

## **HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD**

### **NOTIFICATION NO.1/2022-RC, DATED 03-03-2022 FOR DIRECT RECRUITMENT TO THE POSTS OF STENOGRAPHER GRADE - III IN THE TELANGANA JUDICIAL MINISTERIAL SERVICE.**

Applications are invited through **ONLINE** for direct recruitment to the posts of Stenographer Grade - III in the Judicial Districts of State of Telangana in the Telangana Judicial Ministerial Service as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018, carrying scale of pay of Rs.32810-96890. The online application portal will be available in the High Court's official website "tshc.gov.in" and also in the websites of all the District Courts in the State of Telangana from 03-03-2022 to 04-04-2022. The Last date for submission of application through online is 04-04-2022 upto 11.59 p.m. **The hand written/typed/photostat copy/printed application form will not be entertained either directly or by post or by courier or in person.**

The detailed examination schedule for the centralized recruitment of Judicial Ministerial posts conducted by the High Court, will be posted in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana i.e., "[districts.ecourts.gov.in/telangana](http://districts.ecourts.gov.in/telangana)", after the last date for submission of applications.

#### **1) Abstract of vacancies in Adilabad District Judiciary**

<b>Class/Category</b>	<b>Number of posts</b>
OC	1(Women)
BC-A	1(Women)
SC	1
<b>Total</b>	<b>3</b>

#### **2) Abstract of vacancies in Khammam District Judiciary**

<b>Class/Category</b>	<b>Number of posts</b>
OC	1(Women)
<b>Total</b>	<b>1</b>

3) Abstract of vacancies in Karminagar District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	5 (3 General, 1 Women) (1ESM)
BC-A	1 (Women)
BC-C	1
<b>Total</b>	<b>07</b>

4) Abstract of vacancies in Mahabubnagar District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (1 General, 1Women) (1 EWS)
BC-A	1 (Women)
BC-B	1 (Women)
SC	2 (1 Women)
ST	1 (Women)
<b>Total</b>	<b>8</b>

5) Abstract of vacancies in Medak District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	1
BC-A	1 (Women)
SC	1 (Women)
<b>Total</b>	<b>3</b>

6) Abstract of vacancies in Nizamabad District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	2 (1General, 1Women)
BC-A	1(Women)
SC	1(Women)
<b>Total</b>	<b>04</b>

7) Abstract of vacancies in Nalgonda District Judiciary

<b>Class/ Category</b>	<b>Number of posts</b>
OC	4 (2 General) (1ESM) (1EWS-Women)
BC-A	1(Women)
BC-C	1
BC-D	1(Women)
BC-E	1(Women)
SC	2
<b>Total</b>	<b>10</b>

8) Abstract of vacancies in Rangareddy District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	10 (4 General, 3Women) (1ESM) (1EWS) (1EWS Women)
BC-A	2(1Women)
BC-B	1(Women)
BC-C	1
BC-D	1(Women)
BC-E	1(Women)
SC	3 (1Women)
ST	1(Women)
<b>Total</b>	<b>20</b>

9) Abstract of vacancies in the Metropolitan Sessions Court,  
Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	2 (1 General, 1 Women)
BC-A	1(Women)
SC	2(1Women)
ST	1(Women)
<b>Total</b>	<b>06</b>

Contd...4

10) Abstract of vacancies in the City Civil Court, Hyderabad

Class/Category	Number of posts
OC	1(Women)
SC	1(Women)
<b>Total</b>	<b>2</b>

**Note:**

- 1.The Roster Points 6 and 31 are reserved for Visually Handicapped and Hearing Handicapped candidates shall not apply to the posts of Stenographer Grade - III and the said category post shall stand exempted so far as these reservations are concerned.
- 2)Selection of candidates against BC-E vacancies will, however, be subject to outcome of Civil Appeal Nos.2628 - 2637/2010 pending consideration before the Hon'ble Supreme Court of India.
- 3)Candidates applying under Economically Weaker Section (EWS) category have to produce certified copy of EWS Certificate issued by the competent authority.

**I. QUALIFICATIONS PRESCRIBED:**

1. Must be a Graduate from any recognized University, and
2. Must have passed Telangana Government Technical Examination in English Typewriting by Higher Grade (45 words per minute), or equivalent examination
3. Must have passed Telangana Government Technical Examination in English Shorthand by Higher Grade (120 words per minute) or equivalent examination.

*Provided that if candidates who have passed the examination by Higher Grade are not available, those who have passed the examination by Lower Grade will be considered.*

**Note :**The candidates who have passed the technical examination in English Shorthand by Lower (80 words per minute) / Higher Grade (120 words per minute) from any other technical board other than the Telangana State Board of Technical Education, have to submit the equivalency certificate issued by the Telangana State Board of Technical Education at the time of certificate verification.

4. Must have knowledge or qualification in computer operation.
5. The candidates who have higher than the prescribed academic and technical qualifications, if any, shall submit the concerned certificates at the time of oral interview along with other required certificates.

**Linguistic Qualification:**

Candidates shall not be eligible for appointment if they do not possess an adequate knowledge of the language or languages of the district in which they are to be appointed. The list containing the languages of the districts are specified in the User Guide available in the official website of the High Court.

Provided that where two or more languages are specified for a district and sufficient number of candidates who have an adequate knowledge of all the languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the district will be selected and such candidates shall be eligible for appointment in that district.

## **II. AGE LIMIT:**

1. As on 01-07-2022, the candidate must have completed the age of 18 years and must not have completed the age of 34 years.
2. The relaxation of maximum age limit in respect of SCs/STs/BCs/EWS is 5 years and in case of candidates with physical disabilities they shall be given age relaxation of 10 years.
3. The relaxation of maximum age limit in respect of Ex-servicemen will be as per Rule 12(1)(c) (i) of Telangana State and Subordinate Service Rules.

## **III. EXAMINATION FEE:**

The applicants who belong to OC and BC categories have to pay an amount of Rs.800/- (Rupees Eight hundred only), excluding applicable service charges, towards online application processing fee/ examination fee, whereas the SC, ST AND EWS category candidates have to pay an amount of Rs.400/- (Rupees four hundred only), excluding applicable service charges.

- a)The Application/Examination Fee may be remitted through online .
- b)The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment notification is cancelled for any reason.
- c)Further, the candidates who will participate in the process of recruitment to the technical post viz., Stenographer Grade - III, and qualify in the written examination for appearing the skill test have to pay additional fee of Rs.800/- excluding applicable service charges for conducting computer based skill test / typing test. However, the SC, ST and EWS category candidates have to pay an amount of Rs.400/- (Rupees four hundred only) excluding applicable service charges.

## **IV. METHOD OF RECRUITMENT:**

1. The online computer based examination will be of the standard consistent with the minimum educational qualification prescribed i.e., graduation qualification. The question paper of the computer based examination shall be objective type with multiple choice answers for 50 marks. The Skill Test (Stenography) is for 30 marks and oral interview (viva-voce) will be for 20 marks.
2. The computer based examination will be conducted for 50 questions (25 questions - General Knowledge and 25 questions - General English) and each question will carry one (01) mark. The duration of the online examination will be 60 minutes.
3. For the computer based examination in respect of General Knowledge subject, the question paper will be made available in English and Telugu languages.
4. Transcription test from shorthand to longhand will be conducted with the use of Computers.

5. The minimum qualifying marks to be secured in the written examination shall be 40% for O.C. and EWS candidates, 35% to the BC candidates and 30% for SC, ST & PH candidates, and these candidates alone will be called for skill test.
6. The minimum qualifying marks to be secured in the skill test are 40% for O.C and EWS candidates and 35% for the candidates of BC category and 30% for the candidates of SCs, STs and PH categories.
7. The candidates qualified in the computer based examination will be called for certificate verification prior to the oral interview (Viva-voce) and the candidates who are eligible after the certificate verification, will be called for oral interview in the ratio of 1:3 of the notified/available vacancies.
8. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,
  - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
  - ii. That his/her character and antecedents are such as to qualify him/her for such service; and
  - iii. He/she is a citizen of India.

#### **V. DOCUMENTS TO BE SUBMITTED AT THE TIME OF INTERVIEW:**

1. Original certificates of academic qualifications/technical qualifications, such as, marks lists, pass certificates, certificate evidencing date of birth, community certificate issued by the competent authority in case of SCs., STs., and BCs and Economically Weaker Section (EWS) Certificate issued by the competent authority in respect of EWS candidates. The certificate in respect of BCs shall show specifically the classification of the group. Two sets of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of oral interview (Viva-voce).
2. The Other Backward Class (OBC) Certificates will not be considered.
3. Discharge Certificate for Ex-servicemen candidates.
4. Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7<sup>th</sup> to 10<sup>th</sup> classes (or) in case they have not pursued regular study, but appeared privately for SSC examination/Open School has to submit Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975. However, if the candidate has studied in two or more Districts, then they have to submit Study Certificates from 4<sup>th</sup> to 10<sup>th</sup> classes and where the candidate has studied for maximum period will be treated as local candidate of that District. If certificates in proof of local candidature are not in accordance with these instructions, the applicant will be treated as Non-local.
5. In case of Physically Challenged Persons, the latest certificate issued by the Medical Board specifying the nature of disability and percentage of disability.
6. No-objection Certificate from Employer (if employed anywhere).

7. The candidates have to produce original certificates on the day of interview itself. If the candidate fails to produce any of the required certificates their candidature will be rejected without any further correspondence.

#### **VI. RESERVATION:**

1. The recruitment shall be subjected to the Rule of Reservation in favour of candidates belonging to S.C., S.T., B.C., Economically Weaker Section (EWS), Physically challenged persons, Ex-servicemen and Women categories as per Rules in force.
2. The posts in the District Judiciary are organized as District Cadre posts. 95% of the posts are reserved for local candidates of the concerned District and 5% is open to all.

#### **VII. GENERAL INSTRUCTIONS:**


1. Appointments will be made on the basis of the erstwhile Revenue Districts as on 01-10-2016 and such each District shall be regarded as local area.
2. Training and Security Deposit: Every person appointed to the post of Stenographer Grade - III shall, for the due and faithful performance of duties attached thereto, deposit an amount of Rs.10,000/- (Rupees ten thousand only) towards security at the time of appointment.
3. No T.A. and D.A. will be paid to the candidates who appear for the computer based examination/skill test and interview.
4. Mere applying and mere securing minimum qualifying marks in the computer based examination/skill test will not give any vested right to any candidate to be called for interview.
5. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the appointment shall liable to be cancelled if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.
6. If the candidate furnishes wrong information with regard to category and caste they shall not have any right subsequently for selection in that particular category, caste etc., and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.
7. Selection will be made as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018.
8. Candidates resorting to bring any influence of any kind will be summarily disqualified.
9. No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment.

10. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment.
11. No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.
12. This appointment shall be covered by the **Contributory Pension Scheme**
13. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for interview/final selection.
14. After establishment of new Judicial District Units, the staff existing in each of the Judicial District Units will be allocated to the newly created Judicial Districts.
15. The High Court for the State of Telangana, Hyderabad, reserves the right either to increase, decrease the number of vacancies or cancel the notification, at any stage, without assigning any reason thereof.
16. The High Court reserves the right to allot candidates to any centre other than the centres chosen by the applicant or to abolish/ create a new centre for administrative reasons. Request for the change of the centre will not be entertained.
17. For determining local status of the applicant:
  - i) For regular students who have pursued their education from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, those will be considered as local candidates to that respective Judicial District.
  - ii) For any reason if the applicant has not pursued his/her studies from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, study period of 4<sup>th</sup> class to 10<sup>th</sup> class will be considered and where they have pursued their studies for maximum period, those will be considered as local candidates to that Judicial District.
  - iii) For the applicants who have appeared for SSC examination as a private candidates or studied in open school mode, they have to submit the Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975 in proof of the local candidature.
- 18) All rights are reserved with the appointing authority to cancel the provisional selection of the selected candidates if the certificate of the provisionally selected candidates such as eligibility, educational qualification, social status, local status and disability etc., are found to be incorrect at any stage of the recruitment.



