

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI
NOTIFICATION No. 03/2023-RC dated 07/03/2023
USER MANUAL - APPLICATION FOR THE POST OF CIVIL JUDGE

The Application contains two parts Part A and Part B. You must complete both Part A and Part B to apply for the Post of Civil Judge 2023

Part A (Registration Form)

1. Fill your basic details to create profile
2. Submit basic details to get the Application Link, User ID and Password to your Registered Email ID
3. Once the registration is done, profile details cannot be changed

Part B (Application Form)

1. Use the Application Link, User ID and Password sent to your Registered Email ID to Login
2. Once you successfully login, fill your details to complete the Application
3. Preview the filled-in Application
4. Pay the Exam Fee

Application for Exam completes only when you complete Part A and Part B.

Keep below mentioned documents ready before applying

NOTE : Attested Copies of required documents to be uploaded.

For Direct Recruitment Application:

1. Passport size Photograph (Size of the Photograph should not exceed 80 Kb)
2. Scanned copy of your Signature (Size of the Signature image should not exceed 80 Kb)
3. Disability Certificate (If applicable)
4. Caste Certificate (If applicable)
5. Non-Creamy layer certificate (if applicable)
6. Economically Weaker Sections (EWS) certificate
7. 10th/SSC or Equivalent Certificate
8. B.L/LL.B Certificate
9. Discharge Certificate (if Applicable) for Ex-Servicemen

For Recruitment by Transfer Application:

1. Passport size Photograph (Size of the Photograph should not exceed 80 Kb)
2. Scanned copy of your Signature (Size of the Signature image should not exceed 80 Kb)
3. Caste Certificate (if applicable)
4. 10th/SSC or Equivalent Certificate
5. Proof of Declaration of Probation

6. Latest certificate of service and conduct issued by the competent authority
7. Proceedings to Prosecute law degree course after entering into service (if applicable)
8. Upload B.L/LL.B Certificate.

Step 1 - Open High Court Website using below link

<http://hc.ap.nic.in/>

Go to Updates Section to find application link.

OR

Click on the below link or copy paste in the browser (Mozilla Firefox/ Google Chrome/ Edge Chromium)

<https://cdn3.digialm.com//EForms/configuredHtml/2381/80197/Index.html>

Recommended browser to register and complete the application form:

Edge Chromium (version 82 to 105) or

Mozilla Firefox (version 87 to 104) or

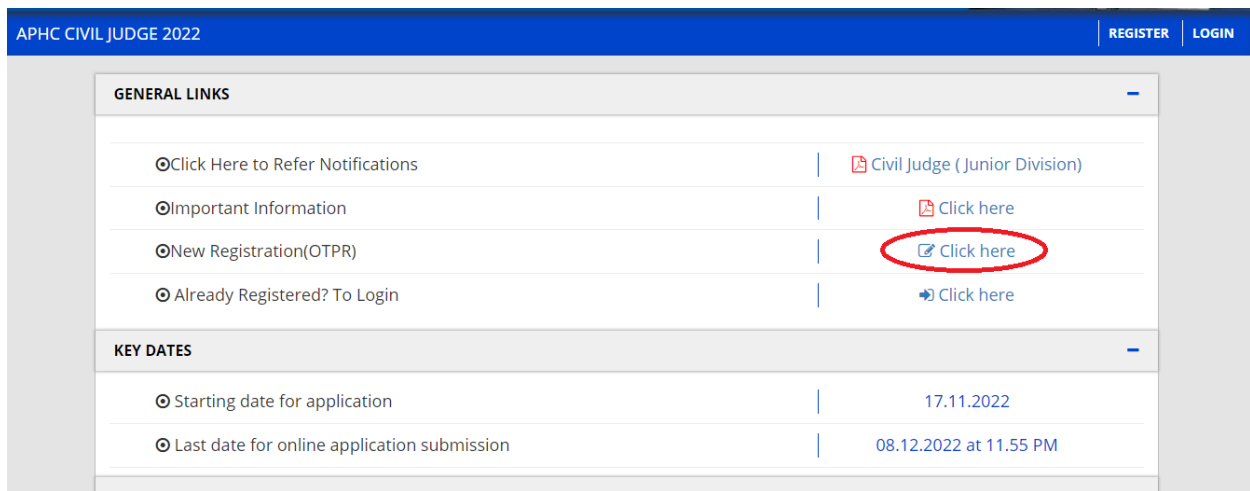
Google Chrome (version 82 to 105)

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.

