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

TSHC RECRUITMENT POSTS 2025							
	GENERAL LINKS	-					
	O Click Here to Refer Notifications	Assistant Computer Operator Court Master Cast C					
	⊙ New Registration (OTPR)	Dick here					
	● Already Registered? To Login	Dick here					
	O Manual of Online Application Form	Click here					

Step 2: Read the instructions carefully and click on Close

Instructions	×
Note : 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. Read the below instructions carefully, Fields marked with [*] are mandatory	1
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 High Court for the State of Telangana - Recruitment for various posts 2023.	
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):	
 Use the Application Link, User ID and Password sent to your Registered Email ID to Login. Once you successfully login, fill your details to complete the Application Preview the filled-in Application. Pay the Exam Fee. On successful payment, candidate will receive the application number on email ID/Mobile number. 	
Application for the Exam completes only when you complete Part A and Part B.	
	se

Step 3: Fill Registration form (Part – A)

REGISTRATION FOR TSHC REC	LOGIN			
	ONE TIME PROFILE REGISTRATION			
	Outsourcing/Contract Details		-	
	Whether the applicant presently working on Contract/Outsourcing basis in High Court for the State of Telangana?* O Yes O No			
	Personal Details			
	Name as in SSC/Equivalent or Birth Certificate: *	Name of Father/Mother/Guardian: *	Relationship: *	
	Name as in SSC/Equivalent or Birth Certificate	Name of Father/Mother/Guardian	○ Father ○ Mother ○ Guardian	
	Date of Birth: * dd/mm/yyyy Note: As mentioned in the SSC/ Equivalent or Birth Certificate	Age as on 01/07/2025 O Years 0 Months 0 Days	Gender: * O Male O Female O Others	
	Marital Status:* Please select Marital Status	Category:* Please select Category *		

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
- 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 computerbased 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.

TSHC REC	RUITMENT POSTS 2025 Application View		GO TO QUALIFICATION DETAILS	🕀 LOGOUT
	APPLICANT DETAILS			
	Candidate Personal Details			
	OTPR Number TSHCR25000012	Name as in SSC/Equivalent or Birth Certificate RAMESH	Name of Father/Mother/Guardian RAMESH	
	Relationship Father			
	Date of Birth 25/jul/1997	Age as on 01/07/2022 27 YEARS 11 MONTHS 6 DAYS	Gender Male	
	Marital Status Unmarried	Category OC	Are You a Physically Handicapped person? No	
	Are you an Ex-Service Person? No	Mobile Number 91 8 :60 713757	Confirm Mobile Number 91 6161513-35	
	Email ID . ກ@gmail.com	Confirm Email Address um@gmail.com		

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.

UITMENT POSTS 2025 Application View		
APPLICANT DETAILS		
Candidate Personal Details		
OTPR Number TSHCR25000012	Name as in SSC/Equivalent or Birth Certificate RAMESH	Name of Father/Mother/Guardian RAMESH
Relationship Father		
Date of Birth 25/Jul/1997	Age as on 01/07/2022 27 YEARS 11 MONTHS 6 DAYS	Gender Male
Marital Status Unmarried	Category OC	Are You a Physically Handicapped person? No
Are you an Ex-Service Person? No	Mobile Number 91 ε :66 713 Ε	Confirm Mobile Number 91 8 16 10 10 10 30
Email ID . n@gmail.com	Confirm Email Address	
Outsourcing/Contract Details		
Whether the applicant presently working on Coni	ract/Outsourcin	
No		

2. View Applicant Details filled in the Registration form

APPLICATION FORM FOR TSHC RECRUITMENT POSTS 2025						
	APPLICANT DETAILS	QUALIFICATION DETAILS				
	Personal Details					-
	OTPR Number: *		Name as in SSC/Equivalent or Birth Certificate:*		Name of Father/Mother/Guardian:*	
	TSHCR25000012		RAMESH		RAMESH	
	Relationship:*					
	Father					
	Date of Birth:*		Age as on 01/07/2022		Gender:*	
	25/07/1997		27Years 11Months 6Days		Male	
	Marital Status:*		Category:*			
	Unmarried	Unmarried				
	Mobile Number:*	Mobile Number:*		umber:*	Email Address:*	
	91 0	A	91	3-8001-700	1@gmail.com	
	Confirm Email Addres	s: *				
	⊉gmail.com					
	Outsourcing/Con	tract Details				-
	Whether the applicant	presently working on				

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.

