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THE ANDHRA PRADESH GAZETTE

PUBLISHED BY AUTHORITY

W.No.1 AMARAVATI, WEDNESDAY, JANUARY 7, 2026 **G.539**

PART II - MISCELLANEOUS NOTIFICATIONS OF INTEREST TO THE PUBLIC

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NOTIFICATIONS BY HEADS OF DEPARTMENTS Etc.,

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

NOTIFICATION OF THE SERVICE RULES OF THE HIGH COURT OF ANDHRA PRADESH, 2025 - REPEALING THE EXISTING SERVICE RULES OF THE HIGH COURT OF ANDHRA PRADESH, 2019 - FULL COURT APPROVED.

ROC.No.1715/2025-Estt., **Dt.: 09.12.2025.**

NOTIFICATION No.01/2025-Estt.,

In exercise of the powers conferred by Article 229 of Constitution of India and all other powers hereunto enabling the High Court of Andhra Pradesh, Amaravati, hereby notifies "**SERVICE RULES OF THE HIGH COURT OF ANDHRA PRADESH, 2025**" repealing existing Service Rules of the High Court of Andhra Pradesh, 2019.

Sd./-,
Registrar General.



SERVICE RULES OF THE HIGH COURT OF ANDHRA PRADESH - 2025

SERVICE RULES OF THE HIGH COURT OF ANDHRA PRADESH - 2025

In exercise of the powers conferred by Article 229(1) and (2) of the Constitution of India and of all other powers hereunto enabling and in supersession of all the existing rules on the subject, the Hon'ble Chief Justice hereby makes the following rules to regulate the method of recruitment and other conditions of service of the members of the service of the High Court of Andhra Pradesh.

RULES

Rule 1. Short title, commencement and extent:

(1) These rules may be called the Service Rules of the High Court of Andhra Pradesh – 2025.

(2) They shall come into force on the date of publication in the Gazette of the State of Andhra Pradesh.

(3) They shall apply to all persons appointed to the Service before, on or after the said date.

(4) When a post is created as a temporary post, in addition to the cadre of the service in any division or Category thereof, the rules applicable to holders of permanent posts borne on the said cadre shall apply to the holder of the said temporary post.

Explanation: - In this sub-rule, the expression "the holder of the said temporary post" shall mean the person counted against the said temporary post.

Rule 2. Definitions: - For the purpose of these rules

(1) **"Appointed to the Service"** means a person is said to be "appointed to the service" when, in accordance with these rules or in accordance with rules applicable at the time, as the case may be, he/she discharges for the first time the duties of a post borne on the cadre of the service or commences the probation prescribed for the members thereof;

(2) **"Approved Probationer"** means a member of the service who has satisfactorily completed his/her probation and awaits appointment as a full member of the service, division, category, sub-category or post, as the case may be;

(3) **"Chief Justice"** means the Chief Justice of the High Court.

(4) **"Duty":** - A person is said to be "on duty" as a member of the Service:

(a) When he/she is performing the duties of a post borne on the cadre of the service or undergoing probation;

(b) When he/she is on joining time, or.

(c) When he/she is absent from duty during vacation or on authorised holidays or on Casual Leave, taken in accordance with the instructions regulating such leave, having been on duty immediately before and immediately after such absence;

(5) **"Full Member"** means a member of the service who has been appointed substantively to a permanent post borne on the cadre thereof;

(6) **"High Court"** means the High Court of Andhra Pradesh.

(7) **"Member of the Service"** means a person who has been appointed to the service and who has not retired or resigned, or who has not been removed or dismissed, or substantively transferred or reduced to another service, or who has not been discharged otherwise than for want of a vacancy. He/She may be a probationer, an approved probationer or a full member of the service;

(8) **"Probationer"** means a member of the service who has not completed his/her probation;

(9) **"Promotion"** means the appointment of a member to a post in the service on a higher scale of pay;

(10) **"Recruited Direct":** - A candidate is said to be "recruited direct" to the service when at the time of his/her first appointment thereto, he/she is neither a full member or an Approved Probationer in this or any other service;

(11) **"Recruitment by Transfer":** - A candidate is said to be "recruited by transfer" to the service when at the time of his/her first appointment thereto, he/she is either a full member or an Approved Probationer in another service;

Provided that whenever the words "any other service" occur it shall include and be construed as any other service in India;

Provided further that when a candidate is appointed by transfer from any other service, other than the Andhra Pradesh State Services, it shall be on tenure basis for a fixed term or terms.

(12) "Scheduled Castes", "Scheduled Tribes" and "Backward Classes" means the communities mentioned in the State and Subordinate Service Rules.

Rule.3 Constitution: - The Service shall consist of the following divisions, categories and sub-categories of Officers, namely:

DIVISION – I *(GAZETTED POSTS)*		
Category - 1	1	REGISTRAR GENERAL
	2	REGISTRAR (JUDICIAL-I)
	3	REGISTRAR (JUDICIAL-II)
	4	REGISTRAR (VIGILANCE)
	5	REGISTRAR (ADMINISTRATION)
	6	REGISTRAR (RECRUITMENT)
	7	REGISTRAR (INFORMATION TECHNOLOGY-CUM - CENTRAL PROJECT COORDINATOR)
	8	REGISTRAR (INQUIRIES)
	9	REGISTRAR (INFRASTRUCTURE)
	10	REGISTRAR (MANAGEMENT)
	11	REGISTRAR (PROTOCOL)
Category-1A		EDITOR IN THE CADRE OF DISTRICT JUDGE
Category – 1	(a)	PRINCIPAL SECRETARY TO THE HON'BLE CHIEF JUSTICE
Category – 2		JOINT REGISTRAR
Category – 3	(a)	DEPUTY REGISTRAR
	(b)	PRINCIPAL PRIVATE SECRETARY TO THE HON'BLE CHIEF JUSTICE
	(c)	PRIVATE SECRETARY TO THE HON'BLE CHIEF JUSTICE
Category – 4	(a)	ASSISTANT REGISTRAR
	(b)	SPECIAL OFFICER
	(c)	PRESENTING OFFICER TO THE REGISTRAR (INQUIRIES)
Category – 5		SECTION OFFICER, COURT OFFICER, SCRUTINY OFFICER, ACCOUNTS OFFICER
Category – 6		COURT MASTER, PERSONAL SECRETARY TO HON'BLE JUDGES, PERSONAL SECRETARY TO REGISTRAR
DIVISION – II *(NON-GAZETTED POSTS)*		
Category – 1	(a)	DEPUTY SECTION OFFICER AND TRANSLATOR
	(b)	SENIOR SYSTEM OFFICER

Category – 2		OVERSEER
Category – 3	(a)	ASSISTANT SECTION OFFICER
	(b)	COMPUTER OPERATOR
	(c)	ASSISTANT LIBRARIAN
	(d)	U.D. STENOGRAPHER
	(e)	SYSTEM OFFICER
Category – 4	(a)	ASSISTANT
	(b)	EXAMINER
	(c)	ASSISTANT OVERSEER
Category – 5	(a)	TYPIST
	(b)	COPYIST
	(c)	SYSTEM ASSISTANT
	(d)	DATA ENTRY OPERATOR
	(e)	STENOGRAPHER
Category – 6		LIBRARIAN Gr-II
D I V I S I O N – III *(MISCELLANEOUS POSTS)*		
Category – 1		SENIOR DRIVER
Category – 2	(a)	DRIVER
	(b)	SHROFF
	(c)	BOOK-KEEPER
Category – 3	(a)	RECORD ASSISTANT
	(b)	COPIER MACHINE OPERATOR
	(c)	BOOK-BEARER
	(d)	BINDER
Category – 4		JAMEDAR
Category – 5	(a)	DAFFEDAR
	(b)	OFFICE SUBORDINATE (OFFICE / RESIDENCE)
	(c)	OFFICE SUBORDINATE-CUM-COOK
	(d)	OFFICE SUBORDINATE-CUM-DHOBI

Rule 4. APPOINTING AUTHORITY: -

(1) The appointing authority shall be: -

(a) for all categories in Division I, the Chief Justice;

(b) for all categories in Division II and III, the Registrar (Administration)

(i) Provided that re-appointment to any such post in Categories 5 and 6 of Division I, in accordance with Rule 13 (2), shall be by the Registrar (Administration);

(ii) Provided that the Registrar (Administration) may transfer any member of the service in Categories 5 and 6 in Division I from one post to any other post in the same category.

(2) The Registrar (Administration) shall exercise his/her power of appointment subject to the control of the Chief Justice.

