



NOTIFICATION No. 101/2025, DATED 02.01.2025 FOR DIRECT RECRUITMENT TO THE POSTS OF COURT MASTERS/PERSONAL SECRETARIES TO THE HON'BLE JUDGES AND REGISTRARS IN THE SERVICE OF THE HIGH COURT FOR THE STATE OF TELANGANA.

1. Applications are invited through ONLINE for direct recruitment to the posts of **COURT MASTERS / PERSONAL SECRETARIES TO THE HON'BLE JUDGES AND REGISTRARS** (Category 6 of Division - I (Gazetted)) in the Telangana High Court Service, carrying scale of pay of Rs. **54220-133630**.
2. The online application portal will be available in the High Court's website viz., "<https://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana from **08.01.2025 to 31.01.2025**. The Last date for submission of application through online is **31.01.2025 upto 11.59 p.m.** No other mode of application will be entertained.
3. The detailed examination schedule will be hosted in the High Court's website viz., <https://tshc.gov.in> The applicants are required to visit the official website of the High Court for the State of Telangana, to keep themselves updated on all the steps/results until the completion of the recruitment process.

Important Dates (Tentative)

DETAILS	DATES
Date of publication of the Notification	02-01-2025
Starting Date for submission of online Application	08-01-2025
Closing Date for Submission of online Application	31-01-2025
Starting Date for submission of online Application for eligible contract and outsourcing employees working in the Service of the High Court for the State of Telangana, and Head Office of the Telangana State Legal Services Authority, Hyderabad and in the Telangana High Court Legal Services Committee, Hyderabad	10-02-2025

[Handwritten signature]
21/1/2025

Closing Date for submission of online Application for eligible contract and outsourcing employees working in the Service of the High Court for the State of Telangana, and Head Office of the Telangana State Legal Services Authority, Hyderabad and in the Telangana High Court Legal Services Committee, Hyderabad	25-02-2025
Download of Hall Tickets for Skill Test	Date will be intimated in due course
Tentative date of Skill Test	Date and Time will be intimated later.

4. VACANCY POSITION:

Class/Category	Number of posts
OC	3 (1 W)
E.W.S	1
BC-A	1
BC-B	1 (W)
BC-E	1
SC	1
ST	4 (2 W)
TOTAL	12 (4 W)

Note:

- a) Modified nomenclature of BC's (Backward Classes) is Socially and Educationally Backward Classes.
- b) Selection of 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.
- c) **The High Court for the State of Telangana reserves the right to increase or decrease the number of vacancies or cancel the notification, at any stage without assigning any reason whatsoever. No right will accrue to the candidate by virtue of the notification.**

d) If provisionally selected candidate does not join the post, the next meritorious candidate will be considered for provisional selection, by following the Rule of Reservation.

5. EDUCATIONAL QUALIFICATIONS:

- a)** A Degree in Arts or Science or Commerce or Law of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or from any institution recognized by the University Grants Commission or any other degree equivalent to such qualification, and
- b)** Must have passed the Government Technical Examination with a speed of 180 w.p.m. in English Shorthand. (However, candidates who have passed 150 w.p.m in English Shorthand test can also apply), and
- c)** Must have passed the Government Technical Examination in Typewriting Higher Grade in English (with a speed of 45 words per minute).
- d)** The candidates should possess all the requisite qualifications as indicated above as on the date of publication of this notification.

Note : The applicants who have passed the aforesaid Shorthand and Typewriting examinations from the Government Technical Education Boards/Institutions, other than the Telangana State Board of Technical Education, they have to submit the 'equivalency certificate' from the Telangana State Board of Technical Education.

6. AGE LIMIT:

- a)** As on 01-07-2025, the candidate must have completed the age of 18 years and must not have completed the age of 34 years.
- b)** The relaxation of maximum age limit in respect of SCs/STs or the Aboriginal Tribes in the Agency areas, BCs, and EWS is 5 years, and in case of persons with disability (PWD) shall be given age relaxation of 10 years.
- c)** The relaxation of maximum age limit in respect of Ex-serviceperson will be as per Rule 12(1)(c) (i) of Telangana State and Subordinate Service Rules.

