

C I R C U L A R

**Sub: RECRUITMENT - HIGH COURT FOR THE STATE OF TELANGANA** - Filling-up of **25** posts of Court Masters and Personal Secretaries to the Hon'ble Judges and Registrars, by promotion from approved probationers in any category in Division II other than Category – 2 of the Telangana High Court Service and by transfer from approved probationers from the Categories 2 to 12 of Telangana Judicial Ministerial and Subordinate Service Rules, 2018, Categories 1 to 3 of Division – II and Categories 1 & 2 of Division – III of Telangana State Legal Services Authority Service in the Telangana High Court Service, purely on temporary basis – Inviting applications from the eligible candidates – Regarding.

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The Telangana High Court proposes to fill-up **25** vacancies in the Category 6 of Division-I (Gazetted) i.e., Court Masters and Personal Secretaries to the Hon'ble Judges and Registrars, by promotion/by transfer, purely on temporary basis from the following categories:

- i) By promotion of approved probationers from persons working in Division-II (except category 2) of Telangana High Court Service,
- ii) By transfer of approved probationers from the **Categories of 2 to 12** of Telangana Judicial Ministerial and Subordinate Service Rules, 2018, **Categories 1 to 3 of Division – II and Categories 1 & 2 of Division – III of Telangana State Legal Services Authority Service.**

The above said post is a Gazetted post, carrying a 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.

The requisite qualifications for appointment to the posts of Court Masters/Personal Secretaries to the Hon'ble Judges and Registrars, are as follows:

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.

Special Qualifications required for category 6 of Division-I (Gazetted) i.e., Court Masters and Personal Secretaries to the Hon'ble Judges and Registrars are:

2. A pass in Government Technical Examination **with a speed of 180 w.p.m. in English Shorthand** conducted by the Telangana State Board of Technical Education or such other qualification as may be considered by Hon'ble the Chief Justice to be equivalent to the said qualification. However, candidates **who have passed 150 w.p.m.** in Shorthand English test conducted by the Telangana State Board of Technical Education or any other equivalent qualification also can apply and **Typewriting (English) by Higher Grade with a speed of 45 words per minute.**

**Scheme of Examination** is tests are to be conducted in Shorthand English 180 w.p.m. (3 minutes dictation) and 150 w.p.m. (4 minutes dictation).

A. The approved probationers working in Division II (except Category 2) working in the High Court for the State of Telangana are requested to send their applications through Registrar General, High Court for the State of Telangana.

B. The approved probationers working under the Telangana Judicial Ministerial and Subordinate Service Rules, 2018, in **the Categories of 2 to 12**, and the approved probationers in **Categories 1 to 3 of Division - II and Categories 1 & 2 of Division - III of Telangana State Legal Services Authority Service**, who are willing to be appointed as Court Masters in the High Court Service, are instructed to submit their applications to the Unit Heads/Principal District and Sessions Judges of the respective Units along with the following enclosures :

- 1) 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 Presiding Officer/ Controlling Officer concerned.
- 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 English 180 w.p.m / 150 w.p.m. 4) Proceedings of declaration of probation.
- 3) Self addressed envelop, with postage stamps worth Rs.30/- affixed on it.

All the Unit Heads are requested to forward the applications along with enclosures of the eligible candidates after due verification, to the Registrar (Administration), FAC Registrar (Recruitment) High Court for the State of Telangana., Hyderabad- 500 066, on or before **18.01.2022, by 5.00 p.m.**

The Unit Heads are requested **not to forward the applications of the candidates who are not approved probationers and who have not passed 180 w.p.m. or 150 w.p.m. in English Shorthand and who have not fulfilled the other required qualifications.**

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

The vacancy position as mentioned in this Circular may be enhanced or reduced as per the requirement of the High Court and the High Court reserves the right for such enhancement or reduction.

No T.A. and D.A. will be paid to the candidates appearing for written test / oral test.

**The above matter may be treated as specially urgent.**

- Note :**
1. All the Unit Heads are requested to communicate this circular to the staff members working in their Units.
  2. All the staff members working in the High Court for the State of Telangana are requested to send their applications through Registrar General, High Court for the State of Telangana.

  
**REGISTRAR (ADMINISTRATION)**  
**FAC REGISTRAR (RECRUITMENT)**

To

- 1 All the Principal District and Sessions Judges.
- 2 The Director, Telangana Judicial Academy, Secunderabad.
- 3 The Chief Judge, City Civil Court, Hyderabad
- 4 The Chief Judge, City Small Causes Court, Hyderabad
- 5 The Metropolitan Sessions Judge, Hyderabad
- 6 The Special Judge for C.B.I. Cases, Hyderabad
- 7 The Member Secretary, Telangana State Legal Services Authority, High Court Buildings, "C" Block, Hyderabad
- 8 The Secretary, Telangana High Court Legal Services Committee, High Court Buildings, "C" Block, Hyderabad
- 9 All the Section Officers/ Section Heads, High Court of Telangana, Hyderabad  
(for circulation among the staff members to submit their applications).

**APPLICATION FOR THE POST OF COURT MASTER/ PERSONAL  
SECRETARIES TO THE HONOURABLE JUDGES AND REGISTRARS**  
**( BY TRANSFER/BY PROMOTION)**

Registered No:  
(to be filled by the Office)

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

Affix recent  
Passport size  
photograph  
attested by the  
Presiding  
Officer/Controlling  
Officer concerned.

Sir/Madam,

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

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- 01. Name in full with designation** :  
**(In block letters)**
- a) Place of work :
- b) Name of the category in which  
Probation declared :
- (Enclose copy of the proceedings of  
Declaration of Probation attested by a  
Gazetted Officer).**
- 02. Father's Name/Husband's Name** :
- 03. Date of Birth** :  
**(Enclose copy of the SSC or equivalent  
Certificate attested by a Gazetted Officer).**
- 04. Education Qualification** :
- (c) Academic :
- (d) Technical :
- (Enclose copies of the certificate  
attested by a Gazetted Officer).**
- 05. Address for correspondence**  
**With telephone Nos. Land Line &  
Mobile Nos.** :

Date :  
Place :

**Yours faithfully,**

***(Signature of the Applicant)***

**ORIGINAL**

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

**REGD.NO.**

DATE	TIME	PLACE OF EXAMINATION
<b>HIGH COURT PREMISES HIGH COURT FOR THE STATE OF TELANGANA AT HYDERABAD</b>		
<b>NAME AND FULL POSTAL ADDRESS OF THE APPLICANT WITH CONTACT LAND LINE &amp;MOBILE NOS :</b>		Affix photo duly attested by Presiding Officer/ Controlling Officer concerned
<b>SIGNATURE OF THE APPLICANT</b> → (To be attested by Presiding Officer Controlling Officer)		
<b>Presiding Officer/ Controlling Officer</b> (SIGNATURE AND DESIGNATION STAMP)		

  
**REGISTRAR (ADMINISTRATION)  
FAC REGISTRAR (RECRUITMENT)**

P.T.O FOR INSTRUCTIONS

**DUPLICATE**

**HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD  
HALL TICKET-CUM-IDENTITY SHEET  
(FOR WRITTEN EXAMINATION FOR THE POST OF COURT MASTER/ PERSONAL  
SECRETARIES TO THE HON'BLE JUDGES AND REGISTRARS )  
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<b>Presiding Officer/ Controlling Officer</b> (SIGNATURE AND DESIGNATION STAMP)		

  
**REGISTRAR (ADMINISTRATION)  
FAC REGISTRAR (RECRUITMENT)**

P.T.O FOR INSTRUCTIONS

### **INSTRUCTIONS**

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

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