

# **HIGH COURT FOR THE STATE OF TELANGANA::HYDERABAD**

## **NOTIFICATIONS (9) NOS: 1/2026 TO 9/2026, DATED 19.01.2026 FOR TELANGANA JUDICIAL MINISTERIAL AND SUBORDINATE SERVICE.**

### **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 and above) or Google Chrome (version 82 and above) or Edge Chromium (version 82 and above) 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, 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. 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/ judicial district.
  - 3) In case of any queries, please contact help desk.
- Candidate who is applying for the first time 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 for any number of eligible Posts in any eligible Judicial District.

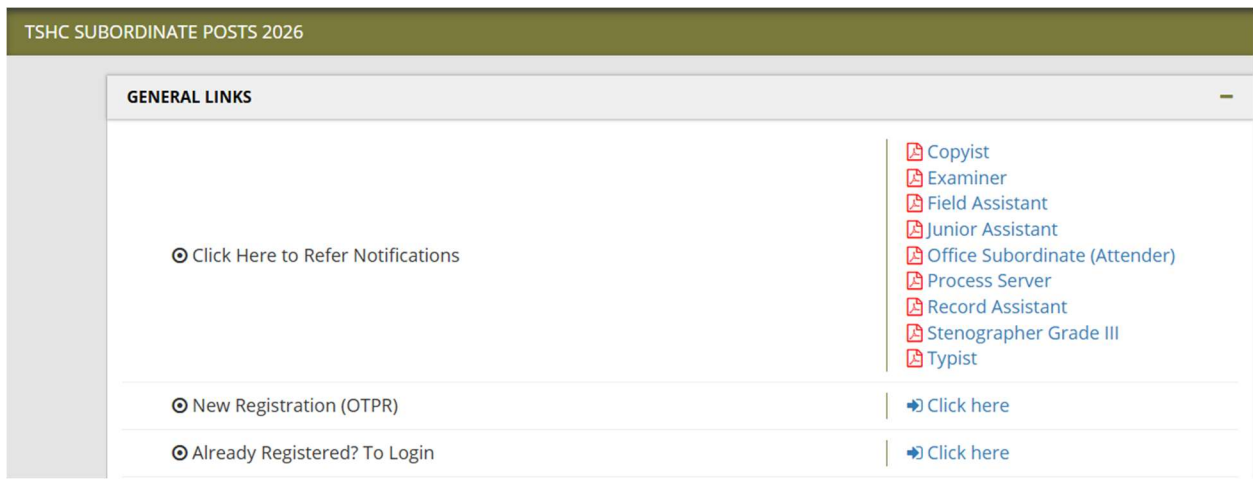
**Part A: Below are the steps for Registration: -**

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

<https://cdn3.digialm.com/EForms/configuredHtml/2775/97331/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 to start register.



Step 2: Read the instructions carefully and click on Close

### Instructions ✕

**Note :** Kindly use Edge Chromium or Mozilla Firefox (version 87 and above) or Google Chrome (version 82 and above) browser to fill in the Application Form.  
The Application Form is compatible with Android (version 4.0 and above) and iOS (version 9 and above)

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, 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. 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

Close

Step 3: Fill Registration form (Part – A)

### REGISTRATION FOR TSHC SUBORDINATE POSTS 2026

#### ONE TIME PROFILE REGISTRATION

##### Outsourcing/Contract Details

Whether the applicant presently working on Contract/Outsourcing basis?\*

Yes  No

##### Personal Details

Name as in SSC/Equivalent or Birth Certificate: *	Name of Father/Mother/Guardian: *	Relationship: *
<input type="text" value="Name as in SSC/Equivalent or Birth Certificate"/>	<input type="text" value="Name of Father/Mother/Guardian"/>	<input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Guardian
Date of Birth: *	Age as on 01/07/2026	Gender: *
<input type="text" value="dd/mm/yyyy"/>	NaN Years NaN Months NaN Days	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others
<b>Note:</b> As mentioned in the SSC/ Equivalent or Birth Certificate		
Marital Status: *	Category: *	
<input type="text" value="Please select Marital Status"/>	<input type="text" value="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
  - a. Select Yes, if you are working as Contract/Outsourcing in any of the Judicial Districts, else click No and proceed to the next field.
  - b. Select Years of experience in the Court/ Judicial Unit as on the date of notification i.e., as on 02-01-2026. If Below 2 years then below details are required and in case of 2 years and above, form will open in later stages to apply.
  - c. Outsourcing/Contract – Select appropriate option
2. Name as in SSC/Equivalent or Birth Certificate: - Fill as per SSC certificate, in case of SSC and Equivalent qualification else fill as per the Date of Birth certificate
3. Name of the Father/Mother/Guardian
4. Relationship: - Select appropriate relationship for the point no.2
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
8. Category – Select your category
  - a. EWS certificate for EWS candidates and Caste certificate for BC-A, BC-B, BC-C, BC-D, BC-E, SC Group - I, SC Group - II, SC Group - III, 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. Aadhar Number (Last 4 digits)
13. Mobile Number
14. Confirm Mobile Number (Fill same number as filled in Mobile Number)
15. Email ID
16. 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

