

High Court for the state of Telangana: :Hyderabad

R.O.C.No. 666/2024-R.C.

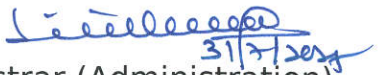
Dated: 31/7/25

NOTIFICATION

Ref: High Court's Notification R.O.C.No. 666/2024-R.C., dated 28-07-2025.

Lists detailing the relevant original certificates to be submitted by the concerned candidates who have been shortlisted for certificate verification as per the fixed schedule.

In continuation of the High Court's notification cited, it is to inform that the candidates who have been shortlisted for original certificate verification have to bring the relevant/requisite original certificates - postwise as mentioned in the post-wise lists appended to this Notification, along with two (02) sets of photocopies of the said certificates attested by a Gazetted Officer, on the ~~fixed~~ day of verification.


Registrar (Administration)
F.A.C. Registrar (Recruitment)

The following certificates / documents must be submitted by the candidates at the time of verification of thier original certificates

COMPUTER OPERATOR

- i. Hall Ticket of the concerned examination.
- ii. Degree in Arts or Science or Commerce or Law of a University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any other degree equivalent to such qualification (convocation/provisional and marks memo).
- iii. Certificate evidencing the date of birth (S.S.C or equivalent)
- iv. Typewriting Higher Grade in English (with a speed of 45 wpm), and if passed the Typewriting English Higher Grade from other than the Telangana State Board of Technical Education and Training, it is to submit the Equivlency Certificate issued by the Telangana State Board of Technical Education and Training.
- v. B.C.A. or Post Graduation Diploma in Computer Programming or Post Graduation Diploma in Computer Applications (one year course) which is recognized by the Central or State Government, containing the **recognition number, date/year.**
- vi. No Objection Certificate to participate in the ensuing recruitment process and Service & Conduct Certificate from the Employer (if employed anywhere)
- vii. Discharge Certificate by the Ex-service person.
- viii. Community Certificate for BCs, SCs & STs, issued by the competent authority.
(Certificate in respect of BCs, shall show specifically the classification of the group).
- ix. The Other Backward Class (OBC) Certificates will not be considered.
- x. Economically Weaker Section (EWS) Certificate for the financial year 2024-2025, issued by the competent authority in respect of EWS candidates.
- xi. Person with Disability Certificate (showing the nature and percentage of disability) issued by the concerned Medical Board in respect of persons with disability.

- xii. Any other qualifications over and above the prescribed qualifications.
- xiii. Study/Bonafide certificates upto 10th class.
- xiv. If the candidate pursued the courses of requisite qualifications during the course/period of their employment, he/she has to submit the No Objection Certificate for pursuance of the said course/s from the concerned Employer, clarifying the total period of leave availed by the employee for pursuance of the said course/s.
- xv. Candidates presently working on contract/outsourcing basis in the Service of the High Court for the State of Telangana; Head Office of the Telangana State Legal Services Authority, Hyderabad; and in the Telangana Legal Services Committee, Hyderabad, have to submit the proceedings of their initial appointment, date of birth certificate, certificates in proof of requisite academic and technical qualifications, latest Service and Conduct Certificate, etc..
- xvi. Two sets of photostat copies of certificates duly attested by the Gazetted Officer are to be submitted, in addition to the original certificates. Original Certificates will be returned to the candidate, immediately after verifying the same.
- xvii. If the candidates furnishes wrong information as sought above or not furnished the requisite information/certificates, their selection to the post shall be cancelled at any stage, without prior intimation.

The following certificates / documents must be submitted by the candidates at the time of verification of thier original certificates

