

HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD

NOTIFICATION No.6/2019, DATED 31.07.2019 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.15,460 - 47,330. The online application portal will be available in the High Court's official website "hc.ts.nic.in" and also in the websites of all the District Courts in the State of Telangana from 05-08-2019 to 04-09-2019. The Last date for submission of application through online is 04-09-2019 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 "**hc.ts.nic.in**" and also in the websites of all the District Courts in the State of Telangana i.e., "**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	4(2Women)
BC-A	1(Women)
SC	2(1Women)
ST	1(Women)
Total	8

2) Abstract of vacancies in Khammam District Judiciary

Class/Category	Number of posts
OC	6(2Women)
BC-A	1(Women)
BC-B	1(Women)
SC	2(1Women)
ST	1(Women)
Total	11

Note: For the candidates who have applied for the posts of Copyist in the unit of Khammam vide Notification No.3, Dt.04.05.2015, age relaxation will be given, for the vacancy positions mentioned in the table for the unit of Khammam, subject to fulfilment of qualifications.

3) Abstract of vacancies in Karimnagar District Judiciary

Class/Category	Number of posts
OC	9(4Women)
OC(Ex-Servicemen)	1
BC-A	1(Women)
BC-B	1(Women)
BC-C	1
BC-D	1(Women)
BC-E	1(Women)
SC	3(1Women)
ST	1(Women)
Total	19

4) Abstract of vacancies in Mahabubnagar District Judiciary

Class/Category	Number of posts
OC	7(3Women)
OC(Ex-Servicemen)	1
BC-A	1(Women)
BC-B	1(Women)
SC	2(1 Women)
ST	1(Women)
Total	13

5) Abstract of vacancies in Medak District Judiciary

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

6) Abstract of vacancies in Nizamabad District Judiciary

Class/Category	Number of posts
OC	5(2Women)
BC-A	1(Women)
SC	2(1Women)
ST	1(Women)
Total	9

7) Abstract of vacancies in Nalgonda District Judiciary

Class/Category	Number of posts
OC	8(3 Women)
OC(Ex-Servicemen)	1
BC-A	1(Women)
BC-B	1(Women)
BC-C	1
SC	3(1Women)
ST	1(Women)
Total	16

8) Abstract of vacancies in Rangareddy District Judiciary

Class/Category	Number of posts
OC	4(2Women)
BC-A	1(Women)
SC	2(1Women)
ST	1(Women)
Total	8

9) Abstract of vacancies in Warangal District Judiciary

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

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

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

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

Class/Category	Number of posts
OC	7(3Women)
OC(Ex-Servicemen)	1
BC-A	1(Women)
BC-B	1(Women)
SC	2(1Women)
ST	1(Women)
Total	13

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

Class/Category	Number of posts
OC	4(2Women)
BC-A	1(Women)
SC	2(1Women)
Total	7

Note: For the candidates who have applied for the posts of Copyist in the unit of City Small Causes Court, Hyderabad vide Notification Nos.764, Dt. 02.03.2012 and 3076, Dt. 20.10.1201, age relaxation will be given, for the vacancy positions mentioned in the table for the unit of City Small Causes Court, Hyderabad, subject to fulfilment of qualifications.

Note:

1. **The Roster Points 6 and 31 are reserved for Visually Handicapped and Hearing Handicapped candidates shall not apply to the posts of Copyist 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.**

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 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. 2019, 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 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** 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 or offline challan (**Offline payment option will be disabled three days before the last date of submission of application**).
- 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 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. 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 35% for the candidates of BC category and 30% for the candidates of SCs, STs and PH categories.
7. The qualified candidates 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 and technical qualifications, such as, marks lists, pass certificates, and certificate evidencing date of birth and community certificate issued by the competent authority in case of SCs., STs., and BCs. (The certificate shall show specifically the classification of the group) along with two sets of Photostat copies duly attested by the Gazetted Officer.
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 7th to 10th 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 4th to 10th 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 subjected to the Rule of Reservation in favour of candidates belonging to S.C., S.T., B.C., 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 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 7th class to 10th 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 7th class to 10th class in one District, study period of 4th class to 10th 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.

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 "hc.ts.nic.in" and also in the websites of all the District Courts in the State of Telangana.

NTS 31/2/14

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