17. **Local District** – Select Local District after understanding the Local status

**Note** : Local Candidate certificate according to The Telangana Public Employment (Organisation of Local Cadres And Regulation Of Direct Recruitment) Order, 2018, Vide G.O.Ms.No 124, dt; 30-08-2018.

Read the G.O. carefully and select your Local District. Local District plays a vital role in the Merit list.

18. 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.

19. Address for Communication – Fill all the fields as provided

20. 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

21. Declaration – Read declaration and click on “I Agree” check box

22. Generate OTP

Click on generate OTP to get the OTP to your registered mobile number and validate

23. 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.

24. 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.

25. 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.

# HIGH COURT FOR THE STATE OF TELANGANA

HYDERABAD

TSHC SUBORDINATE POSTS 2026 Application View

[GO TO QUALIFICATION DETAILS](#)

[LOGOUT](#)

## APPLICANT DETAILS

### Candidate Personal Details

<b>OTPR Number</b> TSHC26000041	<b>Name as in SSC/Equivalent or Birth Certificate</b> S	<b>Name of Father/Mother/Guardian</b> S
<b>Relationship</b> Father		
<b>Date of Birth</b> 01/Jan/1991	<b>Age as on 01/07/2026</b> 35 YEARS 6 MONTHS 0 DAYS	<b>Gender</b> Male
<b>Marital Status</b> Married	<b>Category</b> ST	<b>Sub Category</b> Bhil
<b>Are You a Physically Handicapped person?</b> No	<b>Are you an Ex-Service Person?</b> No	<b>Aadhaar Number (Last 4 Digits)</b> 1234

## Step 5: Fill Qualification Details

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

# HIGH COURT FOR THE STATE OF TELANGANA

HYDERABAD

TSHC SUBORDINATE POSTS 2026 Application View

[GO TO QUALIFICATION DETAILS](#)

[LOGOUT](#)

## APPLICANT DETAILS

### Candidate Personal Details

<b>OTPR Number</b> TSHC26000041	<b>Name as in SSC/Equivalent or Birth Certificate</b> S	<b>Name of Father/Mother/Guardian</b> S
<b>Relationship</b> Father		
<b>Date of Birth</b> 01/Jan/1991	<b>Age as on 01/07/2026</b> 35 YEARS 6 MONTHS 0 DAYS	<b>Gender</b> Male
<b>Marital Status</b> Married	<b>Category</b> ST	<b>Sub Category</b> Bhil
<b>Are You a Physically Handicapped person?</b> No	<b>Are you an Ex-Service Person?</b> No	<b>Aadhaar Number (Last 4 Digits)</b> 1234

2. View Applicant Details filled in the Registration form

# HIGH COURT FOR THE STATE OF TELANGANA

## HYDERABAD

TSHC SUBORDINATE POSTS 2026 Application View

[GO TO QUALIFICATION DETAILS](#)

[LOGOUT](#)

### APPLICANT DETAILS

#### Candidate Personal Details

<b>OTPR Number</b> TSHC26000041	<b>Name as in SSC/Equivalent or Birth Certificate</b> S	<b>Name of Father/Mother/Guardian</b> S
<b>Relationship</b> Father		
<b>Date of Birth</b> 01/Jan/1991	<b>Age as on 01/07/2026</b> 35 YEARS 6 MONTHS 0 DAYS	<b>Gender</b> Male
<b>Marital Status</b> Married	<b>Category</b> ST	<b>Sub Category</b> Bhil
<b>Are You a Physically Handicapped person?</b> No	<b>Are you an Ex-Service Person?</b> No	<b>Aadhaar Number (Last 4 Digits)</b> 1234

