

**HIGH COURT LEGAL SERVICES COMMITTEE
FOR THE STATE OF TELANGANA.**

::NOTIFICATION ::

NOTIFICATION No.1 /HCLSC/Estt./2024, DATE 03 .12.2024

Applications are invited from the eligible candidates in the prescribed format appended hereto for appointment to the posts of **OFFICE SUBORDINATES** in the Office of High Court Legal Services Committee, Hyderabad, by Direct Recruitment.

The Vacancy Position is as hereunder:

Name of the Post	Total Number of Posts	Class / Category	No. of Vacancies	Scale of Pay RPS-2020
Office Subordinate	2	OC	2	19000-58850

The last date for receipt of applications is on or before 10-12-2024 upto 5.00 PM

The envelope containing the application and its enclosure should be super-scribed with "APPLICATION FOR THE POST OF OFFICE SUBORDINATE" addressed to the Secretary, High Court Legal Services Committee, For the State of Telangana, 3rd Floor, Nyaya Seva Sadan, beside Naga Devata Temple, Near Gate No.2, High Court Buildings, Hyderabad.

The applications should be in the prescribed proforma and send to the above address by Speed post/Register Post/Courier Service only. The Notification number and post applied shall be mentioned on the cover. **NO APPLICATION WILL BE RECEIVED DIRECTLY.**

EDUCATIONAL QUALIFICATION PRESCRIBED:

- a) Must have passed any exam in between 7th to 10th Class or its equivalent examination but the candidates who is having high qualification than 10th class shall not be consider as eligible (marks list should be enclosed).
- b) The applicants have to state in their application, the professional skills they have such as Cooking, Driving, Electrical, Carpentry, Plumbing, Dhobi Washing Cloth and Ironing.
- c) The Candidates must have to read and write Telugu.
- d) The candidates should possess all the requisite qualifications as indicated above as on the date of publication of this notification.

2. AGE LIMIT:

- a) The candidate must have completed the age of 18 years and must not have completed the age of 34 years of age as on 01-09-2024.
- b) The relaxation of maximum age limit in respect of Schedule Caste/Schedule

Tribes and Backward Class Candidates or the Aboriginal Tribes in the Agency areas is 5 years.

- c) The upper age limit will be relaxed to the candidates who are presently working on contract or outsourcing basis in the office of 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 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.

METHOD OF RECRUITMENT:

- a. Oral Interview will be conducted for the post of Office Subordinate.
- b. If more number of candidates have applied such applications will be shortlisted and preference will be given to individuals who are having professional skills such as Driving, Electrical, Carpentry, Plumbing, Cooking, Dhobi (washing cloths and ironing) etc.
- c. Weightage marks will be given to the candidates presently working on contract or outsourcing basis in the High Court Legal Services Committee for 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 service by the date of publication of this notification; and
 - ii. They have secured minimum qualifying marks in the Oral interview.
- d. No person shall be eligible for appointment to the service by Direct Recruitment unless the candidate satisfies the following conditions viz.,
 - i. That the candidate is of sound health and active habits.
 - ii. That the candidate's character and antecedents are such as to qualify him for such service; and
 - iii. The candidate is a citizen of India.
- e. **MERIT LIST:**

Merit list will be based on the consolidated marks obtained by the candidates in the Oral Interview.

Copies of Documents to be enclosed to the application.

- i. Academic Certificate, Marks List, other Certificates to prove their professional skills.
- ii. A self-address registered postal cover duly stamped with acknowledgement.

Two recent passport size photographs of the individual duly attested by the Government Gazetted Officer, One to be affixed on the application on the specified space and another to be securely stitched to the application.

- b. The duly filled in applications should be sent by Speed post, Courier/Registered Post duly super scribing on envelop as "APPLICATION FOR THE POST OF OFFICE SUBORDINATE - 2024", to the Secretary, High Court Legal Services Committee, For the State of Telangana, 3rd Floor, Nyayaseva Sadan, Near Naga Devata Temple, Gate No.2, High Court Premises, Hyderabad - 500 066, on or before 10.12.2024 by 5:00 PM (Two separate self-addressed envelopes for communication to the applicant by the High Court, are also required to be submitted along with this application.)

f. **GENERAL INSTRUCTIONS:**

- a. The particulars furnished by the applicant in the application form submitted to the High Court Legal Services Committee 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 verification of original certificates for the Oral Interview.
- c. Mere applying and mere securing minimum qualifying marks in the Oral Interview 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. Candidates resorting to bring any influence of any kind will be summarily disqualified.
- f. 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.
- g. 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.
- h. This appointment shall be covered by the Contributory Pension Scheme(CPS).
- i. No information will be sent to the unsuccessful candidates after announcement of the list of provisionally selected candidates.

- j. The High Court Legal Services Committee, Hyderabad, reserves the right either to increase, decrease the number of vacancies or cancel the notification, at any stage, without assigning any reason thereof.
- l) 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, education qualification, driving license etc., are found to be incorrect at any stage of the recruitment.
- m) The prescribed Form of Application can be downloaded from the link of High Court Legal Services Committee, through High Court website, viz., <https://tshc.gov.in> and printed on a A4 size copy paper for the purpose of filling-in and submission.

HYDERABAD
DATE:03-12.2024

M. Senthil Varadhan

SECRETARY

To,
Notice Board,

1. High Court Legal Services Committee, Hyderabad.
2. TSLSA, Hyderabad.
3. Chief Judge Court, City Civil Court, Hyderabad.
4. Chief Judge Court, City Small Causes Court, Hyderabad.
5. City Civil Court Legal Services Authority, Hyderabad.
6. Metropolitan Legal Services Authority, Nampally, Hyderabad.

APPLICATIONFORM

Affix latest
passport size
photograph duly
attested by a
Gazette Officer

Application for the post of Office Subordinate

1. Name of the applicant(in capital letters) :
2. Father's name/Husband's Name :
3. Date of Birth and Age (as on 01-09-2024) :
4. Address for Correspondence. :
5. Permanent Address :
6. Village, Mandal and District which the applicant belongs and particulars of residence for the last 5 years. :
7. Category :
8. Qualification :
9. Previous experience if any rendered in Government Service. :
10. Involved in any Criminal cases (if yes, give details thereof).

1, solemnly declare that the above information submitted by me is true to the best of my knowledge. If any, information submitted by me is found to be false; action may be taken against me.

SIGNATURE OF THE APPLICANT

Station :

Date :