HIGH COURT FOR THE STATE OF TELANGANA::HYDERABAD

NOTIFICATIONS(8) NOS: 1/2022-RC TO 8/2022-RC, DATED 03.03.2022 FOR DIRECT RECRUITMENT TO THE POSTS IN THE TELANGANA JUDICIAL MINISTERIAL SERVICE

USER MANUAL FOR FILLING ONLINE APPLICATION

Note

Read the notification carefully before applying online application

Recommended browser to fill in the Application Form

Internet Explorer (version 11 and above) or
Mozilla Firefox (version 50 and above) or
Google Chrome (version 52 and above)

Note: Please ensure pop-ups are not blocked in the browser used for the Online Application.

Instructions

Read below instructions carefully

The Application contains two parts Part A and Part B. You must complete both Part A and Part B to apply for Telangana Judicial Ministerial and Subordinate Services posts.

PART A (Registration Form) – For One Time Profile Registration (OTPR)

1) Candidate had to fill mentioned details and submit the registration form.
2) Once the registration is successful, Candidate will receive the One Time Profile Registration ID (OTPR ID) and Password on the registered Mobile Number and Email ID.
3) Candidate had to use OTPR ID and Password to login and apply for the Posts.
4) Once the registration is done, details cannot be changed.
5) Candidate shall apply for all eligible Posts in all Districts with the same One Time Profile Registration ID (OTPR ID). Separate Application number will be generated for each Post and District applied.

PART B (Application Form)

1) Login using your One Time Profile Registration ID (OTPR ID).
2) Fill the Qualification Details form
3) Select Post, Judicial District and fill the application.
4) Upload recent Passport Size Photograph and Image of Signature.
5) Submit the application form to proceed to Fee Payment.
6) Make the Fee Payment through Debit Card/Credit Card/Net Banking.
6) On successful payment, candidate will receive the application number on email ID/Mobile number.

Note

1) Application is accepted only after completing Part A and Part B
2) Candidate shall use same OTPR ID and Password to apply for another eligible post.
3) In case of any queries, please contact help desk.

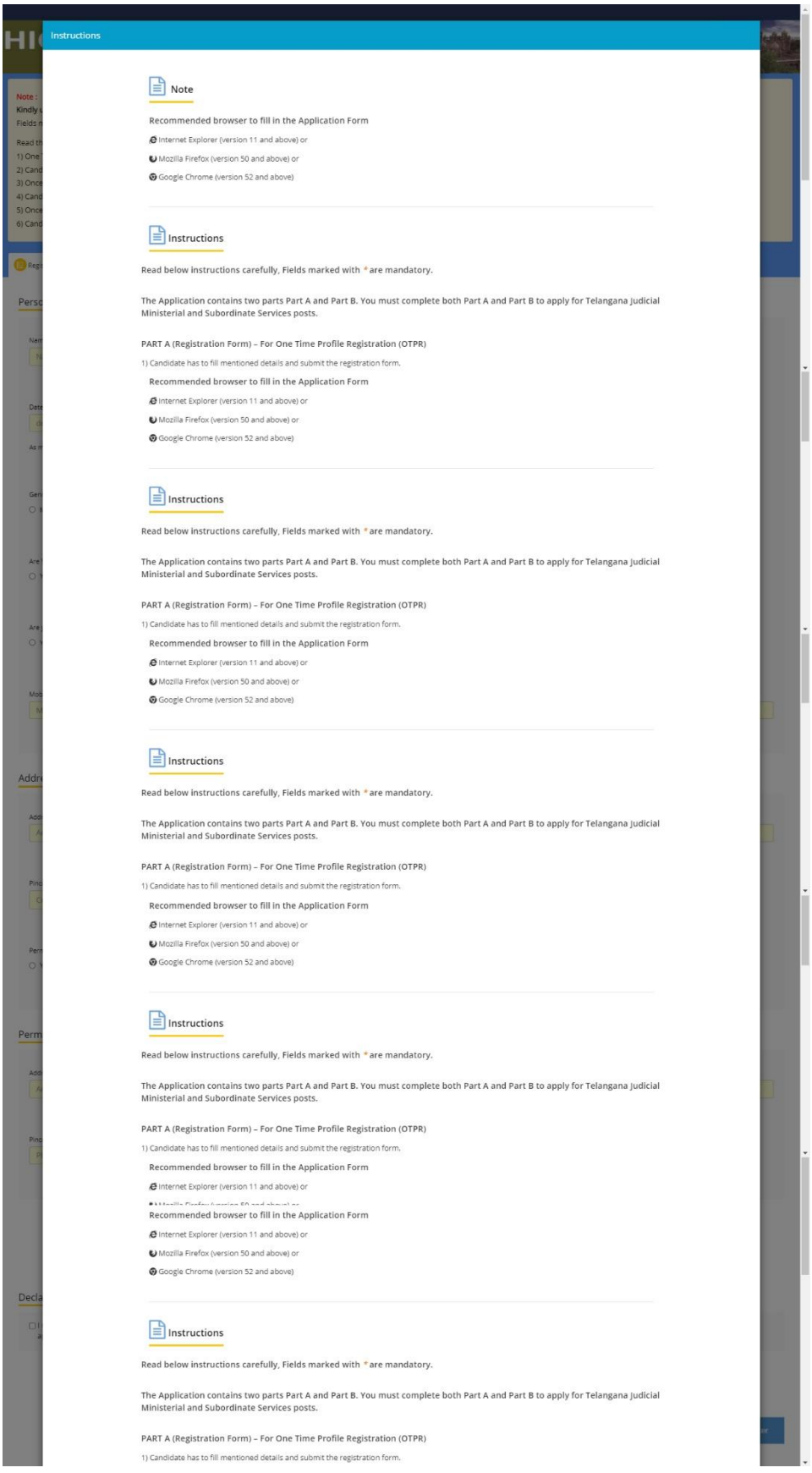
Candidate who is applying for the first time had to mandatorily complete the Registration process. Post completion of this process candidate will receive the User ID (OTPR ID) and Password to the registered mobile number and email id. After receiving the OTPR ID and Password candidate shall login and apply any number of eligible Posts in any eligible District.

Below are the steps for Registration-

Step 1: Open below link in the browser (Mozilla Firefox/ Google Chrome/ Internet Explorer)

https://cdn3.digialm.com/EForms/configuredHtml/2775/74035/Registration.html

Step 2: Read the instructions and click on Close


Instructions
Note
Recommended browser to fill in the Application Form
Internet Explorer (version 11 and above) or
Mozilla Firefox (version 50 and above) or
Google Chrome (version 52 and above)
Instructions
Read below instructions carefully, Fields marked with * are mandatory.
The Application contains two parts Part A and Part B. You must complete both Part A and Part B to apply for Telangana judicial Ministerial and Subordinate Services posts.
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PART A (Registration Form) – For One Time Profile Registration (OTPR)
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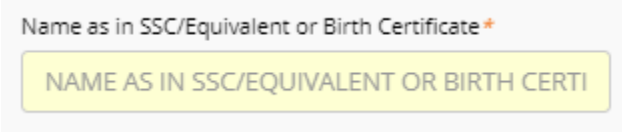
Instructions
Read below instructions carefully, Fields marked with * are mandatory.
The Application contains two parts Part A and Part B. You must complete both Part A and Part B to apply for Telangana judicial Ministerial and Subordinate Services posts.
PART A (Registration Form) – For One Time Profile Registration (OTPR)
1) Candidate has to fill mentioned details and submit the registration form.