ASSISTANT

- i. Hall Ticket of the concerned examination.
- ii. Degree in Arts or Science or Commerce or Law of a University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any other degree equivalent to such qualification (convocation/provisional and marks memo).
- iii. Certificate evidencing the date of birth (S.S.C or equivalent)
- iv. No Objection Certificate to participate in the ensuing recruitment process and Service & Conduct Certificate from the Employer (if employed anywhere)
- v. Discharge Certificate by the Ex-service person.
- vi. Community Certificate for BCs, SCs & STs, issued by the competent authority.
(Certificate in respect of BCs, shall show specifically the classification of the group).
- vii. The Other Backward Class (OBC) Certificates will not be considered.
- viii. Economically Weaker Section (EWS) Certificate for the financial year 2024-2025, issued by the competent authority in respect of EWS candidates.
- ix. Person with Disability Certificate (showing the nature and percentage of disability) issued by the concerned Medical Board in respect of persons with disability.
- x. Any other qualifications over and above the prescribed qualifications.
- xi. Study/Bonafide certificates upto 10th class.
- xii. If the candidate pursued the courses of requisite qualifications during the course/period of their employment, he/she has to submit the No Objection Certificate for pursuance of the said course/s from the concerned Employer, clarifying the total period of leave availed by the employee for pursuation of the said course/s.

- xiii. Candidates presently working on contract/outsourcing basis in the Service of the High Court for the State of Telangana; Head Office of the Telangana State Legal Services Authority, Hyderabad; and in the Telangana Legal Services Committee, Hyderabad, have to submit the proceedings of their initial appointment, date of birth certificate, certificates in proof of requisite academic and technical qualifications, latest Service and Conduct Certificate, etc..
- xiv. Two sets of photostat copies of certificates duly attested by the Gazetted Officer are to be submitted, in addition to the original certificates. Original Certificates will be returned to the candidate, immediately after verifying the same.
- xv. If the candidates furnishes wrong information as sought above or not furnished the requisite information/certificates, their selection to the post shall be cancelled at any stage, without prior intimation.

The following certificates / documents must be submitted by the candidates at the time of verification of their original certificates

EXAMINER

- i. Hall Ticket of the concerned examination.
- ii. Degree in Arts or Science or Commerce or Law of a University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any other degree equivalent to such qualification (convocation/provisional and marks memo).
- iii. Certificate evidencing the date of birth (S.S.C or equivalent)
- iv. No Objection Certificate to participate in the ensuing recruitment process and Service & Conduct Certificate from the Employer (if employed anywhere)
- v. Discharge Certificate by the Ex-service person.
- vi. Community Certificate for BCs, SCs & STs, issued by the competent authority.
(Certificate in respect of BCs, shall show specifically the classification of the group).
- vii. The Other Backward Class (OBC) Certificates will not be considered.
- viii. Economically Weaker Section (EWS) Certificate for the financial year 2024-2025, issued by the competent authority in respect of EWS candidates.
- ix. Person with Disability Certificate (showing the nature and percentage of disability) issued by the concerned Medical Board in respect of persons with disability.
- x. Any other qualifications over and above the prescribed qualifications.
- xi. Study/Bonafide certificates upto 10th class.
- xii. If the candidate pursued the courses of requisite qualifications during the course/period of their employment, he/she has to submit the No Objection Certificate for pursuance of the said course/s from the concerned Employer, clarifying the total period of leave availed by the employee for pursuance of the said course/s.

- xiii. Candidates presently working on contract/outsourcing basis in the Service of the High Court for the State of Telangana; Head Office of the Telangana State Legal Services Authority, Hyderabad; and in the Telangana Legal Services Committee, Hyderabad, have to submit the proceedings of their initial appointment, date of birth certificate, certificates in proof of requisite academic and technical qualifications, latest Service and Conduct Certificate, etc..
- xiv. Two sets of photostat copies of certificates duly attested by the Gazetted Officer are to be submitted, in addition to the original certificates. Original Certificates will be returned to the candidate, immediately after verifying the same.
- xv. If the candidates furnishes wrong information as sought above or not furnished the requisite information/certificates, their selection to the post shall be cancelled at any stage, without prior intimation.