**INFORMATION TO THE APPLICANTS APPLYING FOR THE COMPUTER BASED EXAMINATION TO BE CONDUCTED.**

- a) The online application form contains two parts i.e., Part - A (One Time Profile Registration Form) and Part - B (Application Form).
- b) After completing Part - A, candidate will get OTPR ID (One Time Profile Registration ID) and Password. By using the same OTPR ID, candidate can apply for multiple Districts.
- c) The candidate will receive unique/individual application number for each District he/she applies for.
- d) For the detailed information, candidates are advised to go through the User Guide available in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana.



3/3/22

**REGISTRAR (ADMINISTRATION),  
F.A.C. REGISTRAR (RECRUITMENT),  
HIGH COURT FOR THE STATE OF TELANGANA,  
HYDERABAD.**

## HIGH COURT FOR THE STATE OF TELANGANA ::HYDERABAD

### NOTIFICATION No.02/2022, DATED 03-03-2022 FOR DIRECT RECRUITMENT TO THE POSTS OF JUNIOR ASSISTANT IN THE TELANGANA JUDICIAL MINISTERIAL SERVICE.

Applications are invited through **ONLINE** for direct recruitment to the posts of Junior Assistant in the Judicial Districts of State of Telangana in the Telangana Judicial Ministerial Service as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018, carrying scale of pay of Rs.24280-72850. The online application portal will be available in the High Court's official website "tshc.gov.in" and also in the websites of all the District Courts in the State of Telangana from 03-03-2022 to 04-04-2022. The Last date for submission of application through online is 04-04-2022 upto 11.59 p.m. **The hand written/typed/photostat copy/printed application form will not be entertained either directly or by post or by courier or in person.**

The detailed examination schedule for the centralized recruitment of Judicial Ministerial posts conducted by the High Court, will be posted in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana i.e., "<https://districts.ecourts.gov.in/tehrangana>", after the last date for submission of applications.

#### 1)Abstract of vacancies in Adilabad Judiciary

Class/Category	Number of posts
OC	5 (2 General, 1 Women) (1 ESM) (1 EWS)
OC (Blindness or Low Vision)	1 (Women)
BC-A	1 (Women)
BC-B	1 (Women)
BC-C	1
SC	2 (1Women)
ST	1 ( Women)
<b>Total</b>	<b>12</b>

Contd...2

2) Abstract of vacancies in Khammam District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (2 General) (1 ESM)
OC (Hearing impaired)	1
BC-A	2 (1 Women)
SC	1 (Women)
<b>Total</b>	<b>7</b>

3) Abstract of vacancies in Karimnagar District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	8 (3 General, 2Women) (2ESM) (1EWS)
OC (Hearing Impaired)	1
BC-B	1
BC-D	2
SC	1
ST	1
<b>Total</b>	<b>14</b>

4) Abstract of vacancies in Mahabubnagar District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (1 Women) (2 ESM)
BC-D	1
SC	1 (Women)
<b>Total</b>	<b>5</b>

5) Abstract of vacancies in Medak District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	1
OC (Blindness or Low Vision)	1 (Women)
<b>TOTAL</b>	<b>2</b>

6) Abstract of vacancies in Nizamabad District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	2(1Women)
<b>Total</b>	<b>02</b>

7) Abstract of vacancies in Nalgonda District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	7 (2 General, 2Women) (2ESM) (1EWS)
OC (Locomotor Disability or Cerebral Palsy)	1
BC-A	1
BC-B	1
BC-D	1(Women)
SC	2(1Women)
ST	2(1Women)
<b>Total</b>	<b>15</b>

8) Abstract of vacancies in Rangareddy District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	18 (8 General, 5Women) (2ESM) (3EWS)
BC-A	2
BC-B	5(2Women)
BC-D	3
BC-E	2
SC	6 (2Women)
ST	2
<b>Total</b>	<b>38</b>

9) Abstract of vacancies in Warangal District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	5 (2 General, 1Women) (1EWS-W) (1ESM)]
BC-B	1(Women)
BC-C	1
<b>Total</b>	<b>7</b>

10) Abstract of vacancies in the Metropolitan Sessions court,  
Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	19 (9 General, 5 Women) (2 ESM) (2 EWS) (1 EWS(Women))
OC (Blindness or Low Vision)	1 (Women)
OC (Hearing Impaired)	01
BC-A	03 (2 Women)
BC-B	02 (1 Women)
BC-C	01
BC-D	03 (1 Women)
BC-E	02 (1 Women)
SC	05 (1 Women)
ST	03 (1 Women)
<b>Total</b>	<b>40</b>

11) Abstract of vacancies in the City Civil Court, Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	10 (5 General, 2 Women) (1 ESM) (1 EWS) (1 EWS (Women))
OC (Blindness or Low Vision)	1(Women)
BC-A	1(Women)
BC-B	2(1 Women)
BC-C	1
BC-D	1(Women)
BC-E	1(Women)
SC	3(1 Women)
ST	1(Women)
<b>Total</b>	<b>21</b>

12) Abstract of vacancies in the City Small Causes Court,  
Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (1 General, 1 Women) (1 EWS)
OC (Blindness or Low Vision)	1(Women)
BC-B	1(Women)
SC	1
ST	1(Women)
<b>Total</b>	<b>7</b>

13) Abstract of vacancies in the court of Prl. Special Judge for CBI Cases, Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	2
BC-A	1(Women)
<b>Total</b>	<b>3</b>

**NOTE:**

- 1) Selection of a candidate against BC-E vacancy will, however, be subject to outcome of Civil Appeal Nos.2628 - 2637/2010 pending consideration before the Hon'ble Supreme Court of India.
- 2) Candidates applying under Economically Weaker Section (EWS) category have to produce certified copy of EWS Certificate issued by the competent authority.

**I. QUALIFICATIONS PRESCRIBED:**

1. Must have passed Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent examination.
2. Must have knowledge or qualification in computer operation.
3. The candidates who have higher than the prescribed academic and technical qualifications, if any, shall submit the concerned certificates at the time of oral interview along with other required certificates.

**Linguistic Qualification:**

Candidates shall not be eligible for appointment if they do not possess an adequate knowledge of the language or languages of the district in which they are to be appointed. The list containing the languages of the districts are specified in the User Guide available in the official website of the High Court.

Provided that where two or more languages are specified for a district and sufficient number of candidates who have an adequate knowledge of all the languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the district will be selected and such candidates shall be eligible for appointment in that district.

**II. AGE LIMIT:**

1. As on 01-07-2022, the candidate must have completed the age of 18 years and must not have completed the age of 34 years.
2. The relaxation of maximum age limit in respect of SCs/STs/BCs/EWS is 5 years and in case of candidates with physical disabilities they shall be given age relaxation of 10 years.
3. The relaxation of maximum age limit in respect of Ex-servicemen will be as per Rule 12(1)(c) (i) of Telangana State and Subordinate Service Rules.

### **III. EXAMINATION FEE:**

The applicants who belong to OC and BC categories have to pay an amount of Rs.800/- (Rupees Eight hundred only), excluding applicable service charges, towards online application processing fee/examination fee, whereas the SC, ST AND EWS category candidates have to pay an amount of Rs.400/- (Rupees four hundred only), excluding applicable service charges.

- a)The Application/Examination Fee may be remitted through online .
- b)The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment notification is cancelled for any reason.

### **IV. METHOD OF RECRUITMENT:**

1. The online computer based examination will be of the standard consistent with the minimum educational qualification prescribed i.e., Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent examination. The question paper of the computer based examination shall be objective type with multiple choice answers for 80 marks and Oral interview (viva-voce) will be for 20 marks.
2. The computer based examination will be conducted for 80 questions (40 questions - General Knowledge and 40 questions - General English) and each question will carry one (01) mark. The duration of the online examination will be 90 minutes.
3. For the computer based examination in respect of General Knowledge subject, the question paper will be made available in English and Telugu languages.
4. The minimum qualifying marks to be secured in the computer based examination shall be 40% for OC and EWS candidates, 35% to the BC candidates and 30% for SC, ST & PH candidates, and these candidates alone will be called for oral interview.
5. The candidates qualified in the computer based examination will be called for certificate verification prior to the oral interview (Viva-voce) and the candidates who are eligible after the certificate verification, will be called for oral interview in the ratio of 1:3 of the notified/available vacancies.
6. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,
  - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
  - ii. That his/her character and antecedents are such as to qualify him/her for such service; and
  - iii. He/she is a citizen of India.



**V. DOCUMENTS TO BE SUBMITTED AT THE TIME OF INTERVIEW:**

1. Original certificates of academic qualifications, such as, marks lists, pass certificates, certificate evidencing date of birth, community certificate issued by the competent authority in case of SCs., STs., and BCs. and Economically Weaker Section (EWS) Certificate issued by the competent authority in respect of EWS candidate. The certificate in respect of BCs, shall show specifically the classification of the group. Two sets of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of oral interview (Viva-voce).
2. The Other Backward Class (OBC) Certificates will not be considered.
3. Discharge Certificate for Ex-servicemen candidates.
4. Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7<sup>th</sup> to 10<sup>th</sup> classes (or) in case they have not pursued regular study, but appeared privately for SSC examination/Open School has to submit Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975. However, if the candidate has studied in two or more Districts, then they have to submit Study Certificates from 4<sup>th</sup> to 10<sup>th</sup> classes and where the candidate has studied for maximum period will be treated as local candidate of that District. If certificates in proof of local candidature are not in accordance with these instructions, the applicant will be treated as Non-local.
5. In case of Physically Challenged Persons, the latest certificate issued by the Medical Board specifying the nature of disability and percentage of disability.
6. No-objection Certificate from Employer (if employed anywhere).
7. The candidates have to produce original certificates of all necessary certificates on the day of interview itself. If the candidate fails to produce any of the required certificates their candidature will be rejected without any further correspondence.

**VI. RESERVATION:**

1. The recruitment shall be subject to the Rule of Reservation in favour of candidates belonging to S.C., S.T., B.C., Economically Weaker Section (EWS), Physically challenged persons, Ex-servicemen and Women categories as per Rules in force.
2. The posts in the District Judiciary are organized as District Cadre posts. 95% of the posts are reserved for local candidates of the concerned District and 5% is open to all.

**VII. GENERAL INSTRUCTIONS:**


1. Appointments will be made on the basis of the erstwhile Revenue Districts as on 01-10-2016 and such each District shall be regarded as local area.
2. Training and Security Deposit: Every person appointed to the post of Junior Assistant shall, for the due and faithful performance of duties attached thereto, deposit an amount of Rs.10,000/- (Rupees ten thousand only) towards security at the time of appointment.

3. No T.A. and D.A. will be paid to the candidates who appear for the computer based examination and oral interview.
4. Mere applying and mere securing minimum qualifying marks in the computer based examination will not give any vested right to any candidate to be called for oral interview.
5. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the appointment shall liable to be cancelled if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.
6. If the candidate furnishes wrong information with regard to category and caste they shall not have any right subsequently for selection in that particular category, caste etc., and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.
7. Selection will be made as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018.
8. Candidates resorting to bring any influence of any kind will be summarily disqualified.
9. No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment.
10. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment.
11. No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.
12. This appointment shall be covered by the **Contributory Pension Scheme**.
13. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for interview/final selection.
14. After establishment of new Judicial District Units, the staff existing in each of the Judicial District Units will be allocated to the newly created Judicial Districts.
15. The High Court for the State of Telangana, Hyderabad, reserves the right either to increase, decrease the number of vacancies or cancel the notification, at any stage, without assigning any reason thereof.

