HIGH COURT FOR THE STATE OF TELANGANA::HYDERABAD

NOTIFICATIONS (8) NOS: 101/2025 TO 108/2025, DATED 02-01-2025 FOR DIRECT RECRUITMENT TO THE POSTS IN THE SERVICE OF THE HIGH COURT FOR THE STATE OF TELANGANA.

USER MANUAL FOR FILLING ONLINE APPLICATION

NOTE:

Read the notification carefully before applying online application

Recommended browser to fill the form:

Mozilla Firefox (version 87 to 104) or Google Chrome (version 82 to 105) or Edge Chromium (version 82 to 105) browser to fill in the Application Form.

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

Instructions:

Read the 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 the Posts under Telangana Judicial Ministerial and Subordinate Services.

Part A (Registration Form):

1. Fill your basic details to create profile.
2. Submit basic details to get the Application Link, User ID and Password to your registered Email ID.
3. Once the registration is done, profile details cannot be changed.

Part B (Application Form):

1. Use the Application Link, OTPR ID and Password sent to your registered Email ID to Login.
2. Once you successfully login, fill your details to complete the Application.
3. Preview the filled-in Application.
4. Pay the Exam Fee.

Application for the Exam completes only when you complete Part A and Part B.

Documents to Upload:

1. Passport size Photograph (Size of the Photograph should not exceed 80 KB).
2. Scanned copy of your Signature (Size of the Signature image should not exceed 80 KB).
3. Certificate Uploads (Max 1 MB for each document)

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 to this notification 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.

Part A: Below are the steps for Registration: -

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

https://cdn3.digialm.com/EForms/configuredHtml/2775/92539/Index.html

By clicking on the above link, you can refer to all notifications, important dates.

Click on the "Click here" option present against New Registration (OTPR) as shown below

Step 2: Read the instructions carefully and click on Close

Step 3: Fill Registration form (Part – A)

Fill registration form with below details carefully. Details submitted once cannot be changed.

1. Whether the applicant presently working on Contract/Outsourcing basis in High Court for the State of Telangana?
   a. Select Yes, if you are working as Contract/Outsourcing in High Court for the State of Telangana? else select No. If yes below points will appear based on experience

b. Outsourcing/Contract – Select appropriate option

c. Years of experience in the High Court/ High Court Judicial Academy/ Head Office of the Telangana State Legal Services Authority/ Telangana High Court Legal Services Committee, Hyderabad as on the date of notification i.e., as on 02-01-2025? → Below 2 years, 2 years and above.

      i. If your experience is 2 years and above, as per the notification, then the application will open on 10th Feb 2025.

d. Name of the Post presently working on outsourcing/Contract basis

e. Date of Notification of the outsourcing or contract employment in the initial appointment.

f. Date of initial appointment in the outsourcing or contract

g. Age as on the date of notification/ joining in the initial outsourcing or contract employment

2. Name as in SSC/Equivalent or Birth Certificate: - Fill as per SSC certificate, in case of SSC and above qualification else fill as per the Date of Birth certificate.

3. Name of the Father/Mother/Guardian

4. Relationship: - Select appropriate relationship for point no.3

5. Date of Birth (DD/MM/YYYY)

Please go through the Age eligibility criteria described in the notification thoroughly before filling this field

6. Gender

7. Marital Status – Fill your marital status

8. Category – Select your category

    a. EWS certificate for EWS applicants and Caste certificate for BC-A, BC-B, BC-C, BC-D, BC-E, SC, ST category applicants must be uploaded at the time of form submission.