The following certificates / documents must be submitted by the candidates at the time of verification of thier original certificates

TYPIST

- i. Hall Ticket of the concerned examination.
- ii. Bachlor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification (convocation/provisional and marks memo)
- iii. Typewriting Higher Grade in English (with a speed of 45 wpm), and if passed the Typewriting English Higher Grade from other than the Telangana State Board of Technical Education and Training, it is to submit the Equivlency Certificate issued by the Telangana State Board of Technical Education and Training.
- iv. Certificate evidencing the date of birth (S.S.C or equivalent)
- v. No Objection Certificate to participate in the ensuing recruitment process and Service & Conduct Certificate from the Employer (if employed anywhere)
- vi. Discharge Certificate by the Ex-service person.
- vii. Community Certificate for BCs, SCs & STs, issued by the competent authority.
(Certificate in respect of BCs, shall show specifically the classification of the group).
- viii. The Other Backward Class (OBC) Certificates will not be considered.
- ix. Economically Weaker Section (EWS) Certificate for the financial year 2024-2025, issued by the competent authority in respect of EWS candidates.
- x. Person with Disability Certificate (showing the nature and percentage of disability) issued by the concerned Medical Board in respect of persons with disability.
- xi. Any other qualifications over and above the prescribed qualifications.
- xii. Study/Bonafide certificates upto 10th class.
- xiii. If the candidate pursued the courses of requisite qualifications during the course/period of their employment, he/she has to submit the No Objection Certificate for pursuance of the said course/s from the concerned Employer, clarifying the total period of leave availed by the employee for pursuation of the said course/s.

- xiv. Candidates presently working on contract/outsourcing basis in the Service of the High Court for the State of Telangana; Head Office of the Telangana State Legal Services Authority, Hyderabad; and in the Telangana Legal Services Committee, Hyderabad, have to submit the proceedings of their initial appointment, date of birth certificate, certificates in proof of requisite academic and technical qualifications, latest Service and Conduct Certificate, etc..
- xv. Two sets of photostat copies of certificates duly attested by the Gazetted Officer are to be submitted, in addition to the original Certificates. Original certificates will be returned to the candidate, immediately after verifying the same.
- xvi. If the candidates furnishes wrong information as sought above or not furnished the requisite information/certificates, their selection to the post shall be cancelled at any stage, without prior intimation.

The following certificates / documents must be submitted by the candidates at the time of verification of thier original certificates

COPYIST

- i. Hall Ticket of the concerned examination.
- ii. Bachlor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification (convocation/provisional and marks memo)
- iii. Typewriting Higher Grade in English (with a speed of 45 wpm), and if passed the Typewriting English Higher Grade from other than the Telangana State Board of Technical Education and Training, it is to submit the Equivlency Certificate issued by the Telangana State Board of Technical Education and Training.
- iv. Certificate evidencing the date of birth (S.S.C or equivalent)
- v. No Objection Certificate to participate in the ensuing recruitment process and Service & Conduct Certificate from the Employer (if employed anywhere)
- vi. Discharge Certificate by the Ex-service person.
- vii. Community Certificate for BCs, SCs & STs, issued by the competent authority.
(Certificate in respect of BCs, shall show specifically the classification of the group).
- viii. The Other Backward Class (OBC) Certificates will not be considered.
- ix. Economically Weaker Section (EWS) Certificate for the financial year 2024-2025, issued by the competent authority in respect of EWS candidates.
- x. Person with Disability Certificate (showing the nature and percentage of disability) issued by the concerned Medical Board in respect of persons with disability.
- xi. Any other qualifications over and above the prescribed qualifications.
- xii. Study/Bonafide certificates upto 10th class.
- xiii. If the candidate pursued the courses of requisite qualifications during the course/period of their employment, he/she has to submit the No Objection Certificate for pursuance of the said course/s from the concerned Employer, clarifying the total period of leave availed by the employee for pursuation of the said course/s.

- xiv. Candidates presently working on contract/outsourcing basis in the Service of the High Court for the State of Telangana; Head Office of the Telangana State Legal Services Authority, Hyderabad; and in the Telangana Legal Services Committee, Hyderabad, have to submit the proceedings of their initial appointment, date of birth certificate, certificates in proof of requisite academic and technical qualifications, latest Service and Conduct Certificate, etc..
- xv. Two sets of photostat copies of certificates duly attested by the Gazetted Officer are to be submitted, in addition to the original Certificates. Original certificates will be returned to the candidate, immediately after verifying the same.
- xvi. If the candidates furnishes wrong information as sought above or not furnished the requisite information/certificates, their selection to the post shall be cancelled at any stage, without prior intimation.