Step 3: Filling Registration form (Part – A)

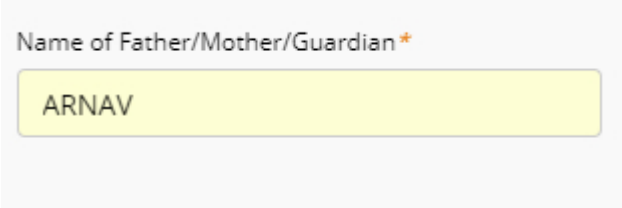
HIGH COURT FOR THE STATE OF TELANGANA
HYDERABAD
Note :
Kindly use Internet Explorer (version 11 and above) or Mozilla Firefox (version 50 and above) or Google Chrome (version 52 and above) to fill the Application Form.
Fields marked with* are mandatory.
Read the below instructions carefully, before filling the form:
1) One Time Profile Registration (OTPR).
2) Candidate has to fill mentioned details and submit the registration form.
3) Once the registration is successful, Candidate will receive the One Time Profile Registration ID (OTPR ID) and Password on the registered Mobile Number and Email ID (If Provided).
4) Candidate has to use OTPR ID and Password to login and apply for the Posts.
5) Once the registration is done, details cannot be changed.
6) Candidate shall apply for all eligible Posts in all Judicial Districts with the same One Time Profile Registration ID (OTPR ID). Separate Application number will be generated for each Post and District applied.
Registration Details
Personal Details
Name as in SSC/Equivalent or Birth Certificate *
NAME AS IN SSC/EQUIVALENT OR BIRTH CERTI
Name of Father/Mother/Guardian *
NAME OF FATHER/MOTHER/GUARDIAN
Relationship *
Father
Mother
Guardian
Date of Birth (DD/MM/YYYY) *
dd/mm/yyyy
Age as on 01/07/2022
0Years 0Month 0Days
As mentioned in the SSC/ Equivalent or Birth Certificate
Gender *
Male
Female
Transgender
Category *
Please select category.
No changes will be entertained after you complete the registration
Are You a Physically Handicapped person? *
Yes
No
Are you an Ex-Service Person? *
Yes
No
Mobile Number *
Mobile Number
Confirm Mobile Number *
Confirm Mobile Number
Email ID *
Email ID
Confirm Email ID *
Confirm Email ID
Address for Communication
Address Line 1 *
Address Line 1
State *
Please select Communication State.
District *
Please select Communication District.
City *
Please enter Communication City.
Pincode *
Communication Pincode
Permanent Address same as Communication Address? *
Yes
No
Permanent Address
Address Line 1 *
Address Line 1
State *
Please select Permanent State.
District *
Please select Permanent District.
City *
Please enter Permanent City.
Pincode *
Please enter the Permanent Pincode
Generate OTP
Declaration By The Candidate
I understand that on completion of registration process, I will receive One Time Profile Registration ID (OTPR ID) and Password to my registered Mobile Number and Email id (If provided) for completing my application process.
u q 6 k t z v
Type 7 characters as shown in image
Register
Version 14.03.01

Fill registration form with below details

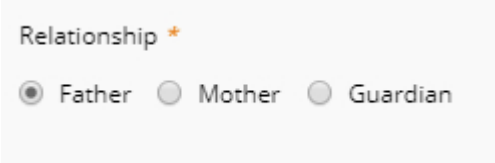
1. Name as in SSC/Equivalent or Birth Certificate



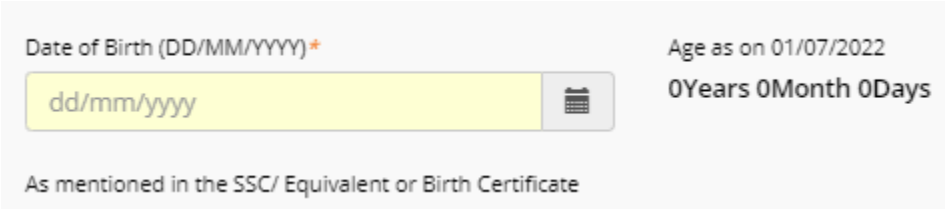
2. Name of Father/Mother/Guardian



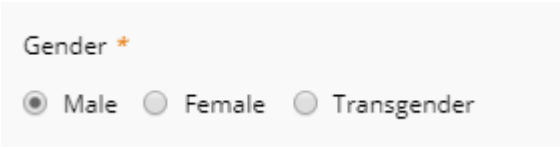
3. Relationship



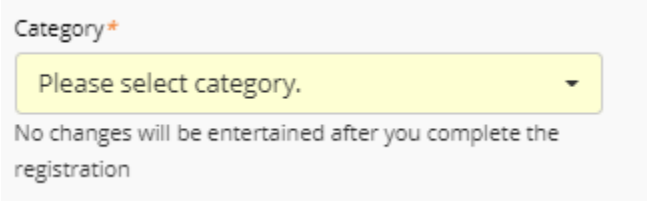
4. Date of Birth (DD/MM/YYYY)
   Please go through the Age eligibility criteria described in the Notification thoroughly before filling this field
   Fill as mentioned in the SSC/Equivalent or Birth Certificate



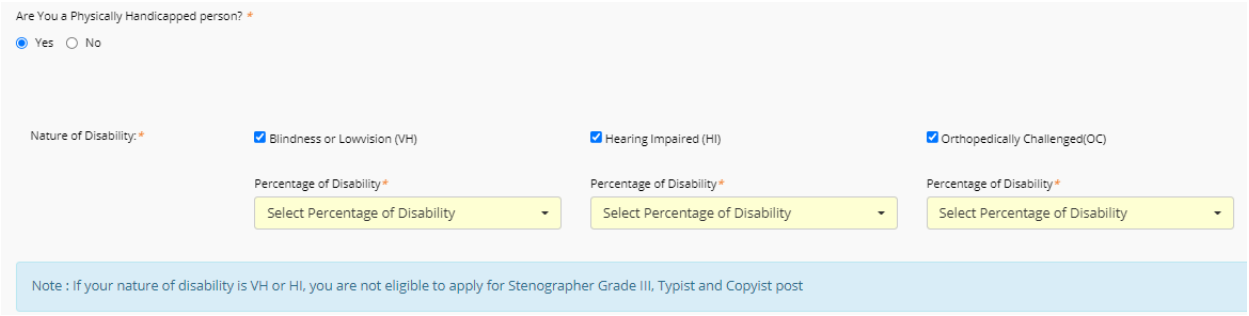
5. Gender



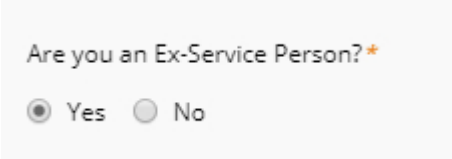
6. Category



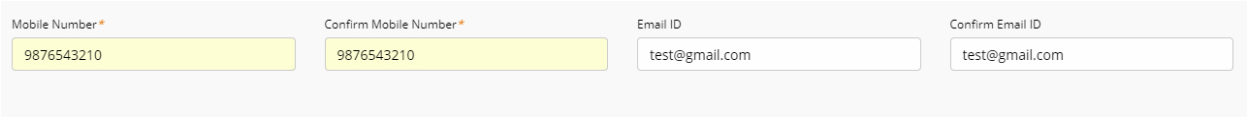
7. Are You a Physically Handicapped person?
   Click on Yes if physically Handicapped person. On click Yes you will get Nature of Disability.
   - If Blindness or Low vision (VH), click on box and select the percentage disability
   - If Hearing Impaired (HI), click on box and select the percentage disability
   - If Orthopedically Challenged (OC), click on box and select the percentage disability
   - The minimum person to be eligible for Physically Handicap is 40%
   - Blindness or Low vision and Hearing Impaired person is not eligible to apply for Stenographer Grade III, Typist and Copyist posts
   - If scribe help is required during examination, click on yes in Scribe required section



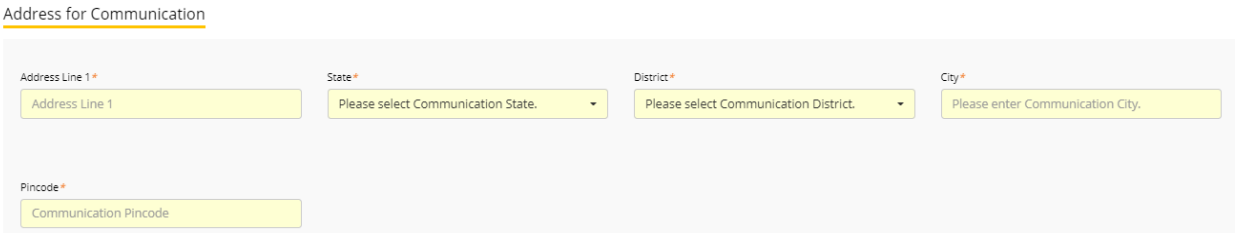
8. Are you an Ex-Service Person?