Rule 5. METHOD OF APPOINTMENT TO THE SERVICE: -

(1) Appointment to the posts and categories mentioned in Column (1) of the table below shall be made in the manner specified against them in Column (2) thereof, while following the procedure prescribed in Schedule IV in respect of appointment by direct recruitment.

TABLE

Category and Post (1)	Method (2)
Category – 1	**DIVISION – I**
REGISTRAR GENERAL REGISTRAR (JUDICIAL-I) REGISTRAR (JUDICIAL-II) REGISTRAR (VIGILANCE) REGISTRAR (ADMINISTRATION) REGISTRAR (RECRUITMENT) REGISTRAR (INFORMATION TECHNOLOGY - CUM-CENTRAL PROJECT COORDINATOR) REGISTRAR (INQUIRIES) REGISTRAR (INFRASTRUCTURE)	By transfer from among the members of the State Judicial Service in the cadre of District and Sessions Judge on tenure basis as directed by the Chief Justice. The Chief Justice shall have the power to terminate the appointment at any time before expiry of the term and revert him/her to his/her former service.
REGISTRAR (MANAGEMENT) REGISTRAR (PROTOCOL)	(i) By transfer from among the members of the State Judicial Service in the cadre of District and Sessions Judge on tenure basis as directed by the Chief Justice.

	Provided that the Chief Justice shall have the power to terminate the appointment at any time before expiry of the term and revert him/her to his/her former service. OR (ii) By promotion from Category 2, viz., Joint Registrar; Provided that the seniority would be according to the seniority of the incumbent Officers and is not necessarily in accordance with the order in which the posts are shown.
EDITOR (in the Cadre of District Judge)	Re-employment basis of any Judicial Officer in the cadre of Retired District Judge, on tenure basis as directed by the Hon'ble Chief Justice.
Category – 1(a) PRINCIPAL SECRETARY TO THE HON'BLE CHIEF JUSTICE.	By promotion from Category 2, viz., Joint Registrar or Category 3(a), viz., Deputy Registrar or 3(b) viz., Principal Private Secretary to the Hon'ble Chief Justice or 3(c), viz., Private Secretary to the Hon'ble Chief Justice ; The Chief Justice shall have the power to terminate the appointment at any time and revert him/her to his/her former service.
Category – 2 JOINT REGISTRAR	By promotion from Category 3 i.e., Deputy Registrars;
Category – 3 (a) DEPUTY REGISTRAR	By promotion from Category 4 (a) and 4 (b) i.e., Assistant Registrar and Special Officer.
(b) PRINCIPAL PRIVATE SECRETARY TO THE HON'BLE CHIEF JUSTICE (c) PRIVATE SECRETARY TO THE HON'BLE CHIEF JUSTICE	(i) By transfer from the post of Deputy Registrar; **OR** (ii) By promotion from Category 4, 5 or 6: Provided that appointment to the post of Principal Private Secretary to the Hon'ble Chief Justice and to the post of Private Secretary to the Hon'ble Chief Justice by any method specified above shall be made only on tenure basis for fixed term or terms; The Chief Justice shall have the power to terminate the appointment at any time before expiry of the term and revert him/her to his/her former service.

Category – 4 (a) ASSISTANT REGISTRAR	By promotion from Categories 5 & 6 of Division-I in the ratio of 1:1. In every cycle of two vacancies, the first vacancy shall be filled from Category 5 and the second vacancy from Category 6. Provided further that at any point of time, the strength of promotees from Category-6 shall not exceed 50% of the sanctioned strength of Assistant Registrars. The persons appointed to Categories - 5 **&** **6** of Division – I by way of direct recruitment shall not be eligible for promotion as Assistant Registrar unless he / she completes a minimum service of 10 (ten) years in the respective categories.
(b) SPECIAL OFFICER	By promotion from Categories 5 or 6; OR By transfer from Category 4(a) of Division-I i.e., Assistant Registrar.
(c) PRESENTING OFFICER	By transfer from among the members of the State Judicial Service in the cadre of Junior Civil Judge.
Category – 5 SECTION OFFICER, COURT OFFICER, SCRUTINY OFFICER, ACCOUNTS OFFICER	(i) By promotion from Categories 1 & 2 in the ratio of 8:1:1 from Categories of 1(a), 1(b) and 2 respectively, of Division-II. In every cycle of ten vacancies, the first eight vacancies shall be filled from Category 1(a) of Division-II i.e., Deputy Section Officer, the ninth vacancy shall be filled from Category-1(b) of Division-II i.e., Senior System Officer and the tenth vacancy shall be filled from Category-2 of Division-II i.e., Overseer, by promotion of qualified persons who acquired special qualifications as provided in Rule-8. If there is no qualified and suitable member in Categories-1(b) and 2 of Division-II, i.e., Senior System Officer and Overseer, the turn shall lapse and such vacancy shall be filled by a qualified Deputy Section Officer, i.e., from Category 1(a), and no account of such vacancy shall be taken in filling future vacancies. The persons appointed to Category – 1(a) of Division – II i.e., Deputy Section Officer by way of direct recruitment shall not be eligible for promotion as Section Officer unless they complete a minimum service of 5 (five) years.

	The persons working in Category-1(b) of Division-II, i.e., Senior System Officer, by virtue of appointment to the said post by direct recruitment or by promotion from Category-3(e) of Division-II i.e., System Officer, shall not be eligible for promotion to Category-5 of Division-1 i.e., Section Officer, unless they complete a minimum service of eight years. The person working in Category-2 of Division-II, i.e., Overseer, by virtue of appointment to the said post by direct recruitment or by promotion from Category-3(e) of Division-II i.e., Assistant Overseer, shall not be eligible for promotion to Category-5 of Division-I i.e., Section Officer unless he/she completes a minimum service of eight years as Overseer. (ii) By direct recruitment (10% of cadre strength).
Category – 6 COURT MASTER, PERSONAL SECRETARY TO HON'BLE JUDGES, PERSONAL SECRETARY TO REGISTRARS	(i) By promotion from any category in Division II, other than Category-2; **OR** (ii) By direct recruitment **OR** (iii) By transfer from any other Service.
DIVISION – II	
Category – 1 **(a) DEPUTY SECTION OFFICER AND TRANSLATOR**	(i) By promotion from Category 3; in the ratio of 6:2:1:1 from Categories of 3(a), 3(b), 3(c) and 3(d) respectively, of Division-II, and the ten vacancies shall be filled as per the following cycle. 1st Vacancy – 3(a) Assistant Section Officer 2nd Vacancy – 3(a) Assistant Section Officer 3rd Vacancy – 3(b) Computer Operator 4th Vacancy – 3(c) Assistant Librarian 5th Vacancy – 3(a) Assistant Section Officer 6th Vacancy – 3(a) Assistant Section Officer 7th Vacancy – 3(b) Computer Operator 8th Vacancy – 3(d) U.D. Stenographer 9th Vacancy – 3(a) Assistant Section Officer 10th Vacancy – 3(a) Assistant Section Officer by promotion of qualified persons who acquired special qualifications as provided in Rule-8. If there is no qualified and suitable member in Category - 3(b), 3(c) and 3(d) of Division-II, i.e., Computer Operators, Assistant Librarian and U.D. Stenographer, the turn shall lapse and such

vacancy shall be filled by an Assistant Section Officer, i.e., from Category 3 (a), and no account of such vacancy shall be taken in filling future vacancies.

The persons appointed to Category-3(a) of Division-II, i.e., Assistant Section Officer by direct recruitment, shall not be eligible for promotion to Category-1(a) of Division-II, i.e., Deputy Section Officer and Translator, unless they complete a minimum service of four years as Assistant Section Officer.

The persons appointed to Category-3(b) of Division-II, i.e., Computer Operator by direct recruitment, shall not be eligible for promotion to Category-1(a) of Division-II, i.e., Deputy Section Officer and Translator, unless they complete a minimum service of six years as Computer Operator.

Provided that persons appointed to Category-3(b) of Division-II, i.e., Computer Operator by promotion from feeder category, shall not be eligible for promotion to Category-1(a) of Division-II, i.e., Deputy Section Officer and Translator, unless they complete a minimum service of three years as Computer Operator.

The person appointed to Category-3(c) of Division-II, i.e., Assistant Librarian by direct recruitment, shall not be eligible for promotion to Category-1(a) of Division-II, i.e., Deputy Section Officer and Translator, unless they complete a minimum service of eight years as Assistant Librarian.

Provided that person appointed to Category-3(c) of Division-II, i.e., Assistant Librarian by promotion from feeder category, shall not be eligible for promotion to Category-1(a) of Division-II, i.e., Deputy Section Officer and Translator, unless they complete a minimum service of four years as Assistant Librarian.