16. The High Court reserves the right to allot candidates to any centre other than the centres chosen by the applicant or to abolish/ create a new centre for administrative reasons. Request for the change of the centre will not be entertained.
17. For determining local status of the applicant:
- i) For regular students who have pursued their education from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, those will be considered as local candidates to that respective Judicial District.
  - ii) For any reason if the applicant has not pursued his/her studies from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, study period of 4<sup>th</sup> class to 10<sup>th</sup> class will be considered and where they have pursued their studies for maximum period, those will be considered as local candidates to that Judicial District.
  - iii) For the applicants who have appeared for SSC/10<sup>th</sup> examination as a private candidates or studied in open school mode, they have to submit the Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing 10<sup>th</sup> examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975 in proof of the local candidature.
- 18) All rights are reserved with the appointing authority to cancel the provisional selection of the selected candidates if the certificate of the provisionally selected candidates such as eligibility, educational qualification, social status, local status and disability etc., are found to be incorrect at any stage of the recruitment.

**INFORMATION TO THE APPLICANTS APPLYING FOR THE COMPUTER BASED EXAMINATION TO BE CONDUCTED.**

- a) The online application form contains two parts i.e., Part - A (One Time Profile Registration Form) and Part - B (Application Form).
- b) After completing Part - A, candidate will get OTPR ID (One Time Profile Registration ID) and Password. By using the same OTPR ID, candidate can apply for multiple Districts.
- c) The candidate will receive unique/individual application number for each District he/she applies for.
- d) For the detailed information, candidates are advised to go through the User Guide available in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana.

  
**REGISTRAR (ADMINISTRATION),  
F.A.C. REGISTRAR (RECRUITMENT),  
HIGH COURT FOR THE STATE OF TELANGANA,  
HYDERABAD.**

## **HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD**

### **NOTIFICATION No.3/2022-RC, DATED 03-03-2022 FOR DIRECT RECRUITMENT TO THE POSTS OF TYPIST IN THE TELANGANA JUDICIAL MINISTERIAL SERVICE.**

Applications are invited through **ONLINE** for direct recruitment to the posts of Typist in the Judicial Districts of State of Telangana in the Telangana Judicial Ministerial Service as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018, carrying scale of pay of Rs.24280-72850. The online application portal will be available in the High Court's official website "tshc.gov.in" and also in the websites of all the District Courts in the State of Telangana from 03-03-2022 to 04-04-2022. The Last date for submission of application through online is 04-04-2022 upto 11.59 p.m. **The hand written/typed/photostat copy/printed application form will not be entertained either directly or by post or by courier or in person.**

The detailed examination schedule for the centralized recruitment of Judicial Ministerial posts conducted by the High Court, will be posted in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana i.e., "[districts.ecourts.gov.in/telangana](http://districts.ecourts.gov.in/telangana)", after the last date for submission of applications.

#### **1) Abstract of vacancies in Adilabad District Judiciary**

<b>Class/Category</b>	<b>Number of posts</b>
OC	6 (2 General, 2 Women) (1 EWS) (1 ESM)
BC-B	1 (Women)
SC	1
ST	1 (Women)
<b>Total</b>	<b>9</b>

#### **2) Abstract of vacancies in Khammam District Judiciary**

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (2 General) (1 ESM)
BC-C	1
SC	1 (Women)
ST	1 (Women)
<b>Total</b>	<b>6</b>

3) Abstract of vacancies in Karimnagar District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	5 (2 General, 1Women) (1EWS-Women) (1ESM)
BC-B	1(Women)
BC-C	1
BC-D	1(Women)
SC	2 (1Women )
<b>Total</b>	<b>10</b>

4) Abstract of vacancies in Mahabubnagar District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	6 (2 General, 1 Women) (1 EWS) (1 EWS (Women)) (1 ESM)
BC-A	1
BC-B	1
BC-D	1(Women)
BC-E	1(Women)
SC	3 (1 Women)
ST	1
<b>Total</b>	<b>14</b>

5) Abstract of vacancies in Medak District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	4 (2 General, 2 Women)
BC-A	1 (Women)
SC	1 (Women)
<b>Total</b>	<b>6</b>

6) Abstract of vacancies in Nalgonda District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (1 General, 1 Women) (1ESM)
BC-B	1(Women)
BC-C	1
BC-E	1(Women)
SC	1(Women)
ST	1(Women)
<b>Total</b>	<b>08</b>

7) Abstract of vacancies in Rangareddy District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	10 (3 General, 2 Women) (2ESM) (2EWS) (1 EWS Women)]
BC-A	3 (2Women )
BC-B	2 (1Women )
BC-C	1
BC-D	2
BC-E	1
SC	1
<b>Total</b>	<b>20</b>

8) Abstract of vacancies in Warangal District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	1(Women)
<b>Total</b>	<b>01</b>

9) Abstract of vacancies in the Court of Metropolitan Sessions Judge, Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	9 (5 General, 2 Women) (1 ESM) (1 EWS)
BC-A	2
BC-B	1
BC-D	1 (Women)
BC-E	1 (Women)
SC	2 (1 Women)
ST	2
<b>Total</b>	<b>18</b>

10) Abstract of vacancies in the City Civil Court, Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	2 (1 Women)
BC-A	1 (Women)
SC	2 (1 Women)
ST	1 (Women)
<b>Total</b>	<b>6</b>

11) Abstract of vacancies in the City Small Causes Court, Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
BC-A	1 (Women)
<b>Total</b>	<b>1</b>

12) Abstract of vacancies in the Court of Prl. Special Judge for CBI Cases , Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (1 Women)
BC-A	1 (Women)
SC	1 (Women)
<b>Total</b>	<b>5</b>

**Note:**

- 1.The Roster Points 6 and 31 are reserved for Visually Handicapped and Hearing Handicapped candidates shall not apply to the posts of Stenographer Grade - III and the said category post shall stand exempted so far as these reservations are concerned.
- 2)Selection of a candidate against BC-E vacancy will, however, be subject to outcome of Civil Appeal Nos.2628 - 2637/2010 pending consideration before the Hon'ble Supreme Court of India.
- 3)Candidates applying under Economically Weaker Section (EWS) category have to produce certified copy of EWS Certificate issued by the competent authority.

**I. QUALIFICATIONS PRESCRIBED:**

1. Must have passed Bachelor's Degree of any university in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the university Grants Commission or any equivalent examination.
2. Must have passed Telangana Government Technical Examination in English Typewriting by higher grade qualification or its equivalent examination.
3. Must have knowledge or qualification in computer operation.
4. The candidates who have higher than the prescribed academic and technical qualifications, if any, shall submit at the time of oral interview along with other required certificates.

**Linguistic Qualification:**

Candidates shall not be eligible for appointment if they do not possess an adequate knowledge of the language or languages of the district in which they are to be appointed. The list containing the languages of the districts are specified in the User Guide available in the official website of the High Court.

Provided that where two or more languages are specified for a district and sufficient number of candidates who have an adequate knowledge of all the languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the district will be selected and such candidates shall be eligible for appointment in that district.



## **II. AGE LIMIT:**

1. As on 01-07-2022, the candidate must have completed the age of 18 years and must not have completed the age of 34 years.
2. The relaxation of maximum age limit in respect of SCs/STs/BCs/EWS is 5 years and in case of candidates with physical disabilities they shall be given age relaxation of 10 years.
3. The relaxation of maximum age limit in respect of Ex-servicemen will be as per Rule 12(1)(c) (i) of Telangana State and Subordinate Service Rules.

## **III. EXAMINATION FEE:**

The applicants who belong to OC and BC categories have to pay an amount of Rs.800/- (Rupees eight hundred only), excluding applicable service charges, towards online application processing fee/examination fee, whereas the SC, ST AND EWS category candidates have to pay an amount of Rs.400/- (Rupees four hundred only), excluding applicable service charges.

- a)The Application/Examination Fee may be remitted through online.
- b)The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment notification is cancelled for any reason.
- c)Further, the candidates who will participate in the process of recruitment to the technical post viz., Typist and qualify in the computer based examination for appearing the skill test have to pay additional fee of Rs.800/- excluding applicable service charges for conducting computer based skill test / typing test. However, the SC, ST and EWS category candidates have to pay an amount of Rs.400/- (Rupees four hundred only) excluding applicable service charges.

## **IV. METHOD OF RECRUITMENT:**

1. The online computer based examination will be of the standard consistent with the minimum educational qualification prescribed i.e., Intermediate qualification. The question paper of the computer based examination shall be objective type with multiple choice answers for 50 marks. The skill/typing Test is for 30 marks and viva-voce will be for 20 marks.
2. The computer based examination will be conducted for 50 questions (25 questions - General Knowledge and 25 questions - General English) and each question will carry one (01) mark. The duration of the online examination will be 60 minutes.

3. For the computer based examination in respect of General Knowledge subject, the question paper will be made available in English and Telugu languages.
4. Typing/skill test will be conducted with the use of Computers.
5. The minimum qualifying marks to be secured in the computer based examination shall be 40% for O.C. and EWS candidates, 35% to the BC candidates and 30% for SC, ST & PH candidates, and these candidates alone will be called for typing/skill test.
6. The minimum qualifying marks to be secured in the skill test are 40% for O.C and EWS 35% for the candidates of BC category and 30% for the candidates of SCs, STs and PH categories.
7. The candidates qualified in the computer based examination will be called for certificate verification prior to the oral interview (Viva-voce) and the candidates who are eligible after the certificate verification, will be called for oral interview in the ratio of 1:3 of the notified/available vacancies.
8. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,
  - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
  - ii. That his/her character and antecedents are such as to qualify him/her for such service; and
  - iii. He/she is a citizen of India.

**V. DOCUMENTS TO BE SUBMITTED AT THE TIME OF INTERVIEW:**

1. Original certificates of academic qualifications/technical qualifications, such as, marks lists, pass certificates, certificate evidencing date of birth, community certificate issued by the competent authority in case of SCs., STs., and BCs and Economically Weaker Section (EWS) Certificate issued by the competent authority in respect of EWS candidate. The certificate in respect of BCs shall show specifically the classification of the group. Two sets of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of oral interview (Viva-voce).
2. The Other Backward Class (OBC) Certificates will not be considered.
3. Discharge Certificate for Ex-servicemen candidates.
4. Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7<sup>th</sup> to 10<sup>th</sup> classes (or) in case they have not pursued regular study, but appeared privately for SSC examination/Open School has to submit Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975. However, if the candidate has studied in two or more Districts, then they have to submit Study Certificates from 4<sup>th</sup> to 10<sup>th</sup> classes and where the candidate has studied for maximum period will be treated as local candidate of that District. If certificates in proof of local candidature are not in accordance with these instructions, the applicant will be treated as Non-local.

5. In case of Physically Challenged Persons, the latest certificate issued by the Medical Board specifying the nature of disability and percentage of disability.
6. No-objection Certificate from Employer (if employed anywhere).
7. The candidates have to produce original certificates on the day of interview itself. If the candidate fails to produce any of the required certificates their candidature will be rejected without any further correspondence.

#### **VI. RESERVATION:**

1. The recruitment shall be subjected to the Rule of Reservation in favour of candidates belonging to S.C., S.T., B.C., Economically Weaker Section (EWS), Physically challenged persons, Ex-servicemen and Women categories as per Rules in force.
2. The posts in the District Judiciary are organized as District Cadre posts. 95% of the posts are reserved for local candidates of the concerned District and 5% is open to all.

#### **VII. GENERAL INSTRUCTIONS:**

1. Appointments will be made on the basis of the erstwhile Revenue Districts as on 01-10-2016 and such each District shall be regarded as local area.
2. Training and Security Deposit: Every person appointed to the post of Typist shall, for the due and faithful performance of duties attached thereto, deposit an amount of Rs.10,000/- (Rupees ten thousand only) towards security at the time of appointment.
3. No T.A. and D.A. will be paid to the candidates who appear for the computer based examination/skill test and interview.
4. Mere applying and mere securing minimum qualifying marks in the computer based examination/skill test will not give any vested right to any candidate to be called for interview.
5. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the appointment shall liable to be cancelled if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.
6. If the candidate furnishes wrong information with regard to category and caste they shall not have any right subsequently for selection in that particular category, caste etc., and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.
7. Selection will be made as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018.

