

**HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD**  
**NOTIFICATION NO.302/2022-RC,DATED: 01-07-2022 FOR**  
**DIRECT RECRUITMENT TO THE POSTS OF COURT**  
**MASTERS/PERSONAL SECRETARIES TO THE HON'BLE JUDGES**  
**AND REGISTRARS IN THE SERVICE OF THE HIGH COURT FOR**  
**THE STATE OF TELANGANA.**

Applications are invited from the eligible candidates for appointment to **65** posts of **COURT MASTERS/PERSONAL SECRETARIES TO THE HON'BLE JUDGES AND REGISTRARS** (Category 6 of Division - I (Gazetted)) in the Telangana High Court Service, **under Direct Recruitment.**

The said post is carrying the time scale of pay of Rs. 54220 – 1500 – 57220 – 1630 – 62110 - 1730- 67300 – 1850 – 72850 – 1990 – 78820 – 2140 – 85240 – 2270 -92050 – 2420 – 99310 – 2560 – 106990 – 2760 – 115270 – 2960 – 124150 – 3160 - 133630.

**Abstract of vacancies in the category of Court Masters/Personal Secretaries to the Hon'ble Judges and Registrars**

<b>Class/ Category</b>	<b>Number of posts</b>
OC	29 (Including 8 posts for Women, 4 posts for Economically Weaker Sections and 3 posts (Women) for Economically Weaker Sections)
Ex Servicemen	2
Sports quota	1
Blindness or Low vision(Women)	1 (women)
Hearing Impaired	1
Locomotor Disability or Cerebral Palsy	1
BC-A	5 (including 2 posts for WOMEN)
BC-B	5 (including 2 posts for WOMEN)
BC-C	1
BC-D	4(including 2 posts for WOMEN)
BC-E	2 (including 1 post for WOMEN)
SC	9 (including 3 posts for WOMEN)
ST	4 (including 2 posts for WOMEN)
<b>TOTAL</b>	<b>65</b>

**Note:-**

1. **Modified nomenclature of BC (Backward Classes) is Socially and Educationally Backward Classes.**
2. **The selection of candidates against BC-E vacancies will, however, be subject to outcome of Civil Appeal Nos.2628 – 2637 / 2010 pending consideration before the Hon'ble Supreme Court of India.**
3. **Candidates applying under Economically Weaker Sections (EWS) category have to produce certified copy of EWS certificate issued by the competent authority as mentioned in G.O.Ms.No.33 General Administration Department, dated 08.02.2021, G.O.Ms.No.65 General Administration Department, dated 19.03.2021, G.O.Ms.No.242 General Administration Department, dated 24.08.2021, G.O.Ms.No.243 General Administration Department, dated 24.08.2021 and G.O.Ms.No.244 General Administration Department, dated 24.08.2021.**
4. **Candidates applying under the Sports Quota have to produce certificate issued by the competent authority as mentioned vide G.O.Ms.No.74 Youth Advancement, Tourism & Culture (sports) Department, dated 09.08.2012 and G.O.Ms.No.5, Youth Advancement, Tourism & Culture (sports) Department, dated 14.05.2018 and G.O.Ms.No.107 General Administration (Ser.D) Department, dated 27.07.2018**

**I. QUALIFICATIONS PRESCRIBED:**

1. A 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.
2. A pass in Government Technical Examination **with a speed of 180 w.p.m. in English Shorthand**. However, candidates **who have passed 150 w.p.m.** in English Shorthand test, can also apply.
3. A pass in Typewriting by Higher Grade examination in English (with a speed of 45 words per minute).
4. **The candidate should possess all the requisite qualifications as indicated above as on 01.07.2022.**

5. No person shall be eligible for appointment to the said post unless he/she satisfies the following conditions viz:
- i. That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the said post.
  - ii. That his/her character and antecedents are such as to qualify him/her for the said post; and
  - iii. He/She is a citizen of India.

