

**HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD****NOTIFICATION NO.545/2022-RC, DATED : 25- 07-2022**

Applications are invited through **ONLINE** for direct recruitment to the posts of Typists and Copyists in the service of High Court for the State of Telangana, Hyderabad carrying the scale of pay of Rs. 24280 – 72850. The online application portal will be available in the High Court's website <http://tshc.gov.in> from 10.08.2022 to 25.08.2022. The last date for submission of application through online is 25.08.2022 upto 11.55 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.**

**Important Dates**

| <b>DETAILS</b>  | <b>DATES</b>  |
|---|---|
| <b>Starting Date for submission of online Application</b> | <b>10.08.2022</b>   |
| <b>Closing Date for Submission of online Application</b>  | <b>25.08.2022</b>   |
| <b>Download of Hall Tickets for Test</b>                  | <b>05.09.2022</b>   |
| <b>Date of Examination</b>                                | <b>25.09.2022</b><br><b>(Time of Examination will be intimated later)</b> |

**Abstract of Vacancies in the category of Typists**

| <b>Class/ Category</b> | <b>Number of posts</b>     |
|------------------------|----------------------------|
| OC                     | 19 (Including 7 for women) |
| EWS                    | 4 (Including 1 for women)  |
| BC-A                   | 3 (Including 1 for women)  |
| BC-B                   | 3 (Including 1 for women)  |
| BC-C                   | 1                          |
| BC-D                   | 3 (Including 1 for women)  |
| BC-E                   | 1 (WOMEN)                  |
| SC                     | 6 (Including 2 for women)  |
| ST                     | 3 (Including 1 for women)  |
| <b>TOTAL</b>           | <b>43</b>                  |

**Abstract of Vacancies in the category of Copyists**

| <b>Class/ Category</b> | <b>Number of posts</b>     |
|------------------------|----------------------------|
| OC                     | 19 (Including 7 for women) |
| EWS                    | 4 (Including 1 for women)  |
| BC-A                   | 3 (Including 1 for women)  |
| BC-B                   | 3 (Including 1 for women)  |
| BC-C                   | 1                          |
| BC-D                   | 2 (Including 1 for women)  |
| BC-E                   | 1 (WOMEN)                  |
| SC                     | 6 (Including 2 for women)  |
| ST                     | 3 (Including 1 for women)  |
| <b>TOTAL</b>           | <b>42</b>                  |

**Note:** Selection of 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.

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

**1.Educational Qualifications:-**

| Sl.No. | Name of the Post     | Educational Qualifications  |
|--------|----------------------|---|
| 1.     | Typists and Copyists | <p>Must have passed Degree <b><u>in Arts or Science or Commerce or Law of a University in India</u></b> 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.</p> <p align="center"><b>(AND)</b></p> <p>Must have passed the Government Technical Examination in Typewriting (English) Higher Grade (45 W.P.M.)</p> <p>The Candidate should possess all the requisite qualifications as indicated above as on the date of Notification.</p> |

**2.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 SC/ST or the Aboriginal Tribes in the agency areas/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 the Telangana State and Subordinate Service Rules.

**3.Examination Fee:**

The applicants who belong to OC/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 Economically Weaker Sections (EWS), SC and ST category candidates have to pay an amount of Rs.400/- (Rupees four hundred only) excluding applicable service charges.

- a. The application/examination fee has to be remitted through online, as detailed in user manual.
- 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.

**4.METHOD OF RECRUITMENT:-**

1. The common written examination and the common typewriting test (skill test) will be conducted on computers.
2. A common written examination will be conducted for 40 marks on the subjects of General Knowledge and General English for both the categories of posts. The written examination will comprise of 40 multiple choice objective type questions carrying one (01) mark each and duration of written examination will be for 40 minutes. The question paper will be in English Language.

3. The online computer based written examination will be of the graduation standard.
4. The English Typewriting test (skill test) will be for 15 minutes (with a speed of 45 w.p.m.) for 40 marks.
5. The minimum qualifying marks to be secured by the candidates in the written examination and typewriting examination shall be 40% for OC and EWS, 35% for Backward Classes and 30% for Scheduled Castes and Scheduled Tribes in each of these examinations. Unless the candidate secures these minimum marks in both the examinations, he/she shall not qualify to appear for the oral interview (20 marks).
6. 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). After the certificate verification the eligible candidates will be called for oral interview in the ratio of 1:3 of the notified vacancies in each class/category.
7. No person shall be eligible for appointment to the service by Direct Recruitment, unless he/she satisfies the following conditions Viz.,
  - i. He/she is a citizen of India;
  - ii. That he/she is of sound health, active habits and free from bodily defects or infirmities rendering him/her unfit for the service.
  - iii. That his/her character and antecedents are such as to qualify him/her for such service.