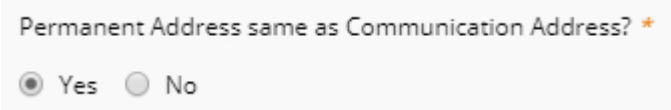
9. Mobile Number – OTP will be generated to verify
10. Confirm Mobile Number (Fill same number as in above mobile number)
11. Email ID
12. Confirm Email ID (Fill same email ID as in above email ID)
    NOTE: You will receive your OTPR ID, Password and all further communication to the Mobile Number and Email ID provided here



13. Address for Communication

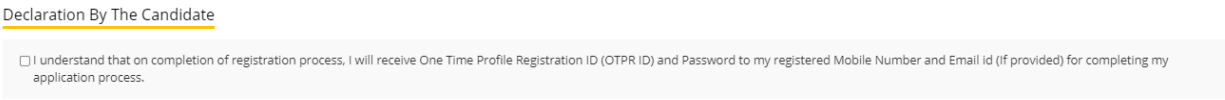


14. Select Permanent Address same as Communication Address? As Yes if your communication address is same as Permanent address, if not fill the Permanent Address details



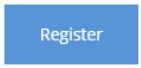
15. Generate OTP and enter OTP generated to verify Mobile number

16. Click on declaration by candidate box



17. See code shown in image and fill it in the below box. If code you have entered is incorrect it will ask to fill again with new code.

18. Click on Register



Step 4: On successful submission you will get a SMS and email

The SMS and email will contain OTPR ID and Password. This ends your Registration Part.

PART B (Applying for post and payment of Exam Fee)

You shall apply for multiple eligible posts using one OTPR ID.

Note:

In order to complete Part B: Application, please do the following:
1) Login using One Time Profile Registration ID (OTPR ID).
2) Fill the Qualification Details form
2) Select Post, Judicial District and fill the application.
3) Upload recent Photograph and Image of Signature.
4) Submit the application form to proceed to Fee Payment.
5) Make the Fee Payment through Debit Card/Credit Card/Net Banking.
6) On successful payment, candidate will receive the application number on email ID/Mobile number.

Below are the steps for applying for post

Step 1: If you have registered now then the page will take directly to application page. Click on Go to Qualification Details Page as shown below

Go to Qualification Details

Personal Details

OTPR Number TSHC22000039	Name of the Applicant RONAK BHOI	Name of Father/Mother/Guardian ROONAK BHOI	
Relationship Father	Date of birth 11/May/1994	Age as on 01/07/2022 28 Years 1 Months 21 Days	Gender Male
Marital Status Married	Name of Spouse FGSDGSDF..LYIUOIHRGIUWEF	Occupation of the Spouse FSTRSTYWIUJKL.SW.ERPLOIUOUYT	Address of the Spouse YFTR76587367498YE982UEDHIWUHEDGWIUTY78./..,
Category BC-C	Are You a Physically Handicapped person? No		
Whether the applicant is an Ex-Service man? No			

Communication Details

Mobile Number 9999888888	Email ID qatest3@dc01.tcs-itontap.com

Address for Communication

Address Line 1 THFRRDH	State TELANGANA	District Nalgonda	City MEHATPURWDQDQWDQWDFWQF.....
Pincode 435345	Permanent Address same as Communication Address? Yes		

Permanent Address

Address Line 1 THFRRDH	State TELANGANA	District Nalgonda	City MEHATPURWDQDQWDQWDFWQF.....
Pincode 435345			

Additional Details

Local District Others

Version 14.03.01

Step 2: After filling the qualification details form, view preview and submit. Post that page will take directly to application page. Click on Application

Personal Details

OTPR Number TSHC22000038	Name of the Applicant SSSSSSS	Name of Father/Mother/Guardian SSSSSSSSSSS	
Relationship Father	Date of birth 01/jul/2004	Age as on 01/07/2022 18 Years 0 Months 0 Days	Gender Male
Marital Status Married	Name of Spouse SS	Occupation of the Spouse SSS	
Category BC-B	Are You a Physically Handicapped person? No		
Whether the applicant is an Ex-Service man? No			

Communication Details

Mobile Number 9899999988	Email ID qatest1@dc01.tcs-itontap.com

Address for Communication

Address Line 1 sssssssss	State CHANDIGARH	District Chandigarh	City SSSSSSSSS
Pincode 111111	Permanent Address same as Communication Address? Yes		

Permanent Address

Address Line 1 sssssssss	State CHANDIGARH	District Chandigarh	City SSSSSSSSS
Pincode 111111			

Additional Details

Local District Khammam

Type of Study

Type of Study Open Schooling

Xth/SSC or Equivalent Details

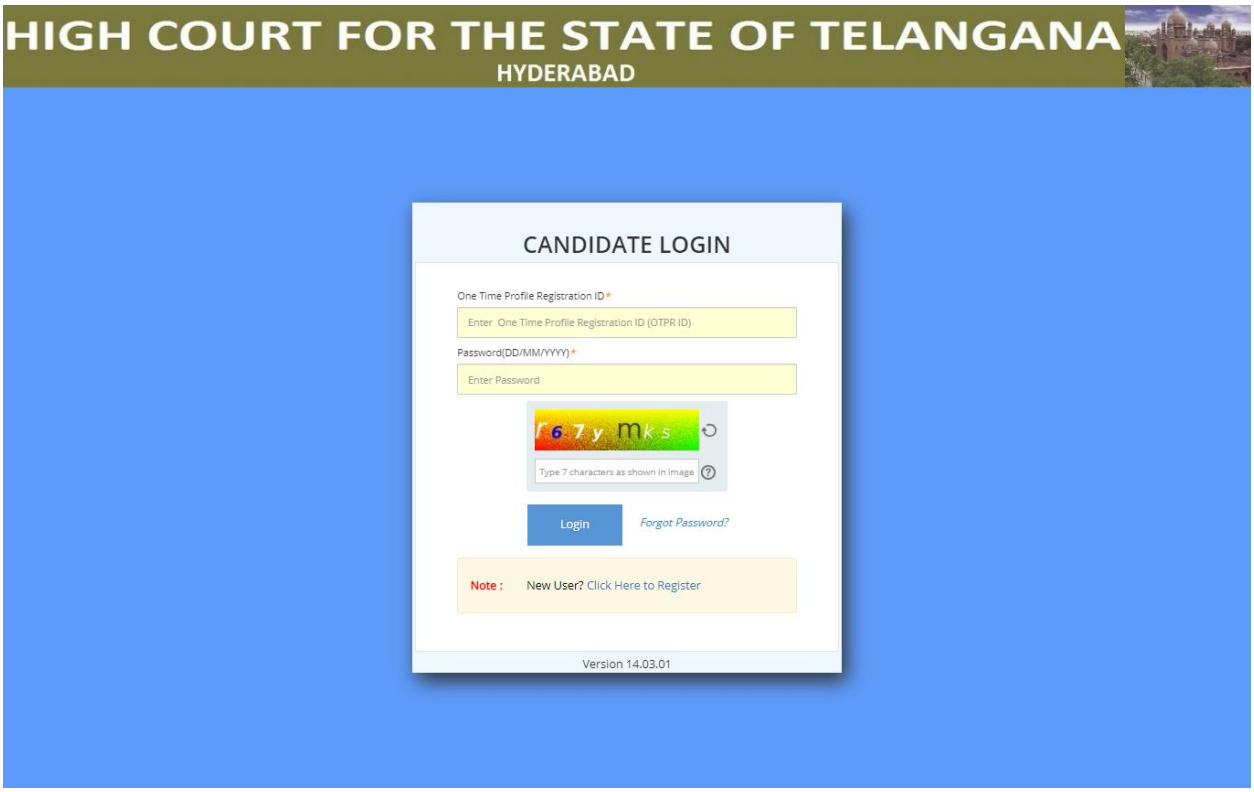
Name of the Board/Institution ssssss	Year Of Passing 2008	District of Residence Medak

Version 14.03.01

Step 3: If you have registered before and applying later you have to login using below link

https://cdn3.digialm.com/EForms/configuredHtml/2775/74035/login.html

Use OTPR ID and Password sent to Mobile number (SMS) or email ID



Step 4: Click on Application

Personal Details

OTPR Number	Name of the Applicant	Name of Father/Mother/Guardian	
TSHC22000038	SSSSSSS	SSSSSSSSSSS	
Relationship	**Date of birth**	**Age as on 01/07/2022**	**Gender**
Father	01/jul/2004	18 Years 0 Months 0 Days	Male
Marital Status	**Name of Spouse**	**Occupation of the Spouse**	
Married	SS	SSS	
Category	**Are You a Physically Handicapped person?**		
BC-B	No		
Whether the applicant is an Ex-Service man?			
No			

Communication Details

Mobile Number	Email ID
9899999988	qatest1@dc01.tcs-itontap.com

Address for Communication

Address Line 1	State	District	City
sssssssss	CHANDIGARH	Chandigarh	SSSSSSSSS
Pincode	**Permanent Address same as Communication Address?**		
111111	Yes		

Permanent Address

Address Line 1	State	District	City
sssssssss	CHANDIGARH	Chandigarh	SSSSSSSSS
Pincode			
111111			