8. Candidates resorting to bring any influence of any kind will be summarily disqualified.
9. No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment.
10. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment.
11. No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.
12. This appointment shall be covered by the **Contributory Pension Scheme**.
13. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for interview/final selection.
14. After establishment of new Judicial District Units, the staff existing in each of the Judicial District Units will be allocated to the newly created Judicial Districts.
15. The High Court for the State of Telangana, Hyderabad, reserves the right either to increase, decrease the number of vacancies or cancel the notification, at any stage, without assigning any reason thereof.
16. The High Court reserves the right to allot candidates to any centre other than the centres chosen by the applicant or to abolish/ create a new centre for administrative reasons. Request for the change of the centre will not be entertained.
17. For determining local status of the applicant:
  - i) For regular students who have pursued their education from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, those will be considered as local candidates to that respective Judicial District.
  - ii) For any reason if the applicant has not pursued his/her studies from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, study period of 4<sup>th</sup> class to 10<sup>th</sup> class will be considered and where they have pursued their studies for maximum period, those will be considered as local candidates to that Judicial District.

iii) For the applicants who have appeared for SSC examination as a private candidates or studied in open school mode, they have to submit the Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975 in proof of the local candidature.

18) All rights are reserved with the appointing authority to cancel the provisional selection of the selected candidates if the certificate of the provisionally selected candidates such as eligibility, educational qualification, social status, local status and disability etc., are found to be incorrect at any stage of the recruitment.

**INFORMATION TO THE APPLICANTS APPLYING FOR THE COMPUTER BASED EXAMINATION TO BE CONDUCTED.**

- a) The online application form contains two parts i.e., Part - A (One Time Profile Registration Form) and Part - B (Application Form).
- b) After completing Part - A, candidate will get OTPR ID (One Time Profile Registration ID) and Password. By using the same OTPR ID, candidate can apply for multiple Districts.
- c) The candidate will receive unique/individual application number for each District he/she applies for.
- d) For the detailed information, candidates are advised to go through the User Guide available in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana.



**REGISTRAR (ADMINISTRATION),  
F.A.C. REGISTRAR (RECRUITMENT),  
HIGH COURT FOR THE STATE OF TELANGANA,  
HYDERABAD.**

## HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD

### NOTIFICATION No.4/2022, DATED 03-03-2022 FOR DIRECT RECRUITMENT TO THE POSTS OF FIELD ASSISTANT IN THE TELANGANA JUDICIAL MINISTERIAL SERVICE.

Applications are invited through **ONLINE** for direct recruitment to the posts of Field Assistant in the Judicial Districts of State of Telangana in the Telangana Judicial Ministerial Service as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018, carrying scale of pay of Rs.24280-72850. The online application portal will be available in the High Court's official website "tshc.gov.in" and also in the websites of all the District Courts in the State of Telangana from 03-03-2022 to 04-04-2022. The Last date for submission of application through online is 04-04-2022 upto 11.59 p.m. **The hand written/typed/photostat copy/printed application form will not be entertained either directly or by post or by courier or in person.**

The detailed examination schedule for the centralized recruitment of Judicial Ministerial posts conducted by the High Court, will be posted in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana i.e., "[districts.ecourts.gov.in/telangana](http://districts.ecourts.gov.in/telangana)", after the last date for submission of applications.

#### 1) Abstract of vacancies in Adilabad District Judiciary

Class/Category	Number of posts
OC	2
OC (Blindness or Low Vision)	1 (Women)
BC-A	1 (Women)
<b>Total</b>	<b>4</b>

#### 2) Abstract of vacancies in Khammam District Judiciary

Class/Category	Number of posts
OC (Blindness or Low Vision)	1 (Women)
SC	1 (Women)
<b>Total</b>	<b>2</b>

3) Abstract of vacancies in Mahabubnagar District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	1 (EWS)
OC (Blindness or Low Vision)	1(Women)
BC-B	1 (Women)
SC	1
ST	1 (Women)
<b>Total</b>	<b>5</b>

4) Abstract of vacancies in Nizamabad District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	2
<b>Total</b>	<b>02</b>

5) Abstract of vacancies in Nalgonda District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	2 (1Women)
OC (Blindness or Low Vision)	1 (Women)
SC	1 (Women)
<b>Total</b>	<b>4</b>

6) Abstract of vacancies in Rangareddy District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	4 (2 General, 1Women) (1 EWS-Women)]
BC-A	1
BC-B	1
BC-D	1(Women)
BC-E	1(Women)
SC	2(1Women)
ST	1
<b>Total</b>	<b>11</b>

7) Abstract of vacancies in the Metropolitan Sessions Court, Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	2 (1 EWS)
OC (Blindness or Low Vision)	1 (Women)
BC-A	1(Women)
SC	1
ST	1(Women)
<b>Total</b>	<b>6</b>

8) Abstract of vacancies in the City Civil Court, Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	2 (1 EWS)
OC (Blindness or Low Vision)	1 (Women)
SC	1
ST	1(Women)
<b>Total</b>	<b>5</b>



**NOTE:**

- 1) Selection of a candidate against BC-E vacancy will, however, be subject to outcome of Civil Appeal Nos.2628 - 2637/2010 pending consideration before the Hon'ble Supreme Court of India.
- 2) Candidates applying under Economically Weaker Section (EWS) category have to produce certified copy of EWS Certificate issued by the competent authority.

**I. QUALIFICATIONS PRESCRIBED:**

1. Must have passed Bachelor's Degree of any university in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent examination.
2. The candidates who have higher than the prescribed academic and technical qualifications, if any, shall submit the concerned certificates at the time of oral interview along with other required certificates.

**Linguistic Qualification:**

Candidates shall not be eligible for appointment if they do not possess an adequate knowledge of the language or languages of the district in which they are to be appointed. The list containing the languages of the districts are specified in the User Guide available in the official website of the High Court.

Provided that where two or more languages are specified for a district and sufficient number of candidates who have an adequate knowledge of all the languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the district will be selected and such candidates shall be eligible for appointment in that district.

**II. AGE LIMIT:**

1. As on 01-07-2022, the candidate must have completed the age of 18 years and must not have completed the age of 34 years.
2. The relaxation of maximum age limit in respect of SCs/STs/BCs/EWS is 5 years and in case of candidates with physical disabilities they shall be given age relaxation of 10 years.
3. The relaxation of maximum age limit in respect of Ex-servicemen will be as per Rule 12(1)(c) (i) of Telangana State and Subordinate Service Rules.

**III. EXAMINATION FEE:**

The applicants who belong to OC and BC categories have to pay an amount of Rs.800/- (Rupees Eight hundred only), excluding applicable service charges, towards online application processing fee/examination fee, whereas the SC, ST & EWS category candidates have to pay an amount of Rs.400/- (Rupees four hundred only), excluding applicable service charges.

- a) The Application/Examination Fee may be remitted through online .
- b) The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment notification is cancelled for any reason.

#### **IV. METHOD OF RECRUITMENT:**

1. The online computer based examination will be of the standard consistent with the minimum educational qualification prescribed i.e., Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the university Grants Commission or any equivalent examination. The question paper of the computer based examination shall be objective type with multiple choice answers for 80 marks and oral interview (viva-voce) will be for 20 marks.
2. The computer based examination will be conducted for 80 questions (40 questions - General Knowledge and 40 questions - General English) and each question will carry one (01) mark. The duration of the online examination will be 90 minutes.
3. For the computer based examination in respect of General Knowledge subject, the question paper will be made available in English and Telugu languages.
4. The minimum qualifying marks to be secured in the computer based examination shall be 40% for O.C. and EWS candidates, 35% to the BC candidates and 30% for SC, ST & PH candidates, and these candidates alone will be called for oral interview.
5. The candidates qualified in the computer based examination will be called for certificate verification prior to the oral interview (Viva-voce) and the candidates who are eligible after the certificate verification, will be called for oral interview in the ratio of 1:3 of the notified/available vacancies.
6. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,
  - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
  - ii. That his/her character and antecedents are such as to qualify him/her for such service; and
  - iii. He/she is a citizen of India.

#### **V. DOCUMENTS TO BE SUBMITTED AT THE TIME OF INTERVIEW:**

1. Original certificates of academic qualifications, such as, marks lists, pass certificates, certificate evidencing date of birth, community certificate issued by the competent authority in case of SCs., STs., and BCs. and Economically Weaker Section (EWS) Certificate issued by the competent authority in respect of EWS candidate. The certificate in respect of BCs, shall show specifically the classification of the group. Two sets of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of oral interview (Viva-voce).
2. The Other Backward Class (OBC) Certificates will not be considered.
3. Discharge Certificate for Ex-servicemen candidates.

4. Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7<sup>th</sup> to 10<sup>th</sup> classes (or) in case they have not pursued regular study, but appeared privately for SSC examination/Open School has to submit Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975. However, if the candidate has studied in two or more Districts, then they have to submit Study Certificates from 4<sup>th</sup> to 10<sup>th</sup> classes and where the candidate has studied for maximum period will be treated as local candidate of that District. If certificates in proof of local candidature are not in accordance with these instructions, the applicant will be treated as Non-local.
5. In case of Physically Challenged Persons, the latest certificate issued by the Medical Board specifying the nature of disability and percentage of disability.
6. No-objection Certificate from Employer (if employed anywhere).
7. The candidates have to produce original certificates on the day of interview itself. If the candidate fails to produce any of the required certificates their candidature will be rejected without any further correspondence.

#### **VI. RESERVATION:**

1. The recruitment shall be subjected to the Rule of Reservation in favour of candidates belonging to S.C., S.T., B.C., Economically Weaker Section (EWS), Physically challenged persons, Ex-servicemen and Women categories as per Rules in force.
2. The posts in the District Judiciary are organized as District Cadre posts. 95% of the posts are reserved for local candidates of the concerned District and 5% is open to all.

#### **VII. GENERAL INSTRUCTIONS:**


1. Appointments will be made on the basis of the erstwhile Revenue Districts as on 01-10-2016 and such each District shall be regarded as local area.
2. Training and Security Deposit: Every person appointed to the post of Field Assistant shall, for the due and faithful performance of duties attached thereto, deposit an amount of Rs.10,000/- (Rupees ten thousand only) towards security at the time of appointment.
3. No T.A. and D.A. will be paid to the candidates who appear for the computer based examination and interview.
4. Mere applying and mere securing minimum qualifying marks in the computer based examination will not give any vested right to any candidate to be called for interview.
5. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the appointment shall liable to be cancelled if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.

6. If the candidate furnishes wrong information with regard to category and caste they shall not have any right subsequently for selection in that particular category, caste etc., and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.
7. Selection will be made as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018.
8. Candidates resorting to bring any influence of any kind will be summarily disqualified.
9. No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment.
10. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment.
11. No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.
12. This appointment shall be covered by the **Contributory Pension Scheme**.
13. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for interview/final selection.
14. After establishment of new Judicial District Units, the staff existing in each of the Judicial District Units will be allocated to the newly created Judicial Districts.
15. The High Court for the State of Telangana, Hyderabad, reserves the right either to increase, decrease the number of vacancies or cancel the notification, at any stage, without assigning any reason thereof.
16. The High Court reserves the right to allot candidates to any centre other than the centres chosen by the applicant or to abolish/ create a new centre for administrative reasons. Request for the change of the centre will not be entertained.
17. For determining local status of the applicant:
  - i) For regular students who have pursued their education from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, those will be considered as local candidates to that respective Judicial District.