The persons appointed to Category-3(d) of Division-II, i.e., U.D. Stenographer by direct recruitment, shall not be eligible for promotion to Category-1(a) of Division-II, i.e., Deputy Section Officer and Translator, unless they complete a minimum service of eight years as U.D. Stenographer.

	Provided that persons appointed to Category-3(d) of Division-II, i.e., U.D. Stenographer by promotion from feeder category, shall not be eligible for promotion to Category-1(a) of Division-II, i.e., Deputy Section Officer and Translator, unless they complete a minimum service of four years as U.D. Stenographer. **OR** (ii) By direct recruitment
(b) SENIOR SYSTEM OFFICER	(i) By promotion from Category 3(e) of Division-II The persons working in the category-3(e) of Division-II, i.e., System Officer, by virtue of appointment to the said post by direct recruitment or by promotion from the category-5(c) of Division-II i.e., System Assistant, shall not be eligible for promotion to Category-1(b) of Division-II, i.e., Senior System Officer, unless they complete a minimum service of five years as System Officer. **OR** (ii) By direct recruitment
Category – 2 OVERSEER	(i) By transfer from Category – 1**(a)** of Division II; **OR** (ii) By promotion from Category 3 of Division II or from Category 4(c) of Division II; **OR** (iii) By direct recruitment; **OR** (iv) By transfer from any other service. The person appointed to Category – 4(c) of Division-II by way of direct recruitment shall not be eligible for promotion as Overseer unless he/she complete a minimum service of 6 (six) years.
Category – 3 (a) ASSISTANT SECTION OFFICER	(i) By direct recruitment **OR** (ii) By promotion from Category 4 of Division-II & Category 1 of Division-III and Category 5 **of** Division-II in the ratio of **3:2**. In every cycle of five vacancies, the second and fourth vacancies shall be filled from Category 5 by a person qualified under Rule 8. If there is no qualified and suitable member, the turn will lapse and the

	vacancy shall be filled by next turn in the order of rotation. No account shall be taken of any such lapsed turns in filling future vacancies. The persons appointed to Categories – 4 & 5 of Division-II by way of direct recruitment shall not be eligible for promotion as Assistant Section Officer unless they complete a minimum service of 4 (four) years.
(b) COMPUTER OPERATOR	(i) By direct recruitment **OR** (ii) By promotion from Category 4 of Division-II & Category 1 of Division-III and Category 5 **of** Division-II in the ratio of **3:2.** In every cycle of five vacancies, the second and fourth vacancies shall be filled from Category 5 by a person qualified under Rule 8. If there is no qualified and suitable member, the turn will lapse and the vacancy shall be filled by next turn in the order of rotation. No account shall be taken of any such lapsed turns in filling future vacancies. The persons appointed to Categories – 4 & 5 of Division-II by way of direct recruitment shall not be eligible for promotion as Computer Operator unless they complete a minimum service of 4 (four) years in the respective Categories.
(c) ASSISTANT LIBRARIAN	(i) By direct recruitment; **OR** (ii) By promotion from Categories 4, 5 and 6 of Division-II & Category 1 of Division-III; The persons appointed to Categories – 4, 5 and 6 of Division-II by way of direct recruitment shall not be eligible for promotion as Assistant Librarian unless they complete a minimum service of 4 (four) years in the respective categories.
(d) U.D. STENOGRAPHER	(i) By direct recruitment; **OR** (ii) By promotion from Categories 4 and 5 of Division-II & Category 1 of Division-III; The persons appointed to Categories – 4 and 5 of Division-II by way of direct recruitment shall not be eligible for promotion as U.D. Stenographer unless they complete a minimum

	service of 4 (four) years in the respective categories. **OR** (iii)By transfer from any other service.
(e) SYSTEM OFFICER	(i) By promotion from Category 5(c) of Division-II The persons working in the category-5(c) of Division-II, i.e., System Assistant, by virtue of appointment to the said post by direct recruitment, shall not be eligible for promotion to Category-3(f) of Division-II, i.e., System Officer, unless they complete a minimum service of six years as System Assistant. OR (ii) By direct recruitment
Category – 4 (a) ASSISTANT (b) EXAMINER (c) ASSISTANT OVERSEER	(i) By direct recruitment; **OR** (ii) By promotion from Categories 2 & 3 of Division III. When eligible candidates from Categories 2 & 3 of Division-III are not available, persons working in Categories 4 & 5 of Division III can be considered for promotion, subject to their possessing Degree qualification and putting in not less than 5 years of service and qualifying in the written test to be conducted for such eligible candidates. **OR** (iii) By transfer from any other service.
Category – 5 (a) TYPIST (b) COPYIST (c) SYSTEM ASSISTANT (d) DATA ENTRY OPERATOR (e) STENOGRAPHER	(i) By direct recruitment; **OR** (ii) By promotion from Categories 2 & 3 of Division III. When eligible candidates from Categories 2 & 3 of Division-III are not available, persons working in Categories 4 & 5 of Division III can be considered for promotion, subject to their possessing Degree qualification and putting in not less than 5 years of service and qualifying in the written test to be conducted for such eligible candidates. **OR** (iii) By transfer from any other service.
Category – 6 LIBRARIAN Gr-II	(i) By direct recruitment OR (ii) By transfer from any other service

DIVISION – III	
Category – 1 SENIOR DRIVER	By promotion from Category -2(a) i.e., Driver, who has put in not less than five (5) years of service.
Category – 2 (a) DRIVER (b) SHROFF (c) BOOK KEEPER	(i) By promotion from the next lower post or scale of pay; **OR** (ii) By direct recruitment; **OR** (iii) By transfer from any other service.
Category – 3 (a) RECORD ASSISTANT (b) COPIER MACHINE OPERATOR (c) BOOK-BEARER (d) BINDER	(i) By promotion from the next lower post or scale of pay; **OR** (ii) By direct recruitment; **OR** (iii) By transfer from any other service.
Category – 4 JAMEDAR	(i) By promotion from the next lower post or scale of pay; **OR** (ii) By direct recruitment; **OR** (iii) By transfer from any other service.
Category – 5 **(a)** DAFFEDAR	(i) By promotion from the next lower post or scale of pay; **OR** (ii) By direct recruitment; **OR** (iii) By transfer from any other Service.
(b) OFFICE SUBORDINATE (OFFICE/ RESIDENCE) (c) OFFICE SUBORDINATE-CUM-COOK (d) OFFICE SUBORDINATE-CUM-DHOBI	(i) By direct recruitment; **OR** (ii) By transfer from any other Service. **OR** (iii) By limited departmental competitive examination.

(2) The Chief Justice may determine the proportion of vacancies to be filled by each method where appointment to any category or post is provided by more than one method in sub-rule (1).

(a) Notwithstanding the above Rule, the Chief Justice shall have full discretion and liberty to decide upon which method of appointment to take recourse to, at the time of filling up any vacancy in any Category of posts in the service.

(3) Seniority: -

(a) The seniority of a member of the service in a category or post shall, unless he/she has been reduced to a lower rank as a punishment, be determined by the date of his/her first appointment to the service, category or post. Where any difficulty or doubt arises in determining the seniority, it shall be determined by the appointing authority. If any portion of the service of such person does not count towards probation under Rule 16, his/her seniority shall be determined by the date of commencement of the service, which counts towards probation.

(b) The appointing authority may, at the time of passing an order appointing two or more persons to a category of the service by direct recruitment, fix their inter-se seniority as per merit.

(c) Where a member of any division or category is reduced to a lower division or category, he/she shall be placed at the top of such lower division or category, unless the authority ordering such reduction otherwise directs.

Rule – 6. Reservation of Appointments: - In making appointments by direct recruitment to each of the categories, the reservation prescribed in the State and Subordinate Service Rules shall be followed as per Rules 22 and 22-A of the Andhra Pradesh State and Subordinate Service Rules, 1996.

Provided that roster points 1, 26 and 76 meant for persons with Blindness and Low vision; Deaf & Hard Hearing; Autism, Intellectual disability, Mental illness and Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities (as specified in G.O.Ms.No.77, dated 02.08.2023) in a unit of 100 vacancies shall not apply to the categories of Court Master and Personal Secretary to the Hon'ble Judges, Computer Operator, U.D. Stenographer, Typist and Copyist.

Provided further that roster points 1, 26, 51 and 76 in a unit of 100 vacancies shall not apply to the category of Driver.

