NOTIFICATION No.1/2025, DATED 02-01-2025 FOR DIRECT RECRUITMENT TO THE POSTS OF STENOGRAPHER GRADE - III IN THE TELANGANA JUDICIAL MINISTERIAL SERVICE.

1. Applications are invited through ONLINE for direct recruitment to the **posts of Stenographer Grade - III** 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.32810-96890.**

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 outsourcing and contract employees of Judicial Ministerial and Subordinate Service, and District Legal Services Authority and Mandal Legal Services Committees in the State of Telangana	10-02-2025
Closing Date for submission of online Application for eligible outsourcing and contract employees of Judicial Ministerial and Subordinate Service, and District Legal Services Authority and Mandal Legal Services Committees in the State of Telangana	25-02-2025

Download of Hall Tickets for Skill Test (Stenography Test in English)	Date will be intimated in due course
Tentative date of Skill Test (Stenography Test in English)	June-2025 (Date and Time of Examination will be intimated later.)

4. **VACANCY POSITION:** The detailed District / Unit wise vacancy position of posts in Open Category, Socially and Educationally Backward Classes, Scheduled Castes, Scheduled Tribes, EWS, Person with Disability (PWD), Ex-Serviceperson, etc. is as annexed to this notification.

Note:

a) 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.

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 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 candidates will be considered for provisional selection, as provided in Rule 11 of the Telangana Judicial Ministerial and Subordinate Service Rules, 2018.

5. **EDUCATIONAL QUALIFICATION:**

a) Must be a Graduate from any recognized University, and

b) Must have passed Telangana Government Technical Examination in English Typewriting by Higher Grade (45 words per minute), or equivalent examination.

c) Must have passed Telangana Government Technical Examination in English Shorthand by Higher Grade (120 words per minute) or equivalent examination. Provided that if candidates who have passed the examination by Higher Grade are not available, those who have passed the examination by Lower Grade will be considered.

Note: The candidates who have passed the technical examination in English Shorthand by Higher Grade (120 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.

d) Must have knowledge or qualification in computer operation.

e) 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.

f) 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.

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7. 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 candidates with physical disabilities, they shall be given age relaxation of 10 years.

c) The relaxation of maximum age limit in respect of Ex-Servicepersons 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 Telangana Judicial Ministerial and Subordinate Service, and in the District Legal Services Authority and also in the Mandal Legal Services Committees 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 fulfillment 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.

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), Persons with Disability having the physical disability of 40% and above (except Roster points 6 and 31), Ex-servicepersons and Women categories.

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.

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d) The posts in the District Judiciary are organized as District Cadre posts, and reservation in favour of Local candidates shall be in accordance with the Telangana Public Employment (Organization 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 selection process will be on the basis of merit, evaluated by tests in Shorthand English 120 w.p.m. (5 minutes duration). The transcription to be done on Computers within 45 minutes. The said skill tests will be for 100 marks.

b) The minimum qualifying marks to be secured in the Shorthand English Examination (comprising of dictation of 120 w.p.m. (5 minutes duration) and transcription to be done on Computers within 45 minutes will be 40% for OC and EWS, 35% to the BC candidates and 30% for SC, ST & P.H candidates.

c) Weightage marks will be given to the candidates presently working on contract or outsourcing basis in the Telangana Judicial Ministerial and Subordinate Service and in the District Legal Services Authority and also in the Mandal Legal Services Committees in the State of Telangana, based on the length of the service they have rendered. Provided,

   i. they have put in at least two years of qualifying service by the date of publication of this notification; and

   ii. they have secured minimum qualifying marks in the said skill tests, as prescribed above.

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.

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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, EWS, Ex-Servicepersons and 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.

11. MERIT LIST :

a) Merit list will be based on the marks obtained by the candidate in the skill test (Stenography test) in English.

b) Where two or more candidates get 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.

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 (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.

b) The certificate in respect of BCs shall show specifically the classification of the group.

c) The Other Backward Class (OBC) Certificates will not be considered.

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d) 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.

e) No-objection Certificate from Employer (if employed anywhere).

f) 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 original certificates, their candidature will be rejected without any further correspondence.

