

**GOVERNMENT OF TELANGANA  
MINORITIES WELFARE DEPARTMENT  
TELANGANA STATE URDU ACADEMY, HYDERABAD**

**RECRUITMENT OF URDU OFFICERS GRADE-I  
NOTIFICATION No.01/2018, Dt. 28-03-2018**

**(GENERAL RECRUITMENT)**

**PARA-I: GENERAL**

1) Department of Minorities Welfare, Govt. of Telangana through their G.O. Ms. No. 44, dated 31-12-2017, G.O.Ms.No.17, Minorities Welfare (Estt-II) Dept., dt. 16-03-2018, G.O.Ms.No.14, Minorities Welfare (Estt-II) Dept., dt. 26-02-2018 and G.O.Ms.No.18, Minorities Welfare (Estt.-II) Department, dt.16-03-2018 sanctioned 6 new special category posts of Urdu Officers Grade-I in the Telangana State to cater to the needs of the Government in the smooth and effective disposal of official work in Government offices, and the process of recruitment is entrusted to Telangana State Urdu Academy.

These Urdu Officers shall attend to the official work pertaining to translation from Urdu to English / Telugu, vice versa with other office work as may be assigned to them from time to time.

2) Applications are invited Online from qualified candidates through the proforma Application available on Director of Telangana State Urdu Academy's WEBSITE ([www.tsua.in](http://www.tsua.in)) to the posts of **Urdu Officer Grade-I** in various Government Offices.

- i. Submission of ONLINE applications from Dt. 02-04-2018
- ii. Last Date for submission of ONLINE applications Dt. 23-04-2018
- iii. Hall Tickets can be downloaded 07 days before commencement of Examination.
- iv. Date of Examination: 20-05-2018 (2.00 P.M. to 5.00 P.M.)

3) The candidates shall submit the online application form through the official website of Telangana State Urdu Academy [www.tsua.in](http://www.tsua.in). If the candidate is eligible for both the posts i.e. Urdu Officer Grade -I and Urdu Officer Grade -II and willing to apply for both the posts, the candidate is required to submit the online application forms for both posts separately by indicating the registration number of one post to the other in the online application form.

**Note:** Candidates are requested to keep the details and scanned copies of the following documents ready while submitting the online application form:

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- i) Aadhaar Number
- ii) Educational Qualification Details i.e. SSC, Intermediate, Degree, Post Graduation etc. and their Roll Numbers, Year of Passing etc.
- iii) Latest Passport Size Photograph & Signature
- iv) Community / Caste Certificate / Non-Creamy Layer Certificate in case of BCs obtained from Mee-Seva / E-Seva

4) The candidates who possess requisite qualification may apply online by satisfying themselves about the terms and conditions of this recruitment. The details of allocation of these posts in various Government offices is as follows :

Number of posts and their allocation: **Six (6) Urdu Officers Grade I** (Scale of Pay Rs. 37,100-91,450) will be allocated one each to the following offices:-

1. Chief Minister's Office
2. Legislative Assembly
3. Legislative Council
4. General Administration Department
5. Minorities Welfare Department
6. Information & Public Relations Department

**Note:** The applicants should be willing to serve anywhere in Telangana State.

5) **Roster System:** will be followed as per Government Orders.

6) **Educational Qualifications for Urdu Officer Grade-I:**

The candidates must possess the following qualifications:

- (a) Must possess Graduation from an India established University or incorporated by or under a Central Act, a Provincial Act. or a State Act. or an Institution recognized by the University Grants Commission or an equivalent qualification with **Urdu** as one of the subjects;
- (b) Any Post Graduate Degree from recognized University;
- (c) Should have passed S.S.C./ Matriculation or equivalent with **Telugu** as 2<sup>nd</sup> Language.

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7) **AGE:** Candidates must be between 21 to 44\* years as on 01-07-2018.

Must have attained the age of 21 years and must not have completed the age of 44 years as on 1/7/2018 i.e. must have been born not earlier than 2<sup>nd</sup> July,1974 and not later than 1<sup>st</sup> July,1997.

\*As per G.O. Ms. No. 329 GA(Ser.A) Dept., Dt. 27/07/2015 read with G.O. Ms. No. 264 GA (Ser.A) Dept., Dated: 26-07-2016 and G.O. Ms. No. 190 GA (Ser.A) Dept., Dated: 08-08-2017, the upper age limit is raised up to 10 years.