Rule – 7. Qualifications: -

(1) No person shall be eligible for appointment to the service by direct recruitment, unless he/she satisfies the following:

(a) that he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him /her unfit for the service;

(b) that his/her character and antecedents are such as to qualify him/her for the service;

(c) that he/she has completed the age of 18 years but has not attained the maximum age limit as prescribed by the State Government from time to time in the State and Subordinate Service Rules for direct recruitment and as adopted by the High Court, provided that:

(i) the maximum age limit prescribed shall be raised uniformly by 5 years in the case of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes, or the Aboriginal Tribes in the Agency Areas and Backward Classes specified in the State and Subordinate Service Rules for direct recruitment to the service;

(ii) the Chief Justice may, at his/her discretion, relax the age rule, if he/she considers it necessary in individual cases;

(2)(a) No person shall be eligible for appointment to the service by direct recruitment to Category-5 of Division-I unless he/she holds a Degree in 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. Preference will be given to the candidates possessing computer skills.

(b) No person shall be eligible for appointment to the service by direct recruitment, promotion or transfer to Category 6 of Division I unless he/she holds 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;

(3) No person shall be eligible for appointment to the service by direct recruitment or by transfer in Division II;

(i) (a) to Category 1(a), Deputy Section Officer, unless he/she holds a Degree in 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;

(b) to Category 1(b), Senior System Officer, unless he/she holds a Degree of B.Tech (CSC/ECE/EEE/IT)/M.Sc.(Computer Science) 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;

(c) to Category 2, Overseer, unless he/she holds 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;

(d) to Categories 3(a), i.e., Assistant Section Officer and 3(c), i.e., Assistant Librarian, unless he/she holds Degree in Law (3 years or 5 years course) of a University in India established or incorporated by or under Central Act, Provincial Act or a State Act or from any Institution recognised by the University Grants Commission;

(e) to Category 3(b), Computer Operator, unless he/she holds a Degree in Computer Science of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or from any Institution recognised by the University Grants Commission. Candidates possessing the said qualification only shall be considered for promotion from the feeder categories;

(f) to Category 3(d), U.D. Stenographer, unless he/she holds 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 recognised by the University Grants Commission. Candidates possessing the said qualification only shall be considered for promotion from the feeder categories;

(g) to Category 3(e), System Officer, unless he/she holds a Degree of B.Tech (CSC/ECE/EEE/IT) 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;

(ii) (a) to Categories 4(a) i.e., Assistant, 4(b) i.e., Examiner, 4(c) i.e., Assistant Overseer, 5(a) i.e., Typist, 5(b) i.e., Copyist, 5(e) i.e., Stenographer and 6 i.e., Librarian Grade-II, unless he/she holds 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 recognised by the University Grants Commission or any other Degree equivalent to such qualification;

(b) to Category 5(c), System Assistant, unless he/she holds a Degree in B.Tech(CSC/ECE/EEE/IT)/BCA/Degree in Computer Science of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or from any Institution recognised by the University Grants Commission. Candidates possessing the said qualification only shall be considered for promotion from the feeder categories;

(c) to Category 5(d), Data Entry Operator, unless he/she holds a Degree with Computer Science as one of the main subject, 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. Candidates possessing the said qualification only shall be considered for promotion from the feeder categories;

(4) No person shall be eligible for appointment by direct recruitment or by promotion:

(a) to Category 2(a) of Division-III, Driver, unless he/she possesses the minimum educational qualification i.e., a pass in 7th Class or equivalent examination. Candidates who failed Intermediate will also be considered but those who have higher qualification than that shall not be considered for direct recruitment.

(b) to Category 3(a) of Division III, Record Assistant, by any method, unless he/she possesses minimum general educational qualification i.e., Intermediate or such other qualification as may be considered by the Chief Justice to be equivalent to such qualification, with minimum service of three years in the feeder category.

Provided that the above qualification shall not apply for promotion in respect of persons working in the Categories – 4 and 5 of Division –III, i.e. Jamedars, Daffedars and Office Subordinates who have put in a service of six years.

(c) to Category 5(b) of Division III, Office Subordinate, unless he/she possesses the minimum educational qualification i.e., a pass in 7th class or equivalent examination. Candidates who failed Intermediate or equivalent examination will be considered but those who have higher qualification than that shall not be considered;

(d) to Category 5(c) of Division III, Office Subordinate-cum-Cook, unless he/she possesses the minimum educational qualification i.e., a pass in 7th class or equivalent examination. Candidates who failed Intermediate or equivalent examination will be considered but those who have higher qualification than that shall not be considered. However, candidates possessing Diploma or higher Qualification in Cooking and Baking from a recognized institution will be considered;

(e) to Category 5(d) of Division III, Office Subordinate-cum-Dhobi, unless he/she possesses the minimum educational qualification i.e., a pass in 7th class or equivalent examination. Candidates who failed Intermediate or equivalent examination will be considered but those who have higher qualification than that shall not be considered;

The Chief Justice shall have the power to consider relaxation of qualifications, age etc., and even providing weightage for the service in respect of the contingent employees and outsourced employees working in High Court as on the date of coming into force of these rules, for appearing in the written examination/test of any form.

(5) (a) No person shall be eligible for promotion to Category 4(a) i.e., Assistant Registrar and Category 4(b) i.e., Special Officer in Division I unless he/she holds a Degree in 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 an Institution recognised by the University Grants Commission or he must have passed Departmental Tests relating to Law i.e, Civil Judicial Test and Criminal Judicial Test.

(b) No person shall be eligible for promotion to Category 3 of Division II unless he/she holds a Degree in Arts or Science or Commerce or Law of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or from any Institution recognised by the University Grants Commission.

(c) Persons working in Categories 2 or 3 of Division III, not holding Degree qualification, may be considered for promotion to Categories 4 & 5 of Division II, provided they possess Intermediate or equivalent educational qualification and have put in not less than five years of service.

(d) Persons working in Category 2(a) of Division III i.e., Driver, may be considered for promotion to Category 1 of Division III i.e, Senior Driver, provided they have put in not less than five years of service as Driver.

(6) (a) No person who has more than one wife living shall be eligible for appointment by direct recruitment to the service;

(b) No member of the service who has a wife living shall contract another marriage notwithstanding the fact that such subsequent marriage is permissible under the personal law for the time being applicable to him/her;

(c) No female candidate who has married a person having already a wife living shall be eligible for appointment to the service by direct recruitment;

(d) No female member of the service shall marry any person who has a wife living.

Rule-8. Special Qualifications:

(1) (a) No person shall be eligible for appointment as a full member to Categories 1 to 4 of Division I unless he/she qualifies himself/herself in the Accounts Test for Executive Officers within the period of probation:

Provided that a person who has already passed Part I of the Accounts Test for Subordinate Officers, shall not be required to pass the Accounts Test for Executive Officers.

(b) A person appointed to Category-5 of Division-I by way of direct recruitment shall pass the departmental tests viz., Accounts Test for Subordinate Officers Part-I and Translation Test within the period of probation.

(c) No person shall be eligible for appointment to Categories 5 and 6 of Division I or to any category in Divisions II and III specified in column (1) of Schedule I to these Rules, unless in addition to the qualifications prescribed in Rule 7, he/she possesses the qualifications specified in the corresponding entry in column (2) thereof or possesses such other qualifications as may be considered by the Chief Justice to be equivalent to the said qualifications or unless the Chief Justice considers such person otherwise fit for appointment to the post:

Provided that a person appointed by direct recruitment shall pass the prescribed special tests within the period of probation, if he/she has not already passed.

(2) For the purpose of first appointment, promotion, discharge for want of vacancies, re-appointment, seniority and appointment of full members, every post or group of posts in a category for which different qualifications are prescribed shall be deemed to be a separate category.

(3) (a) DEPUTY SECTION OFFICER AND TRANSLATOR : In addition to Law Degree, a candidate must possess a recognised Diploma or Certificate course in translation from Urdu/Hindi/Telugu to English and vice versa or two years experience of translation work from Urdu/Hindi/Telugu to English and vice versa in Central or State Government Offices, including Government of India Undertakings, for direct recruitment to the service.

(b) SENIOR SYSTEM OFFICER: In addition to Graduation, a candidate must have a certificate with 5 years of work experience on Networking and Server Maintenance/ Administration, for direct recruitment to the service.

(4) **(a)** COMPUTER OPERATOR: In addition to Graduation, a candidate must have passed Typewriting English Higher Grade (45 w.p.m.).

(b) ASSISTANT LIBRARIAN: In addition to Graduation, a candidate must have the following special qualifications:

1) B.Li.Sc.,
2) Knowledge of computer skills for maintaining a library, evidenced by a certificate from a reputed Public or Private Institution.