Step 2 - Registration to receive User ID and Password

Click on the Click here option under **New Registration** as shown below



APHC CIVIL JUDGE 2022 REGISTER LOGIN

GENERAL LINKS	
Click Here to Refer Notifications	Civil Judge (Junior Division)
Important Information	Click here
New Registration(OTPR)	Click here
Already Registered? To Login	Click here

KEY DATES	
Starting date for application	17.11.2022
Last date for online application submission	08.12.2022 at 11.55 PM

The registration form appears as follows-

Registration Form for APHC CIVIL JUDGE 2022 Exam

REGISTERATION

Register to get User ID and Password

Applying Under *

Direct Recruitment Recruitment By Transfer

Applicant Name: *

Name

Note: Please enter your name strictly as per SSC or equivalent certificate.

Gender: *

----Select Gender----

Date Of Birth: *

dd/mm/yyyy

Note: Please enter your D.O.B strictly as mentioned in the SSC or its equivalent examination.

Age as on 01/11/2022

0 Years 0 Months 0 Days

Category *

Category in which you want to apply

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

The entries on this form cannot be changed once submitted, hence, ensure that you enter the required information correctly.

Applying Under: Candidate should choose the applicable Recruitment type.

Applicant Name: This should be the same as it appears in 10th/SSC or equivalent Certificate.

Date of Birth: Use the calendar icon to select the correct date.

Email Address: Should be valid and unique. You will receive your User ID and Password on this email address only.

Mobile Number: Should be valid and unique. Any further Communication will be sent to registered mobile number only.

Category: Candidates with other than OC category are required to upload caste certificate during filling up of application form (Part B)

Whether the applicant belongs Orthopedically Handicapped of lower portion of the body: (Applicable only for Candidates applying with Direct Recruitment) Age relaxation will be applicable only with disability percentage > 40%.

Ex-Servicemen: Candidates can select as yes if he/she has served in the defense services of the Indian Union and who is otherwise qualified and suitable, the period of service rendered by him/her in the defense service, and shall be excluded in computing the age, for appointment by direct recruitment.

CAPTCHA: The CAPTCHA box (as displayed) is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. If you have trouble reading the characters, click the 'Get new image' link to refresh the letters.

Age Limit: Please refer to notification for age relaxation rules.

Step 3 - Confirmation of Registration

Within minutes of submitting the Registration Form, you will receive your User ID, Password and Application Link on the registered email address. Ensure that you check your mailbox immediately and that it is not considered as spam mail. Using these credentials, you may proceed to complete your application for the Post of Civil Judge 2023 by clicking on the link given in the email. You may also login from the High Court Website.

This ends Part A of the Registration Process.

Step 4 – Login to below link

<https://cdn3.digialm.com//EForms/configuredHtml/2381/80197/Index.html>

Click on Already Registered option as highlighted below to login with the User Id and Password received to your registered Mobile number and email id.

GENERAL LINKS	
Click Here to Refer Notifications	Civil Judge (Junior Division)
Important Information	Click here
New Registration(OTPR)	Click here
Already Registered? To Login	Click here

KEY DATES	
Starting date for application	17.11.2022
Last date for online application submission	08.12.2022 at 11.55 PM

After login to the website, you will be redirected to the Applicant Details page. Here, on this page the Applicant’s personal details will be displayed. Next to Personal Details, a link “Go to Application Form” is available. Click this link to go to application page.

APPLICANT DETAILS

Candidate Personal Details

Application Status Registration	Application Number 20210005	Applying Under Direct Recruitment
Applicant Name EWEW	Name of Father/Mother/Guardian SDFSFAF	Relationship Father
Marital Status		
Date of Birth 30/Jan/1996	Gender Male	Identification Mark 1 ASFA
Category EWS	Mobile Number: 9999999999	Email Address: xyz@a.com
Native State: Andhra Pradesh	Native District: Anantapur	

Step 5 - Fill Application Form

The Application Form is categorized into the following four sections:

- Personal Details
- Communication Details
- Qualification Details
- Preference and Other Details
- Document Upload and Payment

You can Logout and exit the form any number of times to edit and complete later or Save & Continue each section till you submit the application. However, you will not be allowed to continue, if mandatory information is not entered or the required documents are not uploaded.