9. Sub-Category – Applicable in-case of BC-A, BC-B, BC-C, BC-D, BC-E, SC, ST categories

10. Are You a Physically Handicapped person?

Click on Yes if person with disability. On clicking Yes, the disability types will appear.
- 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
- If Autism intellectual disability specific learning disability and mental illness multiple disabilities from among persons under clauses (a) to (d) including deaf-blindness. click on box and select the percentage disability
- The minimum percentage to be eligible for Person with disability is 40%
- If scribe help is required during examination, click on yes in Scribe required field

11. Are you an Ex-Service Person?

12. Mobile Number

13. Confirm Mobile Number (Fill same number as filled in Mobile Number)

14. Email ID
15. Confirm Email ID (Fill same id as filled in Email ID)

    NOTE: You will receive your OTPR ID, Password and all further communication to the Mobile Number and Email ID provided here

16. Exam City Preference Details
    Fill four Exam city preferences in order where you want to take the computer-based examination. Exam city will be considered based on the slot availability. Hence it is important to fill the preference as per your transport convenience.

17. Address for Communication – Fill all the fields as provided
18. Select Is Permanent Address same as Present Address? As Yes if your Present address is same as Permanent address else fill all the Present address details
19. Declaration – Read declaration and click on "I Agree" check box
20. Generate OTP
    Click on generate OTP to get the OTP to your registered mobile number and validate
21. See captcha code shown in image and fill it in the below box. If captcha, you have entered is incorrect it will ask to fill again with new one.
22. Click on Reverify

    Check again, all the entered/ chosen details correctly and click on each check box. In-case of any modification, go back and modify at this point of time only. Details Submitted here cannot be changed.

23. 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 (Fill Qualification Details, Apply for the eligible Post, Certificate upload and Fee Payment)

Step 5: Fill Qualification Details

1. Go to Qualification Details tab as highlighted in the below screenshot.

2. View Applicant Details filled in the Registration form

3. **Educational Qualification**: - Select your qualification carefully. Post names will appear based on the selection made here.

   Note:

   a. **VIIth/ Xth Pass and XIIth Fail:** Eligible to apply only for Office Subordinate Post.
   b. **Graduation:** Eligible to apply for Assistant, Computer Operator, Copyist, Court Master, Examiner, System Assistant and Typist posts.

4. Xth/ SSC or Equivalent Details
5. XIIth/ Intermediate or Equivalent Details
6. Graduation Details

   Point 4,5,6 will display based on the selection of Education Qualification.

7. Preview – Preview all the filled details
8. Submit – Submit the application

APPLICANT DETAILS | **APPLICATION**

SD	555555

Qualification Details

Education Qualification
Graduation

Xth/SSC or Equivalent Details

Name of the Board/Institution	Year of Passing	Hall Ticket/Registration Number
SD	2010	S

XIIth/Intermediate or Equivalent Details

Name of the Board/Institution	Year of Passing	Hall Ticket/Registration Number
SD	2012	SD

Graduation Details

Name of the University/Institution	Year of Passing	Hall Ticket/Registration Number
AD	2016	S

Step 6: Post selection to apply for a Post.

NOTE: As mentioned above, Posts will display based on the Education Qualification selection.

1. Click on Application tab as highlighted below.

APPLICANT DETAILS | **APPLICATION**

SD	555555

Qualification Details

Education Qualification
Graduation

Xth/SSC or Equivalent Details

Name of the Board/Institution	Year of Passing	Hall Ticket/Registration Number
SD	2010	S