(c) U.D. STENOGRAPHER: In addition to Graduation, a candidate must have passed Government Technical examination in Shorthand in English (120 w.p.m.) and Typewriting (English) Higher Grade (45 w.p.m.) conducted by the State Board of Technical Education of the Government of Andhra Pradesh/ Telangana or any other equivalent examination. Preference will be given to the candidates possessing Diploma/Degree in Computers from the Institutions recognised by the State or Central Government.

(d) SYSTEM OFFICER: In addition to Graduation, a candidate must have a certificate with 3 years of work experience on Networking and Server Maintenance/ Administration, for direct recruitment in the service.

(5)(a) TYPIST/COPYIST: In addition to Graduation, a candidate must have passed the Government Technical Examination in Typewriting English Higher Grade (45 w.p.m.) conducted by the State Board of Technical Education of the Government of Andhra Pradesh/ Telangana or any other equivalent examination.

(b) DATA ENTRY OPERATOR: In addition to Graduation, a candidate must have passed the Government Technical Examination in Typewriting English High Grade (45 w.p.m.) conducted by the State Board of Technical Education of the Government of Andhra Pradesh/ Telangana or any other equivalent examination.

(c) STENOGRAPHER: In addition to Graduation, a candidate must have passed the Government Technical Examination in Shorthand in English (80 w.p.m.) and Typewriting (English) Higher Grade (45 w.p.m.) conducted by the State Board of Technical Education of the Government of Andhra Pradesh/ Telangana or any other equivalent examination.

(d) LIBRARIAN Gr-II: In addition to Graduation, a candidate must have the qualification of B.Li.Sc.

(6)(a) DRIVER: A candidate must possess a current valid light motor vehicle driving licence issued by the competent authority under the Motor Vehicles Act, 1998 with practical experience in driving light motor vehicles for a period of not less than three (3) years with endorsement to drive motor cycle and auto rikshaw.

(b) COOK: A candidate must have such qualification/experience as may be prescribed by the Chief Justice from time to time.

(c) DHOBI: A candidate must have such qualification/experience as may be prescribed by the Chief Justice from time to time.

Rule-9. Applicability of Higher Qualifications: - A person appointed to a post in accordance with the rules applicable to him/her at the time of his/her appointment shall not be required to acquire the higher qualification prescribed for that post subsequent to his/her appointment.

Rule-10. Probation: -

(1) Every person appointed to the service otherwise than by promotion or by transfer shall be on probation for a total period of two years on duty within a continuous period of three years.

(2) Every person promoted from any post in the service to a post on higher scale of pay or appointed by transfer to a post on higher scale of pay shall be on probation for a total period of one year on duty.

(3) A probationer in any division or category of the service, who, in accordance with Rules 5, 15 or 16 is appointed to any other division or category carrying a higher scale of pay, shall be entitled to count towards his/her probation in the former division or category, any period of duty in the latter division or category, if during such period he/she would have held a post in the former division or category but for such appointment.

Provided that there shall be no need for a person appointed to Category 1 (a), 3 (b) & (c) of Division – I, to be on probation.

Rule-11. Termination and discharge of probationer: -

(1) At any time before the expiry of the period of probation specified in Rule 10, the appointing authority may at its discretion by order, terminate the probation of a probationer and discharge him/her after giving him/her a reasonable opportunity of showing cause against the action proposed to be taken in that regard.

(2) ***Penalty for failure to pass Special Tests:***

(1) If, within the period of probation, a probationer fails to pass the prescribed special tests, the appointing authority shall, by order, discharge him/her, unless it extends the period of probation under Rule 12.

(2) If such probationer has appeared within the period of probation for any such tests, and the results, of the tests for which he/she has so appeared are not known before the expiry of such period, he/she shall continue to be on probation until the publication of the results of the tests for which he/she has appeared. In case the probationer fails to pass any of the tests for which he/she has so appeared, the appointing authority shall forthwith by order discharge him/her, unless the period of probation is extended under Rule 12.

(3) **Approved Probationers:**

(a) If, at the end of the prescribed or extended period of probation, as the case may be, the appointing authority considers the probationer to be suitable for full membership, it shall issue an order declaring the probationer to have satisfactorily completed his/her period of probation. On issuance of such an order, the probationer shall be deemed to have satisfactorily completed his/her probation on the date of expiry of the prescribed or extended period of probation, as the case may be.

(b) **Discharge of Probationer**: If the appointing authority does not consider the probationer to be suitable for such membership, it shall, unless the period of probation is extended under Rule 12, by order discharge him/her from service after giving him/her a reasonable opportunity of showing cause against the action proposed to be taken in that regard.

(c) A probationer who is discharged otherwise than for want of a vacancy shall be entitled to appeal against the order of discharge as if it were an order of dismissal.

(4) In respect of a probationer, if no such order as referred to in sub-rule (3)(a) or (b) is issued within one year from the date of expiration of the prescribed or extended period of probation, the probationer shall, subject to the other provisions of these rules, be deemed to have satisfactorily completed his/her probation with retrospective effect from the date of expiration of the prescribed or extended period of probation and a formal order to that effect may be issued for the purpose of record:

Provided that nothing in this sub-rule shall apply to a probationer against whom disciplinary proceedings are pending on the date of expiration of the period of one year aforesaid.

Explanation: - In the above proviso, the term 'disciplinary proceedings' shall include preliminary investigation for the purpose of ascertaining the relevant facts for institution of disciplinary proceedings.

Rule-12. Extension of Probation: -

In the case of any probationer falling under sub-rule (2), or clause (b) of sub-rule (3) of Rule 11, the appointing authority may extend his/her probation to enable him/her to acquire the special qualification(s) or pass the prescribed tests or, as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation shall terminate, at the latest, when the probationer has, after the date of expiry of the period of probation prescribed for the category in which he/she is on probation, completed one more year of duty in such category. In cases where the probation of a probationer is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he/she is declared to have satisfactorily completed his /her probation. If, however, the probationer has already drawn an increment, his/her next increment shall be postponed until he/she is declared to have satisfactorily completed his/her probation and by the period for which his/her probation is extended. Such stoppage of increment shall not be treated as a penalty but only as a condition for extension of probation and shall not have the effect of postponing future increments after he/she has passed the prescribed tests or examination or after he/she is declared to have satisfactorily completed his/her probation.

Rule-13. Discharge of Probationers and Approved Probationers for want of Vacancies and their Re-Appointment: -

(1) Probationers and Approved Probationers shall be discharged for want of vacancies in the following order: (a) First, the probationers in order of juniority, and (b) second, the Approved Probationers in order of juniority.

(2) Approved probationers and probationers who have been discharged for want of vacancies shall be re-appointed as vacancies arise in the reverse of the order laid down in clause (a) or (b) of sub-rule (1).

(3) The order of discharge or re-appointment prescribed above may be departed from in cases where its observance would involve exceptional administrative inconvenience.

(4) Right of Appointment of Probationers and Approved Probationers: - A vacancy in any category or sub-category or post in the service shall not be filled by appointment of a person who has not yet commenced his/her probation therein when an approved probationer or a probationer therein is available for such appointment.

Rule – 14. Appointment of full members: -

Subject to the provisions of Rule 26, an approved probationer shall, if a substantive vacancy in the permanent cadre of a category or sub-category or post for which he/she was selected exists, be appointed to be a full member of the service in such category or sub-category or post at the earliest possible opportunity, and if such vacancy existed from a date previous to the issuance of the order of appointment, he/she may be so appointed with retrospective effect from such date, or as the case may be from a subsequent date from which he/she was continuously on duty as member of the service in such category or in a higher category;

Provided that:

(1) Where more than one approved probationer is available for such appointment as a full member, the senior most approved probationer on the date of vacancy shall be appointed.

(2) Where by reason of administrative convenience, a member of the service completes his/her probation earlier than another member of the service who is senior to him/her, the member who so completes his/her probation earlier shall not be confirmed before the member who is senior to him/her. The senior member shall be confirmed according his/her seniority in the service after he/she completes satisfactorily the period of probation.

EXPLANATION: - For the purpose of this rule, an approved probationer, when on leave or other duty, shall be deemed to be on duty as a member of the service in the category concerned, if he/she would have been on duty in such category or in a higher category, but for the absence on leave or deputation.

Rule – 15. Promotions: -

(1) All promotions shall be made by the appointing authority in accordance with Rule –5.

Provided, for promotion to any category of service, the members working in the feeder categories shall have put in not less than two years of actual service, including the period spent on probation, if any.