**Age Relaxations:** The upper age limit prescribed above is relaxable in the following cases:

Sl. No.	Category of candidates	Relaxation of age permissible
1	Telangana State Government Employees (Employees of TSRTC, Corporations, Municipalities etc. are not eligible).	5 Years based on the length of regular service.
2	Ex-Service men	3 years & length of service rendered in the armed forces.
3	N.C.C.(who have worked as Instructor in N.C.C.)	3 Years & length of service rendered in the N.C.C.
4	SC/ST and BCs	5 Years
5	Physically Handicapped persons	10 Years

**NOTE:** No person shall be eligible if he/she crossed 58 years of age (Superannuation-age).

8) **FEES:** The Registration fee for the post of Urdu Officer Grade-I is Rs. 600/- (Rupees Six hundred only) Candidates should have to pay the registration fee online through payment gate-way (Credit / Debit cards / net-banking only). Fees once paid will not be refunded under any circumstances. However, candidates belonging to SC & ST, PH & Ex-servicemen of Telangana State are exempted from payment of examination fee.

**NOTE:-** BC's, SC's and ST's belonging to *other states* are not exempted from payment of registration fee.

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**PARA-II: CENTRE FOR THE WRITTEN EXAMINATION:**

The Written Examination will be held at **HYDERABAD** only.

**PARA-III: HOW TO APPLY:**

1. The applicants have to read the **Notification** and **User Guide** carefully for submission of Online Application Form.
2. The candidates have to visit the official website [www.tsua.in](http://www.tsua.in) and Click on **Apply Online** to submit the online Application Form.
3. Provide the details like Candidates Name as per SSC or Equivalent, Hall Ticket No. of SSC, Aadhaar Number, Date of Birth, Community, State etc. and submit on **Proceed**. It will be directed to Payment Gateway (Credit Card / Debit Card / Net banking) to pay the Registration Fee. Once the payment is successful, the candidate is required to **click on Proceed to fill the Online Application Form**.  
(**Note:** Registration Fee exempted candidates will be directed to proceed to fill the Online Application Form without paying any Registration Fee).
4. The candidates are required to fill all the details in the Online Application Form and Click on **Next** Button. It will show the preview of Complete Application Form. If any modifications are required, **Click on Edit** and update the required modifications. Finally Click on **Submit** button.
5. After click on Submit button, it will show the message "**Application submitted successfully**" with Registration number **XXXXXX**. The candidate is required to take printout of the Online Application Form and has to quote for future references / correspondence.

**Note:**

1. The Telangana State Urdu Academy is not responsible for any discrepancy in the particulars provided in the Online Application Form. The applicants are therefore, advised to strictly follow the Notification and User Guide in their own interest before submitting the online application form.
2. The particulars furnished by the applicant in the online application form will be taken as final and processed based on these particulars only. Candidates should, therefore, be very careful in uploading / submitting the Online Application Form.

3. Incomplete / Incorrect application form will be summarily rejected. The information if any furnished by the candidate subsequently in any form will not be entertained by the Telangana State Urdu Academy under any circumstances. Applicants should be careful in filling-up the online application form. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
4. Before submission of Online Application Form, the candidates should carefully ensure his / her eligibility for this examination. No relevant column of the online application form should be left blank, otherwise application form will not be accepted.
5. Hand written / Typed / Photostat copies / outside printed Application Form will not be accepted and liable for rejection.
6. For any general queries / clarifications, please contact **040-23237810** from 10.30 AM to 1.00 PM and 1.30 PM to 5.30 PM on all working days or mail to [tsua.mwd@gmail.com](mailto:tsua.mwd@gmail.com)
7. For any Technical problems related to Submission of Online Application Form & Downloading of Hall Tickets please contact **9346180688** from 10.30 AM to 1.00 PM and 1.30 PM to 5.30 PM on all working days or mail to [support@tsua.in](mailto:support@tsua.in).

#### PARA- IV GENERAL PROVISIONS

1. Applicant must compulsorily fill-up all relevant columns of application and submit application through online only.
2. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the Urdu Academy will not be held responsible for any kind of discrepancy.
3. Applicants must upload his/her own scanned photo and signature and other documents through JPG format.
4. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.

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5. All the essential certificates issued by the competent authority of the State shall compulsorily be kept with the applicants to produce as and when required to do so. Failure to produce the required certificates on the day of verification will lead to disqualification.

6. The claim of the candidates with regard to the date of birth, educational qualifications and community are accepted only provisionally on the information furnished by them in their application form and is subject to verification and satisfaction of the Telangana State Urdu Academy. Mere admission to any test or interview or inclusion of the name of a candidate in a Merit List will not confer on the candidate any right for appointment. The candidature is therefore, provisional at all stages and the Directorate (Minorities Welfare) reserve the right to reject candidature at any stage of the selection even after the advice has been made.