13. GENERAL INSTRUCTIONS:

a) The particulars furnished by the applicant in the online 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 Stenographer Grade – III 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 post.

c) No T.A. and D.A. will be paid to the candidates who appear for the skill test/ certificate verification.

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.(as amended from time to time).

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 post.

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 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.

o) 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.

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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.)

p) 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, 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/applicant will get OTPR ID (One Time Profile Registration ID) and Password.

c) 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.

d) 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.

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e) 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)

Encl:

Annexure with the detailed District/Unit wise vacancy position.

ANNEXURE

Detailed District/Unit Wise Vacancy Position

STENOGRAPHER GRADE-III

BHADRADRI KOTHAGUDEM
Abstract of vacancies

Class/Category	Number of posts
OC	1
Total	**1**

CITY CIVIL COURT, HYDERABAD
Abstract of vacancies

Class/Category	Number of posts
BC-B	1 (WOMEN)
TOTAL	**1 (WOMEN)**

CITY SMALL CAUSES COURT, HYDERABAD
Abstract of vacancies

Class/Category	Number of posts
OC	1
Total	**1**

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JAGTIAL
Abstract of vacancies

Class/Category	Number of posts
SC	1 (WOMEN)
TOTAL	**1 (WOMEN)**

JANGAON
Abstract of vacancies

Class/Category	Number of posts
SC	1 (WOMEN)
TOTAL	**1 (WOMEN)**

KAMAREDDY
Abstract of vacancies

Class/Category	Number of posts
OC	1
SC	1 (WOMEN)
TOTAL	**2 (1 WOMEN)**

KARIMNAGAR
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
SC	1 (WOMEN)
TOTAL	**2 (1 WOMEN)**

MANCHERIAL
Abstract of vacancies

Class/Category	Number of posts
SC	1 (WOMEN)
TOTAL	**1 (WOMEN)**

MEDCHAL-MALKAJGIRI
Abstract of vacancies

Class/Category	Number of posts
OC	3 (1 WOMEN)
EWS	1
BC-B	1 (WOMEN)
SC	1
ST	1 (WOMEN)
TOTAL	**7 (3 WOMEN)**

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SESSIONS JUDGE, HYDERABAD
Abstract of vacancies

Class/Category	Number of posts
EWS	1
TOTAL	**1**

NALGONDA
Abstract of vacancies

Class/Category	Number of posts
OC	1
BC-A	1 (WOMEN)
SC	1 (WOMEN)
TOTAL	**3 (2 WOMEN)**

NARAYANPET
Abstract of vacancies

Class/Category	Number of posts
SC	1 (WOMEN)
TOTAL	**1 (WOMEN)**

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NIRMAL
Abstract of vacancies

Class/Category	Number of posts
OC	1 (WOMEN)
TOTAL	**1 (WOMEN)**

NIZAMABAD
Abstract of vacancies

Class/Category	Number of posts
OC	1 (WOMEN)
SC	1 (WOMEN)
TOTAL	**2 (WOMEN)**

RAJANNA SIRICILLA
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	1
OC (EX SERVICE MEN)	1
BC-C	1
SC	1 (WOMEN)
TOTAL	**4 (1 WOMEN)**

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SIDDIPET
Abstract of vacancies

Class/Category	Number of posts
OC	2 (1 WOMEN)
BC-A	1 (WOMEN)
SC	**1**
TOTAL	**4 (2 WOMEN)**

SURYAPET
Abstract of vacancies

Class/Category	Number of posts
OC	2 (1 WOMEN)
SC	1
ST	1 (WOMEN)
TOTAL	**4 (2 WOMEN)**

WANAPARTHY
Abstract of vacancies

Class/Category	Number of posts
OC	1
SC	1 (WOMEN)
TOTAL	**2 (1 WOMEN)**

WARANGAL
Abstract of vacancies

Class/Category	Number of posts
SC	1 (WOMEN)
TOTAL	**1 (WOMEN)**

YADADRI-BHONGIR

Abstract of vacancies

Class/Category	Number of posts
BC-A	1 (WOMEN)
TOTAL	**1 (WOMEN)**

Date: 2-1-2025

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REGISTRAR (RECRUITMENT)