(2) All categories in Division – I and Categories 1 to 3 of Division-II are selection categories and promotion thereto shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:

Provided that in making promotions to the category of posts having an assured channel for appointment by promotion; and wherever posts available in a particular category of service for such promotion are more than five; the orders of the State Government in G.O.Ms.No.5 Social Welfare (SW.ROR.1) Department, dated 14.2.2003 and G.O.Ms.No.2 Social Welfare (SW.ROR.1) Department, dated 09.01.2004 and all other Government Orders issued from time to time shall be followed, in respect of Scheduled Caste and Scheduled Tribe Employees.

Provided further that the senior general candidates, who were promoted to the higher category after SC/ST and Persons with Benchmark Disability (PBD) candidates, who got promotion on the basis of the reservation, would regain their seniority in the promotional category in view of the judgments of the Hon'ble Supreme Court of India.

Rule – 16. Temporary Appointments and Promotions: -

(1) Where it is necessary in the interest of administration or where exigencies of service so require, to fill a vacancy in any division, category, sub-category or post in the service and there would be undue delay or administrative inconvenience in appointing a person, in accordance with the procedure prescribed by these Rules, the appointing authority may appoint any suitable person temporarily until an appointment is made in accordance with these rules.

(2)(a) A person appointed under sub – rule (1) shall be replaced as soon as possible by a member of the service, who is entitled to promotion, under these rules or by a candidate qualified to hold the post under the rules, as the case may be.

(b) A person appointed under sub-rule (1) shall not be regarded as a probationer in such division, category or post or be entitled by reason only of such appointment to any preferential claim to future appointment to such division, category or post.

If such a person is subsequently appointed to the division, category or post in accordance with these rules, he/she shall commence his/her probation in such division, category or post from the date of such subsequent appointment or from such earlier date as the appointing authority may determine.

A person appointed temporarily in terms of Sub-rule (1) above, shall not be entitled to claim seniority from the date of such temporary appointment, even if he/she is subsequently appointed/ promoted on regular basis for the said post or category of service, without any break in service.

Rule – 17 Punishment: -

(1) The penalties that may be imposed on members of the service for good and sufficient reason are shown in Schedule – II. The authority which may impose the penalties shall be the authority specified in Columns (2) to (8) of Schedule –II against the categories specified in Column (1) thereof or any higher authority.

(2) The procedure laid down under the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991, shall, in so far as it is not inconsistent with these rules, be followed in every case where it is proposed to impose any of the penalties.

(3) A member of the service may be placed under suspension by the authority, who may impose penalty on the charged employee as prescribed in Schedule-II of these Service Rules, pending investigation or inquiry into grave charges where such suspension is necessary in public interest.

(4) The provisions of sub – rule (2) shall not apply:

(a) Where a member is removed, dismissed or reduced in rank on the ground of conduct which has led to his/her conviction on a criminal charge; or

(b) Where the authority, who may impose penalty on the charged employee as prescribed in Schedule-II of these Service Rules, is satisfied that for reasons to be recorded by that authority in writing, it is not reasonably practicable to hold an inquiry or to give that member an opportunity of showing cause; or

(c) Where the Chief Justice is satisfied that in the interest of the security of the State, it is not expedient to give the member such an opportunity.

(5) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub – rule (2), the decision thereon of the authority who may impose penalty on the charged employee as prescribed in Schedule-II of these Service Rules shall be final.

Rule – 18. Appeals: -

A member of the service shall be entitled to prefer an appeal from an order imposing on him/her any of the penalties specified in Columns (2) to (8) of Schedule – II.

Rule – 19. Withholding of Appeals: -

An appeal may be withheld by any authority, not lower than the authority from whose order it is preferred, if :

i. appeal in a case in which under these rules no appeal lies; or

ii. it is not preferred within two months after the date on which the appellant was informed of the order appealed against and no reasonable cause is shown for delay;

iii. it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for reconsideration of the case; or

iv. it is addressed to an authority to which no appeal lies under these rules;

Provided that in every case in which an appeal is withheld, the appellant shall be informed of the said fact and the reasons therefor.

Rule – 20: - No Appeal shall lie against withholding of an appeal by the competent authority.

Rule – 21: - Other Conditions of Service: -

(1) The Fundamental Rules, the Subsidiary Rules thereunder, Civil Services Regulations and other rules applicable to the employees of the Government of Andhra Pradesh, shall govern the members of the service in so far as they are not inconsistent with these rules.

Provided that except in regard to leave, salary, pensions and gratuities, the Chief Justice shall exercise the powers vested in the Governor under any of the aforesaid rules:

(2) The posts in the service of the High Court of Andhra Pradesh shown in Column No.1 of Schedule-III shall correspond to the posts in the Secretariat of Government of Andhra Pradesh specified in Column No.2 thereof.

Rule- 22. Savings: -

(1) Nothing in these rules shall affect any member of an All India Service when holding any post mentioned in Rule 3.

(2) Subject to the provisions of sub-rules (3) and (4), where these rules would adversely affect in respect of any matter, other than qualifications for which provision is made under Rule 9, a person who was a member of the service before the date of coming into force thereof, shall, in respect of such matter, be governed by the rules and orders, if any, which were applicable to him/her immediately prior to such date.

(3) A person who was on duty otherwise than in a substantive capacity in a post borne on the cadre of the service shall be regarded as a probationer or, as the case may be, as an approved probationer in the division, category or sub-category in the service in which the post is included and in the lower category, if any, in which he/she would have been on duty but for his/her being on duty in a higher category, if he/she: -

(a) was on duty in such post on the date of issue of these rules; or

(b) was absent from duty in such post on that date on account of leave granted by a competent authority having been on duty in such post immediately before and immediately after such absence.

Provided that if there were no rules or orders prescribing the period of probation for such post at the time of his/her first appointment thereto, the provisions of these rules regarding probation shall apply to him /her and any period of duty rendered by him/her in such post before the date of issue of these rules shall count towards probation to the extent such service would have counted, had these rules come into force at the time of such first appointment.

(4) A person who, before the issue of these rules, had officiated in a post borne on the cadre of the service but who is not entitled to be regarded as a probationer or as an approved probationer under sub-rule (3) shall, if he/she is again appointed to such post after the issue of these rules, be entitled to count his/her previous service in such post, towards the prescribed period of probation:

Provided that in the case of a candidate directly recruited, such previous service shall not, count towards probation if there was an interval of continuous period of two years or more during which he/she was not holding a post in the same or higher category.

Explanation: - The re-appointment of a person under this sub-rule shall not for the purposes of rules regulating recruitment, be regarded as first appointment to the division, category or sub-category concerned.

Rule- 23. Relaxation of Rules by the Chief Justice: -

Nothing in these rules shall be construed to limit or abridge the power of the Chief Justice to deal with the case of any member of the service or any person to be appointed to the service in such manner as may appear to him/her to be just or equitable:

Provided that where any such rule is applicable to the case of any person, the case shall not be dealt with in any manner, less favourable to him/her than that provided by that rule.

Rule – 24. Reduction of Full Member: -

If a member of any category or grade in the service is subsequently reduced to a lower category or grade, he/she shall be deemed to be a full member of the later, and the permanent cadre thereof shall, if there is no vacancy in which he/she could be absorbed, be deemed to be increased by one so long as such member continues therein;

Provided that against every such addition of an officiating or temporary vacancy, if any, in such lower category or grade, shall be kept unfilled and such **member** shall be absorbed in the first permanent vacancy that subsequently arises in such lower category or grade, as the case may be.

Rule- 25. Relinquishment of Rights by Member: -

Any person may, in writing, relinquish any right or privilege to which he/she may be entitled under these rules, if in the opinion of the appointing authority such relinquishment is not opposed to public interest; and nothing contained in these rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

Rule – 26. Member Absent from Duty: -

The absence of a member of the service from duty, whether on leave, on foreign service or on deputation or for any other reason, and whether his/her lien in a post borne on the cadre of the service is suspended or not, shall not, if he/she is otherwise fit, render him/her ineligible in his/her turn:

1. for re-appointment to a substantive or officiating vacancy in the division, category or post in which he/she may be a probationer or an approved probationer; or
2. for promotion from a lower to a higher post in the service; or
3. for appointment to any substantive or officiating vacancy in another service for which he/she may be an approved candidate, as the case may be, in the same manner as if he/she had not been absent. He/She shall be entitled to all the privileges in respect of appointment, seniority, probation and appointment to full member which he/she would have enjoyed but for his/her absence subject to his/her completing satisfactorily the period of probation on his/her return;

Provided that a member of a service who is appointed to this service and is a probationer or an approved probationer in the later service shall not be appointed under this sub-rule to any other service for which he/she may be an approved candidate unless he/she relinquishes his/her membership in the later service in which he/she is a probationer or an approved probationer.