Additional Details

Local District
Khammam

Type of Study

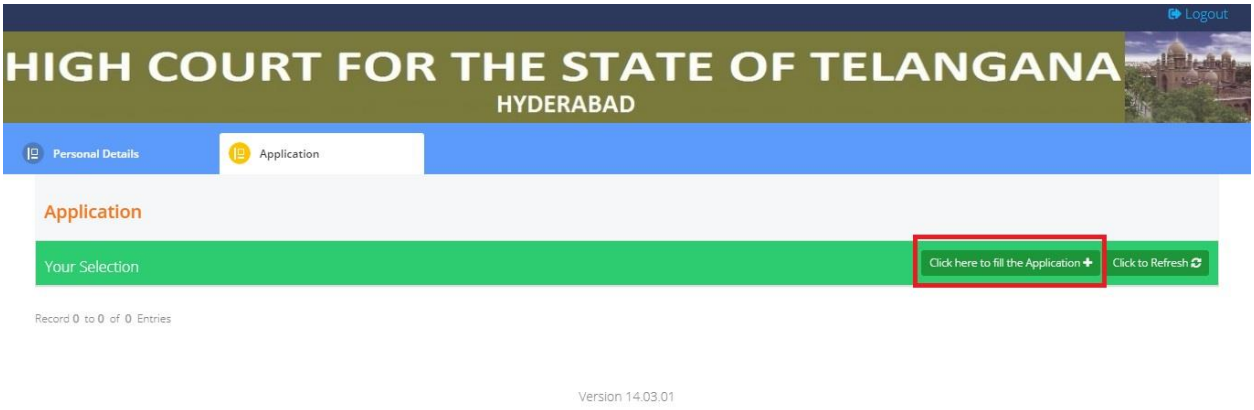
Type of Study
Open Schooling

Xth/SSC or Equivalent Details

Name of the Board/Institution	Year Of Passing	District of Residence
ssssss	2008	Medak

Version 14.03.01

Step 5: Click on “Click here to fill the application”



Step 6: A separate window will open with below instructions

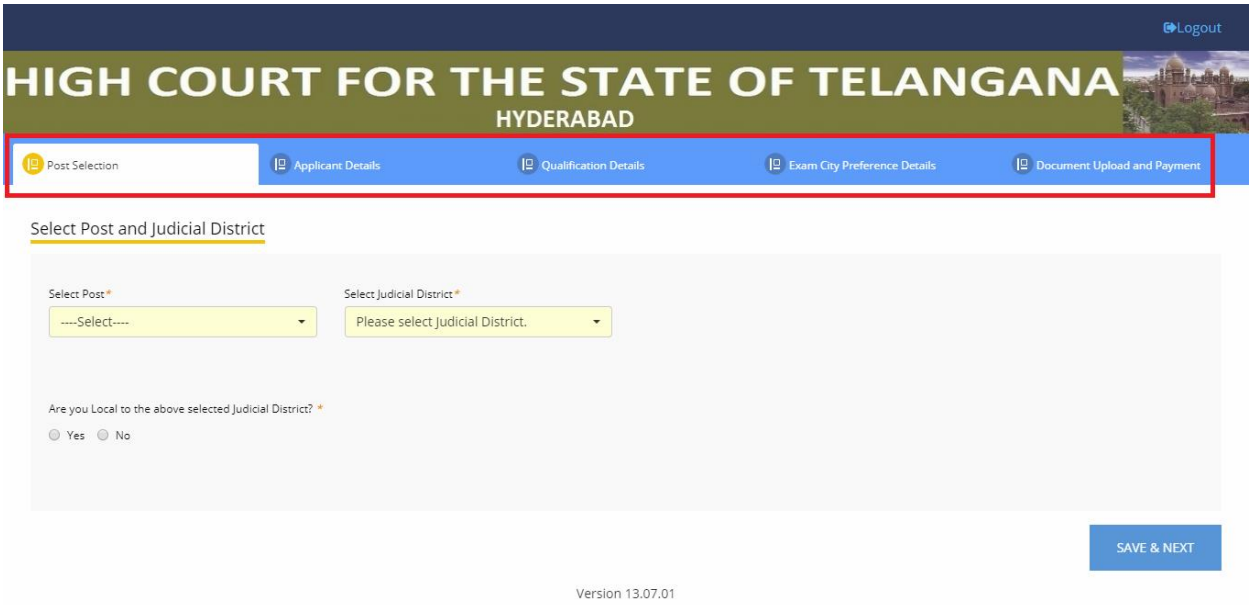
Instructions

Read below instructions carefully, Fields marked with * are mandatory.
PART B (Application Form)

1) Select Post, Judicial District and fill the application.
2) Upload recent Passport Size Photograph and Image of Signature.
3) Submit the application form to proceed to Fee Payment
4) Make the Fee Payment through Debit Card/Credit Card/Net Banking.
5) On successful payment, candidate will receive the application number on email ID/Mobile number.
6) In case of any queries, please contact help desk 040-23688394.

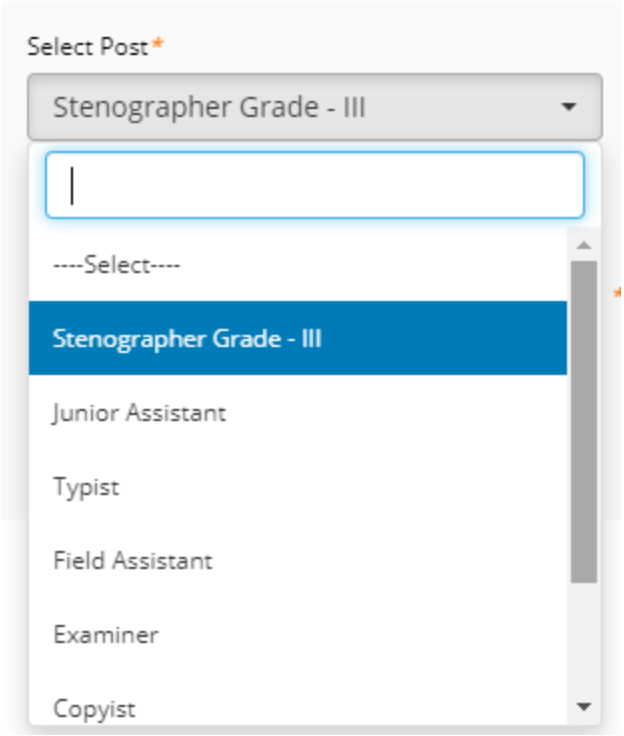
After reading instructions carefully, click on close

Step 7: You have to fill below highlighted 5 sections to complete application

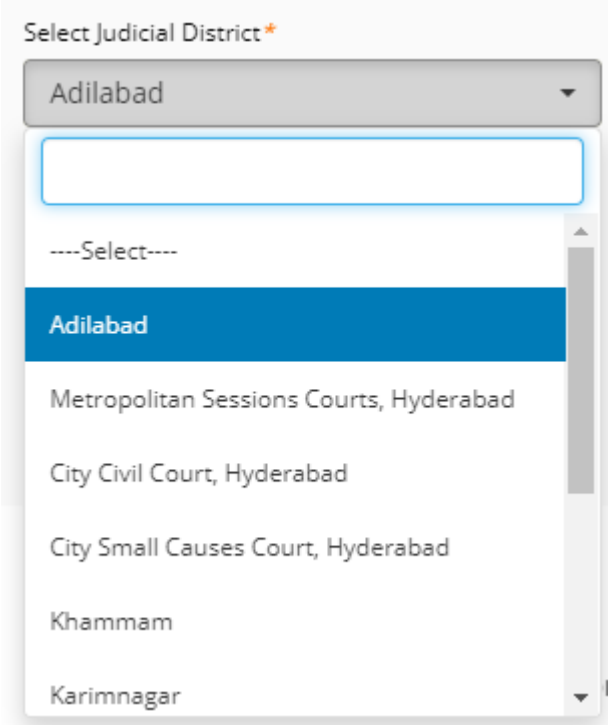


Step 8: Post Selection

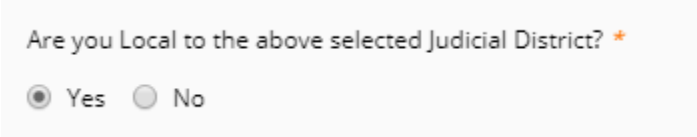
1. Select eligible post for which you want to apply. Use scroll bar to see more posts



2. Select Judicial District



3. Are you Local to the above selected Judicial District?
   Click on Yes if you are local to district selected in point no.2
   Click on No if you are not local to district selected in point no.2



4. After completing Point no 1,2 and 3 click on Save and Next to go to next page

Step 8: In Applicant Details page, Marital Status and local District details will auto populate as filled in qualification details page, click on Save and Next

Step 9: Qualification details page will have Post specific details. Please fill appropriate details and click on Save and Next.