- ii) For any reason if the applicant has not pursued his/her studies from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, study period of 4<sup>th</sup> class to 10<sup>th</sup> class will be considered and where they have pursued their studies for maximum period, those will be considered as local candidates to that Judicial District.
- iii) For the applicants who have appeared for SSC examination as a private candidates or studied in open school mode, they have to submit the Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975 in proof of the local candidature.
- 18) All rights are reserved with the appointing authority to cancel the provisional selection of the selected candidates if the certificate of the provisionally selected candidates such as eligibility, educational qualification, social status, local status and disability etc., are found to be incorrect at any stage of the recruitment.

**INFORMATION TO THE APPLICANTS APPLYING FOR THE COMPUTER BASED EXAMINATION TO BE CONDUCTED.**

- a) The online application form contains two parts i.e., Part - A (One Time Profile Registration Form) and Part - B (Application Form).
- b) After completing Part - A, candidate will get OTPR ID (One Time Profile Registration ID) and Password. By using the same OTPR ID, candidate can apply for multiple Districts.
- c) The candidate will receive unique/individual application number for each District he/she applies for.
- d) For the detailed information, candidates are advised to go through the User Guide available in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana.

  
REGISTRAR (ADMINISTRATION),  
F.A.C. REGISTRAR (RECRUITMENT),  
HIGH COURT FOR THE STATE OF TELANGANA,  
HYDERABAD.

**HIGH COURT FOR THE STATE OF TELANGANA ::HYDERABAD**

**NOTIFICATION No.5/2022, DATED 03-03-2022 FOR DIRECT RECRUITMENT TO THE POSTS OF EXAMINER IN THE TELANGANA JUDICIAL MINISTERIAL SERVICE.**

Applications are invited through **ONLINE** for direct recruitment to the posts of Examiner in the Judicial Districts of State of Telangana in the Telangana Judicial Ministerial Service as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018, carrying scale of pay of Rs.22900-69150. The online application portal will be available in the High Court's official website "**[tshc.gov.in](http://tshc.gov.in)**" and also in the websites of all the District Courts in the State of Telangana from 03-03-2022 to 04-04-2022. The Last date for submission of application through online is 04-04-2022 upto 11.59 p.m. **The hand written/typed/photostat copy/printed application form will not be entertained either directly or by post or by courier or in person.**

The detailed examination schedule for the centralized recruitment of Judicial Ministerial posts conducted by the High Court, will be posted in the High Court's official website "**<http://tshc.gov.in>**" and also in the websites of all the District Courts in the State of Telangana i.e., "**<https://districts.ecourts.gov.in/tehrangana>**", after the last date for submission of applications.

**1) Abstract of vacancies in Khammam District Judiciary**

<b>Class/Category</b>	<b>Number of posts</b>
OC	1 (EWS)
OC (Blindness or Low Vision)	1 (Women)
<b>Total</b>	<b>2</b>

**2) Abstract of vacancies in Karimnagar District Judiciary**

<b>Class/Category</b>	<b>Number of posts</b>
OC	1(EWS)
BC-A	1(Women)
BC-B	1(Women)
SC	1
ST	1(Women)
<b>Total</b>	<b>05</b>

3) Abstract of vacancies in Mahabubnagar District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	1 (EWS)
OC (Blindness or Low Vision)	1 (Women)
SC	1
ST	1 (Women)
<b>Total</b>	<b>4</b>

4) Abstract of vacancies in Medak District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	2
BC-A	1 (Women)
SC	1 (Women)
<b>Total</b>	<b>4</b>

5) Abstract of vacancies in Nizamabad District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	1
OC (Blindness or Low Vision)	1(Women)
<b>Total</b>	<b>02</b>

6) Abstract of vacancies in Nalgonda District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (1 General, 1Women) (1ESM)
OC (Blindness or Low Vision)	1(Women)
BC-A	1(Women)
BC-C	1
SC	1
<b>Total</b>	<b>07</b>

7) Abstract of vacancies in Rangareddy District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	4 (2 General, 1Women) (1ESM)
BC-B	1(Women)
BC-C	1
SC	1(Women)
ST	1(Women)
<b>Total</b>	<b>08</b>

8) Abstract of vacancies in Warangal District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
SC	1(Women)
<b>Total</b>	<b>01</b>

9) Abstract of vacancies in the Metropolitan Sessions Court,  
Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	1
OC (Blindness or Low Vision)	1 (Women)
BC-A	1 (Women)
ST	1 (Women)
<b>Total</b>	<b>4</b>



## 10) Abstract of vacancies in the City Civil Court, Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	1
OC (Blindness or Low Vision)	1 (Women)
BC-A	1(Women)
SC	2(1Women)
ST	1(Women)
<b>Total</b>	<b>6</b>

### **NOTE:**

1) Selection of a candidate against BC-E vacancy will, however, be subject to outcome of Civil Appeal Nos.2628 - 2637/2010 pending consideration before the Hon'ble Supreme Court of India.

2) Candidates applying under Economically Weaker Section (EWS) category have to produce certified copy of EWS Certificate issued by the competent authority.

### **I. QUALIFICATIONS PRESCRIBED:**

1. Must have passed Intermediate examination conducted by the State Board of intermediate Education or its equivalent examination.
2. The candidates who have higher than the prescribed academic and technical qualifications, if any, shall submit the concerned certificates at the time of oral interview along with other required certificates.

### **Linguistic Qualification:**

Candidates shall not be eligible for appointment if they do not possess an adequate knowledge of the language or languages of the district in which they are to be appointed. The list containing the languages of the districts are specified in the User Guide available in the official website of the High Court.

Provided that where two or more languages are specified for a district and sufficient number of candidates who have an adequate knowledge of all the languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the district will be selected and such candidates shall be eligible for appointment in that district.

### **II. AGE LIMIT:**

1. As on 01-07-2022, the candidate must have completed the age of 18 years and must not have completed the age of 34 years.
2. The relaxation of maximum age limit in respect of SCs/STs/BCs/EWS is 5 years and in case of candidates with physical disabilities they shall be given age relaxation of 10 years.
3. The relaxation of maximum age limit in respect of Ex-servicemen will be as per Rule 12(1)(c) (i) of Telangana State and Subordinate Service Rules.

### **III. EXAMINATION FEE:**

The applicants who belong to OC and BC categories have to pay an amount of Rs.800/- (Rupees Eight hundred only), excluding applicable service charges, towards online application processing fee/examination fee, whereas the EWS, SC & ST category candidates have to pay an amount of Rs.400/- (Rupees four hundred only), excluding applicable service charges.

- a)The Application/Examination Fee may be remitted through online .
- b)The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment notification is cancelled for any reason.

### **IV. METHOD OF RECRUITMENT:**

- 1.The online computer based examination will be of the standard consistent with the minimum educational qualification prescribed i.e., Intermediate qualification. The question paper of the computer based examination shall be objective type with multiple choice answers for 80 marks and viva-voce will be for 20 marks.
2. The computer based examination will be conducted for 80 questions (40 questions - General Knowledge and 40 questions - General English) and each question will carry one (01) mark. The duration of the online examination will be 90 minutes.
3. For the computer based examination in respect of General Knowledge subject, the question paper will be made available in English and Telugu languages.
4. The minimum qualifying marks to be secured in the computer based examination shall be 40% for O.C. and EWS candidates, 35% to the BC candidates and 30% for SC, ST & PH candidates, and these candidates alone will be called for oral interview.
5. The candidates qualified in the computer based examination will be called for certificate verification prior to the oral interview (Viva-voce) and the candidates who are eligible after the certificate verification, will be called for oral interview in the ratio of 1:3 of the notified/available vacancies.
6. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,
  - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
  - ii. That his/her character and antecedents are such as to qualify him/her for such service; and
  - iii. He/she is a citizen of India.

### **V. DOCUMENTS TO BE SUBMITTED AT THE TIME OF INTERVIEW:**

1. Original certificates of academic qualifications, such as, marks lists, pass certificates, certificate evidencing date of birth, community certificate issued by the competent authority in case of SCs., STs., and BCs. and Economically Weaker Section (EWS) Certificate issued by the competent authority in respect of EWS candidate. The certificate in respect of BCs, shall show specifically the classification of the group. Two sets of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of oral interview (Viva-voce).

2. The Other Backward Class (OBC) Certificates will not be considered.
3. Discharge Certificate for Ex-servicemen candidates.
4. Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7<sup>th</sup> to 10<sup>th</sup> classes (or) in case they have not pursued regular study, but appeared privately for SSC examination/Open School has to submit Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729,GAD, (SPF-A) Dept., dt.01.11.1975. However, if the candidate has studied in two or more Districts, then they have to submit Study Certificates from 4<sup>th</sup> to 10<sup>th</sup> classes and where the candidate has studied for maximum period will be treated as local candidate of that District. If certificates in proof of local candidature are not in accordance with these instructions, the applicant will be treated as Non-local.
5. In case of Physically Challenged Persons, the latest certificate issued by the Medical Board specifying the nature of disability and percentage of disability.
6. No-objection Certificate from Employer (if employed anywhere).
7. The candidates have to produce original certificates on the day of interview itself. If the candidate fails to produce any of the required certificates their candidature will be rejected without any further correspondence.

#### **VI. RESERVATION:**

1. The Rule of Reservation in favour of candidates belonging to S.C., S.T., B.C., Economically Weaker Section (EWS), Physically challenged persons, Ex-servicemen and Women categories as per Rules in force.
2. The posts in the District Judiciary are organized as District Cadre posts. 95% of the posts are reserved for local candidates of the concerned District and 5% is open to all.

#### **VII. GENERAL INSTRUCTIONS:**

1. Appointments will be made on the basis of the erstwhile Revenue Districts as on 01-10-2016 and such each District shall be regarded as local area.
2. Training and Security Deposit: Every person appointed to the post of Examiner shall, for the due and faithful performance of duties attached thereto, deposit an amount of Rs.10,000/- (Rupees ten thousand only) towards security at the time of appointment.
3. No T.A. and D.A. will be paid to the candidates who appear for the computer based examination and interview.
4. Mere applying and mere securing minimum qualifying marks in the computer based examination will not give any vested right to any candidate to be called for interview.

5. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the appointment shall liable to be cancelled if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.
6. If the candidate furnishes wrong information with regard to category and caste they shall not have any right subsequently for selection in that particular category, caste etc., and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.
7. Selection will be made as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018.
8. Candidates resorting to bring any influence of any kind will be summarily disqualified.
9. No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment.
10. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment.
11. No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.
12. This appointment shall be covered by the **Contributory Pension Scheme**.
13. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for interview/final selection.
14. After establishment of new Judicial District Units, the staff existing in each of the Judicial District Units will be allocated to the newly created Judicial Districts.
15. The High Court for the State of Telangana, Hyderabad, reserves the right either to increase, decrease the number of vacancies or cancel the notification, at any stage, without assigning any reason thereof.
16. The High Court reserves the right to allot candidates to any centre other than the centres chosen by the applicant or to abolish/ create a new centre for administrative reasons. Request for the change of the centre will not be entertained.

17. For determining local status of the applicant:

i) For regular students who have pursued their education from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, those will be considered as local candidates to that respective Judicial District.

ii) For any reason if the applicant has not pursued his/her studies from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, study period of 4<sup>th</sup> class to 10<sup>th</sup> class will be considered and where they have pursued their studies for maximum period, those will be considered as local candidates to that Judicial District.

iii) For the applicants who have appeared for SSC/10th examination as a private candidates or studied in open school mode, they have to submit the Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing 10th examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975 in proof of the local candidature.

18) All rights are reserved with the appointing authority to cancel the provisional selection of the selected candidates if the certificate of the provisionally selected candidates such as eligibility, educational qualification, social status, local status and disability etc., are found to be incorrect at any stage of the recruitment.