## **II. AGE:-**

1. As on 01-07-2022, 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 SCs/STs or the Aboriginal Tribes in the Agency areas/BCs/EWS is 5 years, and in case of persons with 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 the Telangana State and Subordinate Service Rules.
4. The relaxation of maximum age limit in respect of persons under sports quota will be as prescribed for the candidates as per their respective class/category, as mentioned above at Point No.2.

## **III. EXAMINATION FEE:**

The applicants who belong to OC and BC categories have to pay an amount of Rs.800/- (Rupees Eight hundred only) towards examination fee, whereas the SC, ST and EWS category candidates have to pay an amount of Rs.400/- (Rupees four hundred only).

The candidates applying under **sports quota** and **Ex-servicemen category** have to pay an amount towards examination fee, as prescribed for the candidates as per their respective class/category.

The said examination fee have to be paid by way of a crossed Demand Draft drawn in favour of **“THE REGISTRAR (RECRUITMENT), HIGH COURT FOR THE STATE OF TELANGANA”**, payable at **Hyderabad**.

#### **IV. METHOD OF RECRUITMENT:-**

The selection process will be on the basis of merit, evaluated by tests in Shorthand English **180 w.p.m. (3 minutes duration)** and **150 w.p.m. (4 minutes duration)**. The transcriptions to be done on Computers within **40 and 45 minutes** respectively. **The said skill test will be for 80 marks and oral interview will be for 20 marks.**

The minimum qualifying marks to be secured by the candidates in the Shorthand English Examination (comprising of dictation of 180 w.p.m. (3 minutes duration) and 150 w.p.m. (4 minutes duration) and transcriptions to be done on Computers within 40 and 45 minutes respectively) will be 45% for OC and EWS candidates, 40% to the BC candidates and 35% to the SC and ST, Physically Handicapped candidates.

The candidates applying under **sports quota** and **Ex-Servicemen category** have to secure minimum qualifying marks, as prescribed for the candidates as per their respective class/category.

**The candidates qualified in the Shorthand English Examination comprising of dictation and transcription will be called for oral interview in the ratio of 1:3 of notified/available vacancies.**

**V RESERVATION:-**

The recruitment shall be subject to the rule of reservation in favour of candidates belonging to SC, ST, BC, Economically Weaker Sections (EWS), Physically challenged persons, Ex-servicemen and meritorious sport persons as per the Telangana State and Subordinate Service Rules in force.

**VI DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION:**

1. Attested (to be attested by a Gazetted Officer) copies of certificates of academic/technical qualifications, such as, marks lists, pass certificates, certificate evidencing date of birth, community/class/category certificate issued by the competent authority in case of SCs., STs., and BCs and Economically Weaker Sections (EWS). Certificate issued by the competent authority in proof that the candidates belong to EWS, as mentioned in G.O.Ms.No.33 dated 08.02.2021, G.O.Ms.No.65 dated 19.03.2021, G.O.Ms.No.242, dated 24.08.2021, G.O.Ms.No.243, dated 24.08.2021 and G.O.Ms.No.244, dated 24.08.2021 and in case of meritorious sports person, certificate issued by the competent authority vide G.O.Ms.No.74, dated 09.08.2012 and G.O.Ms.No.5, dated 14.05.2018 and G.O.Ms.No.107, dated 27.07.2018. The certificate in respect of BCs shall show specifically the classification of the group.
2. One set of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of oral interview (Viva-voce).
3. The Other Backward Class (OBC) Certificates will not be considered.
4. Discharge Certificate for Ex-servicemen candidates.

5. In case of Physically Challenged Persons, the certificate issued by the Medical Board specifying the nature of disability and percentage of disability, etc.
6. No-objection Certificate from the Employer (if employed anywhere).
7. The candidates have to produce original 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.