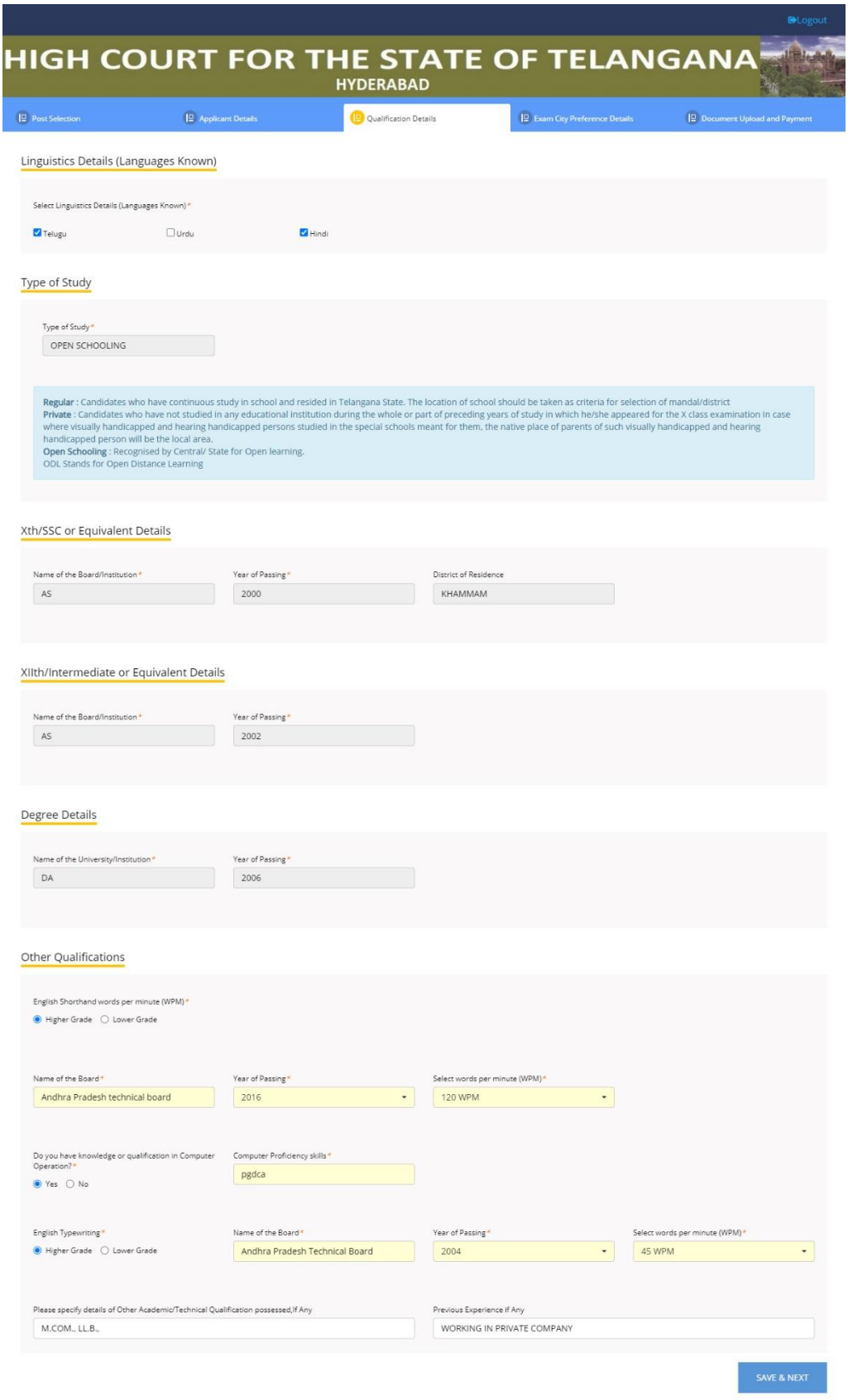
Candidates shall not be eligible for appointment if they do not possess an adequate knowledge of the language or languages of the District in which they are to be appointed.

Provided that where two or more languages are specified for a District and sufficient

number of candidates who have an adequate knowledge of all the languages are not available, candidates who have an adequate knowledge of any one of languages according to the needs of the District will be selected and such candidate shall be eligible for appointment in that District.

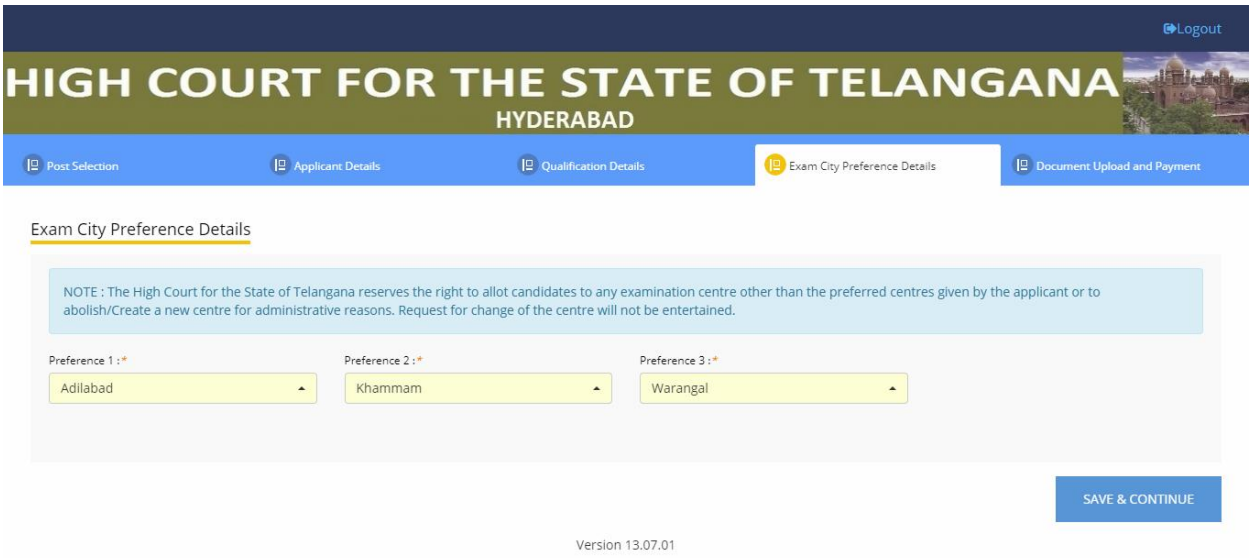
LIST CONTAINING THE LANGUAGES OF THE DISTRICTS

DISTRICT	LANGUAGES
HYDERABAD	TELUGU AND URDU/HINDI
ADILABAD	TELUGU, URDU/HINDI AND MARATHI
KARIMNAGAR	TELUGU AND URDU/HINDI
KHAMMAM	TELUGU AND URDU/HINDI
MAHABUBNAGAR	TELUGU AND URDU/HINDI
MEDAK	TELUGU AND URDU/HINDI
NALGONDA	TELUGU AND URDU/HINDI
NIZAMABAD	TELUGU AND URDU/HINDI
WARANGAL	TELUGU AND URDU/HINDI
RANGA REDDY	TELUGU AND URDU/HINDI


