



HIGH COURT FOR THE STATE OF TELANGANA:: HYDERABAD

NOTIFICATION No.9 /2023, DATED 12-5-2023 FOR DIRECT RECRUITMENT TO THE POSTS OF COPYIST IN THE TELANGANA JUDICIAL MINISTERIAL SERVICE.

1. Applications are invited through ONLINE for direct recruitment to the **posts of Copyist** in the Judicial Districts of State of Telangana as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018, carrying **scale of pay of Rs.22900-69150**.
2. The online application portal will be available in the High Court's website "<https://tshc.gov.in>" and also in the websites of all the District Courts in the State of Telangana from 25-05-2023 to 15-06-2023. The Last date for submission of application through online is 15-06-2023 upto 11:59 p.m. No other mode of application will be entertained.
3. The detailed examination schedule will be posted in the High Court's website <https://tshc.gov.in>. The applicants are required to visit the website of High Court for the State of Telangana to keep themselves updated on all the steps/results until the completion of the recruitment.

Important Dates (Tentative)

DETAILS	DATES
Date of publication of the Notification	12-05-2023
Starting Date for submission of online Application	25-05-2023
Closing Date for Submission of online Application	15-06-2023
Download of Hall Tickets for Test	Date will be intimated in due course
Tentative date of Skill Test (Stenography Test in English)	In the month of July 2023. (Date and Time of Examination will be intimated later)

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4. **VACANCY POSITION:** The detailed District/ Unit wise vacancy position of posts in Open Category, Socially and Educationally Backward Classes, Scheduled Castes and Scheduled Tribes etc. is as annexed to this notification.

Note:

- a) Selection of the candidates 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.
- b) Modified nomenclature of BC (Backward Classes) is Socially and Educationally Backward Classes.
- c) Candidates applying under Economically Weaker Section (E.W.S) Category have to produce certified copy of E.W.S certificate issued by the competent authority.
- d) 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.
- e) If provisionally selected candidate does not join the post, the next meritorious candidate may be considered for provisional selection.

5. **EDUCATIONAL QUALIFICATION:**

- a) Must have passed Intermediate examination conducted by the State Board of Intermediate Education or its equivalent.
- b) Must have passed Telangana Government Technical Examination in English Typewriting by Higher Grade (45 words per minute), or equivalent examination.
- a) Provided that if candidates who have passed the Typewriting examination by the higher grade are not available, those who have passed the Typewriting examination by the lower grade may be considered.

Note: The candidates who have passed the Typewriting examination in English by Higher Grade (45 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.

- c) The candidates who have higher than the prescribed academic and technical qualifications, if any, shall submit the concerned certificates at the time of certificate verification.
- d) The candidate shall possess the aforesaid Educational Qualifications as on the date of this notification

6. LINGUISTIC QUALIFICATION:

- a) 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 website of the High Court.
- b) 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 prescribed 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.

7. AGE LIMIT:

- a) As on 01-07-2023, 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/BCs/EWS is 5 years and in case of candidates with physical disabilities they shall be given age relaxation of 10 years.
- c) 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.
- d) The upper age limit will be relaxed to the candidates who are presently working on contract or outsourcing basis in the High Court for the State of Telangana or in the District Courts in the State of Telangana, 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.

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8. RESERVATION:

- a) 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, (except Roster points 6 and 31), Ex-servicemen and Women categories as per Rules in force.

Note: Modified nomenclature of BC (Backward Classes) is Socially and Educationally Backward Classes.