- d) The upper age limit will be relaxed to the candidates who are presently working on contract and outsourcing basis in the Service of the High Court for the State of Telangana; Head Office of the Telangana State Legal Services Authority, Hyderabad; and in the Telangana High Court Legal Services Committee, Hyderabad, provided that they were within the prescribed age limit at the time of their initial appointment, either on contract, or on outsourcing basis, subject to fulfilment of prescribed qualifications and Judicial Orders, if any, from time to time, in this regard. To apply under this category, the aforesaid candidates must have put in at least two years of service by the date of publication of this notification.

7. RESERVATION:

- a) The recruitment shall be subject to the Rule of Reservation in favour of candidates belonging to S.C., S.T., EWS and B.C., and as per Rules in force.
- b) For the aforesaid purpose, the community shall be recognized as BC/SC/ST in the State of Telangana as per G.O.Ms.No.196, dt: 28-5-2016 and G.O.Ms.No.3, dt: 9-9-2020 as amended from time to time. Otherwise, the applicant will be considered under Open Category.
- c) 33.1/3% reservation (horizontal) in favour of Women in unit of 100 vacancies is implemented as per the G.O.Ms.No.35, dated 13-02-2024 issued by the Government of Telangana.

8. METHOD OF RECRUITMENT:

- a) The selection process will be on the basis of merit, evaluated by skill tests in Shorthand English **180 w.p.m. (2½ minutes duration)** and **150 w.p.m. (3 minutes duration)**. The transcription to be done on Computers within **40 and 45 minutes** respectively. **The said skill tests will be for 90 marks and oral interview will be for 10 marks.**
- b) The minimum qualifying marks to be secured in the skill tests (Shorthand English Examinations comprising of dictation of 180 w.p.m. (2½ minutes duration) and 150 w.p.m. (3 minutes duration) and transcription to be done on Computers within 40 and 45 minutes respectively, will be 45% for OC/EWS, 40% to the BC candidates and 35% for SC, ST and PWD.

- c)** The candidates qualified in the Skill Tests (Shorthand English Examination) comprising of dictation and transcription will be shortlisted in the ratio of 1:3 of the notified/available vacancies for certificate verification prior to the oral interview (Viva-voce) and the candidates who are eligible will be called for oral interview from the said ratio.
- d)** Weightage marks will be given to the candidates presently working on contract and outsourcing basis in the Service of the High Court for the State of Telangana; Head Office of the Telangana State Legal Services Authority, Hyderabad; and in the Telangana High Court Legal Services Committee, Hyderabad, based on the length of service they have rendered. Provided,
- i. they have put in at least two years of service by the date of publication of this notification; and
 - ii. they have secured minimum qualifying marks in the skill tests/(shorthand examinations), as prescribed above.
- e)** 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 and active habits.
 - 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.

9. EXAMINATION FEE:

- a)** The applicants who belong to OC and BC categories have to pay an amount of Rs.600/- (Rupees six hundred only), excluding applicable service charges, towards examination fee, whereas the SC, ST, EWS categories, Ex-Serviceman and Persons with disability (PWD) have to pay an amount of Rs. 400/- (Rupees four hundred only), excluding applicable service charges.
- b)** Only the applicants belonging to a community recognized as SC/ST in the State of Telangana alone are entitled for the concessional payment of examination fee of Rs.400/- (Rupees four hundred only).
- c)** The Application /Examination Fee is to be remitted/paid through online only.
- d)** The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason.

