

HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD
NOTIFICATION No.123/2023-RC FOR THE POST OF CIVIL JUDGE (JUNIOR DIVISION)
PROCESS OF FILLING & SUBMITTING THE APPLICATION FORM

Candidate Instructions-

The Application contains two parts Part A and Part B. You must complete both Part A and Part B to apply for the Post of Civil Judge 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)

1. Use the Application Link, User 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. Preview and submit the application to proceed to payment of the Exam Fee

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

Document Required:

Keep below mentioned documents ready before applying

For Direct Recruitment Application

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. Disability Certificate (If applicable)
4. Caste Certificate (If applicable)
5. EWS Certificate (If applicable)
6. 10th/SSC or Equivalent (For the purpose of Date of Birth)
7. BL/ LLB Certificate (For those who have not enrolled as an advocate)
8. BL/ LLB Practice Certificate (For <3 or >3 years period of practice)

For Recruitment by Transfer Application

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. Disability Certificate (If applicable)

4. 10th/SSC or Equivalent (For the purpose of Date of Birth)
5. Law degree
6. Proof of Declaration of Probation
7. Latest certificate of service and conduct issued by the competent authority
8. Proceedings to Prosecute law degree course after entering into service

Step 1 - Open High Court Website or click on below link

<https://cdn3.digialm.com/EForms/configuredHtml/2775/81492/Index.html>

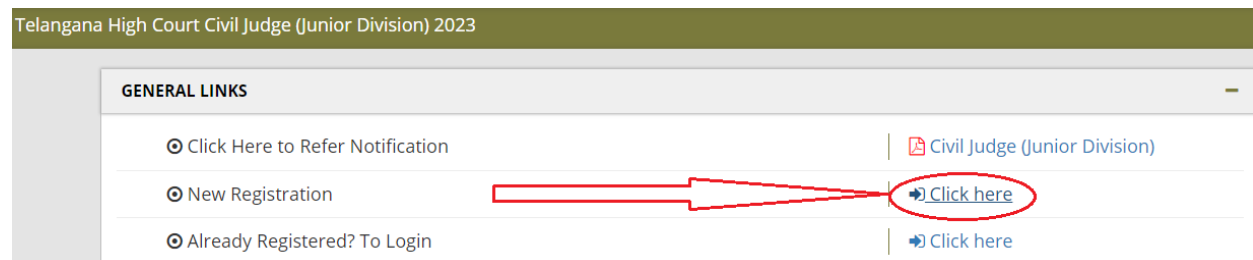
Recommended browser to register and complete the application form

Edge Chromium or Mozilla Firefox (Version 87 to 104) or

Google Chrome (version 82 to 104)

Step 2 – Click on New Registration

If you are new user for this notification, Click on New Registration as shown below



Step 3 - Registration to receive User ID and Password

The registration form appears as follows-

REGISTRATION

Register to get User ID and Password


Note:
Please enter your name strictly as per your certificate/marksheet of Matriculation/10th/SSC without any salutation(Dr., Mr., Ms., Mrs., Shri, Smt., Prof. etc.).

Applying Under*
 Direct Recruitment Recruitment By Transfer

Applicant Name*

Note:(As per SSC or equivalent certificate)

Gender*
 Male Female Others

Date of birth (DD/MM/YYYY)*
 
Note:As mentioned in the SSC or its equivalent examination

Age as on 01/02/2023
 0 Years 0 Months 0 Days

Category:*

Note: No changes will be entertained after you complete the Registration

The entries on this form cannot be changed once submitted, hence, ensure that you enter the required information correctly.

Applying Under: Candidate should choose the applicable Recruitment type.

Applicant Name: This should be the same as it appears in 10th/SSC or equivalent Certificate.

Gender: Select appropriate selection

Date of Birth: Use the calendar icon to select the correct date.

Category: Select your Category as given in the drop down.

Sub Category: This drop down will display in case of BC-A, BC-B, BC-C, BC-D, BC-E, SC, ST categories. Select appropriate sub category.

Whether the applicant belongs Orthopedically Handicapped of lower portion of the body: (Applicable only for Candidates applying with Direct Recruitment) Age relaxation will be applicable only with disability percentage > 40%.

Whether the applicant belongs to Physically Handicapped: (Applicable only for Candidates applying with Recruitment by Transfer) Age relaxation will be applicable only with disability percentage > 40%.

Ex-Servicemen: Candidates can select as yes if he/she has served in the defense services of the Indian Union and who is otherwise qualified and suitable, the period of service rendered by him/her in the defense service, and shall be excluded in computing the age, for appointment by direct recruitment.

Pension Payment Order (PPO) Number: Applicable only for Ex-Servicemen. Enter the PPO number.

