICES UNDER THE CONTROL OF HIGH COURT

Affix latest Passport size photo duly attested by a Gazetted Officer

01.	Name of the Applicant (As per SSC)	:	
02.	Name of Father/Spouse	:	
03.	Date of Birth and Age (Age as on 01.01.2026)	:	
04.	Religion and Nationality	:	
05.	Specify the community Note in case of SCs, please specify whether one belongs to category SC-I/SC-II/SC-III. (Enclose relevant certificate)	:	
06.	Are you Person with Benchmark Disability	:	YES / NO
	If Yes, specify the nature of disability. (Enclose relevant certificate)		
07.	Are you Ex-Servicemen	:	YES / NO
	If Yes, length of the service. (Enclose relevant certificate)	:	
08.	Are you Meritorious Sports Person	:	YES / NO
	If Yes, Enclose Sports achievement forms i.e., Form-I/ Form-II/ Form-III/ Form-V (Enclose relevant certificate)	:	

09.	Educational Qualifications		
	(a) Academic		
	(b) Technical		
10.	Work Experience (a) Working at (b) Designation (c) Length of Service	:	
11.	Address for correspondence	:	
12.	Mobile No.	:	

Place :
Date :

Signature of the Applicant

ORIGINAL

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

NOTIFICATION No.02/2026/Estt., Dt. 20.03.2026

HALL TICKET-CUM-IDENTITY SHEET

FOR WRITTEN EXAMINATION FOR THE POST OF COURT MASTER AND PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS (BY DIRECT RECRUITMENT & BY TRANSFER FROM OTHER SERVICES i.e., EMPLOYEES WORKING IN HIGH COURT/DISTRICT JUDICIARY/ OTHER OFFICES UNDER THE CONTROL OF HIGH COURT)

REGD. No.

DATE	TIME	PLACE OF EXAMINATION

NAME AND FULL POSTAL ADDRESS OF THE APPLICANT WITH CONTACT LAND LINE & MOBILE NOS :	Affix latest Passport size photo duly attested by a Gazetted Officer

SIGNATURE OF THE APPLICANT ⟶
(TO BE ATTESTED BY THE GAZETTED OFFICER)

GAZETTED OFFICER
(SIGNATURE AND DESIGNATION STAMP)

REGISTRAR (ADMINISTRATION)

P.T.O FOR INSTRUCTIONS

INSTRUCTIONS

1. Identical copies of latest Passport size Photographs of the applicant are to be affixed as detailed in the notification.

2. Shorthand books, white papers, Shorthand pencils and computers will be arranged by the Registry.

3. Applicants must reach the Examination Hall, one hour in advance.

4. After commencement of the Examination, no candidate will be permitted to enter into the Examination Hall.

DUPLICATE

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

NOTIFICATION No.02/2026/Estt., Dt. 20.03.2026

HALL TICKET-CUM-IDENTITY SHEET

FOR WRITTEN EXAMINATION FOR THE POST OF COURT MASTER AND PERSONAL SECRETARY TO THE HON'BLE JUDGES AND REGISTRARS (BY DIRECT RECRUITMENT & BY TRANSFER FROM OTHER SERVICES i.e., EMPLOYEES WORKING IN HIGH COURT/DISTRICT JUDICIARY/ OTHER OFFICES UNDER THE CONTROL OF HIGH COURT)

REGD. No.

DATE	TIME	PLACE OF EXAMINATION

NAME AND FULL POSTAL ADDRESS OF THE APPLICANT WITH CONTACT LAND LINE & MOBILE NOS :	Affix latest Passport size photo duly attested by a Gazetted Officer

SIGNATURE OF THE APPLICANT ⟶
(TO BE ATTESTED BY THE GAZETTED OFFICER)

GAZETTED OFFICER
(SIGNATURE AND DESIGNATION STAMP)

REGISTRAR (ADMINISTRATION)

P.T.O FOR INSTRUCTIONS

Estd

INSTRUCTIONS

1. Identical copies of latest Passport size Photographs of the applicant are to be affixed as detailed in the notification.

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