APPLICATION FORM FOR TSHO	APPLICATION FORM FOR TSHC RECRUITMENT POSTS 2025						
	APPLICANT DETAILS QUALIFICATION DETAILS						
	Education Qualification						
	Viith/ Xth Pass and Xiith Fail : Eligible to apply only for Graduation : Eligible to apply for Assistant, Computer						
	Education Qualification:*						
	Please select Education Qualification +						
			-				
	Vllth/ Xth Pass and Xllth Fail						
	Graduation	Year of Passing:*	Hall Ticket/Registration Number:				
	Name of the Board/Institution	Please select Year of Passing 🔹	Hall Ticket/Registration Number				
	XIIth/Intermediate or Equivalent Details		-				
	Name of the Board/Institution: *	Year of Passing:*	Hall Ticket/Registration Number:				

- 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

TSHC REC	RUITMENT POSTS 2025 Application View			🕀 LOGOUT
	APPLICANT DETAILS APPLICATION			
	SD	555555		
	Qualification Details			
	Education Qualification Graduation			
	Xth/SSC or Equivalent Details			
	Name of the Board/Institution SD	Year of Passing 2010	Hall Ticket/Registration Number S	
	XIIth/Intermediate or Equivalent Details			
	Name of the Board/Institution SD	Year of Passing 2012	Hall Ticket/Registration Number SD	
	Graduation Details			
	Name of the University/Institution AD	Year of Passing 2016	Hall Ticket/Registration Number 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.

TSHC REC	RECRUITMENT POSTS 2025 Application View					
	APPLICANT DETAILS APPLICATION					
	SD	555555				
	Qualification Details					
	Education Qualification Graduation					
	Xth/SSC or Equivalent Details					
	Name of the Board/Institution SD	Year of Passing 2010	Hall Ticket/Registration Number S			
	Xllth/Intermediate or Equivalent Details					
	Name of the Board/Institution SD	Year of Passing 2012	Hall Ticket/Registration Number SD			
	Graduation Details					
	Name of the University/Institution AD	Year of Passing 2016	Hall Ticket/Registration Number S			

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

TSHC REC	RUITMENT POSTS 2025 Application View	🕒 LOGOUT
	APPLICANT DETAILS APPLICATION	
	Application	
	Your Selection Glide here to Fill Application Clide here to Refresh C	

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

APPLICATION FORM FOR TSHC	RECRUITMENT POSTS 2025	(+CLOSE
	Instructions: –	
	Note: Recommended browser to flil the form: Mozilla Firefox (version 87 to 104) or Google Chrome (version 82 to 105) or Edge Chromium (version 82 to 105) browser to flil in the Application Form. Fields marked with ⁴ are mandatory. Read the below instructions carefully, before filling the form:	
	POST SELECTION	
	Select Post Name –	
	Select Post.*	
	SAVE & NEXT	
	Version 15.02.01	

- 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

ATION FORM FOR TSHC RECRUITMEN	POSTS 2025					G+CLC	DSE
POST SELECTIO	APPLICANT DETAILS	QUALIFICATION DETAILS	DOCUMENT UPLOAD AND PAYM	ENT			
Upload Photo	and Signature				-		
Inportant Inst 1. Candidate s time of Intern 2. Please uplo should not ex 3. Check the c Payment 4. The Photogy directly. The I Please upload sc Please upload sc	Inportant Instructions: 1.Candidate should submit their required original certificates along with 2 sets of photocopies attested by the Gazetted Officer during document verification at the time of Interview. 2.Please upload your recent passport size photograph and image of your signature. The format of Photograph / Signature image should be JBC / JPEG and the size should not exceed 80 KB 3.Check the correctness of the Photograph and image of Signature that are uploaded. If you are not satisfied, you may uplead them again before proceeding to Payment 4.The Photograph should be a colour photograph and taken in light background. The Face should occupy about 50% of full face view looking into the Camera directly. The main features of the Face must not be covered by Hair of the Head, any Cloth or any Shadow. Forehead, Eyes, Nose, Chin should be clearly visible. Please upload scanned copy of passport size photograph.* CLICK HERE TO UPLOAD Please upload your scanned signature.* CLICK HERE TO UPLOAD						
Note : Please	efer to the Notification for d	etailed information and instru	ictions with regard to the Certificates	s to be uploaded here.			
Please upload yo	ur SSC Certificate:*			CLICK HERE TO UPLOAD			

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
- I. 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

< Paytm PG		
APTOnline 2		
Select an option to pay	₹623.60	
Scan QR with Paytm to Login Pay using Saved Cards Know More		
Other Payment Options		
Prepaid, Debit & Credit Cards	(<u></u>	

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

C RECRUITMENT POSTS	2025 Application View			
APPLICANT DETAIL	S APPLICATION			
Application				
Your Selection				Click here to Fill Application 🕈 Click here to Refresh 😂
Action	Application Seq No 🗢	Post Name 🗘	Application Status 🗢	Photograph
®View	254000017	Typist	Pending	Not available
@View	252000016	Computer Operator	Pending	Not available

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.

TSHC RECRUITMENT POSTS 2025 Application View						
	APPLICANT DETAILS	APPLICATION				
,	Application			2		
	Your Selection				Click here to Fill Application + Click here to Refresh 2	
	Action	Application Seq No 💲	Post Name 🗢	Application Status 🗢	Photograph	
	@View	254000017	Typist	Pending	Not available	
	®View	252000016	Computer Operator	Pending	Not available	

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 (<u>helpdesk-tshc@telangana.gov.in</u>) 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: <u>helpdesk-tshc@telangana.gov.in</u> 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.