Mobile Number: Should be valid and unique. Any further Communication will be sent to registered mobile number only.

Confirm Mobile Number: Should be same as Mobile Number

Email Address: Should be valid and unique. You will receive your User ID and Password on this email address only.

Confirm Email Address: Should be same as Email Address.

Generate OTP: Validate your Mobile Number with OTP received to your mobile.

CAPTCHA: The CAPTCHA box (as displayed) is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. If you have trouble reading the characters, click the 'Get new image' link to refresh the letters.

Reverify: Reverify all the values filled and click on check box against each field.

Step 4 - Confirmation of Registration

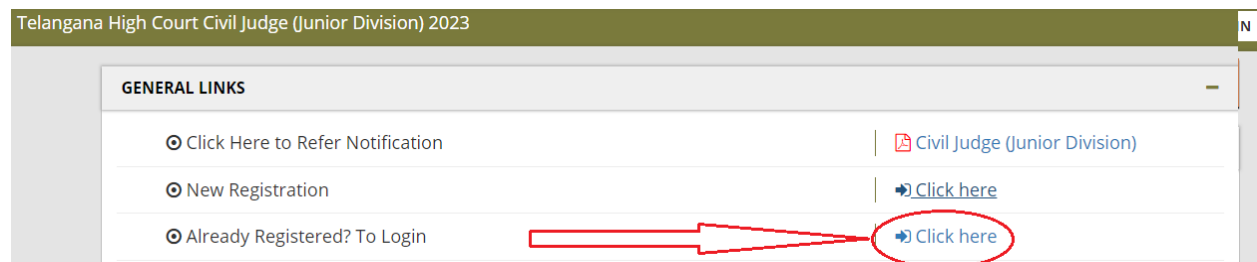
Within minutes of submitting the Registration Form, you will receive your User ID, Password and Application Link on the registered email address. Ensure that you check your mailbox immediately and that it is not considered as spam mail. Using these credentials, you may proceed to complete your application for the Post of Civil Judge 2023 by clicking on the link given in the email. You may also login from the High Court Website.

This ends Part A of the Registration Process.

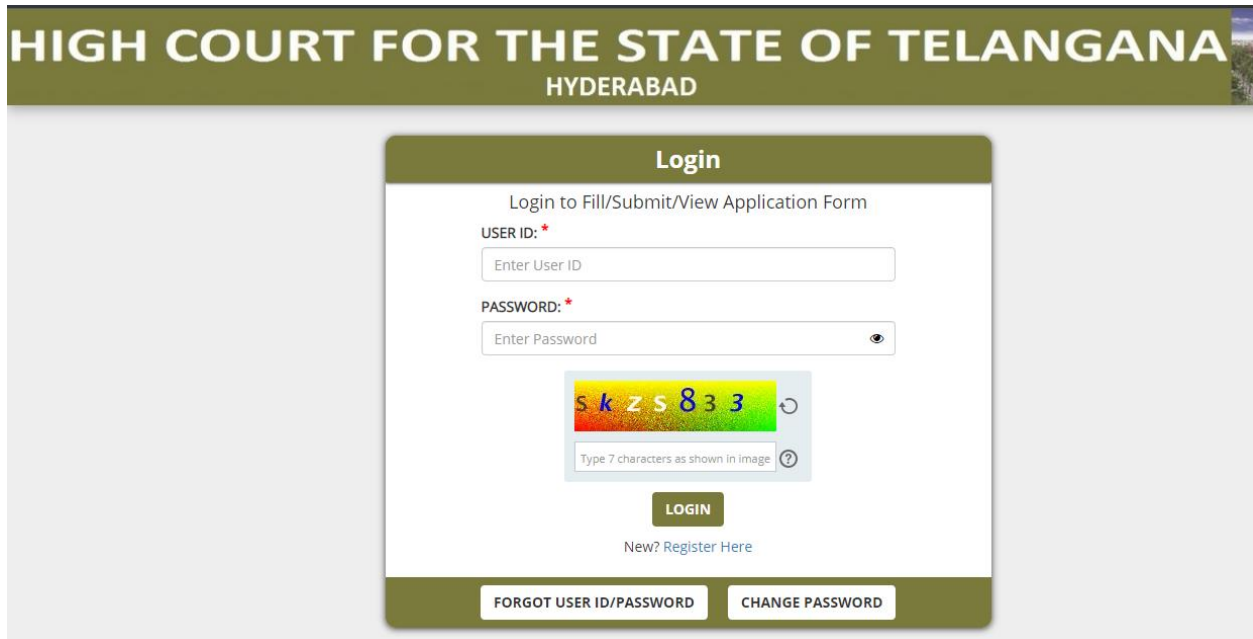
Step 5 – Go-to Login Page

Using the system generated User ID and Password received, you can login by using the User ID and Password.