#### **VII. GENERAL INSTRUCTIONS:**

1. Mere applying and mere securing minimum qualifying marks in the Shorthand English Examination will not give any vested right to any candidate to be called for oral interview.
2. All rights are reserved with the appointing authority to reject the application at any stage, if 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.
3. If the candidate furnishes wrong information with regard to class/category/caste, they shall not have any right subsequently for selection in that particular class/category/caste etc., and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.
4. Selection will be made as per the Service Rules of the High Court for the State of Telangana, 2019.
5. Candidates resorting to bring any influence of any kind will be summarily disqualified.
6. No person who has more than one wife living shall be eligible for appointment by direct recruitment to the service.
7. No female candidate who has married a person having already a wife living shall be eligible for appointment to the service 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 to the said post.
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, if the situation warrants, without assigning any reason thereof.
12. 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, educational qualification, social status, and physical disability etc., are found to be incorrect at any stage of the recruitment.

The prescribed Form of Application, Hall Ticket in duplicate and the instructions can be downloaded from the High Court website <http://hc.ts.nic.in> **on A4 size photo copy paper.**

The unsigned, not properly filled and the applications received without necessary enclosures will be summarily rejected and applications received after the due date, for any reasons will not be entertained. Information will be sent to all the eligible applicants about the date, time and venue of Shorthand English Examination to be conducted. The information will also be placed in the website of the High Court.

The duly filled in applications should be sent by Speed post/ Courier or in person, duly superscribing on envelop as **“APPLICATION FOR THE POST OF COURT MASTER/PERSONAL SECRETARY - 2022”**, to the Registrar (Recruitment), High Court for the State of Telangana at Hyderabad – 500 066, on or before **22.07.2022 by 5.00 p.m.** (Two separate self addressed envelops for communication to the applicant by the High Court, are also required to be submitted along with this application.)

Three latest passport size photographs, one photograph to be pasted on the application at the right top corner, and two other photographs to be pasted on the Hall Tickets ( in duplicate). All three photographs shall be identical and must be attested by the Gazetted Officer.



**REGISTRAR GENERAL  
FAC REGISTRAR (RECRUITMENT)**

**Dated 01.07.2022**



**APPLICATION FOR THE POST OF COURT MASTER/ PERSONAL SECRETARY TO THE HONOURABLE JUDGES AND REGISTRARS BY DIRECT RECRUITMENT IN THE SERVICE OF THE HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD**

**REF: NOTIFICATION NO.302/2022-RC, DATED 01.07.2022**

Application No:  
(to be filled by the Office)

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

Space to affix  
Passport size  
photograph to be  
attested by the  
Gazetted Officer.

To  
The Registrar General,  
FAC Registrar (Recruitment)  
High Court for the State of Telangana,  
Hyderabad.

(Signature, Name, Designation  
and office seal of the Gazetted  
Officer)

Madam,

Sub: Application for the post of Court  
Master/Personal Secretary to the Honourable  
Judges and Registrars.

-oOo-

01. Name in full  
(In Capital letters) :
02. i. Parents Name :
- ii. spouse name (if applicable) :
03. Date of Birth and Age  
as on 01.07.2022  
(Enclose copy of the SSC or equivalent  
Certificate attested by a Gazetted  
Officer). :
04. Nationality :

05. Native Place, District and State :
06. Gender (Male/Female/others) :
07. Whether he/she belongs to SC/ST/BC  
If so, the sub-caste and the group,  
if any to which the applicant  
belongs. :
08. Whether the applicant belongs to  
Physically Handicapped category,  
If so, furnish the nature and percentage  
of disability  
(enclose copy of medical certificate issued  
by the Competent Authority) :
09. Educational Qualifications
- a. Academic :
- b. Technical :
- c. Experience, if any as  
Stenographer, if so,  
furnish details :
10. Address for correspondence  
with Telephone Numbers (Land Line &  
Mobile and E.Mail ID) :
11. Marital Status :
- If married, state whether you have  
more than one spouse living/you are  
married to a person having already  
a spouse living
12. Whether, arrested in connection  
with any crime involving moral  
turpitude and concerned with  
the same, if yes, furnish details :