### 3. Click on Qualification details

APPLICATION FORM FOR TSHC SUBORDINATE POSTS 2026 [LOGOUT](#)

[APPLICANT DETAILS](#) [QUALIFICATION DETAILS](#)

#### Personal Details

<b>OTPR ID: *</b> TSHC26000041	<b>Name as in SSC/Equivalent or Birth Certificate: *</b> S	<b>Name of Father/Mother/Guardian: *</b> S
<b>Relationship: *</b> Father		
<b>Date of Birth: *</b> 01/01/1991	<b>Age as on 01/07/2026</b> 35Years 6Months 0Days	<b>Gender: *</b> Male
<b>Marital Status: *</b> Married	<b>Category: *</b> ST	<b>Sub Category: *</b> Bhil

### 4. Educational Qualification: - Select your qualification. Post names will appear based on the selection made here.

#### Note:

- VIIth Pass and SSC/Xth Fail:** Eligible to apply only Office Subordinate Post. **The candidate who is having higher qualification than 10<sup>th</sup> class shall not be considered as eligible.**
- SSC/Xth Pass and XIIth Fail:** Eligible to apply only Process Server and Office Subordinate Post.
- Intermediate/XIIth Class:** Eligible to apply only Copyist, Examiner, Record Assistant and Process Server.
- Graduation:** Eligible to apply for all posts except Office Subordinate.

APPLICATION FORM FOR TSHC SUBORDINATE POSTS 2026 LOGOUT

**APPLICANT DETAILS** **QUALIFICATION DETAILS**

Vlith Pass and SSC/Xth Fail : Eligible to apply only for Office Subordinate Post. The candidate who is having higher qualification than 10th class shall not be considered as eligible.  
 SSC/Xth Pass and Xlith Fail : Eligible to apply only for Process Server and Office Subordinate Posts.  
 Intermediate/Xlith Class : Eligible to apply only for Copyist, Examiner, Record Assistant and Process Server Posts.  
 Graduation : Eligible to apply for all posts except Office Subordinate Post.

**Education Qualification** -

Education Qualification:\*

Please select Education Qualification

---Select---

Vlith Pass and SSC/xth Fail

SSC/Xth Pass and Xlith Fail

Intermediate/Xlith Class

Graduation

5. Type of Study: Select appropriate option as per the studies completed.

- a. **Regular:** Candidates who have continuous study in school and resided in Telangana State. The location of school should be taken as criteria for selection of mandal/district.
- b. **Private:** Please refer to notification.
- c. **Open Schooling:** Recognised by Central/ State for Open learning. ODL Stands for Open Distance Learning.

APPLICATION FORM FOR TSHC SUBORDINATE POSTS 2026 LOGOUT

**APPLICANT DETAILS** **QUALIFICATION DETAILS**

**Type of Study** -

Type of Study:\*

Regular Study  Private Study  Open Schooling

**Regular :** Candidates who have continuous study in school and resided in Telangana State. The location of school should be taken as criteria for selection of mandal/district.  
**Private :** Please refer to notification.  
**Open Schooling :** Recognised by Central/ State for Open learning. ODL Stands for Open Distance Learning.

1st Class	School District: Please select School District	School Name: School Name	Year of Passing: Please select Year of Passing
2nd Class	School District: Please select School District	School Name: School Name	Year of Passing: Please select Year of Passing
3rd Class	School District: Please select School District	School Name: School Name	Year of Passing: Please select Year of Passing

6. Xth/ SSC or Equivalent Details
7. XIIth/ Intermediate or Equivalent Details
8. Graduation Details
9. Preview – Preview all the filled details
10. Submit – Submit the application

Step 6: Post and Judicial Unit Selection to apply for a Post.

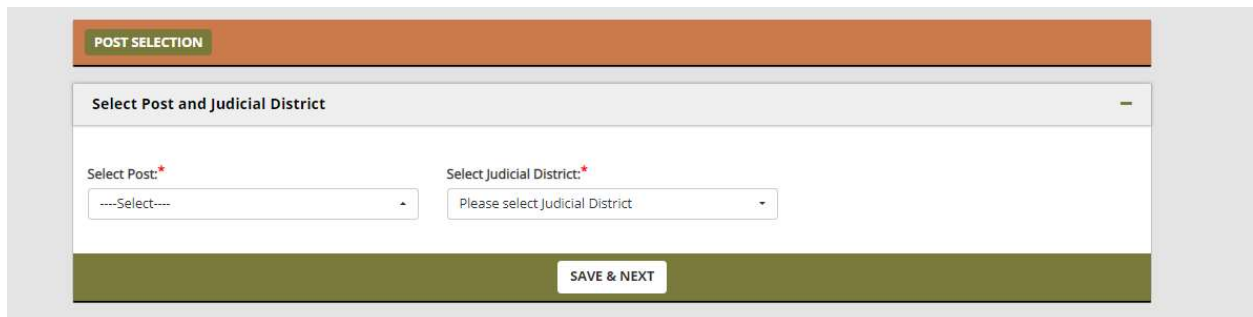
1. Click on Application tab as highlighted below.



