

# **HIGH COURT FOR THE STATE OF TELANGANA AT HYDERABAD**

## **NOTIFICATION NO. 1/2020-ESTT. DATED 14 -07-2020 FOR DIRECT RECRUITMENT TO THE POSTS OF UPPER DIVISION STENO IN CATEGORY – 3(D) OF DIVISION – II OF TELANGANA HIGH COURT SERVICE.**

Applications are invited for filling up of **TWO POSTS** of **UPPER DIVISION STENO**, in Category – 3 (d) of Division-II of Telangana High Court Service Rules, 2019 by direct recruitment, carrying the time scale of pay of Rs.22460-66330, in the High Court Service for the State of Telangana, as specified below:

### **ABSTRACT OF VACANCIES:**

<b>Class / Category</b>	<b>No. of posts</b>
OC	1 (Women)
SC	1 (Women)

### **QUALIFICATIONS**

- (i) Must have passed the Degree either in Arts, Science, 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 must possess any other equivalent qualification; and
- (ii) Must have passed the Government Technical examination in Shorthand (English) (120 w.p.m) and Typewriting (English) Higher Grade (45 w.p.m.) conducted by the State Board of Technical Education of the Government of Telangana / Andhra Pradesh or any other equivalent qualification.

Preference will be given to the candidates, possessing Diploma /Degree in computers, from the Institutions recognized by the State or Central Government.

The candidates should possess all the requisite qualifications as indicated above, as on the date of notification.

**AGE LIMIT:**

1. As on 01-07-2020, 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 SC/ST/BC 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.

**EXAMINATION FEE:**

The applicants who belong to OC/BC categories have to pay an amount of Rs.200/- (Rupees Two hundred only) towards application processing fee/examination fee, whereas the SC/ST/Physically Handicapped category candidates has to pay an amount of Rs. 100/- (Rupees one hundred only).

- a) The Application / Examination Fee may be remitted by way of Demand Draft in favour of the Registrar (Administration), High Court for the State of Telangana at Hyderabad payable at Hyderabad.
- 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.

**SELECTION PROCESS:**

The selection process will be on the basis of merit evaluated by a skill test in English Shorthand (120 w.p.m.) and transcription into long hand thereof for **80** marks followed by oral interview for **20** marks.

- i) Transcription test from shorthand to longhand will be conducted with the use of Computers.
- ii) The minimum qualifying marks to be secured in the skill test are 40% for OC, 35% to the BC candidates and 30% for SC, ST & PH candidates, and these candidates alone will be called for Oral Interview.
- iii) The qualified candidates will be called for oral interview in the ratio of 1:3 of the notified / available vacancies.

- iv) No person shall be eligible for appointment to the service by Direct Recruitment unless she satisfies the following conditions.
- i) That she is of sound health, active habits and free from any bodily defects or infirmities rendering her unfit for the service.
  - ii) That her character and antecedents are such as to qualify her for such service; and
  - iii) She is a citizen of India.

**DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES 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/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. Discharge Certificate for Ex. Servicemen candidates.
3. No objection Certificate from the Employer (if employed anywhere).
4. Medical Certificate issued by the Medical Board showing the nature and percentage of disability, in case of Physically Handicapped candidates.
5. 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.

**RESERVATION:**

The recruitment shall be subjected to the Rule of Reservation as per Rules in force.

**GENERAL INSTRUCTIONS:**

1. No T.A. and D.A. will be paid to the candidates who appear for the skill test and oral interview.
2. Mere applying and mere securing minimum qualifying marks in the skill test will not give any right to any candidate to be called for oral interview.
3. 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.

4. 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.
5. Selection will be made as per the Telangana High Court Service Rules, 2019.
6. Candidates resorting to bring any influence of any kind will be summarily disqualified.
7. 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.
8. 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.
9. This appointment shall be covered by the **Contributory Pension Scheme**.
10. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for interview/final selection.
11. 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.