**Note:-**

I. 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.

II. The candidates availing reservation under Economically Weaker Sections have to satisfy the conditions specified in G.O.Ms.No.65, General Administration (Service-D) Department, dated 19.03.2021. If any candidate belonging to Economically Weaker Sections is selected for appointment to any of the posts, he/she shall produce original EWS Certificate issued by the concerned Tahsildar at the time of certificate verification.



### **5.RESERVATION:-**

The recruitment shall be subject to the rule of reservation in favour of candidates belonging to SC, ST, BC, Economically Weaker Sections (EWS).

### **6. DOCUMENTS TO BE SUBMITTED AT THE TIME OF CERTIFICATE VERIFICATION BEFORE ORAL INTERVIEW :**

1. Attested (to be attested by a Gazetted Officer) copies of certificates of academic/technical qualifications, such as, marks lists, pass certificates, certificate evidencing the pass in degree course, and passing of English Typewriting by Higher grade examination (45wpm), date of birth, community/class/category certificate issued by the competent authority in case of SCs., STs., and BCs and Economically Weaker Sections (EWS) (Certificate issued by the competent authority in proof that the candidates belong to EWS, as mentioned in G.O.Ms.No.33 dated 08.02.2021, G.O.Ms.No.65 dated 19.03.2021, G.O.Ms.No.242, dated 24.08.2021, G.O.Ms.No.243, dated 24.08.2021 and G.O.Ms.No.244, dated 24.08.2021). The certificate in respect of BCs shall show specifically the classification of the group.
2. One set of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of oral interview (Viva-voce).
3. The Other Backward Class (OBC) Certificates will not be considered.
4. In case of Physically Challenged Persons, the certificate issued by the Medical Board specifying the nature of disability and percentage of disability, etc.
5. No-objection Certificate from the Employer (if employed anywhere).

6. **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.
7. Discharge certificate in case of Ex-Servicemen candidates.

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

1. 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.
2. 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.
3. If the candidate furnishes wrong information with regard to class/category/caste, they shall not have any right subsequently for selection in that particular class/category/caste etc., and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.
4. Selection will be made as per the Service Rules of the High Court for the State of Telangana, 2019.
5. Candidates resorting to bring any influence of any kind will be summarily disqualified.
6. No person who has more than one wife living shall be eligible for appointment by direct recruitment to the service.
7. No female candidate who has married a person having already a wife living shall be eligible for appointment to the service by direct recruitment.
8. 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 said post.

9. This appointment shall be covered by the **Contributory Pension Scheme**
10. The selected candidate will be appointed either to the post of Typist or Copyist as per merit.
11. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for interview/final selection.
12. 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, if the situation warrants, without assigning any reason therefor.
13. All rights are reserved with the appointing authority to cancel the provisional selection of the candidates if the certificates of the provisionally selected candidates such as eligibility, educational qualification, social status, and physical disability etc., are found to be incorrect at any stage of the recruitment.
14. The online applications portal will be closed at 11.55 p.m. on 25.08.2022 and no application will be received by post after the due date and time.

**EXAMINATION CENTRES:**

Computer based common written examination and common typewriting test will be held in the below mentioned centres and the candidates have to give their options/preferences/prioritize for centre allotment from all these centres. However, the High Court reserves the right to allot candidates to any Centre other than the Centre chosen by the applicant or to abolish/create a new Centre for administrative reasons. Any request for change of the Centre will not be entertained.

- 1) **Hyderabad**
- 2) **Warangal**
- 3) **Karimnagar**

**INFORMATION TO THE APPLICANTS APPLYING THROUGH ONLINE**

- a) The online application form contains two parts i.e. Part – A (Registration Form) and Part – B (Application Form).
- b) After completing Part –A, candidate will get USER ID and password.
- c) For the detailed information, candidates are advised to go through the User manual available in the High Court's website <http://tshc.gov.in>.



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Devulapally Ramakanth  
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**REGISTRAR (RECRUITMENT)**

**Hyderabad,  
Dated 25.07.2022.**