2. Click on Click here to fill application – Highlighted in below screenshot.



3. Post Selection – Select Post and Judicial District which you want to apply.



4. Applicant Details – Check details and click on Save & Next.
5. Qualification Details
  - a. Linguistics Details – Select the languages you known
  - b. Other Qualifications – Fill appropriately
6. Document Upload and Payment

POST SELECTION	APPLICANT DETAILS	QUALIFICATION DETAILS	DOCUMENT UPLOAD AND PAYMENT
Please upload scanned copy of passport size photograph.* ⓘ			<a href="#">CLICK HERE TO UPLOAD</a>
Please upload your scanned signature.* ⓘ			<a href="#">CLICK HERE TO UPLOAD</a>
<p><b>Note :</b> Please refer to the Notification for detailed information and instructions with regard to the Certificates to be uploaded here.</p>			
Please upload your SSC Certificate.* ⓘ			<a href="#">CLICK HERE TO UPLOAD</a>
Please upload your Graduation Certificate.* ⓘ			<a href="#">CLICK HERE TO UPLOAD</a>
Please upload your I-VII Study Certificate/Transfer Certificate.* ⓘ			<a href="#">CLICK HERE TO UPLOAD</a>
Please Upload your English Typewriting Words Per Minute (WPM) - Lower Grade Certificate.* ⓘ			<a href="#">CLICK HERE TO UPLOAD</a>

Upload Photo, Signature and below certificates as applicable and with good quality. Max size for Photo, Signature is 80 KB in JPG or JPEG format and certificate upload should be within 1 MB in PDF format.

- a. Photo
- b. Signature

**Note :** Please refer to the post wise notification for detailed information and instructions with regard to the Certificates to be uploaded.

- c. Date of Birth Certificate
- d. VIIth or Higher Study Certificate
- e. SSC/ Xth Class Certificate
- f. Intermediate Certificate
- g. Graduation Certificate
- h. Caste Certificate
- i. EWS Certificate
- j. Physically Handicapped Certificate
- k. Ex-Serviceman Certificate
- l. I-VII Study Certificate/ Transfer Certificate
- m. Residence Certificate – Annexure herewith provided in next page as APPENDIX
- n. English Shorthand Certificate
- o. English Typewriting Higher Grade Certificate
- p. English Typewriting Lower Grade Certificate
- q. Higher Academic Qualifications/ Technical Qualifications Certificate if any

**APPENDIX**

**I**

**CERTIFICATE OF RESIDENCE**

(Vide Sub Clause (ii) of Clause (a) of para 7 of the Presidential Order).

It is hereby certified

(a) that Sri/Shrimathi/Kumari.....S/o, W/o, D/o  
..... appeared for the first time for the 7<sup>th</sup> Class  
examination in .....(month) .....year;

(b) that he/she has not studied in any educational institution during the whole/a part of  
the 4 consecutive academic years ending with the academic year in which he/she  
first appeared for the aforesaid examination;

(c) that in the 4 years immediately preceding the commencement of the aforesaid  
examination, he/she resided in the following place/places namely;

	Village	Taluk (Mandal)	District	Period
1.				
2.				
3.				
4.				

OFFICE SEAL

Officer of Revenue Department not  
below the rank of Tahsildar or  
Deputy Tahsildar in independent  
charge of a Sub-Taluk.

Station:

Date:

\* Strike off 'whole' 'a part' as the case may be.