- 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: 28-05-2016 and Go.Ms.No. 3, dt: 09-09-2020**, as amended from time to time. Otherwise, the applicant will be considered under Open Category.
- c) For the purpose of filling up the vacancies reserved for the Economically Weaker Section (EWS), **Go.Ms.No. 243, dt: 24-08-2021 and Go.Ms.No. 244, dt: 24-08-2021** will be applicable.
- d) 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 in accordance with The Telangana Public Employment (Organisation of Local Cadres And Regulation Of Direct Recruitment) Order, 2018, Vide G.O.Ms.No 124, dt; 30-08-2018.**

9. METHOD OF RECRUITMENT:

- a) The English Typewriting test (skill test) with the use of computers will be for 10 minutes (with a speed of 45 w.p.m.) for 100 marks.
- b) The minimum qualifying marks to be secured in the Typing test are 40% for O.C. and EWS candidates, 35% for the candidates of BC category and 30% for the candidates of SCs, STs and P.H. categories.
- c) Weightage marks will be given to the candidates presently working on contract or outsourcing basis in the High Court for the State of Telangana or in the District Courts in the State of Telangana, based on the length of the service they have rendered. Provided,
- they have put in at least two years of qualifying service by the date of publication of this notification; and
 - they have secured minimum qualifying marks in the typewriting examination, as prescribed above.

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- d) After framing or drawing the provisional selection list, the provisionally selected candidates have to appear in person and shall produce their original certificates for verification along with two (02) sets of photo copies of the said certificates attested by a Gazetted Officer and also to submit the willingness in writing to join the service, to the appointing authority.
- 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, 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.

10. 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 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.
- 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/-.
- c) The Application/Examination Fee is to be remitted/paid online only.
- d) 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.

11. MERIT LIST:

- a) Merit list will be based on the marks obtained by the candidate in the skill test (Typing) in English.
- b) Where two or more candidates have obtained equal number of marks in the skill test, 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 educational qualifications prescribed would be considered.

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12. DOCUMENTS TO BE SUBMITTED BY THE PROVISIONALLY SELECTED CANDIDATES:

- a) 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.
- 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 a Gazetted Officer are to be submitted on any date fixed by the appointing authority.
- d) The Other Backward Class (OBC) Certificates will not be considered.
- e) Discharge Certificate for candidates applying under Ex-servicemen category.
- f) Certificate in respect of Local candidates in terms of **The Telangana Public Employment (Organisation of Local Cadres And Regulation Of Direct Recruitment) Order, 2018, Vide G.O.Ms.No 124, General Administration (SPF-MC) Department, dt; 30-08-2018.**, as specified in the General Instructions hereunder. If certificates in proof of local candidature are not in accordance with these instructions, the applicant will be treated as non-local, subject to fulfilment of other eligibility criteria.
- g) In case of Physically Challenged Persons, the latest certificate issued by the Medical Board specifying the nature of disability and percentage of disability.
- h) No-objection Certificate from Employer (if employed anywhere).
- i) The provisionally selected candidates have to produce the required original certificates along with two sets of photocopies of certificates as stated above. If the candidates fail to produce any of the required certificates, their candidature will be rejected without any further correspondence.

13. GENERAL INSTRUCTIONS:

- a) The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in filling the application.

- b) **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 joining the posts.
- c) No T.A. and D.A. will be paid to the candidates who appear for the skill test.
- d) Mere applying and mere securing minimum qualifying marks in the skill test will not give any vested right to any candidate to be selected.
- e) 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.
- f) 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.
- g) Selection will be made as per the Telangana Judicial Ministerial and Subordinate Service Rules, 2018.
- h) Candidates resorting to bring any influence of any kind will be summarily disqualified.
- i) 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.
- j) 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.
- k) 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 posts.
- l) This appointment shall be covered by the Contributory Pension Scheme

- m) No information will be sent to the unsuccessful candidates after announcement of list of provisionally selected candidates.
- n) 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.
- o) 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.
- p) For determining the local status of the applicant:
- i. For regular students who have pursued their education from 4th class to 7th class in one District, those will be considered as local candidates to that respective District.
 - ii. For any reason if the applicant has not pursued his/her studies from 4th class to 7th class in one District, study period of 1st class to 7th class will be considered and where they have pursued their studies for maximum period, those will be considered as local candidates to that District.
 - iii. For the applicants who have directly appeared for SSC / 10th examination as private candidates or studied in open school mode without pursuing regular continuous study, they have to submit the Residence Certificate from the concerned Tahsildar for seven (07) years preceding the year of passing 7th examination in the prescribed format in terms of G.O.Ms.No. 124, General Administration (SPF-MC) Department, dt.30.08.2018 in proof of the local candidature. (Copy of the said format is enclosed to the user guide hosted on High Court website.)
- q) 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, educational qualification, social status, local status and physical disability etc., are found to be incorrect at any stage of the recruitment.