XIIth/Intermediate or Equivalent Details

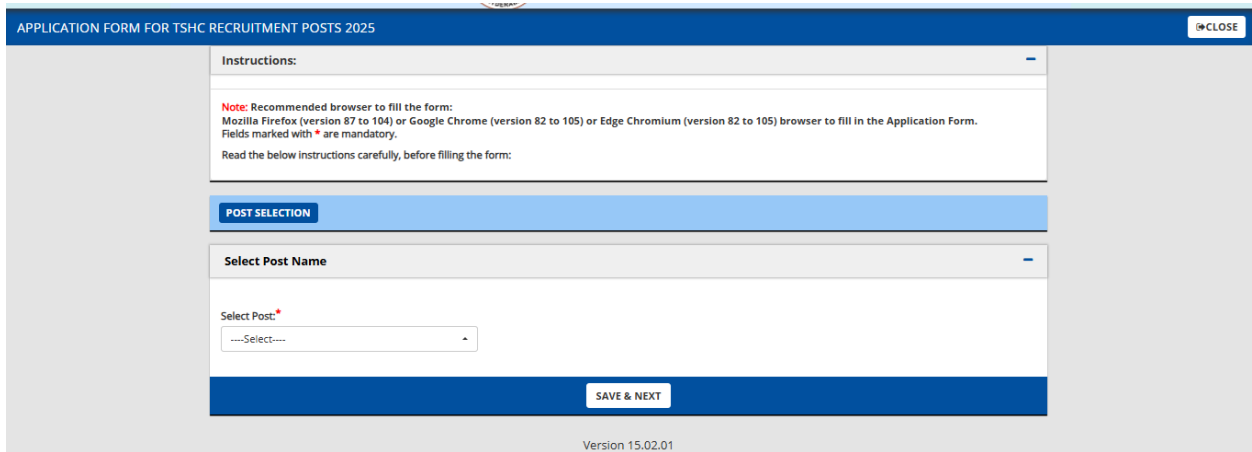| Name of the Board/Institution	Year of Passing	Hall Ticket/Registration Number
SD	2012	SD

Graduation Details

Name of the University/Institution	Year of Passing	Hall Ticket/Registration Number
AD	2016	S

2. Click on "Click here to Fill Application" – Highlighted in below screenshot.

3. Post Selection – Select Post name to which you want to apply.

4. Applicant Details – Check details and click on Save & Next.
5. Qualification Details – Fill details as shown on the page, different post will have different parameters and you can apply only if the parameters are satisfied.
6. Document Upload and Payment
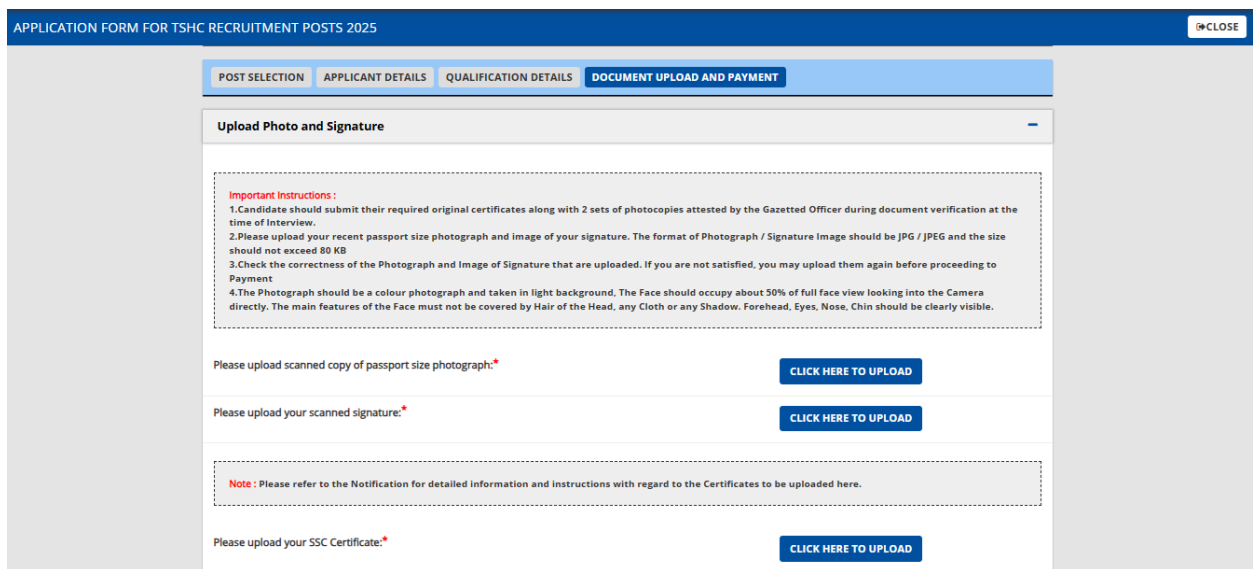
Upload Photo, Signature and below certificates as applicable and with good pixel quality. Max size for Photo, Signature is 80 KB and certificate upload is 1 MB.