This provision shall not affect a person who is a member of more than two services, where each is a normal feeder service to the other.

Rule – 27. Re-employment of Pensioners: -

Nothing in these rules shall be construed to limit or abridge the power of the Chief Justice to re-employ persons, who have been retired on pension or gratuity in the service in accordance with the provisions contained in the Civil Service Regulations. The re-employment of such a person in the service shall not be regarded as a first appointment to the service.

Rule -- 28. Applicability of the Andhra Pradesh State and Subordinate Service Rules: -

In respect of matters which are not covered by these rules, the Chief Justice may by order apply the provisions of the Andhra Pradesh State and Subordinate Service Rules to the members of the Service to the extent considered necessary.

Rule – 29. Repeal and Saving:-

Service Rules of the High Court of Andhra Pradesh - 2019, as amended from time to time, are hereby repealed.

Provided that nothing in these Rules shall affect the appointments made in accordance with the repealed Rules prior to the coming into force of these Rules.

SCHEDULE– I

SPECIAL QUALIFICATIONS

(See Rule – 8)

Division and Category	Special Qualifications
(1)	(2)
DIVISION – I	
Category -5 Section Officer, Court Officer, Scrutiny Officer, Accounts Officer	Civil Judicial Test, Criminal Judicial Test, Translation Test in Telugu or Hindi or Urdu, Accounts Test for Subordinate Officers Part – I.
Category – 6 Court Master, Personal Secretary to Hon'ble Judges, Personal Secretary to Registrars	Civil Judicial Test, Criminal Judicial Test, Translation Test in Telugu or Hindi or Urdu, Accounts Test for Subordinate Officers Part – I. **AND** Must have passed the Government Technical Examination with a speed of 180 words per minute in Shorthand (English) and Typewriting (English) by Higher Grade. The Chief Justice may relax the qualification of Shorthand 180 w.p.m.
DIVISION – II	
Category – 1(a) Deputy Section Officer and Translator **Category – 1(b)** Senior System Officer, **Category – 2 :**Overseer	Civil Judicial Test, Criminal Judicial Test, Translation Test in Telugu or Hindi or Urdu, Accounts Test for Subordinate Officers Part – I.
Category-1(b) Senior System Officer	In addition to Graduation, a candidate recruited through direct recruitment must have a certificate with 5 years of work experience on Networking and Server Maintenance/ Administration.
Category – **3(a):** Assistant Section Officer **3(b):** Computer Operator **3(c):** Assistant Librarian **3(d):** U.D. Stenographer **3(e):** System Officer	Civil Judicial Test, Criminal Judicial Test and Accounts Test for Subordinate Officers Part – I.
Category – 3(b) Computer Operator	Must have passed, Typewriting (English) by Higher Grade (45 w.p.m.) and Degree in Computer Science
Category – 3(c) Assistant Librarian	i. Must have passed B.Li.Sc. of a University in India established or incorporated by or under Central Act/Provincial Act or a State Act. ii. Knowledge of computer skills for maintaining library evidenced by a certificate from a reputed Public or Private Institution.

Category – 3(d) U.D. Stenographer	In addition to Graduation, must have passed the Government technical examination in Shorthand (English) (120 w.p.m.) and Typewriting (English) Higher Grade (45 w.p.m.).
Category – 3(e) System Officer	In addition to Graduation, a candidate a candidate recruited through direct recruitment must have a certificate with 3 years of work experience on Networking and Server Maintenance/ Administration.
Categories – 5(a) & 5(b) Typist & Copyist	Must have passed the Government Technical Examination in Typewriting (English) Higher Grade (45 w.p.m.).
Category – 5(d) Data Entry Operator	Must have passed the Government Technical Examination in Typewriting (English) Higher Grade (45 w.p.m.).
Category – 5(e) Stenographer	In addition to Graduation, must have passed the Government technical examination in Shorthand (English) (80 w.p.m.) and Typewriting (English) Higher Grade (45 w.p.m.).
Category – 6 Librarian Gr-II	Must have passed B.Li.Sc. of a University in India established or incorporated by or under Central Act/Provincial Act or a State Act.
DIVISION – III	
Category - 2(a) Driver	Must have experience in driving light motor vehicle for a period of not less than three (3) years with endorsement to drive motor cycle and auto rikshaw.
Category – 5(c) Office Subordinate-cum-Cook	Must have such experience as may be prescribed by the Chief Justice from time to time.
Category – 5(d) Office Subordinate-cum-Dhobi	Must have such experience as may be prescribed by the Chief Justice from time to time.

Note: - The holders of a Degree of Law from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognised by the University Grants Commission shall not be required to pass the Civil Judicial Test and Criminal Judicial Test.

SCHEDULE – II

(SEE RULE 17)

Authority which may impose the penalty

Class of Officers	Censure	Fine (only in the case of persons against whom an authority is specified in this column)	With holding increment or promotion	Reduction to a lower rank in the seniority list or to a lower post not being lower than that in which he was directly recruited or to a lower stage in a time scale	Recovery from pay of the whole or part of any pecuniary loss caused to Govt. or to a local body or corporation by negligence by breach of orders	Suspension	Compulsory retirement/ removal or dismissal	Appellate Authority
1	2	3	4	5	6	7	8	9
DIVISION - I (Categories 1& 2)	Committee of Three Hon'ble Judges	Committee of Three Hon'ble Judges	Committee of Three Hon'ble Judges	Committee of Three Hon'ble Judges	Committee of Three Hon'ble Judges	Committee of Three Hon'ble Judges	Committee of Three Hon'ble Judges	Committee of Five Hon'ble Judges
DIVISION - I (Categories 3 to 6)	Registrar General	Registrar General	Registrar General	Registrar General	Registrar General	Registrar General	Registrar General	Committee of Three Hon'ble Judges
DIVISION - II	Registrar (Admn.)	Registrar (Admn.)	Registrar (Admn.)	Registrar (Admn.)	Registrar (Admn.)	Registrar (Admn.)	Registrar (Admn.)	Registrar General
DIVISION - III	Registrar (Admn.)	Registrar (Admn.)	Registrar (Admn.)	Registrar (Admn.)	Registrar (Admn.)	Registrar (Admn.)	Registrar (Admn.)	Registrar General

Note: In the event of common inquiry relating to employees of different Categories and different Divisions, the authority who may impose penalty on the charged employee of the higher Category or Division, shall be the authority who can impose penalty on all the charged employees.

SCHEDULE – III

[See Rule –21(2)]

	Name of the post in High Court Service	Corresponding post in Secretariat
1	Registrar (Judicial-I) Registrar (Judicial-II) Registrar (Vigilance) Registrar (Administration) Registrar (Recruitment) Registrar (Information Technology- Cum - Central Project Coordinator) Registrar (Inquiries) Registrar (Infrastructure) Registrar (Management) Registrar (Protocol) Editor In The Cadre Of District Judge Principal Secretary to the Chief Justice	Secretary to Govt., Law & Legislature Department
2	Joint Registrar	Joint Secretary to Government
3	(a) Deputy Registrar (b) Principal Private Secretary to the Chief Justice Private Secretary to the Chief Justice	Deputy Secretary to the Government
4	Assistant Registrar	Assistant Secretary to Govt. or the terms applicable to members of the members of the State Judicial Service on deputation to the Law Department.
5	Section Officer, Court Officer, Scrutiny Officer, Accounts Officer	Section Officer
6	Court Master, Personal Secretary to Hon'ble Judges, Personal Secretary To Registrars	Personal Reporters in the Legislature Secretariat
7	Deputy Section Officer & Translator	Translators in Law Department
8	Senior System Officer	
9	Overseer	Caretaker in Legislature Secretariat
10	(a) Assistant Section Officer (b) Computer Operator (c) Assistant Librarian	Assistant Section Officer
11	Assistant Overseer	Buildings Supervisor in Secretariat
12	U.D. Stenographer	Senior Stenographer

13	System Officer	
14	Librarian Gr-II	
15	(a) Assistant (b) Examiner	Assistants
16	(a) Typist (b) Copyist (c) System Assistant (d) Data Entry Operator (e) Stenographer	Typists
17	Senior Driver	
18	(a) Driver (b) Shroff (c) Book-Keeper	Driver Shroff
19	(a) Record Assistant (b) Copier Machine Operator (c) Book-Bearer (d) Binder	Record Assistants
20	Jamedar	Jamedar
21	Daffedar	Daffedar
22	(a) Office Subordinate (b) Office Subordinate-cum-Cook (c) Office Subordinate-cum-Dhobi	Office Subordinate

SCHEDULE - IV

Method of appointment by direct recruitment (See Rule 5):-

A) (I) The Registrar (Administration) shall, every year, in the month of April, estimate the number of vacancies existing in all categories of posts in the Registry of the High Court and expected to arise due to retirement and promotion during the following year to be filled up.

