NOTIFICATION NO.01/2026 DATED: 28/10/2026

1. Applications are invited up to 5.00 pm on 13-11-2026 in the prescribed format enclosed herewith for appointment to the post of **TYPIST** in the o/o Telangana State Legal Services Authority, Hyderabad.

2. Application shall be in the prescribed proforma and to be sent to the following address by **SPEED POST/COURIER** only from 28/10/2026 to 13/11/2026 up to 5.00 p.m. NO APPLICATION SHALL BE RECEIVED DIRECTLY. The application COVER shall contain Application for the POST OF **TYPIST.**

3. Applications shall be addressed to the MEMBER SECRETARY, TELANGANA STATE LEGAL SERVICES AUTHORITY, NYAYA SEVA SADAN, HIGH COURT PREMISES, HYDERABAD.

4. **VACANCY POSITION:**

Class / Category	Number of posts
General	1
TOTAL	1

Note: The Member Secretary, Telangana State Legal Services Authority, Hyderabad, reserves the right to cancel the notification, at any stage without assigning any reason whatsoever. No right will accrue to the candidate by virtue of the notification.

5. **EDUCATIONAL QUALIFICATION PRESCRIBED:**

Typist

a) Must have passed Degree in Arts or Science or Commerce or Law of a University in India 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 qualification.

28/10/26

b) Must have passed the Government Technical Examination in Typewriting in Higher Grade in English (with a speed of 45 w.p.m.).

In circumstances where the Higher Grade qualified candidate is not available, the candidates with Typewriting Lower Grade qualification in English will be considered.

6. LINGUISTIC QUALIFICATION:

a. Candidates shall not be eligible for appointment if they do not possess adequate knowledge of the language or languages of the district in which they are to be appointed.

7. AGE LIMIT:

a. The individual must have completed the age of 18 years and must not have completed 44 years of age on the first day of September 2026.
(As per G.O.Ms.No.86,G.A.(Ser.A) Department, Dt:18.05.2026 the upper age limit is raised up to 10 years i.e, from 34 years to 44 years)

b. The maximum age limits in respect of SCs /STs /BCs/EWS is relaxed 5 years and for Differently – abled persons the age limit is relaxed by 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,1996.

8. METHOD OF RECRUITMENT:

a) The English Type writing test (skill test) with the use of computers will be for 10 minutes (with a speed of 45 w.p.m) for 90 marks.

b) The minimum qualifying marks to be secured by the candidates in the Skill Test (90 marks) shall be 40% for OC and EWS candidates, 35% for BC candidates, and 30% for SC, ST and PH candidates. Only those candidates who secure the prescribed minimum qualifying marks in the Skill Test shall be eligible for Oral Interview (Viva-Voce), which carries 10 marks.

c) The candidates who qualify in the Computer-Based Skill Test shall be shortlisted in the ratio of 1:3 of the notified vacancies for Certificate Verification. The shortlisted candidates shall bring all the required original certificates/documents along with

28/10/26

the necessary photocopies for verification on the day of the Oral Interview (Viva-Voce).

d. 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 and active habits.

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 examination fee, whereas the SC, ST category candidates have to pay an amount of Rs.300/- (Rupees Three hundred only), excluding applicable service charges.

b. The Application/Examination Fee is to be paid in the shape of Demand Draft only drawn in the Name of " The Member Secretary, Telangana State Legal Services Authority, Hyderabad" payable at Hyderabad.

c. The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason, or the notification is cancelled for any reason.

10. MERIT LIST:

a. Merit list will be based on the consolidated marks obtained by the candidates in the skill test examination and oral interview.

b. Where two or more candidates get equal number of consolidated marks in the said Examination and oral interview, the candidate elder in age will be considered for provisional selection. In *case* of a tie in age also, the candidate with highest marks in the prescribed educational qualification would be considered.

28/10/26

11. DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION

a. Original certificates of prescribed academic 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., Person with disability (PWD) Certificate (showing the nature and percentage of disability) issued by the concerned Medical Board and Discharge Certificate by the Ex-Servicemen, and Certificate in respect of Local/Non-local.

b. The certificate in respect of BCs, and SCs shall show specifically the classification *of* the group.

c. Two sets of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of verification of the certificates.

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

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

f. Three recent Passport size colour Photographs of the candidate shall be affixed as under:

i) One to be affixed on application form duly Attested by gazetted Officer.
ii) One to be affixed on the Original Hall ticket.
iii) One to be affixed on the duplicate Hall ticket.

g. After publication of the list of provisionally selected candidates, they will be called for original certificate verification on a date fixed for this purpose. They shall produce all the relevant original certificates on the prescribed date. If any candidate fails to produce any of the required certificates, his/her candidature will be rejected without any further correspondence.

12. GENERAL INSTRUCTIONS:

a. The particulars furnished by the applicant in the application form submitted to this Authority 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 Examination or for the Viva-voce.

28/10/26

c. Mere applying and mere securing minimum qualifying marks in the Examination will not give any vested right to any candidate to be selected.

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 be 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 Telangana State Legal Services Authority, Hyderabad and Telangana State & Subordinate Service rules 1996 (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 female candidate 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 post.

k. This appointment shall be covered by the Contributory Pension Scheme (CPS).

l. No information will be sent to the unsuccessful candidates after announcement of the list of provisionally selected candidates.

28/10/26

m. All the rights reserved with the appointing Authority to cancel the provisional selection of the candidates if the certificates, of the provisionally selected candidates, such as eligibility, education qualification, social status, and physical disability etc., are found to be in correct at any stage of the recruitment.

n. One self-Addressed long envelope duly stamped with a postage of Rs.70/- for sending the Hall tickets.

o. Date and place of the Computer-Based Skill Test and, in case of any postponement, the same will be intimated through the official website of the Telangana State Legal Services Authority. No personal intimation will be given. The date of the interview for candidates who are successful in the Skill Test will be intimated through the official website of the Telangana State Legal Services Authority (https://telangana.nalsa.gov.in/). No personal intimation will be given.

28/10/26

MEMBER SECRETARY

Place : Hyderabad.

DATE: 28.10.2026

To

1. Notice Board, Telangana State Legal Services Authority, Hyderabad.
2. Notice Board, High Court Legal Services committee, Hyderabad.
3. Notice Board, City Civil Court Legal Services Authority, Hyderabad.
4. Display the Notification in the Official website of TSLSA.