14. 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 multiple Districts and multiple Posts.
- c) The candidate will receive unique/individual application number for each District 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.
- 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 5.00 P.M
 - iv. Lunch Break: 1.30 P.M. to 2.30 P.M.

HYDERABAD

DATE: 12-05-2023


REGISTRAR (RECRUITMENT)

Encl:

Annexure with the detailed District/Unit wise vacancy position.

ANNEXURE

Detailed District/Unit wise Vacancy Position

COPYIST

ADILABAD

Abstract of vacancies

Class/Category	Number of posts
OC	2 (1 Women)
SC	1 (Women)
Total	3 (2 Women)

BHADRADRI KOTHAGUDEM

Abstract of vacancies

Class/Category	Number of posts
OC	2 (1 Women)
BC-A	1 (Women)
SC	1 (Women)
Total	4 (3 Women)

CITY CIVIL COURT, HYDERABAD

Abstract of vacancies

Class/Category	Number of posts
OC	1
Ex-Servicemen	1
EWS	1 (Women)
BC-D	1 (Women)
BC-E	1 (Women)
Total	5 (3 Women)

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JANGAON
Abstract of vacancies

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

JAYASHANKAR-BHUPALAPALLY
Abstract of vacancies

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

JOGULAMBA GADWAL
Abstract of vacancies

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

KAMAREDDY
Abstract of vacancies

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

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KHAMMAM
Abstract of vacancies

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

KUMMURAM BHEEM ASIFABAD
Abstract of vacancies

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

MAHABUBABAD
Abstract of vacancies

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

MEDCHAL-MALKAJGIRI
Abstract of vacancies

Class/Category	Number of posts
OC	4 (2 Women)
EWS	1
BC-A	1 (Women)
BC-B	1 (Women)
SC	2 (1 Women)
ST	1 (Women)
Total	10 (6 Women)

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MULUGU
Abstract of vacancies

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

NAGARKURNOOL
Abstract of vacancies

Class/Category	Number of posts
OC	2 (1 Women)
BC-A	1 (Women)
SC	1 (Women)
Total	4 (3 Women)

NARAYANPET
Abstract of vacancies

Class/Category	Number of posts
OC	2 (1 Women)
SC	1 (Women)
Total	3 (2 Women)

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NIZAMABAD
Abstract of vacancies

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

PEDDAPALLI
Abstract of vacancies

Class/Category	Number of posts
OC	2 (1 Women)
SC	1 (Women)
Total	3 (2 Women)

RANGAREDDY
Abstract of vacancies

Class/Category	Number of posts
OC	7 (3 Women)
EWS	2 (1 Women)
Ex-Servicemen	1
BC-A	1 (Women)
BC-B	1 (Women)
BC-C	1
BC-D	1 (Women)
BC-E	1 (Women)
SC	3 (1 Women)
ST	1 (Women)
Total	19 (10 Women)

DR. N. S. RAO

SANGAREDDY
Abstract of vacancies

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

SIDDIPET
Abstract of vacancies

Class/Category	Number of posts
OC	2 (1 Women)
BC-A	1 (Women)
SC	1 (Women)
Total	4 (3 Women)

SURYAPET
Abstract of vacancies

Class/Category	Number of posts
OC	2 (1 Women)
BC-A	1 (Women)
SC	1 (Women)
Total	4 (3 Women)

VIKARABAD
Abstract of vacancies

Class/Category	Number of posts
OC	2 (1 Women)
BC-A	1 (Women)
SC	1 (Women)
Total	4 (3 Women)

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WANAPARTHY

Abstract of vacancies

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

WARANGAL

Abstract of vacancies

Class/Category	Number of posts
OC	2 (1 Women)
SC	1 (Women)
Total	3 (2 Women)

YADADRI-BHONGIR

Abstract of vacancies

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

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