#### **APPLICATION & OTHER INFORMATION:**

The Application, Hall Tickets in duplicate and the instructions and information shall be downloaded from the High Court Website <http://hc.ts.nic.in>, from **14-07-2020** and submitted as detailed below.

The application and Hall Tickets (in duplicate) in the proforma must be sent along with:

- 1) Three latest passport size photographs of which one photograph is to be pasted on the Application in the space provided at the right top corner, and two other photographs to be pasted at the space provided on the Hall Ticket (in duplicate). All three photographs shall be identical and must be attested by a Gazetted Officer of State or Central Government.

- 2) Attested copies of academic and technical qualifications, etc., Viz., 1) Date of Birth (S.S.C. or equivalent) 2) Degree 3) Typewriting Higher Grade in English 4) Shorthand Higher Grade in English 5) Community Certificate (in case of SCs, STs and BCs) 6) Certificate of Physical disability (in case of the physically handicapped applicants) 7) Self addressed envelop; 8) Demand Draft.
- 3) The applications duly filled in along with the above enclosures should be sent by speed post / Courier duly superscribing on the envelop as 'Application for the post of U.D.Steno', to the Registrar (Administration), High Court for the State of Telangana at Hyderabad – 500066, on or before **13-08-2020 by 5-00 P.M.**

Incomplete applications / applications received without required enclosures will be summarily rejected and applications received after the due date, for any reason, will not be entertained.

Test will be conducted at the High Court for the State of Telangana at Hyderabad **OR** at any other place which will be notified.

The date and time of the Shorthand Test to be conducted will be intimated through the High Court's official website or to the candidates individually.

Hyderabad,

Dated: 14-07-2020.

  
**REGISTRAR (ADMINISTRATION)**

## APPLICATION FORM

Passport size photo  
Attested by Gazetted  
Officer

To  
The Registrar (Administration),  
High Court for the State of Telangana  
at Hyderabad.

Sir,

Sub: Application for the post of Upper Division Steno.

\* \* \* \* \*

1. Name in full :  
(in Capital Letters)
2. Father's Name/Husband's Name :
3. Date of Birth & Age as on :  
01-07-2020
4. Nationality and Religion :
5. Whether he/she belongs to SC/ST/  
BC. If so, the sub caste and the  
group to which the applicant  
belongs:  
(OBC certificate will not be considered)
6. Educational Qualifications  
  - (a) Academic :
  - (b) Technical :
7. Experience, if any. :
8. Address for correspondence
9. Contact Number (Mobile No.) :

Place:

Date:

Yours faithfully,

(Signature of the applicant)

**HIGH COURT FOR THE STATE OF TELANGANA AT HYDERABAD**  
**SHORTHAND EXAMINATION FOR THE POST OF UPPER DIVISION STENO**

**HALL TICKET –CUM-IDENTITY SHEET**

HALL TICKET. NO.

Affix latest  
passport size photo  
attested by a Gazetted  
Officer

1. NAME OF THE CANDIDATE: \_\_\_\_\_
2. DATE & TIME OF  
EXAMINATION: \_\_\_\_\_ AT \_\_\_\_\_
3. PLACE OF EXAMINATION: HIGH COURT FOR THE STATE OF  
TELANGANA AT HYDERABAD.

**REGISTRAR (ADMINISTRATION)**

**HIGH COURT FOR THE STATE OF TELANGANA AT HYDERABAD**  
**SHORTHAND EXAMINATION FOR THE POST OF UPPER DIVISION STENO**

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TELANGANA AT HYDERABAD.

**REGISTRAR (ADMINISTRATION)**

**INSTRUCTIONS**

1. There will be a Test in Shorthand (English) 120 words per minute.
2. The candidate should attend the Examination Centre one hour before the commencement of the Examination.
3. Shorthand books, white papers, shorthand pencils and Computers will be arranged by the Registry.
4. No T.A. and D.A. will be paid to the candidates appearing for the Test.

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