In future, if you forget your Password, click the Forgot Password button on the login window. The Password will be sent to your registered email address, and not on the registered mobile number.



Below page will display after clicking on above highlighted hyperlink



After login with the user id and password received, you will be redirected to the Applicant Details page. Here, on this page the Applicant's personal details will be displayed. Right side to Personal Details, a link "Go to Application Form" is available. Click this link to go to application page.

Step 5 - Fill Application Form

The Application Form is categorized into the following four sections:

- Applicant Details
- Qualification Details
- Preference and Other Details
- Document Upload and Payment

You can Logout and exit the form any number of times to edit and complete later or Save & Continue each section till you submit the application. However, you will not be allowed to continue, if mandatory information is not entered or the required documents are not uploaded.

After you complete the last section, i.e. Payment, your application for the post of Civil Judge 2023 will be considered complete and you will receive a confirmation mail. After this, changes to any information provided on the application form are not possible. You can only print or save the form from the website. Details are available on the application submission page.

1. Applicant Details

- a. **Name of Father/Mother/Guardian:** Enter as applicable
- b. **Relationship:** Select the relationship with the person mentioned in point a.
- c. **Marital Status:** Enter marital status and in case of married provide details of spouse.
- d. **Identification Marks:** Enter two Identification marks and at least one Identification mark to be filled as mandatorily.
- e. **Native State:** Select Native State from drop down.
- f. **Native District:** Select Native district from drop down.
- g. **Address for Communication:** Enter all details of communication address in respective fields.
- h. **Permanent Address same as Address for Communication? :** If Permanent address is same as address for communication, then select yes or else select no and give permanent address details.

The screenshot displays the 'APPLICATION FORM FOR TSHC JCI 2023' with a navigation bar containing four tabs: 'APPLICANT DETAILS', 'QUALIFICATION DETAILS', 'PREFERENCE AND OTHER DETAILS', and 'DOCUMENT UPLOAD AND PAYMENT'. The 'APPLICANT DETAILS' tab is active. Below the navigation bar, there are four sections: 'Post Details', 'Personal Details', and 'Other Personal Information'. The 'Post Details' section contains a text input field for 'Applying Under' with the value 'Applying Under'. The 'Personal Details' section contains three input fields: 'Applicant Name' (value: Applicant Name), 'Name of Father/Mother/Guardian:' (value: asd), and 'Relationship:' (radio buttons for Father, Mother, Guardian, with 'Father' selected). Below these is a dropdown menu for 'Marital Status:' with the value 'Unmarried'.

2. Qualification Details

Furnish below academic details in the form

- a. 10th/SSC or Equivalent details
- b. 12th/Intermediate or Equivalent details
- c. Degree details
- d. LL.B details (Marks to be obtained as per the notification for <3 Years of Practice or for candidates not enrolled as an Advocate)
- e. LL.M details
- f. Linguistic Proficiency in Telugu
- g. Other Academic/Technical Qualification

10th/SSC or Equivalent Details

Name of the Board/Institution*

Name of the Board/Institution

Class/Division*

Name of the Class/Division

Percentage of Marks*

Percentage of Marks

Year Of Passing*

Please select Year Of Passing

12th/Intermediate or Equivalent Details

Name of the Board/Institution

Name of the Board/Institution

Class/Division

Class/Division.

Percentage of Marks

Percentage of Marks

Year Of Passing

Please select Year Of Passing

Degree Details**3. Preference and Other details****For Direct Recruitment candidates****Fill in the below details**

- a. Enrolment as an advocate – Yes, No
- b. Period of Practice (Not required for those who not enrolled as an Advocate)
- c. Date of Enrolment as an advocate: Use the calendar icon to select the correct date.
- d. Standing at the Bar with Date: Use the calendar icon to select the correct date.
- e. Place of Practice as on 01st Feb 2023

Furnish details if any of the below lines are selected as “Yes”, If not “No”

- f. Whether the applicant was subjected to any proceeding for professional misconduct by the Bar Council?
- g. Whether the applicant has been debarred/disqualified or found ineligible for candidature in any previous selections by any Public Authority?
- h. Whether the applicant has been dismissed/terminated/compulsorily retired from service of Central/ State Government/ Quasi Government Institution/ Government Owned Company/ Corporation/ Local Self Government Institution?
- i. Was any penalty has been imposed on the applicant during his/her Service?
- j. Whether any first Information Report Relating to a crime has been registered against the applicant?
- k. Whether the applicant was arrested in connection with any crime involving moral turpitude and concerned with the same?

- l. Whether any Criminal Prosecution has been pending against applicant or suffered any conviction in any Criminal offence?
- m. Whether the applicant has filed any insolvency petition or whether any insolvency petition has been filed against the applicant or whether the applicant has been adjudicated as insolvent by any court?

