

**HIGH COURT OF JUDICATURE AT HYDERABAD
FOR THE STATE OF TELANGANA AND THE STATE OF ANDHRA PRADESH**

R.O.C No.11246/2018-Estt.1,

DATE : 20 - 11 -2018

C I R C U L A R

Sub: ESTABLISHMENT -- HIGH COURT OF JUDICATURE AT HYDERABAD- Filling-up of 26 posts of Court Masters and Personal Secretaries to the Hon'ble Judges and Registrars, by promotion / transfer in the High Court Service, purely on temporary basis – Inviting applications from the eligible candidates – Regarding.

The High Court of Judicature at Hyderabad proposes to fill-up 26 vacancies in the category of Court Masters/ 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 working in Division-II (except category 2) of High Court Service,
- ii) By transfer of approved probationers from the Categories 2 to 12 as per amended Andhra Pradesh Judicial Ministerial Service Rules 2003 issued under G.O.Ms.No.100, dated 08-08-2013 and Categories 1 to 3 of Division- II and Categories 1 & 2 of Division – III of A.P.State Legal Services Authority and Telangana State Legal Services Authority.

The above said post is a Gazetted post, carrying a time scale of pay of Rs.37100-1030-39160-1110-42490-1190-46060-1270-49870-1360-53950-1460-58330-1560-63010-1660-67990-1760-73270- 1880 -78910 -2020 -84970 -2160-91450.

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

1. Must be a Graduate from any University recognized by the University Grants Commission or recognized by the State or Central Act.
2. A pass in Typewriting by Higher Grade in English conducted by Telangana State Board of Technical Education / A.P. State Board of Technical Education or any other State which is recognised by the State Board to be equivalent to the Examination, conducted by it.

3. **A pass in Government Technical Examination with a speed of 180 w.p.m. in Shorthand (English) conducted by the Telangana State Board of Technical Education / A.P. 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 also can apply.**

The eligible candidates, **who are approved probationers,** working in Division-II (except category 2) of High Court Service and Categories 2 to 12 as per amended Andhra Pradesh Judicial Ministerial Service Rules 2003 issued under G.O.Ms.No.100, dated 08-08-2013 and Categories 1 to 3 of Division- II and Categories 1 & 2 of Division – III of A.P.State Legal Services Authority Service and Telangana State Legal Services Authority Service and who are willing to be appointed as Court Masters in the High Court Service, are instructed to submit their applications to the Unit Heads of the respective Units along with 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. (5) 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), High Court of Judicature at Hyderabad-500 066, on or before **05.12.2018, 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 are not possessing the 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), 150 w.p.m (4 minutes duration) and 120 w.p.m (5 minutes duration) and the transcription to be done on Computers within 40, 45 and 45 minutes, respectively. The Test will be for 80 Marks in Shorthand Test and 20 Marks for oral interview.

The vacancy position mentioned in this Circular may increase or decrease as per the requirement of the High Court and the High Court reserves the right for such increase / decrease.

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

The above matter may be treated as specially urgent.

Note : All the Unit Heads are requested to communicate this circular to the staff members working in their Units.


REGISTRAR (ADMINISTRATION)

To

- 1 The Registrar (I.T.-cum-Central Project Coordinator), High Court of Judicature at Hyderabad. (with request to arrange to upload this circular in the official website of the High Court.)
- 2 All the District Judges (Both the States of Telangana and Andhra Pradesh)
- 3 The Director, Judicial Academy for the States of Telangana and Andhra Pradesh, Secunderabad.
- 4 The Chief Judge, City Civil Court, Hyderabad
- 5 The Chief Judge, City Small Causes Court, Hyderabad
- 6 The Metropolitan Sessions Judge, Hyderabad
- 7 The Special Judge for C.B.I. Cases, Hyderabad and Visakhapatnam
- 8 The Member Secretary, A.P.State Legal Services Authority, City Civil Court Buildings, Hyderabad.
- 9 The Member Secretary, Telangana State Legal Services Authority, City Civil Court Buildings, Hyderabad.
- 10 The Secretary, A.P.High Court Legal Services Committee, High Court Buildings, Hyderabad.
- 11 All the Section Officers/ Section Heads, High Court of Judicature at Hyderabad (for circulation among the staff members working in their respective Sections)

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

Registered No:
(to be filled by the Office)

To
The Registrar (Administration),
High Court of Judicature at
Hyderabad.

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

Sir,

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

- 01. Name in full with designation
(In block letters) :**
- a) Place of work :
- b) Name of the Category in which
probation declared :
02. Father's Name / Husband's Name :
03. Date of Birth and Age :
04. Educational Qualifications :
- (a) Academic :
- (b) Technical :
05. Address for correspondence with
Telephone Nos. Land Line & Mobile Nos. :

Date :
Place :

Yours faithfully,

(Signature of the Applicant)