---

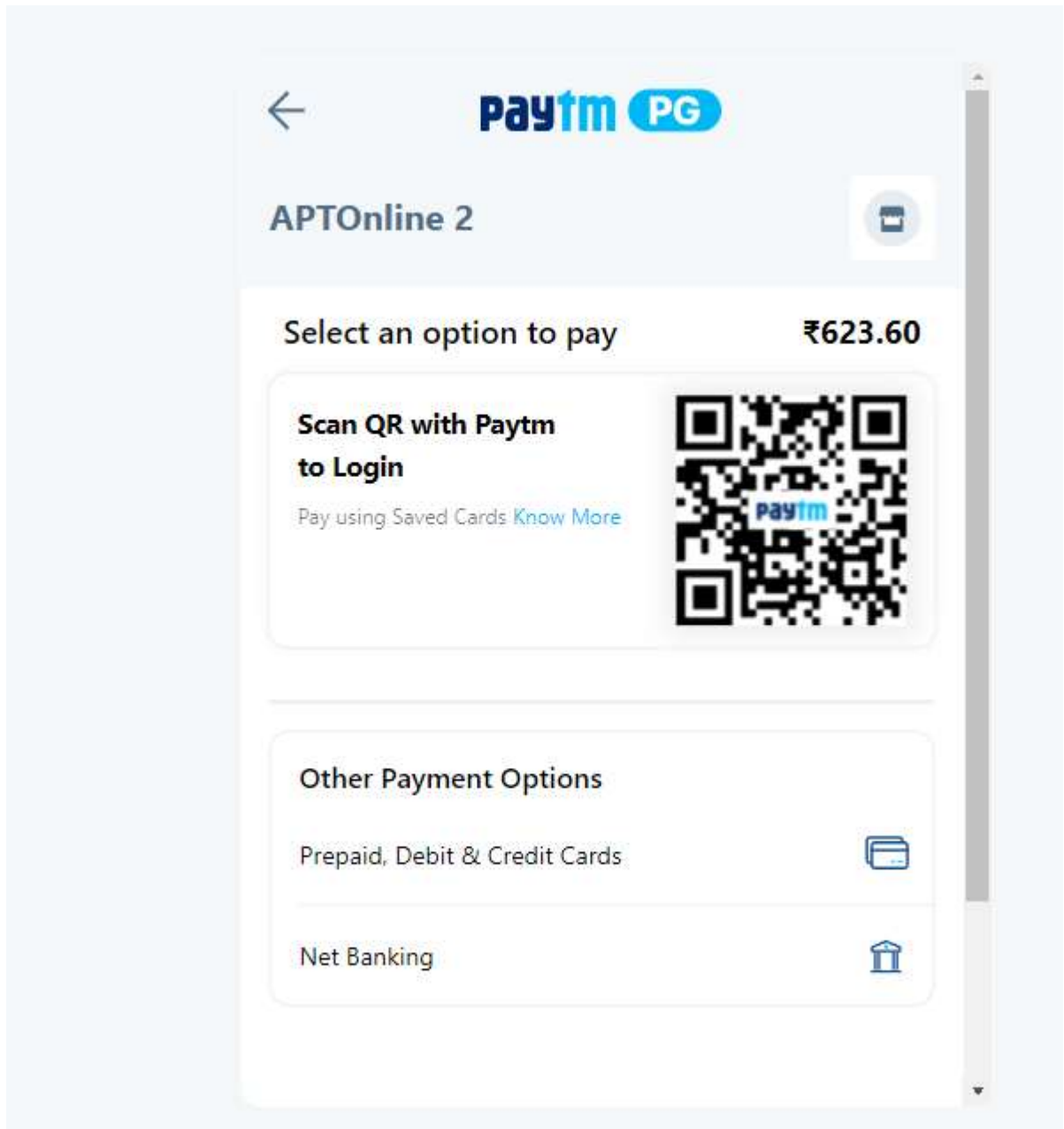
## 7. Exam Fee Details

- a. Payment Gateway charges Rs 23.60(Inclusive of Taxes) are added in Exam Fee.
- b. Candidates applying from anywhere in India can make the Online payment.
- c. Candidates can use Credit Card / Debit Card / Net Banking 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(s) and judicial district(s) applied.

Step 8: Go to Application page, click on refresh icon as below to view the post and judicial district applied and payment status.



This Step completes the PART B, i.e., Application part.

---

**Candidates have to submit a separate application for each post and judicial district with the same OTPR id and pay separate fee for each application.**

Step 9: To apply for a new post/ judicial district, go to the application dashboard or login page, if page expired.

Step 10: Click on “Click here to fill application” to apply for new post/judicial district.



Follow the same process for the number of eligible posts/ judicial districts 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](mailto: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](mailto: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.