a. Photo
b. Signature

Note : **Please refer to the Notification for detailed information and instructions with regard to the Certificates to be uploaded here.**

c. Date of Birth Certificate
d. EWS/ Caste Certificate
e. PH Certificate
f. Ex-Servicemen Certificate
g. VIIth or Higher Study Certificate
h. SSC/ Xth Class Certificate
i. Graduation Certificate
j. Certificate in Computers
k. English Shorthand 150/180 WPM certificate
l. English Typewriting 45 WPM certificate
m. Typewriting Higher Grade certificate
n. PGDCA/ BCA certificate
o. Higher Academic Qualifications/ Technical Qualifications Certificate if any

7. Exam Fee Details
   a. Payment Gateway charges Rs 23.60(Inclusive of Taxes) is added in Exam Fee.
   b. Candidates applying from anywhere in India can make the Online payment.
   c. Candidates can use Credit Card / Debit Card / NetBanking and Paytm for making the Online Payment.

   Payment Mode: Click on Online radio button

8. Preview

9. Submit – It will redirect to Payment Gateway page
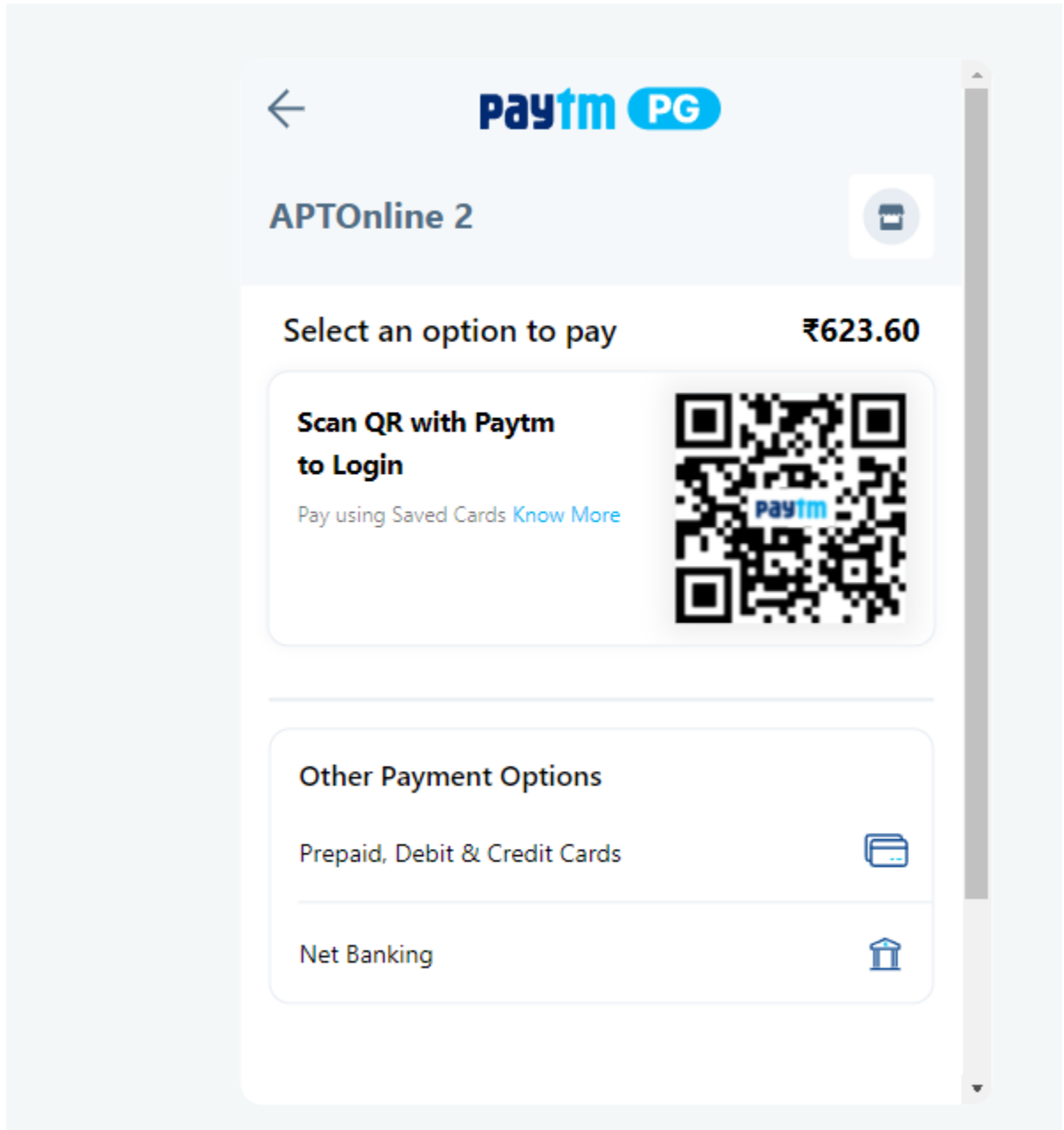
10. Complete the payment to be eligible for the post applied.