10. MERIT LIST:

- a. Merit list will be based on the consolidated marks obtained by the candidates in the Skill Tests/Shorthand English Examinations (comprising of dictation of 180 w.p.m. (2½ minutes duration) and 150 w.p.m. (3 minutes duration), and transcription to be done on Computers within 40 and 45 minutes respectively), and the marks awarded to them in the oral interview (Viva-voce).
- b. Where two or more candidates get equal number of consolidated marks in the said Shorthand Examinations and oral interview, the elder in age will be considered for provisional selection. In case of a tie in age also, the candidate with highest marks in the prescribed educational qualification would be considered.

11. DOCUMENTS TO BE SUBMITTED AT THE TIME OF CERTIFICATE VERIFICATION:

- a. Original certificates of academic qualifications / technical qualifications, such as, marks lists, pass certificates, certificate evidencing date of birth (S.S.C. etc.), community certificate issued by the competent authority in case of SCs., STs; and BCs; Economically Weaker Section (EWS) certificate issued by the competent authority in respect of EWS candidates; Person with Disability Certificate (showing the nature and percentage of disability) issued by the concerned Medical Board in respect of persons with disability
- b. The certificate in respect of BCs, shall show specifically the classification of the group.
- c. Two sets of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of verification of the original certificates.
- d. The Other Backward Class (OBC) Certificates will not be considered.
- e. No-objection Certificate from Employer (if employed anywhere).
- f. After publication of the list of provisionally selected candidates, they will be called for original certificate verification on a date fixed for this purpose. They shall produce all the relevant original certificates on the prescribed date. If any candidate fails to produce any of the required original certificates, his/her candidature will be rejected without any further correspondence.

12. GENERAL INSTRUCTIONS:

- a.** The particulars furnished by the applicant in the application form submitted through online will be taken as final. Candidates should, therefore, be very careful in filling the application.
- b.** No T.A. and D.A. will be paid to the candidates who appear for the Skill Tests/Shorthand Examinations or for verification of original certificates or for the Viva-voce.
- c.** Mere applying and mere securing minimum qualifying marks in the Skill Tests will not give any vested right to any candidate to be selected.
- d.** **All rights are reserved with the appointing authority to reject the application at any stage, if the claim is 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.**
- e.** **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.**
- f.** Selection will be made as per the Service Rules of the High Court for the State of Telangana, 2019 (as amended from time to time).
- g.** Candidates resorting to bring any influence of any kind will be summarily disqualified.
- h.** 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.
- i.** No female candidate 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.

- j. 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 the post.
- k. This appointment shall be covered by the Contributory Pension Scheme (CPS).
- l. No information will be sent to the unsuccessful candidates after announcement of the list of provisionally selected candidates.
- m. The High Court reserves the right to allot candidates to any examination center other than the centers chosen by the applicant or to abolish/ create a new center for administrative reasons. Request for the change of the center will not be entertained.
- n. All rights are reserved with the appointing authority to cancel the provisional selection of the candidates if the certificate of the provisionally selected candidates such as eligibility, education qualification, social status, and physical disability etc., are found to be incorrect at any stage of the recruitment.

13. INFORMATION TO THE APPLICANTS:

- 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 different categories of eligible posts in the Service of the High Court for the State of Telangana
- c) The candidate will receive unique/individual application number for each category of post he/she applies for.
- d) **IMPORTANT NOTE: The candidates shall upload requisite certificates / documents to the web application portal. Candidates are instructed to scan their relevant certificates in PDF format and keep the scanned documents ready with them before starting the application process.**

[Handwritten signature]
2/11/2024

- e) For the detailed information, candidates are advised to go through the User Guide available in the High Court's website viz., "<http://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana.
- f) Help Desk (Help Desk will function on all working days):
- i. Help Desk Land Line Telephone No.040-23688394.
 - ii. Help Desk Email ID: helpdesk-tshc@telangana.gov.in
 - iii. Working hours of Help Desk Office: From 10.30 A.M to 5.00P.M.
 - iv. Lunch Break: 1.30 P.M. to 2.30 P.M.

HYDERABAD,
DATE: 02.01.2025.


21/1/2025
REGISTRAR (RECRUITMENT)