After you complete the last section, i.e. Payment, your application for the post of Civil Judge 2023 will be considered complete and you will receive a confirmation mail. After this, changes to any information provided on the application form are not possible. You can only print or save the form from the website. Details are available on the application submission page.

1. Personal Details

- Name of Father/Mother/Guardian** : Enter as applicable
- Relationship**: Select the relationship with the person mentioned in point a.
- Marital Status**: Enter marital status and in case of Married and Divorcee provide details of spouse.
- Identification Marks**: Enter two Identification marks and at least one Identification mark to be filled as mandatorily.
- Native State**: Select State from drop down.
- Native District**: Select District from drop down.

APHC CIVIL JUDGE 2022 Exam LOGOUT

PERSONAL DETAILS COMMUNICATION DETAILS QUALIFICATION DETAILS PREFERENCE AND OTHER DETAILS DOCUMENT UPLOAD AND PAYMENT

Personal Details

Application Seq No: * Applying Under: * Applicant Name: *

Name of Father/Mother/Guardian: *

Relationship: * Father Mother Guardian

Marital Status: *

Other Personal Details

Date Of Birth: * Age as on 01/11/2022 Gender: *

2. Communication Details

- a. **Correspondence Address:** Enter all details of communication address in respective fields.
- b. **Permanent Address same as Address for Communication? :** If Permanent address is same as address for communication, then select yes or else select no and give permanent address details.

APHC CIVIL JUDGE 2022 Exam LOGOUT

PERSONAL DETAILS **COMMUNICATION DETAILS** QUALIFICATION DETAILS PREFERENCE AND OTHER DETAILS DOCUMENT UPLOAD AND PAYMENT

Correspondence Address

Address Line 1 * Country * State *

City/District * Pincode/Postal Code *

Is Permanent Address Same as Correspondence address? * Yes No

Permanent Address

Address Line 1 * Country * State *

District * Pincode/Postal Code *

3. Qualification Details

Furnish below academic details in the form

- a. 10th/SSC or Equivalent details
- b. 12th/Intermediate or Equivalent details
- c. Degree details
- d. B.L/LL.B details
- e. M.L/LL.M details
- f. Other Academic/Technical Qualification

APHC CIVIL JUDGE 2022 Exam LOGOUT

PERSONAL DETAILS COMMUNICATION DETAILS **QUALIFICATION DETAILS** PREFERENCE AND OTHER DETAILS DOCUMENT UPLOAD AND PAYMENT

10th/SSC or Equivalent Details

Name of the Board/Institution* Class/Division/Grade Percentage of Marks

Year of Passing*

12th/Intermediate or Equivalent Details

Name of the Board/Institution Class/Division/Grade Percentage of Marks

Year of Passing

Degree Details

4. Preference and Other details For Direct Recruitment candidates

Fill in the below details

- a. Date of Enrolment as an advocate: Use the calendar icon to select the correct date.
- b. Standing at the Bar with Date: Use the calendar icon to select the correct date.
- c. Period of Practice
- d. Place of Actual Practice as on 1st Mar 2023

Furnish details if any of the below lines are selected as “Yes”, If not “No”

- e. Whether the applicant was subjected to any proceeding for professional misconduct by the Bar Council?

- f. Whether the applicant has been debarred/disqualified or found ineligible for candidature in any previous selections by any Public Authority?
- g. Whether the applicant has been dismissed/terminated/compulsorily retired from service of Central/State Government/Quasi Government Institution/Government Owned Company/Corporation/Local Self Government Institution?
- h. Whether any penalty has been imposed on the applicant during his/her Service?
- i. Whether any First Information Report relating to a crime has been registered against the applicant?
- j. Whether the applicant was arrested in connection with any crime involving moral turpitude and concerned with the same?
- k. Whether any Criminal Prosecution has been pending against applicant or suffered conviction in any Criminal offence?
- l. Whether the applicant has filed any insolvency petition or whether any insolvency petition has been filed against the applicant or whether the applicant has been adjudicated as insolvent by any Court?

Exam City Preference Details

The High Court Reserves the right to allot candidates to any examination center other than the preferred centers given by the applicant or to abolish/Create a new center for administrative reasons. Request for change of the center will not be entertained.