13. Whether the applicant ever prosecuted or convicted and sentenced in any criminal offense? 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 :

14. 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 defect or infirmity which would render me unfit to work as Court Master/Personal Secretary to the Hon'ble Judges and Registrars in the Telangana High Court Service; 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 Court Master/Personal Secretary to the Hon'ble Judges and Registrars in the Telangana High Court Service, 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)***

**ORIGINAL**

**HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD  
HALL TICKET-CUM-IDENTITY SHEET  
(EXAMINATION FOR THE POST OF COURT MASTERS/ PERSONAL  
SECRETARIES TO THE HON'BLE JUDGES AND REGISTRARS )  
(BY DIRECT RECRUITMENT)**

**HALL TICKET.NO.**

<b>DATE</b>	<b>TIME</b>	<b>PLACE OF EXAMINATION</b>
<b>HIGH COURT PREMISES: HIGH COURT FOR THE STATE OF TELANGANA, HYDERABAD, ADJACENT TO GOVERNMENT CITY COLLEGE, NEAR MADINA CIRCLE, HYDERABAD – 500 066.</b>		
<b>NAME AND FULL POSTAL ADDRESS OF THE APPLICANT :</b>		<b>Affix latest Passport size photo duly attested by a Gazetted Officer</b>
<b>SIGNATURE OF THE APPLICANT</b> ( TO BE ATTESTED BY THE GAZETTED OFFICER) →		
<b>GAZETTED OFFICER</b> (SIGNATURE/NAME AND DESIGNATION STAMP)		

**REGISTRAR GENERAL  
FAC REGISTRAR (RECRUITMENT)**

P.T.O FOR INSTRUCTIONS

## INSTRUCTIONS

1. Identical copies of latest Passport size Photographs of the applicant are to be affixed.
2. Shorthand books, white papers, Shorthand pencils and computers will be provided by the High Court.
3. Applicants must reach the Examination Hall, one hour in advance of the Scheduled time.
4. After commencement of the Examination, no candidate will be permitted to enter into the Examination Hall.

**DUPLICATE**

**HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD  
HALL TICKET-CUM-IDENTITY SHEET  
(EXAMINATION FOR THE POST OF COURT MASTERS/ PERSONAL  
SECRETARIES TO THE HON'BLE JUDGES AND REGISTRARS )  
(BY DIRECT RECRUITMENT)**

**HALL TICKET.NO.**

<b>DATE</b>	<b>TIME</b>	<b>PLACE OF EXAMINATION</b>
<b>HIGH COURT PREMISES: HIGH COURT FOR THE STATE OF TELANGANA, HYDERABAD, ADJACENT TO GOVERNMENT CITY COLLEGE, NEAR MADINA CIRCLE, HYDERABAD – 500 066.</b>		
<b>NAME AND FULL POSTAL ADDRESS OF THE APPLICANT :</b>		<b>Affix latest Passport size photo duly attested by a Gazetted Officer</b>
<b>SIGNATURE OF THE APPLICANT</b> ( TO BE ATTESTED BY THE GAZETTED OFFICER) →		
<b>GAZETTED OFFICER</b> (SIGNATURE/NAME AND DESIGNATION STAMP)		

**REGISTRAR GENERAL  
FAC REGISTRAR (RECRUITMENT)**

P.T.O FOR INSTRUCTIONS

## INSTRUCTIONS

1. Identical copies of latest Passport size Photographs of the applicant are to be affixed.
2. Shorthand books, white papers, Shorthand pencils and computers will be provided by the High Court.
3. Applicants must reach the Examination Hall, one hour in advance of the Scheduled time.
4. After commencement of the Examination, no candidate will be permitted to enter into the Examination Hall.