Logout
HIGH COURT FOR THE STATE OF TELANGANA
HYDERABAD
Post Selection
Applicant Details
Qualification Details
Exam City Preference Details
Document Upload and Payment
Linguistics Details (Languages Known)
Select Linguistics Details (Languages Known) *
Telugu
Urdu
Hindi
Type of Study
Type of Study *
OPEN SCHOOLING
Regular : Candidates who have continuous study in school and resided in Telangana State. The location of school should be taken as criteria for selection of mandal/district
Private : Candidates who have not studied in any educational institution during the whole or part of preceding years of study in which he/she appeared for the X class examination In case where visually handicapped and hearing handicapped persons studied in the special schools meant for them, the native place of parents of such visually handicapped and hearing handicapped person will be the local area.
Open Schooling : Recognised by Central/ State for Open learning.
ODL Stands for Open Distance Learning
Xth/SSC or Equivalent Details
Name of the Board/Institution *
AS
Year of Passing *
2000
District of Residence
KHAMMAM
XIIth/Intermediate or Equivalent Details
Name of the Board/Institution *
AS
Year of Passing *
2002
Degree Details
Name of the University/Institution *
DA
Year of Passing *
2006
Other Qualifications
English Shorthand words per minute (WPM) *
Higher Grade
Lower Grade
Name of the Board *
Andhra Pradesh technical board
Year of Passing *
2016
Select words per minute (WPM) *
120 WPM
Do you have knowledge or qualification in Computer Operation? *
Yes
No
Computer Proficiency skills *
pgdca
English Typewriting *
Higher Grade
Lower Grade
Name of the Board *
Andhra Pradesh Technical Board
Year of Passing *
2004
Select words per minute (WPM) *
45 WPM
Please specify details of Other Academic/Technical Qualification possessed,If Any
M.COM., LL.B.,
Previous Experience if Any
WORKING IN PRIVATE COMPANY
SAVE & NEXT
Version 14.03.01

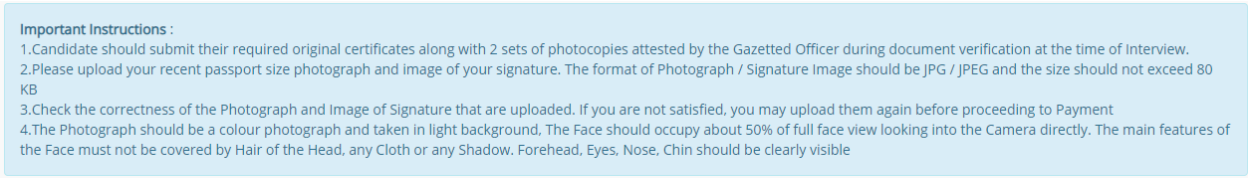
Step 10: Exam City Preference

You have to give three exam city preferences in highest to lowest order of priority. All the preferences should be different.

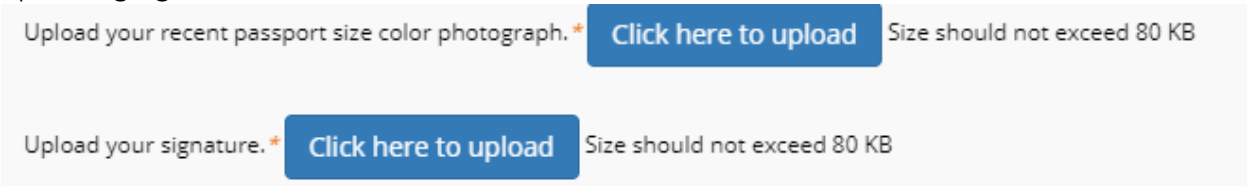


Step 11: Document Upload and Payment Section

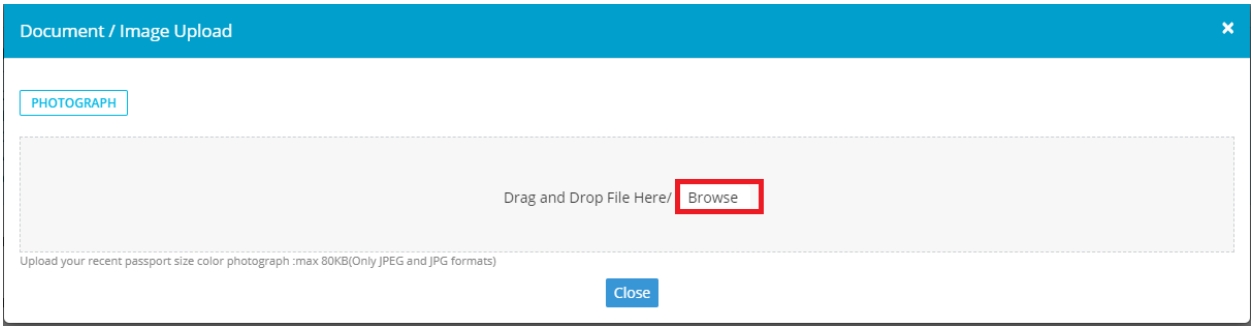
1) Read the instructions carefully



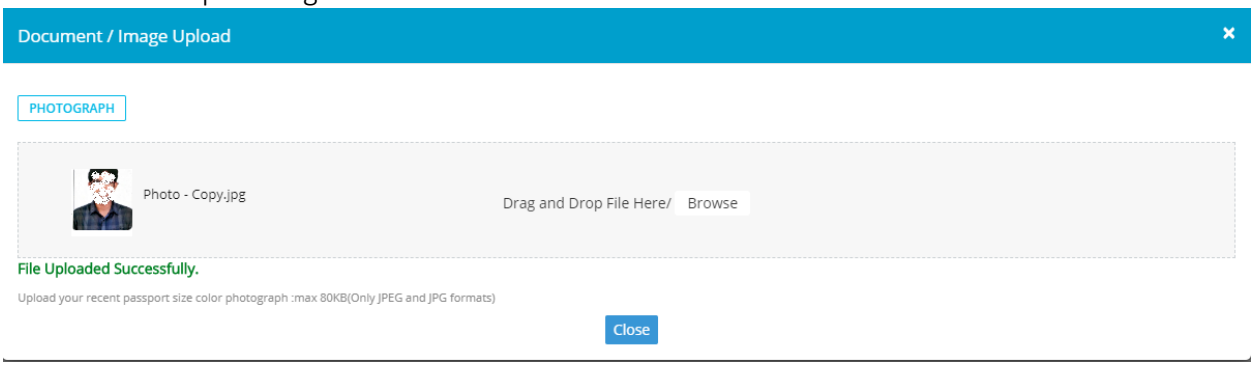
2) Click on Passport size upload button for uploading photograph and signature button for uploading signature.



Click on browse to select file saved from the system



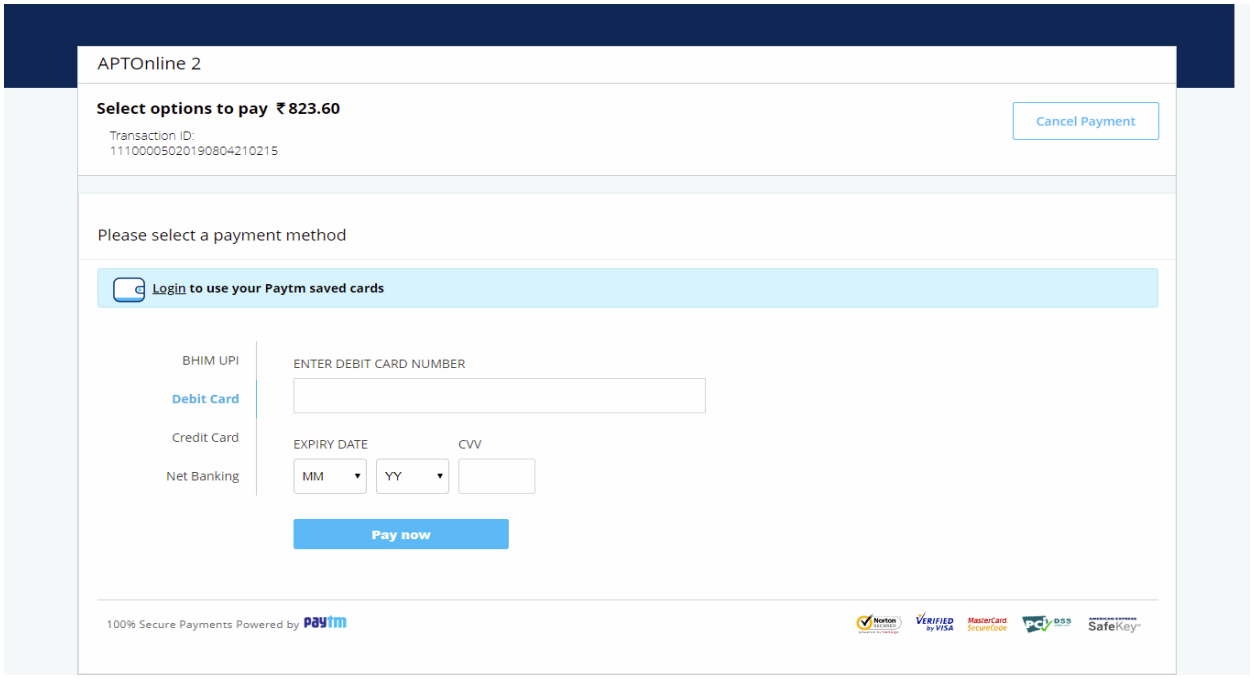
On successful upload a green tick mark will be shown



