

HIGH COURT LEGAL SERVICES COMMITTEE
FOR THE STATE OF TELANGANA.

:: NOTIFICATION ::

NOTIFICATION No. 1 /HCLSC/Estt./2025, DATE 07.01.2025

Applications are invited from the eligible candidates in the prescribed format appended hereto for appointment to the post of "Typist" 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
Typist	1	OC	1	24280-72850

The last date for receipt of applications is on or before 18-01-2025 upto 5.00 PM

The envelope containing the application and its enclosure should be super-scribed with "APPLICATION FOR THE POST OF TYPIST" 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. **(Two separate self-addressed envelopes for communication to the applicant by the office, are also required to be submitted along with this application.)**

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:

- 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 to such qualification.
- Must have passed Telangana Government Technical Examination in English Type Writing by High Grade (45 Words per minute) or equivalent Examination.
- Must have knowledge or qualification in Computer Operation.
- The candidates who have higher than the prescribed technical qualifications, if any shall submit the concern certificates at the time of certificate verification.
- The candidates should possess all the requisite qualifications as indicated above as on the date of publication of this notification.

AGE LIMIT:

- f) 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
- g) 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.

2. 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 words per minute) for 80 marks and viva voce for 20 marks.
- b. The minimum qualifying marks to be secured in the Computer Based Examination will be 40% for OC, to the BC candidates and 30% for SC, ST and PH Categories.
- c. The candidates qualified in the computer-based examination will be shortlisted in the ratio of 1:3 of the notified/available vacancies for certificate verification prior to the oral interview (Viva-voce) and the candidates who are eligible will be called for oral interview from the said ratio.
- d. Weightage marks will be given to the candidates presently working on contract or outsourcing basis in the O/o 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 Written Examination.
- e. 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 sets of Photostat copies attested by the gazatted officer and also to submit the willingness in writing to join the services to the appointing authority.
- f. 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.

3. EXAMINATION FEE:

- a) The applicants who belong to OC and BC categories have to pay an amount of Rs.500/- (Rupees six hundred only), excluding applicable service charges, towards examination fee, whereas the SC, ST category candidates 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/- (Rupees four hundred only).
- c) The said examination fee has to be paid by way of a crossed Demand Draft drawn in favour of "THE SECRETARY, HIGH COURT LEGAL SERVICES COMMITTEE", payable at Hyderabad.
- d) The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason.

4. MERIT LIST:

- a) Merit list will be based on the consolidated marks obtained by the candidates in the Skill Test typing in English.
- b) Where two or more candidates get equal number of consolidated marks in the said computer-based examination and oral interview (viva-voce), 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 prescribed educational qualification i.e., Graduation, would be considered.

5. DOCUMENTS TO BE SUBMITTED AT THE TIME OF CERTIFICATE VERIFICATION:

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

- d. 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.

6. GENERAL INSTRUCTIONS:

- a. The particulars furnished by the applicant in the application form submitted through online 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 computer- based Examination or for verification of original certificates or for the Viva-voce.
- c. Mere applying and mere securing minimum qualifying marks in the computer- based 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 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 Legal Services Authority Rules, 1999 (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.
- m. The High Court Legal Services Committee, Hyderabad, reserves the right to cancel the notification, at any stage, without assigning any reason thereof.
- n. 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, social status, and physical disability etc., are found to be incorrect at any stage of the recruitment.

HYDERABAD
DATE: 7-01-2025

M. Senthil Vardhani
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.

Encl: Application form.

**APPLICATION FOR THE POST OF TYPIST BY DIRECT RECRUITMENT
IN THE SERVICE OF HIGH COURT LEGAL SERVICES COMMITTEE :: HYDERABAD**

REF: NOTIFICATION NO. 1 /2025, DATED 07.01.2025

Application No:
(to be filled by the Office)

Hall ticket No.
(to be filled by the Office)

To
The Secretary,
High Court Legal Services Committee,
Hyderabad.

Sir/Madam,

Affix a latest
passport sized
photograph duly
attested by a
Gazetted Officer

Sub: Application for the post of TYPIST.

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1. Name in full :
(In Capital letters)
2. i. Parent's Name :
ii. Spouse Name :
(if applicable)
3. Date of Birth and :
Age as on 1-9-2024
(Enclose copy of the SSC or
equivalent Certificate attested by a
Gazetted Officer).
4. Nationality :
5. Native Place, District and State :
6. Gender (Male/Female/others) :

7. Educational Qualifications :
- a. Academic
 - b. Technical
 - c. Experience, if any, if so, furnish details
8. Address for correspondence with Telephone Numbers (Land Line & Mobile and E.Mail ID) :
9. Marital Status If married, state whether you have more than one spouse living/you are married to a person having already a spouse living :
10. Whether, arrested in connection with any crime involving moral turpitude and concerned with the same, if yes, furnish details :
11. Whether the applicant ever prosecuted or convicted and sentenced in any criminal offence? :
- (a) If yes, furnish particulars Including the number and year of case, and name of the Court and the sentence imposed
 - (b) Any criminal cases are Pending Against the applicant, if so, furnish details :

12. Identification Marks

(a)

(b)

DECLARATION BY THE APPLICANT

I hereby declare that the information furnished above and all the statements made in this application are true and correct and complete to the best of my knowledge and belief. I further declare that I possess sound health and active habits; I am free from any bodily effect or infirmity which would render me unfit to work as Typist in the High Court Legal Services Committee and that my character and antecedents are such that they will not disqualify me from the said post.

I have carefully read the contents of the notification, the conditions and instructions stipulated therein, and I hereby undertake to abide by them.

I further declare that I fulfill all the conditions of eligibility prescribed for appointment to the post of Junior Assistant in the High Court Service Committee, and that the attested copies of documents enclosed to my application are true copies of the originals kept in my custody. I undertake that in the event of any information furnished by me being found false or incorrect or ineligible being detected before or after the examination/Interview/appointment, I shall be liable to be proceed with, in accordance with Law.

Date:

Place:

(Signature of the Applicant)

Enclosures: as prescribed in the Notification No. 1 /2025, Dated 7-01-2025

ORIGINAL

**OFFICE OF THE HIGH COURT LEGAL SERVICES COMMITTEE,
3rd Floor, Nyaya Seva Sadan, Near Naga Devata Temple, Gate No.2,
High Court Premises, Hyderabad-500066.**

**HALL TICKET CUM – IDENTITY SHEET FOR THE POST OF TYPIST
HALL TICKET NO.**

DATE	TIME AND VENUE

NAME AND FULL POSTAL ADDRESS (to be filled by the candidate)	(Photograph to be attested by the Gazatted Officer)

Signature of the Candidate

**SIGNATURE OF THE SECRETARY
HIGH COURT LEGAL SERVICES COMMITTEE,
HYDERABAD.**

INSTRUCTIONS TO THE CANDIDATES

1. The Candidates should attend the Venue at least one hour before the commencement of the Skill Test to verify their hall tickets.
2. No candidate will be permitted to enter the venue 15 minutes after the commencement of the Skill Test.

DUPLICATE

**OFFICE OF THE HIGH COURT LEGAL SERVICES COMMITTEE,
3rd Floor, Nyaya Seva Sadan, Near Naga Devata Temple, Gate No.2,
High Court Premises, Hyderabad-500066.**

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