Step 7: Go to Application page, click on refresh icon as below to view the post applied and payment status. Payment Success under Application Status confirms that your payment is success. In case of any payment related issue, connect with helpdesk
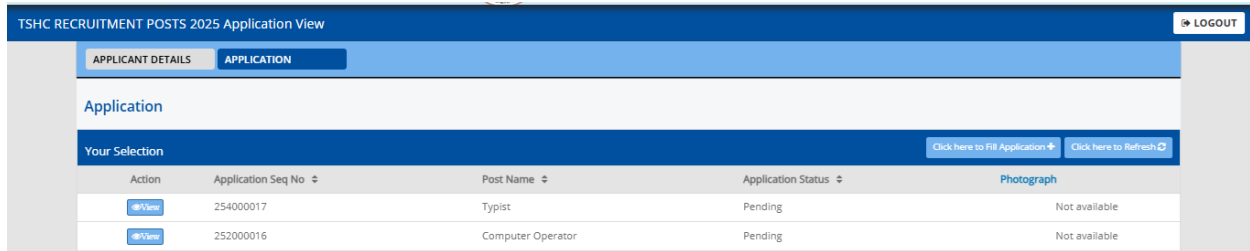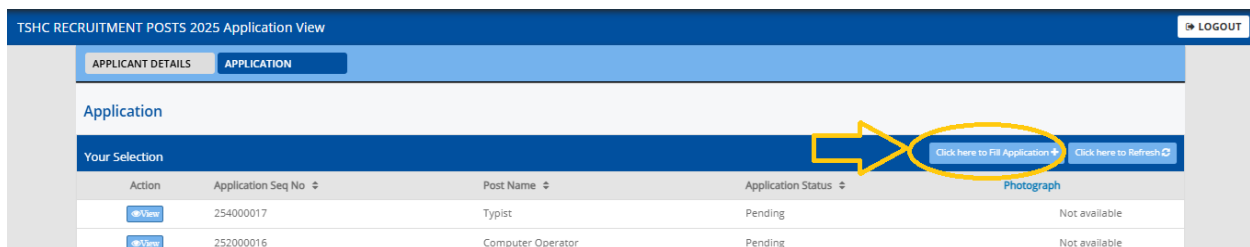
This Step completes the PART B, i.e., Application part.

Candidate had to submit a separate application for each eligible post with the same OTPR id and pay separate fee for each application.

Step 8: To apply for a new post, go to application dashboard or login page, if page expired.

Step 9: Click on "Click here to fill application" to apply for new post.

Follow the same process for the eligible number of posts you want to apply.

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 - 10:30 AM to 5:00 PM on all working days. (Lunch Break - 1:30 PM – 2:30 PM)

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