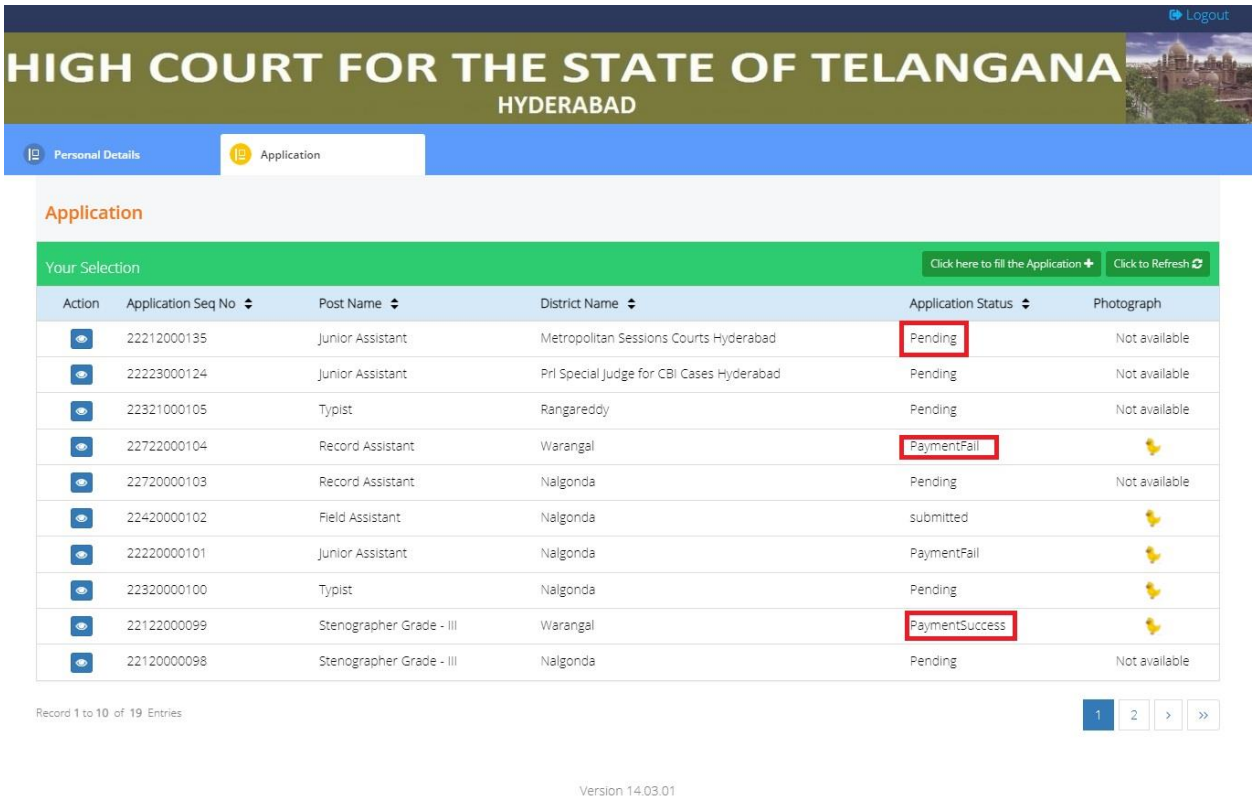
Similarly upload signature.

3) Exam Fee Details
   You should pay through Online, once selected Online radio button, click on declaration and submit. For Exam Fee details refer to notification.

   You have below options in Online payment
   - BHIM UPI
   - Debit Card
   - Credit Card
   - Net Banking
   - Paytm



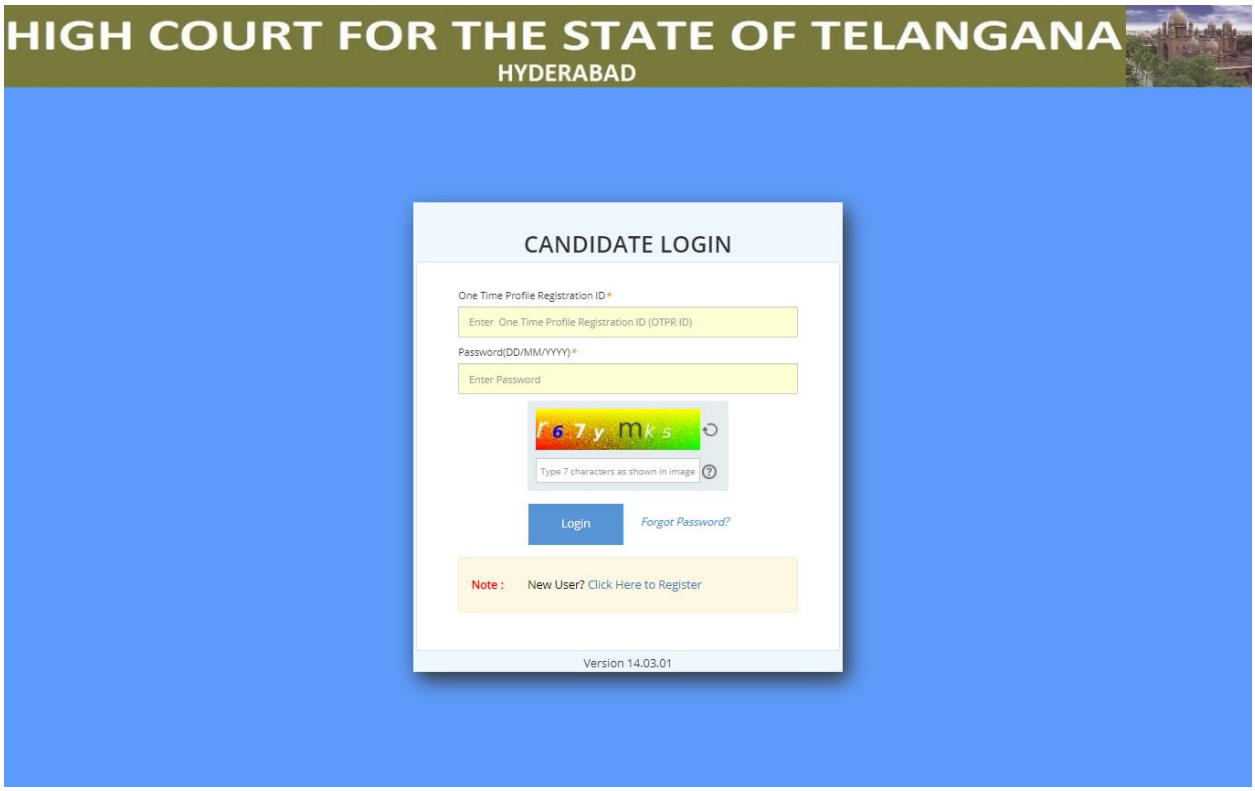
Step 12: You can refresh and see the status of application after login