(i) The Registrar (Administration) / Recruiting Agency, as the case may be, shall issue Notifications by way of publication at least in two daily local newspapers largely circulated in the State of Andhra Pradesh, one of which shall be in English language and another in Vernacular language, inviting applications from the eligible candidates and also inviting applications from the Employment Exchange, if so directed by the Chief Justice in relation to any post proposed to be filled by direct recruitment.

(ii) Method of selection for certain categories shall be as follows.

DIVISION I (GAZETTED)	
Category:5 Section Officer	A written examination of Degree standard in Law.
Category:6 Court Master, Personal Secretary to Hon'ble Judges and Personal Secretary to Registrars	A Test in Shorthand (English) with a speed of 180 words per minute and in Typewriting (English) with a speed of 45 words per minute (Higher Grade). The Hon'ble Chief Justice may relax the qualification of Shorthand of 180 w.p.m. to a lower speed
DIVISION II	
Category – 1**(a)** Deputy Section Officer and Translator	(i) A written examination of Degree standard in Law. and (ii) A Test in Translation of given passage from Telugu / Urdu / Hindi to English and vice versa. Note : The performance in both the examination will be taken to prepare the merit list.

Category – 1 (b) Senior System Officer	(i) A written examination of Degree standard. (ii) A Test in Computer Knowledge **(Networking and Server Maintenance/ administration).** Note: (1) The written examination of Degree standard will be considered for the purpose of screening. The ratio of the candidates who can appear for the test in computer knowledge will be decided on a case to case basis. (2) The performance in the test in computer knowledge alone shall be taken for preparation of the merit list.
Category – 2 Overseer	A written examination of Degree standard
Category -3 (a) Assistant Section Officer	A written examination in General Knowledge and Degree standard in Law.
Category – 3 (b) Computer Operator	A Test in Computer Knowledge and also a written examination of Degree standard. Note: (1) The written examination will be considered for the purpose of screening. The ratio of the candidates who can appear for the testing computer knowledge will be decided on a case to case basis. (2) The performance in the test in computer knowledge alone shall be taken for preparation of the merit list.
Category 3(c) Assistant Librarian	A written examination in Library Science matching the standard prescribed for the requisite qualifications in Rule 8.
Category – 3(d) U.D. Stenographer	(i) A written examination of Degree standard. (ii) A Test in Shorthand (English) with a speed of 120 words per minute. Note: (1) The written examination will be considered for the purpose of screening. The ratio of the candidates who can appear for the skill test will be decided on a case to case basis. (2) The performance in the skill test alone shall be taken for preparation of the merit list.

Category – 3 (e) **System Officer**	(i) A written examination of Degree standard. (ii) A Test in Computer Knowledge (Networking and Server Maintenance/ Administration). Note: (1) The written examination will be considered for the purpose of screening. The ratio of the candidates who can appear for the test in computer knowledge will be decided on a case to case basis. (2) The performance in the test in computer knowledge alone shall be taken for preparation of the merit list.
Category-4(a), 4(b) & 4(c) Assistant, Examiner & Assistant Overseer	A written examination of Degree standard.
Category – 5 (a) & 5(b) Typist & Copyist	(i) A written examination of Degree standard. (ii) A Test in Typewriting English with a speed of 45 words per minute. Note: (1) The written examination will be considered for the purpose of screening. The ratio of the candidates who can appear for the skill test will be decided on a case to case basis. (2) The performance in the skill test alone shall be taken for preparation of the merit list.
Category – 5 (c) System Assistant	**A** written examination in Computer Knowledge. Note: (1) The written examination will be considered for the purpose of screening. The ratio of the candidates who can appear for the test in computer knowledge will be decided on a case to case basis. (2) The performance in the test in computer knowledge alone shall be taken for preparation of the merit list.
Category –5(d) Data Entry Operator	(i) A written examination of Degree standard. (ii) A Test in Typewriting English with a speed of 45 words per minute.

	Note: (1) The written examination will be considered for the purpose of screening. The ratio of the candidates who can appear for the skill test will be decided on a case to case basis. (2) The performance in the skill test alone shall be taken for preparation of the merit list.
Category –5(e) Stenographer	(i) A written examination of Degree standard. (ii) A Test in Shorthand (English) with a speed of 80 words per minute. Note: (1) The written examination will be considered for the purpose of screening. The ratio of the candidates who can appear for the skill test will be decided on a case to case basis. (2) The performance in the skill test alone shall be taken for preparation of the merit list.
Division III	
1) Miscellaneous Posts other than Drivers, Office Subordinate-cum-Cook and Office Subordinate-cum-Dhobi	A written examination of the standard of 10th Class to assess the mental capacity and knowledge and physical fitness in case of Office Subordinates in Category 5 and a Test in the relevant field in case of posts in other categories. OR By interview in case of limited competitive examination
2) Driver	(i) A written examination of the standard of 10th Class to assess the mental capacity and knowledge (ii) A skill test to test the driving capabilities. Note: (1) The written examination will be considered for the purpose of screening. The ratio of the candidates who can appear for the skill test will be decided on a case to case basis. (2) The performance in the skill test alone shall be taken for preparation of the merit list.
3) Office Subordinate-cum-Cook	(i) A written examination of the standard of 10th Class to assess the mental capacity and knowledge Note: (1) The written examination will be considered for the purpose of screening. The ratio of the candidates who can appear for the skill test will

	be decided on a case to case basis. (2) Such skill test as may be prescribed by the Hon'ble Chief Justice from time to time. (3) The performance in the skill test alone shall be taken for preparation of the merit list.
4) Office Subordinate-cum-Dhobi	i) A written examination of the standard of 10th Class to assess the mental capacity and knowledge Note: (1) The written examination will be considered for the purpose of screening. The ratio of the candidates who can appear for the skill test will be decided on a case to case basis. (2) Such skill test as may be prescribed by the Hon'ble Chief Justice from time to time. (3) The performance in the skill test alone shall be taken for preparation of the merit list.

(iii) The Hon'ble Chief Justice would specify whether an oral interview to be conducted, in addition to the written test or not, for such posts. A written test will mean Essay type test, MCQ administered on paper or online or any other method or any other written examination that may be specified by the Hon'ble Chief Justice.

(iv) This test may be conducted either by the High Court or testing agency nominated by the Hon'ble Chief Justice for this purpose.

(v) The categories for which skill test has to be conducted are mentioned below:

1. Court Masters
2. Senior System Officer
3. System Officer
4. UD Stenographer
5. Stenographer
6. Computer Operators
7. Typist/Copyist
8. System Assistant
9. Data Entry Operator
10. Drivers
11. Office Subordinates (Cook)
12. Office Subordinates (Dhobi)

(vi) Wherever Skill Test is prescribed, even in such cases, the candidates shall undergo the written test, as prescribed for screening out the candidates. Those candidates, who achieve the minimum score fixed by the High Court in the notification, shall be eligible to appear for the skill test.

(vii) The Hon'ble Chief Justice may also direct the Registry to mention in the notification that the candidate for the skill test will be called on the basis of their order of merit in the written test, in the ratio of candidates vis-a-vis vacancies.

(viii) The candidates shall be selected on the basis of performance, in the order of their merit, in the skill test only. The performance in the screening test shall not be taken into account for the purpose of determining the order of merit.

(II) The list of approved candidates for appointment to the service in each category shall be prepared separately in accordance with the rule of reservation for appointment in case of direct recruitment (See Rule 6).

(III) Whenever a vacancy in a category arises, candidates from the list of approved candidates in force awaiting appointment shall be appointed in order of seniority.

B) Notwithstanding anything contained hereinbefore, the names of such of the candidates included in any of the lists, be included in the fresh list in the order in which they appear in the original list. If no fresh list is prepared, the current list containing only the names of the un-allotted candidates in the order in which they are arranged in the previous list, shall be published as a fresh list.

Amaravati.
Date:09-12-2025

V.S.S. SRINIVASA SARMA,
Registrar (Administration)
High Court of Andhra Pradesh.

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