Choose three Exam city preferences from the dropdowns.

Candidate should not select same exam city preference in the three exam city fields.

APHC CIVIL JUDGE 2022 Exam
LOGOUT

PERSONAL DETAILS
COMMUNICATION DETAILS
QUALIFICATION DETAILS
PREFERENCE AND OTHER DETAILS
DOCUMENT UPLOAD AND PAYMENT

Other Details

<p>Date of Enrolment as an advocate :</p> <input style="width: 90%;" type="text" value="dd/mm/yyyy"/>	<p>Standing at the Bar with Date :</p> <input style="width: 90%;" type="text" value="dd/mm/yyyy"/>			
<p>Period of Practice :</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 2px; text-align: center;">0</td> <td style="border: 1px solid #ccc; padding: 2px; text-align: center;">0</td> <td style="border: 1px solid #ccc; padding: 2px; text-align: center;">0</td> </tr> </table>	0	0	0	<p>Place of Actual Practice as on 1st November 2022:</p> <input style="width: 90%;" type="text" value="Place of Actual Practice"/>
0	0	0		

Whether the applicant was subjected to any proceeding for professional misconduct by the Bar Council? *

Yes No

Whether the applicant has been debarred/disqualified or found ineligible for candidature in any previous selections by any Public Authority? *

Yes No

Whether the applicant has been dismissed/terminated/compulsorily retired from service of Central/State Government/Quasi Government Institution/Government Owned Company/Corporation/Local Self Government Institution? *

Yes No

Whether any penalty has been imposed on the applicant during his/her Service? *

Yes No

Whether any First Information Report relating to a crime has been registered against the applicant? *

Yes No

For Recruitment by Transfer candidates

Fill in the below details

- a. Post now held
- b. Name of the office & District
- c. Whether the applicant is approved probationer in the eligible post
- d. Date of declaration of probation in the eligible category
- e. Whether the applicant completed the law degree?

Furnish details if any of the below lines are selected as “Yes”, If Not “No”

- f. Any Disciplinary proceedings/vigilance enquiry Initiated, Convicted or contemplated against the Applicant?
- g. Whether the applicant has been debarred/disqualified or found ineligible for candidature in any previous selections by any Public Authority?
- h. Whether the applicant has been dismissed/terminated/compulsorily retired from service of Central/State Government/Quasi Government Institution/Government Owned Company/Corporation/Local Self Government Institution?
- i. Whether any penalty has been imposed on the applicant during his/her Service?
- j. Whether any First Information Report Relating to a crime has been registered against the applicant?
- k. Whether the applicant was arrested in connection with any crime involving moral turpitude and concerned with the same?
- l. Whether any Criminal Prosecution has been pending against applicant or suffered any conviction in any Criminal Offence?
- m. Whether the applicant has filed any insolvency petition or whether any insolvency petition has been filed against the applicant or whether the applicant has been adjudicated as insolvent by any Court?

Exam City Preference Details

The High Court Reserves the right to allot candidates to any examination center other than the preferred centers given by the applicant or to abolish/Create a new center for administrative reasons. Request for change of the center will not be entertained.

Choose three Exam city preferences from the dropdowns.

Candidate should not select same exam city preference in the three exam city fields.

PERSONAL DETAILS

COMMUNICATION DETAILS

QUALIFICATION DETAILS

PREFERENCE AND OTHER DETAILS

DOCUMENT UPLOAD AND PAYMENT

Other Details

Post now held: *

DSFAS

Name of the Office & District: *

DFSA

Whether the applicant is approved probationer in the present post: *

FDAS

Date of declaration of probation in the eligible category: *

09/11/2022

Whether the applicant completed the law degree? *

 Before Entry into Service
 After Entry into Service

Any Disciplinary proceeding/vigilance enquiry Initiated, Convicted or Contemplated against the Applicant? *

 Yes
 No

Whether the applicant has been debarred/disqualified or found ineligible for candidature in any previous selections by any Public Authority? *

 Yes
 No

Whether the applicant has been dismissed/terminated/compulsorily retired from service of Central/State Government/Quasi Government Institution/Government Owned Company/Corporation/Local Self Government Institution? *

5. Document upload and Payment

NOTE : Gazetted Officer attested Copies to be uploaded of required documents.