**INFORMATION TO THE APPLICANTS APPLYING FOR THE COMPUTER BASED EXAMINATION TO BE CONDUCTED.**

a) The online application form contains two parts i.e., Part - A (One Time Profile Registration Form) and Part - B (Application Form).

b) After completing Part - A, candidate will get OTPR ID (One Time Profile Registration ID) and Password. By using the same OTPR ID, candidate can apply for multiple Districts.

c) The candidate will receive unique/individual application number for each District he/she applies for.

d) For the detailed information, candidates are advised to go through the User Guide available in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana.



**REGISTRAR (ADMINISTRATION),  
F.A.C. REGISTRAR (RECRUITMENT),  
HIGH COURT FOR THE STATE OF TELANGANA,  
HYDERABAD.**

## **HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD**

### **NOTIFICATION No.06/2022, DATED 03-03-2022 FOR DIRECT RECRUITMENT TO THE POSTS OF COPYIST IN THE TELANGANA JUDICIAL MINISTERIAL SERVICE.**

Applications are invited through **ONLINE** for direct recruitment to the posts of Copyist in the Judicial Districts of State of Telangana in the Telangana Judicial Ministerial Service as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018, carrying scale of pay of Rs.22900-69150. The online application portal will be available in the High Court's official website "tshc.gov.in" and also in the websites of all the District Courts in the State of Telangana from 03-03-2022 to 04-04-2022. The Last date for submission of application through online is 04-04-2022 upto 11.59 p.m. **The hand written/typed/photostat copy/printed application form will not be entertained either directly or by post or by courier or in person.**

The detailed examination schedule for the centralized recruitment of Judicial Ministerial posts conducted by the High Court, will be posted in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana i.e., "[districts.ecourts.gov.in/telangana](http://districts.ecourts.gov.in/telangana)", after the last date for submission of applications.

#### **1) Abstract of vacancies in Adilabad District Judiciary**

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (1 General) (1 Women) (1 EWS)
BC-B	1 (Women)
<b>Total</b>	<b>4</b>

#### **2) Abstract of vacancies in Khammam District Judiciary**

<b>Class/Category</b>	<b>Number of posts</b>
OC	1
BC-A	1(Women)
<b>Total</b>	<b>2</b>

3) Abstract of vacancies in Karimnagar District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	8 (3 General, 3Women) (1ESM) (1EWS - Women)
BC-A	1
BC-B	1
BC-E	1(Women)
SC	3 (1Women)
ST	2 (1Women)
<b>Total</b>	<b>16</b>

4) Abstract of vacancies in Mahabubnagar District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	6 (3 General) (1 ESM) (1 EWS) (1 EWS(Women))
BC-A	1(Women)
BC-C	1
BC-D	1 (Women)
BC-E	1 (Women)
SC	3 (1 Women)
<b>Total</b>	<b>13</b>

5) Abstract of vacancies in Medak District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	5 (2 General, 1 Women) (1 EWS) (1 ESM)
BC-B	1 (Women)
BC-C	1
SC	1
ST	1 (Women)
<b>Total</b>	<b>9</b>

6) Abstract of vacancies in Nizamabad District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	1
<b>Total</b>	<b>01</b>

7) Abstract of vacancies in Nalgonda District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	4 (1 General) (1ESM) (1EWS) (1 EWS-Women)
BC-A	1(Women)
BC-D	1(Women)
SC	1
<b>Total</b>	<b>07</b>

8) Abstract of vacancies in Rangareddy District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	5 (2 General, 2Women) (1ESM)
BC-B	1(Women)
BC-C	1
<b>Total</b>	<b>07</b>

9) Abstract of vacancies in Warangal District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
SC	1
<b>Total</b>	<b>01</b>



10) Abstract of vacancies in the Metropolitan Sessions Court, Hyderabad,

<b>Class/Category</b>	<b>Number of posts</b>
OC	2 (1 EWS)
BC-A	1(Women)
BC-B	1(Women)
SC	1
ST	1(Women)
<b>Total</b>	<b>6</b>

11) Abstract of vacancies in the City Civil Court, Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	1 (ESM)
BC-C	1
SC	1
<b>Total</b>	<b>3</b>

12) Abstract of vacancies in the City Small Causes Court, Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	1(Women)
BC-A	1(Women)
SC	1(Women)
<b>Total</b>	<b>3</b>

**Note:**

- 1.The Roster Points 6 and 31 are reserved for Visually Handicapped and Hearing Handicapped candidates shall not apply to the posts of Stenographer Grade - III and the said category post shall stand exempted so far as these reservations are concerned.
- 2)Selection of a candidate against BC-E vacancy will, however, be subject to outcome of Civil Appeal Nos.2628 - 2637/2010 pending consideration before the Hon'ble Supreme Court of India.
- 3)Candidates applying under Economically Weaker Section (EWS) category have to produce certified copy of EWS Certificate issued by the competent authority.

## **I. QUALIFICATIONS PRESCRIBED:**

1. Must have passed Intermediate examination conducted by the State Board of Intermediate Education or its equivalent.
2. Must have passed Telangana Government Technical Examination in English Typewriting by higher grade qualification or its equivalent examination.

Provided that if candidates who have passed the examination by the higher grade are not available those who have passed the examination by the lower grade may be considered.

3. The candidates who have higher than the prescribed academic and technical qualifications, if any, shall submit the concerned certificates at the time of oral interview along with other required certificates.

### **Linguistic Qualification:**

Candidates shall not be eligible for appointment if they do not possess an adequate knowledge of the language or languages of the district in which they are to be appointed. The list containing the languages of the districts are specified in the User Guide available in the official website of the High Court.

Provided that where two or more languages are specified for a district and sufficient number of candidates who have an adequate knowledge of all the languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the district will be selected and such candidates shall be eligible for appointment in that district.

## **II. AGE LIMIT:**

1. As on 01-07-2022, the candidate must have completed the age of 18 years and must not have completed the age of 34 years.
2. The relaxation of maximum age limit in respect of SCs/STs/BCs/EWS is 5 years and in case of candidates with physical disabilities they shall be given age relaxation of 10 years.
3. The relaxation of maximum age limit in respect of Ex-servicemen will be as per Rule 12(1)(c) (i) of Telangana State and Subordinate Service Rules.

## **III. EXAMINATION FEE:**

The applicants who belong to OC and BC categories have to pay an amount of Rs.800/- (Rupees eight hundred only), excluding applicable service charges, towards online application processing fee / examination fee, whereas the SC, ST AND EWS category candidates have to pay an amount of Rs.400/- (Rupees four hundred only), excluding applicable service charges.

- a)The Application/Examination Fee may be remitted through online.
- b)The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment notification is cancelled for any reason.

c) Further, the candidates who will participate in the process of recruitment to the technical post viz., Copyist and qualify in the computer based examination for appearing the skill test have to pay additional fee of Rs.800/- excluding applicable service charges for conducting computer based skill test / typing test. However, the SC, ST and EWS category candidates have to pay an amount of Rs.400/- (Rupees four hundred only) excluding applicable service charges.

#### **IV. METHOD OF RECRUITMENT:**

1. The online computer based examination will be of the standard consistent with the minimum educational qualification prescribed i.e., Intermediate qualification. The question paper of the computer based examination shall be objective type with multiple choice answers for 50 marks. The skill/typing test is for 30 marks and viva-voce will be for 20 marks.
2. The computer based examination will be conducted for 50 questions (25 questions - General Knowledge and 25 questions - General English) and each question will carry one (01) mark. The duration of the online examination will be 60 minutes.
3. For the computer based examination in respect of General Knowledge subject, the question paper will be made available in English and Telugu languages.
4. Typing/skill test will be conducted with the use of Computers.
5. The minimum qualifying marks to be secured in the computer based examination shall be 40% for O.C. and EWS candidates, 35% to the BC candidates and 30% for SC, ST & PH candidates, and these candidates alone will be called for typing/skill test.
6. The minimum qualifying marks to be secured in the skill test are 40% for O.C. and EWS, 35% for the candidates of BC category and 30% for the candidates of SCs, STs and PH categories.
7. The candidates qualified in the computer based examination will be called for certificate verification prior to the oral interview (Viva-voce) and the candidates who are eligible after the certificate verification, will be called for oral interview in the ratio of 1:3 of the notified/available vacancies.
8. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,
  - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
  - ii. That his/her character and antecedents are such as to qualify him/her for such service; and
  - iii. He/she is a citizen of India.

#### **V. DOCUMENTS TO BE SUBMITTED AT THE TIME OF INTERVIEW:**

1. Original certificates of academic qualifications/technical qualifications, such as, marks lists, pass certificates, certificate evidencing date of birth, community certificate issued by the competent authority in case of SCs., STs., and BCs and Economically Weaker Section (EWS) Certificate issued by the competent authority in respect of EWS candidates. The certificate in respect of BCs shall show specifically the classification of the group. Two sets of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of oral interview (Viva-voce).

2. The Other Backward Class (OBC) Certificates will not be considered.
3. Discharge Certificate for Ex-servicemen candidates.
4. Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7<sup>th</sup> to 10<sup>th</sup> classes (or) in case they have not pursued regular study, but appeared privately for SSC examination/Open School has to submit Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975. However, if the candidate has studied in two or more Districts, then they have to submit Study Certificates from 4<sup>th</sup> to 10<sup>th</sup> classes and where the candidate has studied for maximum period will be treated as local candidate of that District. If certificates in proof of local candidature are not in accordance with these instructions, the applicant will be treated as Non-local.
5. In case of Physically Challenged Persons, the latest certificate issued by the Medical Board specifying the nature of disability and percentage of disability.
6. No-objection Certificate from Employer (if employed anywhere).
7. The candidates have to produce original certificates on the day of interview itself. If the candidate fails to produce any of the required certificates their candidature will be rejected without any further correspondence.

#### **VI. RESERVATION:**

1. The recruitment shall be subject to the Rule of Reservation in favour of candidates belonging to S.C., S.T., B.C., Economically Weaker Section (EWS), Physically challenged persons, Ex-servicemen and Women categories as per Rules in force.
2. The posts in the District Judiciary are organized as District Cadre posts. 95% of the posts are reserved for local candidates of the concerned District and 5% is open to all.

#### **VII. GENERAL INSTRUCTIONS:**

1. Appointments will be made on the basis of the erstwhile Revenue Districts as on 01-10-2016 and such each District shall be regarded as local area.
2. Training and Security Deposit: Every person appointed to the post of Copyist shall, for the due and faithful performance of duties attached thereto, deposit an amount of Rs.10,000/- (Rupees ten thousand only) towards security at the time of appointment.
3. No T.A. and D.A. will be paid to the candidates who appear for the computer based examination/skill test and interview.

4. Mere applying and mere securing minimum qualifying marks in the computer based examination/skill test will not give any vested right to any candidate to be called for interview.
5. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the appointment shall liable to be cancelled if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.
6. If the candidate furnishes wrong information with regard to category and caste they shall not have any right subsequently for selection in that particular category, caste etc., and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.
7. Selection will be made as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018.
8. Candidates resorting to bring any influence of any kind will be summarily disqualified.
9. No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment.
10. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment.
11. No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.
12. This appointment shall be covered by the **Contributory Pension Scheme**.
13. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for interview/final selection.
14. After establishment of new Judicial District Units, the staff existing in each of the Judicial District Units will be allocated to the newly created Judicial Districts.
15. The High Court for the State of Telangana, Hyderabad, reserves the right either to increase, decrease the number of vacancies or cancel the notification, at any stage, without assigning any reason thereof.
16. The High Court reserves the right to allot candidates to any centre other than the centres chosen by the applicant or to abolish/ create a new centre for administrative reasons. Request for the change of the centre will not be entertained.

17. For determining local status of the applicant:

i) For regular students who have pursued their education from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, those will be considered as local candidates to that respective Judicial District.

ii) For any reason if the applicant has not pursued his/her studies from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, study period of 4<sup>th</sup> class to 10<sup>th</sup> class will be considered and where they have pursued their studies for maximum period, those will be considered as local candidates to that Judicial District.

iii) For the applicants who have appeared for SSC examination as a private candidates or studied in open school mode, they have to submit the Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975 in proof of the local candidature.

