



NOTIFICATION No.106/2025, DATED 02-01-2025 FOR DIRECT RECRUITMENT TO THE POSTS OF COPYIST 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 Copyist** (Category 5(b) of Division -II) in the Telangana High Court Service, carrying scale of pay Rs. **24280-72850**.
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 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 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	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

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 Computer based examination	Date will be intimated in due course
Tentative dates of Computer based examination and Skill Test (Typing test in English)	April & June-2025 (Dates and Timings of examinations will be intimated later.)

4. VACANCY POSITION:

Class/Category	Number of posts
OC	5 (1 W)
EWS	2 (1W)
Locomotor disability or Cerebral palsy	1
BC-A	2 (1 W)
BC-B	1 (W)
BC-D	1
BC-E	1
SC	2 (1 W)
ST	1(W)
TOTAL	16 (6 W)

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

Note:

- a) 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.

- b) 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.
- c) 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) 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 qualification.
- b) Must have passed Telangana Government Technical Examination in English Typewriting by Higher Grade (45 words per minute), or equivalent examination.
- 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. 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/BCs/EWS is 5 years and in case of Person with Disability (PWD) 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 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., B.C., Economically Weaker Section (EWS), Persons with Disability (PWD) having the physical disability of 40% (except Roster points 6 and 31), Ex-servicepersons 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 Go.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 a 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 computer based written examination for 40 marks and the typewriting test in English (skill test) for 40 marks will be conducted on computers.
- b) Computer based written examination will be conducted on the subjects of General Knowledge and General English. The Computer based examination will comprise of 40 multiple choice objective type questions, carrying one (01) mark each and the duration of the examination will be for 40 minutes.
- c) The computer based examination will be of the graduation standard.
- d) The English Typewriting test (Skill Test) will be for 15 minutes (with a speed of 45 w.p.m.) for 40 marks.
- e) The minimum qualifying marks to be secured by the candidates in each of the computer based examination and typewriting test shall be 45% for OC and EWS, 40% for Backward Classes

and 35% for Scheduled Castes, Scheduled Tribes and PWD. Unless the candidate secures these minimum marks in both the examinations, he/she shall not qualify to appear for the oral interview (20 marks).

f) The candidates qualified in the computer based examination and English typewriting test (Skill Test) will be called for certificate verification prior to the oral interview (viva-voce).

g) 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 the service they have rendered. Provided,

1. they have put in at least two years of qualifying service by the date of publication of this notification; and
2. they have secured minimum qualifying marks in the Typewriting test, as prescribed above.

h) 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.

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 online application processing fee / examination fee, whereas the SC, ST, EWS, Ex-servicemen and Person 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/-.

- 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.

10. MERIT LIST:

- a) Merit list will be based on the consolidated marks obtained in the computer-based examination; marks obtained in the skill test (Typing in English) and in the viva-voce.
- b) Where two or more candidates get equal number of marks in computer-based examination, marks obtained in the skill test (Typing in English) and in the viva-voce, 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.

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

- i. 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 person with disability and Discharge certificate by the Ex-servicemen.
- ii. The certificate in respect of BCs shall show specifically the classification of the group.
- iii. Two sets of Photostat copies of certificates duly attested by a Gazetted Officer are to be submitted at the time of verification of the original certificates.
- iv. The Other Backward Class (OBC) Certificates will not be considered.
- v. No-objection Certificate from Employer (if employed anywhere).

vi. 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 fails to produce any of the required certificates, their candidature will be rejected without any further correspondence.

12. 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) No T.A. and D.A. will be paid to the candidates who appear for the computer based examination; the skill test, original certificate verification, and Viva voce.
- c) Mere applying and mere securing minimum qualifying marks in the computer based examination and English typewriting test (Skill Test) will not give any vested right to any candidate to be called for oral interview
- 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 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.
- 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 posts.
- k) This appointment shall be covered by the Contributory Pension Scheme
- l) No information will be sent to the unsuccessful candidates after announcement of 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, educational qualification, social status, local 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.

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: 02-01-2025.


REGISTRAR (RECRUITMENT)