a. Upload Photo/Signature (For Direct Recruitment Candidates)

- I. Upload scanned copy of your recent passport size Photo (Photo size should be 80 KB max)
- II. Upload scanned copy of your Signature here. (Signature image should be less than 80 KB max)
- III. 10th/SSC or Equivalent Certificate
- IV. Disability Certificate (If applicable)
- V. Caste Certificate (If applicable)
- VI. Upload B.L/LL.B Certificate
- VII. Non-Creamy layer certificate (if applicable)
- VIII. Economically Weaker Sections (EWS) certificate
- IX. Discharge Certificate (if Applicable) for Ex-Servicemen

b. Upload Photo/Signature (For Recruitment by Transfer Candidates)

- I. Upload scanned copy of your recent passport size Photo (Size of the Photograph should not exceed 80 Kb)
- II. Upload Scanned copy of your Signature here. (Signature image should not exceed 80 Kb)
- III. 10th/SSC or Equivalent Certificate
- IV. Caste Certificate (If Applicable)
- V. Proof of Declaration of Probation
- VI. Latest certificate of service and conduct issued by the competent authority
- VII. Proceedings to Prosecute law degree course after entering into service (If Applicable)
- VIII. Upload B.L/LL.B Certificate.

c. Exam Fee Details

The applicants who belong to OC/ BC categories have to pay an amount of Rs. 1500/- (Rupees Eight hundred only) towards Online Application processing and Examination fee, whereas the candidates belonging to SC/ST/PH categories have to pay Rs.750/- (Rupees Four hundred only) towards Online Application processing and Examination fee.

- I. Payment Gateway Charges 23.60 (Inclusive of Taxes) is added in Exam Fee.**
- II. Candidate applying from anywhere in India can make the Online Payment.**
- III. Candidate can use Credit Card/ Debit Card/ Net Banking and Paytm for making the Online Payment.**
- IV. Candidate can contact helpdesk in case of any payment related issues.**

d. Declaration

It is mandatory to select the check boxes:

“I hereby declare that the information furnished above and all the statements made in this application are true and correct and complete to the best of my knowledge and belief. I further declare that I possess sound health and active habits. I am Free from any bodily defect or infirmity which would render me unfit to work as a Civil Judge in Judicial service in the State of Andhra Pradesh, and that my character and antecedents are such that they will not disqualify me from State Judicial Service. I have carefully read the contents of the notification, the conditions and instructions stipulated therein/User Guide, and I hereby undertake to abide by them. I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for appointment to the post of Civil Judge and that the copies of documents uploaded along with the application are true copies of the originals kept in my custody. I undertake that in the event of any information furnished by me being found false or incorrect or ineligibility being detected before or after the examination/Interview/appointment, I shall be liable to be proceeded with, in accordance with law.”,

And

“I Agree” in the Declaration section before you click the Submit and Pay button and proceed to the payment gateway. It is important that you preview the application form, using the Preview button to check for accuracy and completeness of all the data you have entered, before proceeding with the payment. You can preview your application at any stage and any number of times before submitting your application. It is also important to read the complete Declaration before you select the I Agree check box.

PERSONAL DETAILS

COMMUNICATION DETAILS

QUALIFICATION DETAILS

PREFERENCE AND OTHER DETAILS

DOCUMENT UPLOAD AND PAYMENT

Documents to be uploaded

Note:

Upload Photo and Signature along with clear attested copies of required

1. Please upload your recent passport size photograph and signature: Max 80KB (Only JPEG and JPG formats).
2. Check the correctness of the Photo and Signature that are uploaded. If you are not satisfied, you may upload them again before proceeding to Payment.
3. In the Photograph (Colored 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.

Upload scanned copy of your recent Photograph.* ⓘ

CLICK HERE TO UPLOAD

Upload scanned copy of your Signature.* ⓘ

CLICK HERE TO UPLOAD

Upload Scanned copy of your 10th/SSC or equivalent Certificate (For the purpose of DOB).* ⓘ

CLICK HERE TO UPLOAD

Candidate Help Desk

In the event 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 User ID and/or Payment Transaction Number details at hand for reference.

Working Hours

Telephone: 10:30 AM to 05:00 PM (1:30 PM – 2:15 PM Lunch break)

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