18) All rights are reserved with the appointing authority to cancel the provisional selection of the selected candidates if the certificate of the provisionally selected candidates such as eligibility, educational qualification, social status, local status and disability etc., are found to be incorrect at any stage of the recruitment.


**INFORMATION TO THE APPLICANTS APPLYING FOR THE COMPUTER BASED EXAMINATION TO BE CONDUCTED.**

a) The online application form contains two parts i.e., Part - A (One Time Profile Registration Form) and Part - B (Application Form).

b) After completing Part - A, candidate will get OTPR ID (One Time Profile Registration ID) and Password. By using the same OTPR ID, candidate can apply for multiple Districts.

c) The candidate will receive unique/individual application number for each District he/she applies for.

d) For the detailed information, candidates are advised to go through the User Guide available in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana.

  
**REGISTRAR (ADMINISTRATION),  
F.A.C. REGISTRAR (RECRUITMENT),  
HIGH COURT FOR THE STATE OF TELANGANA,  
HYDERABAD.**

## HIGH COURT FOR THE STATE OF TELANGANA ::HYDERABAD

### NOTIFICATION No. 7/2022, DATED 03-03-2022 FOR DIRECT RECRUITMENT TO THE POSTS OF RECORD ASSISTANT IN THE TELANGANA JUDICIAL MINISTERIAL SERVICE.

Applications are invited through **ONLINE** for direct recruitment to the posts of Record Assistant in the Judicial Districts of State of Telangana in the Telangana Judicial Ministerial Service as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018, carrying scale of pay of Rs.22,240 - 67,300. The online application portal will be available in the High Court's official website "tshc.gov.in" and also in the websites of all the District Courts in the State of Telangana from 03-03-2022 to 04-04-2022. The Last date for submission of application through online is 04-04-2022 upto 11.59 p.m. **The hand written/typed/photostat copy/printed application form will not be entertained either directly or by post or by courier or in person.**

The detailed examination schedule for the centralized recruitment of Judicial Ministerial posts conducted by the High Court, will be posted in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana i.e., "[districts.ecourts.gov.in/telangana](http://districts.ecourts.gov.in/telangana)", after the last date for submission of applications.

#### 1) Abstract of vacancies in Khammam District Judiciary

Class/Category	Number of posts
OC	2(1Women)
BC-A	1 (Women)
<b>Total</b>	<b>3</b>

#### 2) Abstract of vacancies in Karimnagar District Judiciary

Class/Category	Number of posts
OC	2 (1 Women)
SC	1 (Women)
<b>Total</b>	<b>03</b>

3) Abstract of vacancies in Mahabubnagar District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (2 General) (1 Women)
OC (Blindness or Low Vision)	1 (Women)
BC-A	1 (Women)
SC	2 (1 Women)
ST	1 (Women)
<b>Total</b>	<b>8</b>

4) Abstract of vacancies in Medak District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	2
OC (Blindness or Low Vision)	1 (Women)
BC-A	1 (Women)
SC	1
<b>Total</b>	<b>5</b>

5) Abstract of vacancies in Nizamabad District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	2 (1 Women)
BC-A	1(Women)
SC	1(Women)
<b>Total</b>	<b>04</b>



**6) Abstract of vacancies in Nalgonda District Judiciary**

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (2 General) (1 Women)
OC (Blindness or Low Vision)	1 (Women)
SC	1 (Women)
ST	1 (Women)
<b>Total</b>	<b>06</b>

**7) Abstract of vacancies in the Metropolitan Sessions Court,  
Hyderabad**

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (1 Women)
BC-A	1 (Women)
SC	1(Women)
<b>Total</b>	<b>5</b>

**NOTE:**

1) Selection of a candidate against BC-E vacancy will, however, be subject to outcome of Civil Appeal Nos.2628 - 2637/2010 pending consideration before the Hon'ble Supreme Court of India.

2) Candidates applying under Economically Weaker Section (EWS) category have to produce certified copy of EWS Certificate issued by the competent authority.

**I. QUALIFICATIONS PRESCRIBED:**

1. Must have passed Intermediate examination conducted by the State Board of intermediate Education or its equivalent examination.
2. The candidates who have higher than the prescribed academic and technical qualifications, if any, shall submit the concerned certificates at the time of oral interview along with other required certificates.

**Linguistic Qualification:**

Candidates shall not be eligible for appointment if they do not possess an adequate knowledge of the language or languages of the district in which they are to be appointed. The list containing the languages of the districts are specified in the User Guide available in the official website of the High Court.

Provided that where two or more languages are specified for a district and sufficient number of candidates who have an adequate knowledge of all the languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the district will be selected and such candidates shall be eligible for appointment in that district.

**II. AGE LIMIT:**

1. As on 01-07-2022, the candidate must have completed the age of 18 years and must not have completed the age of 34 years.
2. The relaxation of maximum age limit in respect of SCs/STs/BCs/EWS is 5 years and in case of candidates with physical disabilities they shall be given age relaxation of 10 years.
3. The relaxation of maximum age limit in respect of Ex-servicemen will be as per Rule 12(1)(c) (i) of Telangana State and Subordinate Service Rules.

**III. EXAMINATION FEE:**

The applicants who belong to OC and BC categories have to pay an amount of Rs.800/- (Rupees Eight hundred only), excluding applicable service charges, towards online application processing fee/examination fee, whereas the SC, ST AND EWS category candidates have to pay an amount of Rs.400/- (Rupees four hundred only), excluding applicable service charges.

- a)The Application/Examination Fee may be remitted through online .
- b)The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment notification is cancelled for any reason.

**IV. METHOD OF RECRUITMENT:**

1. The online computer based examination will be of the standard consistent with the minimum educational qualification prescribed i.e., Intermediate qualification. The question paper of the computer based examination shall be objective type with multiple choice answers for 80 marks and viva-voce will be for 20 marks.
2. The computer based examination will be conducted for 80 questions (40 questions - General Knowledge and 40 questions - General English) and each question will carry one (01) mark. The duration of the online examination will be 90 minutes.

3. For the computer based examination in respect of General Knowledge subject, the question paper will be made available in English and Telugu languages.
4. The minimum qualifying marks to be secured in the computer based examination shall be 40% for OC and EWS candidates, 35% to the BC candidates and 30% for SC, ST & PH candidates, and these candidates alone will be called for oral interview.
5. The candidates qualified in the computer based examination will be called for certificate verification prior to the oral interview (Viva-voce) and the candidates who are eligible after the certificate verification, will be called for oral interview in the ratio of 1:3 of the notified/available vacancies.
6. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,
  - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
  - ii. That his/her character and antecedents are such as to qualify him/her for such service; and
  - iii. He/she is a citizen of India.

#### **V. DOCUMENTS TO BE SUBMITTED AT THE TIME OF INTERVIEW:**

1. Original certificates of academic qualifications, such as, marks lists, pass certificates, certificate evidencing date of birth, community certificate issued by the competent authority in case of SCs., STs., and BCs. and Economically Weaker Section (EWS) Certificate issued by the competent authority in respect of EWS candidate. The certificate in respect of BCs, shall show specifically the classification of the group. Two sets of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of oral interview (Viva-voce).
2. The Other Backward Class (OBC) Certificates will not be considered.
3. Discharge Certificate for Ex-servicemen candidates.
4. Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7<sup>th</sup> to 10<sup>th</sup> classes (or) in case they have not pursued regular study, but appeared privately for SSC examination/Open School has to submit Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975. However, if the candidate has studied in two or more Districts, then they have to submit Study Certificates from 4<sup>th</sup> to 10<sup>th</sup> classes and where the candidate has studied for maximum period will be treated as local candidate of that District. If certificates in proof of local candidature are not in accordance with these instructions, the applicant will be treated as Non-local.
5. In case of Physically Challenged Persons, the latest certificate issued by the Medical Board specifying the nature of disability and percentage of disability.

6. No-objection Certificate from Employer (if employed anywhere).
7. The candidates have to produce original certificates on the day of interview itself. If the candidate fails to produce any of the required certificates their candidature will be rejected without any further correspondence.

#### **VI. RESERVATION:**

1. The recruitment shall be subjected to the Rule of Reservation in favour of candidates belonging to S.C., S.T., B.C., Economically Weaker Section (EWS), Physically challenged persons, Ex-servicemen and Women categories as per Rules in force.
2. The posts in the District Judiciary are organized as District Cadre posts. 95% of the posts are reserved for local candidates of the concerned District and 5% is open to all.

#### **VII. GENERAL INSTRUCTIONS:**

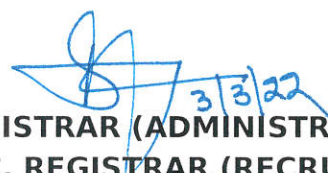
1. Appointments will be made on the basis of the erstwhile Revenue Districts as on 01-10-2016 and such each District shall be regarded as local area.
2. Training and Security Deposit: Every person appointed to the post of Record Assistant shall, for the due and faithful performance of duties attached thereto, deposit an amount of Rs.10,000/- (Rupees ten thousand only) towards security at the time of appointment.
3. No T.A. and D.A. will be paid to the candidates who appear for the computer based examination and interview.
4. Mere applying and mere securing minimum qualifying marks in the computer based examination will not give any vested right to any candidate to be called for interview.
5. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the appointment shall liable to be cancelled if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.
6. If the candidate furnishes wrong information with regard to category and caste they shall not have any right subsequently for selection in that particular category, caste etc., and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.
7. Selection will be made as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018.
8. Candidates resorting to bring any influence of any kind will be summarily disqualified.

9. No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment.
10. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment.
11. No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.
12. This appointment shall be covered by the **Contributory Pension Scheme.**
13. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for interview/final selection.
14. After establishment of new Judicial District Units, the staff existing in each of the Judicial District Units will be allocated to the newly created Judicial Districts.
15. The High Court for the State of Telangana, Hyderabad, reserves the right either to increase, decrease the number of vacancies or cancel the notification, at any stage, without assigning any reason thereof.
16. The High Court reserves the right to allot candidates to any centre other than the centres chosen by the applicant or to abolish/ create a new centre for administrative reasons. Request for the change of the centre will not be entertained.
17. For determining local status of the applicant:
  - i) For regular students who have pursued their education from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, those will be considered as local candidates to that respective Judicial District.
  - ii) For any reason if the applicant has not pursued his/her studies from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, study period of 4<sup>th</sup> class to 10<sup>th</sup> class will be considered and where they have pursued their studies for maximum period, those will be considered as local candidates to that Judicial District.
  - iii) For the applicants who have appeared for SSC examination as a private candidates or studied in open school mode, they have to submit the Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975 in proof of the local candidature.

- 18) All rights are reserved with the appointing authority to cancel the provisional selection of the selected candidates if the certificate of the provisionally selected candidates such as eligibility, educational qualification, social status, local status and disability etc., are found to be incorrect at any stage of the recruitment.

**INFORMATION TO THE APPLICANTS APPLYING FOR THE COMPUTER BASED EXAMINATION TO BE CONDUCTED.**

- a) The online application form contains two parts i.e., Part - A (One Time Profile Registration Form) and Part - B (Application Form).
- b) After completing Part - A, candidate will get OTPR ID (One Time Profile Registration ID) and Password. By using the same OTPR ID, candidate can apply for multiple Districts.
- c) The candidate will receive unique/individual application number for each District he/she applies for.
- d) For the detailed information, candidates are advised to go through the User Guide available in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana.