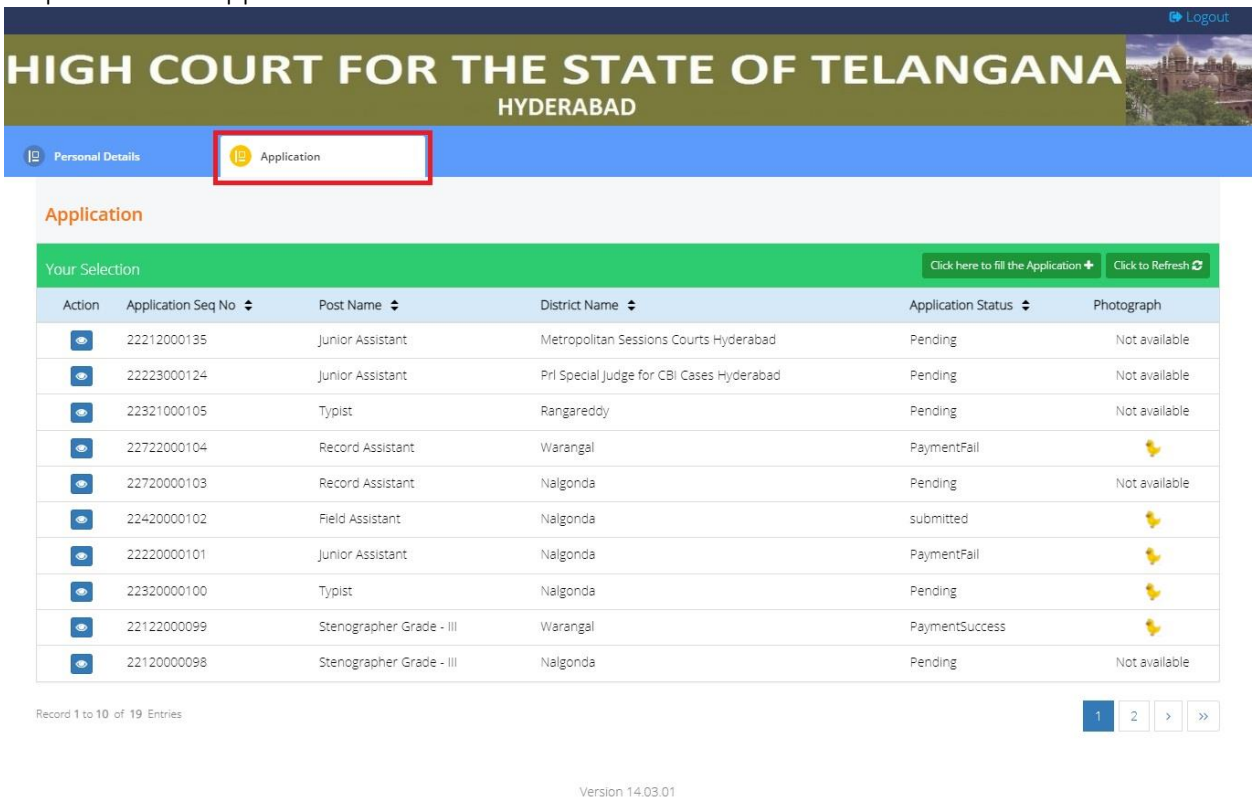
This step completes your Part B, Application part.

Follow below steps to apply for another post.

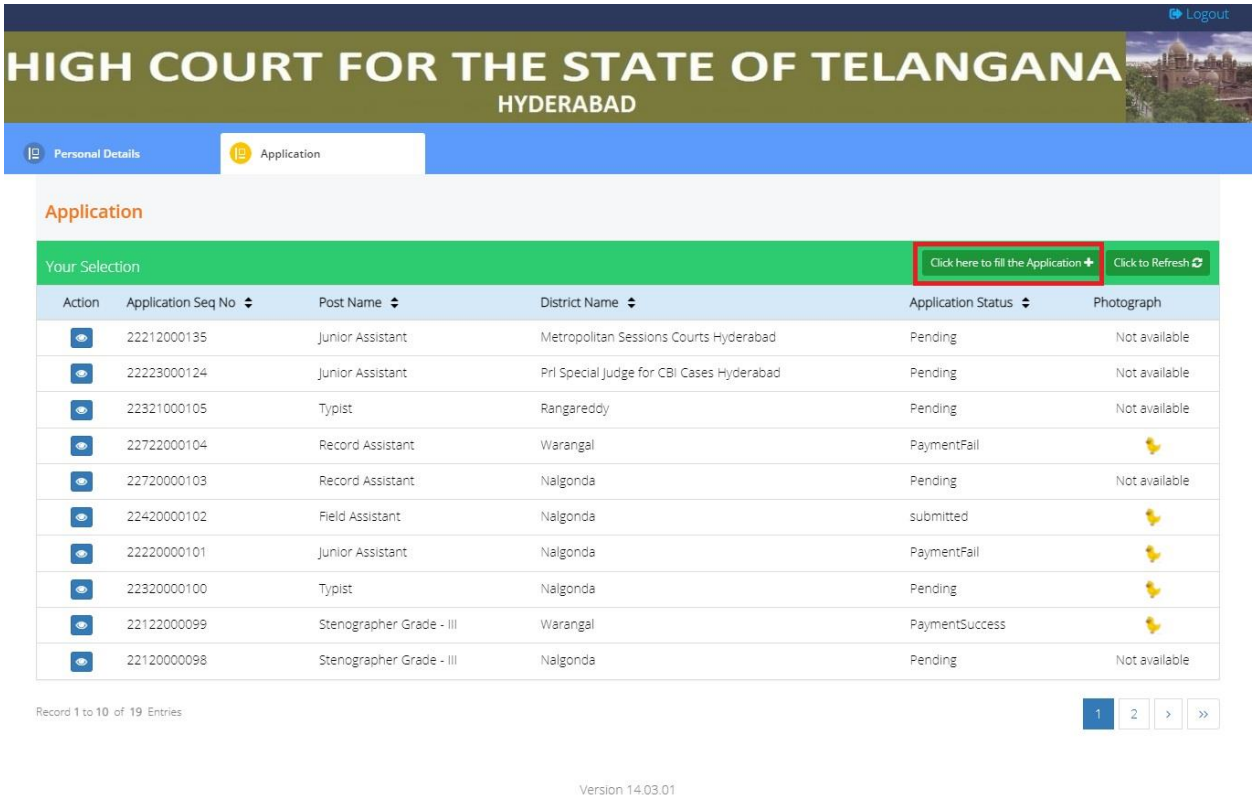
Step 1: Login using OTPR ID and Password



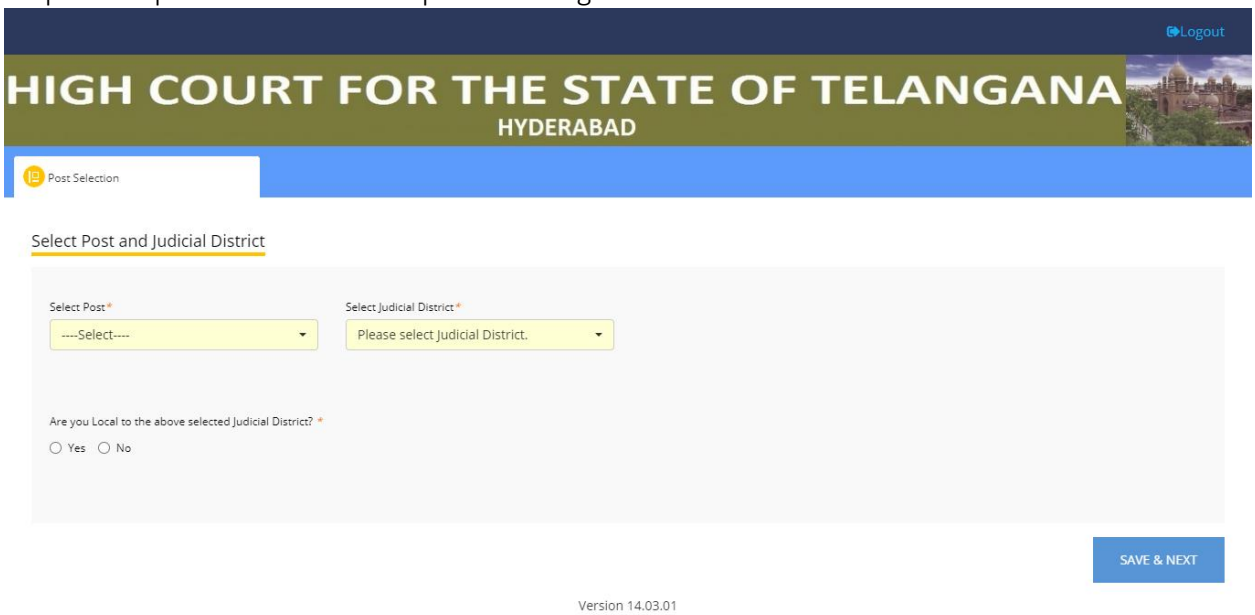
Step 2: Click on Application



Step 3: Click on “Click here to fill the application”



Step 4: A separate window will open for filling details



Step 5: Fill Applicant details, Qualification Details, Exam City Preference Details
Step 6: Pay Exam Fee for completion of application.

Candidate Help Desk

If you do not receive a Confirmation email after completion of application process or have any query or concern, you can connect with the Candidate Help Desk by e-mail (helpdesk-tshc@telangana.gov.in) or call on 040-23688394. Please have your OTPR ID and/or Payment Transaction Number details at hand for reference.

Working Hours

Telephone: 040-23688394
Email: helpdesk-tshc@telangana.gov.in
Working Hours - 10:00 AM to 5:00 PM. (1:00 PM – 2:00 PM Lunch break)

Mail can be sent anytime but response will be sent only in working hours of High Court.

Mock Test

For Candidate practice on Computer Based Test, Please use below link:

https://learning.tcsionhub.in:443//OnlineAssessment/index.html?1016@@M439

Note: The above mock test is only for practice, refer to Notification for structure and duration of the examination.