The following certificates / documents must be submitted by the candidates at the time of verification of their original certificates

SYSTEM ASSISTANT

- i. Hall Ticket of the concerned examination.
- ii. B. Tech. (CSE/IT/ECE) / Diploma in Electronics / B.Sc (Electronics), (Computers), IT with minimum 55% marks in the qualifying examination (convocation/provisional and marks memo).
- iii. Certificate evidencing the date of birth (S.S.C or equivalent)
- iv. No Objection Certificate to participate in the ensuing recruitment process and Service & Conduct Certificate from the Employer (if employed anywhere)
- v. Discharge Certificate by the Ex-service person.
- vi. Community Certificate for BCs, SCs & STs, issued by the competent authority.
(Certificate in respect of BCs, shall show specifically the classification of the group).
- vii. The Other Backward Class (OBC) Certificates will not be considered.
- viii. Economically Weaker Section (EWS) Certificate for the financial year 2024-2025, issued by the competent authority in respect of EWS candidates.
- ix. Person with Disability Certificate (showing the nature and percentage of disability) issued by the concerned Medical Board in respect of persons with disability.
- x. Any other qualifications over and above the prescribed qualifications.
- xi. Study/Bonafide certificates upto 10th class.
- xii. If the candidate pursued the courses of requisite qualifications during the course/period of their employment, he/she has to submit the No Objection Certificate for pursuance of the said course/s from the concerned Employer, clarifying the total period of leave availed by the employee for pursuance of the said course/s.
- xiii. Candidates presently working on contract/outourcing basis in the Service of the High Court for the State of Telangana; Head Office of the Telangana State Legal Services Authority, Hyderabad; and in the

Telangana Legal Services Committee, Hyderabad, have to submit the proceedings of their initial appointment, date of birth certificate, certificates in proof of requisite academic and technical qualifications, latest Service and Conduct Certificate, etc..

- xiv. Two sets of photostat copies of certificates duly attested by the Gazetted Officer are to be submitted, in addition to the original certificates. Original Certificates will be returned to the candidate, immediately after verifying the same.
- xv. If the candidates furnishes wrong information as sought above or not furnished the requisite information/certificates, their selection to the post shall be cancelled at any stage, without prior intimation.

The following certificates / documents must be submitted by the candidates at the time of verification of thier original certificates

OFFICE SUBORDINATE

- i. Hall Ticket of the concerned examination.
- ii. Pass Certificate of any exam i.e. 7th, 8th, 9th and 10th containing the marks and admission number, etc.
- iii. Certificate evidencing the date of birth (S.S.C or equivalent)
- iv. Transfer Certificate of the concerned class.
- v. No Objection Certificate to participate in the ensuing recruitment process and Service & Conduct Certificate from the Employer (if employed anywhere)
- vi. Discharge Certificate by the Ex-service person.
- vii. Community Certificate for BCs, SCs & STs, issued by the competent authority.
(Certificate in respect of BCs, shall show specifically the classification of the group).
- viii. The Other Backward Class (OBC) Certificates will not be considered.
- ix. Economically Weaker Section (EWS) Certificate for the financial year 2024-2025, issued by the competent authority in respect of EWS candidates.
- x. Person with Disability Certificate (showing the nature and percentage of disability) issued by the concerned Medical Board in respect of persons with disability.
- xi. Study/Bonafide certificates of the concerned calsses.
- xii. Candidates presently working on contract/outsourcing basis in the Service of the High Court for the State of Telangana; Head Office of the Telangana State Legal Services Authority, Hyderabad; and in the Telangana Legal Services Committee, Hyderabad, have to submit the proceedings of their initial appointment, date of birth certificate, certificates in proof of requisite academic and technical qualifications, latest Service and Conduct Certificate, etc..
- xiii. Two sets of photostat copies of certificates duly attested by the Gazetted Officer are to be submitted, in addition to the original certificates. Original Certificates will be returned to the candidate, immediately after verifying the same.

- xiv. If the candidates furnishes wrong information as sought above or not furnished the requisite information/certificates, their selection to the post shall be cancelled at any stage, without prior intimation.
- xv. 'Declaration' by the candidates with regard to their highest academic qualification. (to be submitted at the time of certificate verification)