**REGISTRAR (ADMINISTRATION),  
F.A.C. REGISTRAR (RECRUITMENT),  
HIGH COURT FOR THE STATE OF TELANGANA,  
HYDERABAD.**

**HIGH COURT FOR THE STATE OF TELANGANA ::HYDERABAD**

**NOTIFICATION No.8/2022, DATED 03-03-2022 FOR DIRECT RECRUITMENT TO THE POSTS OF PROCESS SERVER IN THE TELANGANA JUDICIAL MINISTERIAL SERVICE.**

Applications are invited through **ONLINE** for direct recruitment to the posts of Process Server in the Judicial Districts of State of Telangana in the Telangana Judicial Ministerial Service as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018, carrying scale of pay of Rs.22,900 - 69150. The online application portal will be available in the High Court's official website "[tshc.gov.in](http://tshc.gov.in)" and also in the websites of all the District Courts in the State of Telangana from 03-03-2022 to 04-04-2022. The Last date for submission of application through online is 04-04-2022 upto 11.59 p.m. **The hand written/typed/photostat copy/printed application form will not be entertained either directly or by post or by courier or in person.**

The detailed examination schedule for the centralized recruitment of Judicial Ministerial posts conducted by the High Court, will be posted in the High Court's official website "<https://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana i.e., "<https://districts.ecourts.gov.in/tehrangana>", after the last date for submission of applications.

**1) Abstract of vacancies in Adilabad District Judiciary**

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (1 General, 1 Women) (1 EWS)
BC-B	1 (Women)
SC	1 (Women)
<b>Total</b>	<b>5</b>

**2) Abstract of vacancies in Khammam District Judiciary**

<b>Class/Category</b>	<b>Number of posts</b>
OC (Blindness or Low Vision)	1 (Women)
SC	3 (2 Women)
ST	1 (Women)
<b>Total</b>	<b>5</b>

3) Abstract of vacancies in Karimnagar District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	1
OC (Blindness or Low Vision)	1(Women)
SC	2
ST	1
<b>Total</b>	<b>05</b>

5) Abstract of vacancies in Medak District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	4 (1 General, 1 Women) (1 ESM) (1 EWS(W))
OC (Blindness or Low Vision)	1 (Women)
BC-C	1
BC-D	1 (Women)
BC-E	1 (Women)
SC	1
<b>Total</b>	<b>9</b>

6) Abstract of vacancies in Nizamabad District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	5 (2 General, 1Women) (1ESM) (1EWS)
BC-B	1(Women)
BC-C	1
SC	2 (1Women)
ST	1(Women)
<b>Total</b>	<b>10</b>



7) Abstract of vacancies in Nalgonda District Judiciary

<b>Class/Category</b>	<b>Number of posts</b>
OC	3 (1 General, 1 Women) (1ESM)
OC (Blindness or Low Vision)	1(Women)
BC-E	1(Women)
SC	2(Women)
<b>Total</b>	<b>07</b>

9) Abstract of vacancies in the Metropolitan Sessions Court,  
Hyderabad

<b>Class/Category</b>	<b>Number of posts</b>
OC	5 (2 General, 1 Women) (1 ESM) (1 EWS)
OC (Blindness or Low Vision)	1 (Women)
BC-B	1(Women)
SC	1
ST	1(Women)
<b>Total</b>	<b>9</b>

10) Abstract of vacancies in the City Civil Court, Hyderabad

Class/Category	Number of posts
OC	5 (2 General, 1 Women) (1 ESM) (1 EWS(Women))
OC (Blindness or Low Vision)	1 (Women)
BC-A	1
BC-C	1
BC-D	1(Women)
BC-E	1(Women)
SC	2(1 Women)
<b>Total</b>	<b>12</b>

<https://www.freshersnow.com/government-jobs-india/>

11) Abstract of vacancies in the City Small Causes Court,  
Hyderabad

Class/Category	Number of posts
BC-A	1(Women)
<b>Total</b>	<b>1</b>

**NOTE:**

1) Selection of a candidate against BC-E vacancy will, however, be subject to outcome of Civil Appeal Nos.2628 - 2637/2010 pending consideration before the Hon'ble Supreme Court of India.

2) Candidates applying under Economically Weaker Section (EWS) category have to produce certified copy of EWS Certificate issued by the competent authority.

**I. QUALIFICATIONS PRESCRIBED:**

1. Must have passed SSC examination conducted by the State Board of Secondary Education or its equivalent examination.
2. The candidates who have higher than the prescribed academic and technical qualifications, if any, shall submit the concerned certificates at the time of oral interview along with other required certificates.

### **Linguistic Qualification:**

Candidates shall not be eligible for appointment if they do not possess an adequate knowledge of the language or languages of the district in which they are to be appointed. The list containing the languages of the districts are specified in the User Guide available in the official website of the High Court.

Provided that where two or more languages are specified for a district and sufficient number of candidates who have an adequate knowledge of all the languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the district will be selected and such candidates shall be eligible for appointment in that district.

### **II. AGE LIMIT:**

1. As on 01-07-2022, the candidate must have completed the age of 18 years and must not have completed the age of 34 years.
2. The relaxation of maximum age limit in respect of SCs/STs/BCs/EWS is 5 years and in case of candidates with physical disabilities they shall be given age relaxation of 10 years.
3. The relaxation of maximum age limit in respect of Ex-servicemen will be as per Rule 12(1)(c) (i) of Telangana State and Subordinate Service Rules.

### **III. EXAMINATION FEE:**

The applicants who belong to OC and BC categories have to pay an amount of Rs.800/- (Rupees Eight hundred only), excluding applicable service charges, towards online application processing fee/examination fee, whereas the SC, ST AND EWS category candidates have to pay an amount of Rs.400/- (Rupees four hundred only), excluding applicable service charges.

- a) The Application/Examination Fee may be remitted through online .
- b) The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment notification is cancelled for any reason.

### **IV. METHOD OF RECRUITMENT:**

1. The online computer based examination will be of the standard consistent with the minimum educational qualification prescribed i.e., SSC qualification. The question paper of the computer based examination shall be objective type with multiple choice answers for 80 marks and oral interview (viva-voce) will be for 20 marks.
2. The computer based examination will be conducted for 80 questions (40 questions - General Knowledge and 40 questions - General English) and each question will carry one (01) mark. The duration of the online examination will be 90 minutes.

3. For the computer based examination in respect of General Knowledge subject, the question paper will be made available in English and Telugu languages.
4. The minimum qualifying marks to be secured in the computer based examination shall be 40% for OC and EWS candidates, 35% to the BC candidates and 30% for SC, ST & PH candidates, and these candidates alone will be called for oral interview.
5. The candidates qualified in the computer based examination will be called for certificate verification prior to the oral interview (Viva-voce) and the candidates who are eligible after the certificate verification, will be called for oral interview in the ratio of 1:3 of the notified/available vacancies.
6. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,
  - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
  - ii. That his/her character and antecedents are such as to qualify him/her for such service; and
  - iii. He/she is a citizen of India.

**V. DOCUMENTS TO BE SUBMITTED AT THE TIME OF INTERVIEW:**

1. Original certificates of academic qualifications, such as, marks lists, pass certificates, certificate evidencing date of birth, community certificate issued by the competent authority in case of SCs., STs., and BCs. and Economically Weaker Section (EWS) Certificate issued by the competent authority in respect of EWS candidate. The certificate in respect of BCs, shall show specifically the classification of the group. Two sets of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of oral interview (Viva-voce).
2. The Other Backward Class (OBC) Certificates will not be considered.
3. Discharge Certificate for Ex-servicemen candidates.
4. Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7<sup>th</sup> to 10<sup>th</sup> classes (or) in case they have not pursued regular study, but appeared privately for SSC examination/Open School has to submit Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975. However, if the candidate has studied in two or more Districts, then they have to submit Study Certificates from 4<sup>th</sup> to 10<sup>th</sup> classes and where the candidate has studied for maximum period will be treated as local candidate of that District. If certificates in proof of local candidature are not in accordance with these instructions, the applicant will be treated as Non-local.

5. In case of Physically Challenged Persons, the latest certificate issued by the Medical Board specifying the nature of disability and percentage of disability.
6. No-objection Certificate from Employer (if employed anywhere).
7. The candidates have to produce original certificates on the day of interview itself. If the candidate fails to produce any of the required certificates their candidature will be rejected without any further correspondence.

#### **VI. RESERVATION:**

1. The reservation shall be subjected to the Rule of Reservation in favour of candidates belonging to S.C., S.T., B.C., Economically Weaker Section (EWS), Physically challenged persons, Ex-servicemen and Women categories as per Rules in force.
2. The posts in the District Judiciary are organized as District Cadre posts. 95% of the posts are reserved for local candidates of the concerned District and 5% is open to all.

#### **VII. GENERAL INSTRUCTIONS:**


1. Appointments will be made on the basis of the erstwhile Revenue Districts as on 01-10-2016 and such each District shall be regarded as local area.
2. Training and Security Deposit: Every person appointed to the post of Process Server shall, for the due and faithful performance of duties attached thereto, deposit an amount of Rs.10,000/- (Rupees ten thousand only) towards security at the time of appointment.
3. No T.A. and D.A. will be paid to the candidates who appear for the computer based examination and interview.
4. Mere applying and mere securing minimum qualifying marks in the computer based examination will not give any vested right to any candidate to be called for interview.
5. All rights are reserved with the appointing authority to reject the application at any stage, if found to be false and the appointment shall liable to be cancelled if any information therein is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.
6. If the candidate furnishes wrong information with regard to category and caste they shall not have any right subsequently for selection in that particular category, caste etc., and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.
7. Selection will be made as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018.

8. Candidates resorting to bring any influence of any kind will be summarily disqualified.
9. No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment.
10. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment.
11. No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.
12. This appointment shall be covered by the **Contributory Pension Scheme**.
13. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for interview/final selection.
14. After establishment of new Judicial District Units, the staff existing in each of the Judicial District Units will be allocated to the newly created Judicial Districts.
15. The High Court for the State of Telangana, Hyderabad, reserves the right either to increase, decrease the number of vacancies or cancel the notification, at any stage, without assigning any reason thereof.
16. The High Court reserves the right to allot candidates to any centre other than the centres chosen by the applicant or to abolish/ create a new centre for administrative reasons. Request for the change of the centre will not be entertained.
17. For determining local status of the applicant:
  - i) For regular students who have pursued their education from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, those will be considered as local candidates to that respective Judicial District.
  - ii) For any reason if the applicant has not pursued his/her studies from 7<sup>th</sup> class to 10<sup>th</sup> class in one District, study period of 4<sup>th</sup> class to 10<sup>th</sup> class will be considered and where they have pursued their studies for maximum period, those will be considered as local candidates to that Judicial District.
  - iii) For the applicants who have appeared for SSC/10th examination as a private candidates or studied in open school mode, they have to submit the Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing 10th examination in Annexure-I in terms of G.O.Ms.No.729, GAD, (SPF-A) Dept., dt.01.11.1975 in proof of the local candidature.

- 18) All rights are reserved with the appointing authority to cancel the provisional selection of the selected candidates if the certificate of the provisionally selected candidates such as eligibility, educational qualification, social status, local status and disability etc., are found to be incorrect at any stage of the recruitment.

**INFORMATION TO THE APPLICANTS APPLYING FOR THE COMPUTER BASED EXAMINATION TO BE CONDUCTED.**

- a) The online application form contains two parts i.e., Part - A (One Time Profile Registration Form) and Part - B (Application Form).
- b) After completing Part - A, candidate will get OTPR ID (One Time Profile Registration ID) and Password. By using the same OTPR ID, candidate can apply for multiple Districts.
- c) The candidate will receive unique/individual application number for each District he/she applies for.
- d) For the detailed information, candidates are advised to go through the User Guide available in the High Court's official website "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana.

  
**REGISTRAR (ADMINISTRATION),  
F.A.C. REGISTRAR (RECRUITMENT),  
HIGH COURT FOR THE STATE OF TELANGANA,  
HYDERABAD.**