Exam City Preference Details

The High Court Reserves the right to allot candidates to any examination center other than the preferred centers given by the applicant or to abolish/Create a new center for administrative reasons. Request for change of the center will not be entertained.

Choose three Exam city preferences from the dropdowns.

Candidate should not select same exam city preference in the three exam city fields.

For Recruitment by Transfer candidates

Fill in the below details

- a. Post now held
- b. Name of the Office & District
- c. Whether the applicant is approved probationer in the eligible post
- d. Date of declaration of probation in the eligible category
- e. Whether the applicant completed the law degree? – In case of After Entry into Service, Furnish the Permission details.
- f. Any Disciplinary Proceedings/Vigilance Enquiry Initiated or contemplated against the Applicant?
- g. Whether the applicant has been debarred/disqualified or found ineligible for candidature in any previous selections by any Public Authority?
- h. Whether the applicant has been dismissed/terminated/compulsorily retired from service of Central/ State Government/ Quasi Government Institution/ Government Owned Company/ Corporation/ Local Self Government Institution?
- i. Was any penalty has been imposed on the applicant during his/her Service?
- j. Whether any first Information Report Relating to a crime has been registered against the applicant?
- k. Whether the applicant was arrested in connection with any crime involving moral turpitude and concerned with the same?
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APPLICATION FORM FOR TSHC JCJ 2023

APPLICANT DETAILS QUALIFICATION DETAILS **PREFERENCE AND OTHER DETAILS** DOCUMENT UPLOAD AND PAYMENT

Authority?:*
 Yes No

Whether the applicant has been dismissed/terminated/compulsorily retired from service of Central/State Government/Quasi Government Institution/Government Owned Company/Corporation/Local Self Government Institution?:*
 Yes No

Was any penalty has been imposed on the applicant during his/her Service? *
 Yes No

Whether any First Information Report relating to a crime has been registered against the applicant?:*
 Yes No

Whether the applicant was arrested in connection with any crime involving moral turpitude and concerned with the same?:*
 Yes No

Whether the applicant has been prosecuted or convicted in any criminal offence? *
 Yes No

4. Document upload and Payment

a. Upload Photo/Signature

I.Passport size Photograph (Size of the Photograph should not exceed 80 Kb) - **Mandatory**

II.Scanned copy of your Signature (Size of the Signature image should not exceed 80 Kb) – **Mandatory**

III. Certificates upload as given under Document Upload at the top. (1st and 2nd Page)

b. Exam Fee Details

The applicants who belong to OC/ BC categories have to pay an amount of Rs. 1000/- {Rupees Thousand only) towards Online Application processing and Examination fee, whereas the candidates belonging to EWS/SC/ST categories have to pay Rs.500/- {Rupees Five hundred only) towards Online Application processing and Examination fee.

Applicants belonging to SCs/STs, hailing other than the State of Telangana has to pay Rs.1000/- instead of Rs. 500/- towards Online Application processing and Examination fee, unless the caste to which they belong, is recognized as Scheduled Caste or Scheduled Tribe, as the case may be, by the Government of Telangana.

1. Payment

- I. Candidates have option of paying through debit card, credit card, net banking**
- II. Payment Gateway charges Rs 23.60 (Inclusive of Taxes) is added to the Exam Fee**
- III. Candidate can contact helpdesk in case of any payment related issues.**

2. Declaration

It is mandatory to select the check boxes:

“I hereby declare that the information furnished above and all the statements made in this application are true and correct and complete to the best of my knowledge and belief. I further declare that I Possess sound health and active habits. I am free from any bodily defect or infirmity which would render me unfit to work as a Civil Judge in Judicial service in the State of Telangana, and that my character and antecedents are such that they will not disqualify me from State Judicial Service. I have carefully read the contents of the notification, the conditions and instructions stipulated therein/ user guide, and I hereby undertake to abide by them. I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for appointment to the post of Civil Judge. I undertake that in the event of any information furnished by me being found false or incorrect or ineligibility being detected before or after the examination/ Interview/ appointment, I shall be liable to be proceeded with, in accordance with law.”,

And

“I Agree” in the Declaration section before you click the Submit and Pay button and proceed to the payment gateway. It is important that you preview the application form, using the Preview button to check for accuracy and completeness of all the data you have entered, before proceeding with the payment. You can preview your application at any stage and any number of times before submitting your application. It is also important to read the complete declaration before you select the I Agree check box.

Candidate Help Desk

In the event 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 User ID and/or Payment Transaction Number details at hand for reference.

Working Hours

Telephone: 10:30 AM to 05:00 PM. (1:30 PM – 2:30 PM Lunch break)

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

Helpdesk is available only on High Court working days