The following certificates must be kept ready by the candidates for at the time of verification.

- i) Aadhar Card.
- ii) Proof of Educational Qualifications with Telugu as 2<sup>nd</sup> language at SSC level and Urdu as one of the subjects at Degree level.
- iii) Date of Birth Certificate / S.S.C
- iv) No Objection Certificate from Employer (if anywhere employed)

The following Certificates should be obtained from Govt. of Telangana State in prescribed proforma at the time of verification.

- v) Community Certificate (Issued in the name of candidate as S/o **OR** D/o)
- vi) Non-Creamy Layer Certificate as per Form- VIIB / Creamy Layer Certificate as per Form- VIIC vide Memo. No. 3009/BCW/OP/2001 Government of Telangana BC Welfare Department Dt.18/12/2015.(Certificate issued in the name of candidate as S/o **OR** D/o)

The following Certificate should be obtained from Competent Medical authority at the time of verification.

- vii). Medical Certificate for the Blind
- viii). Certificate of Hearing Disability and Hearing Assessment
- ix). Medical Certificate in respect of Orthopedically Handicapped Candidates

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**PARA-V: IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:**

**1. Recruitments:-** The Recruitment will be processed as per this Notification and also as per the Rules and Instructions issued by the Government and also as decided by the Directorate of Minorities Welfare from time to time.

**2. Rules:** All are informed that the various conditions and criterion prescribed herein are governed by the General Rules of existing State and Subordinate Service Rules, read with the relevant Special Rules applicable to any particular service in the departments. Any guidelines or clarification is based on the said Rules, and, in case of any necessity, any matter will be processed as per the relevant General and Special Rules in force.

**3. Employed:-** The persons already in Government Service/ Autonomous bodies/ Government aided institutions etc., whether in permanent or temporary capacity or as work charged employees are required to inform in writing to the Head of Office / Department, as the case may be and required to submit the "No objection Certificate" from the concerned Head of Office / Department to the Telangana State Urdu Academy as and when required to do so.

**4. Penal Action:-** The Telangana State Urdu Academy is also empowered to invoke the penal provisions of the A.P. Public Examinations (Prevention of Malpractices and Unfair means) Act 25/97 for matters connected therewith or incidental thereto and as per the Rules of Procedure published in Telangana Gazette No: 60 dated 28/12/2015 in respect of this Notification.

**5. Caste & Community:** Community Certificate issued by the competent authority (obtained from Government of Telangana State) in terms of G.O.Ms No. 58, SW (J) Dept., dt: 12/5/97 read with G.O. Ms. No. 5 Scheduled Castes Development (POA.A2) Dept., Dt. 08/08/2014, G.O. Ms. No. 11 Scheduled Castes Development (POA.A2) Dept., Dt. 17/09/2014 and G.O. Ms. No. 2 Scheduled Castes Development (POA.A2) Dept., Dt. 22/01/2015 should be submitted at appropriate time in respect of SC & ST Candidates. In respect of candidates belonging to Backward Classes are required to produce Community Certificate (BC-A, BC- B, BC-C, BC-D& BC-E) from Competent Authority i.e., from Tahsildars in the State of Telangana not below the rank of Deputy Tahsildar issued through E-seva/Mee-seva (G.O. Ms. No. 16 BCW(OP) Dept., Dt. 11/03/2015) and orders and instructions issued by the Government from time to time. As per General Rules for State and Subordinate

Service Rules, **Rule -2(28)** Explanation: No person who professes a religion different from Hinduism shall be deemed a member of Schedule Caste. However, Scheduled Castes converts to Buddhism deemed to be Scheduled Caste. BC's, SC's and ST's belonging to other States are not entitled for any kind of reservation.

**6. Reservation:**

1. Rule of Reservations to various categories as per Rule 22 of Sub-ordinate Service Rules shall apply to all these posts.
2. There shall be 33% reservation for women for all the posts.
3. In case, no candidate is available from the reserved categories, they shall be filled up from the general category of applicants.

**NOTE.:** Since these posts of Urdu Officers Grade-I are the State Cadre Posts, the Presidential order shall not be applicable to State cadre posts. The candidates of any State are eligible for applying the State cadre posts and the recruitment shall be done only on the basis of the Merit Marks of the candidates.

**7.Distance Education:-** The Candidates who have obtained Degrees through Open Universities / Distance Education mode are required to have recognition by the University Grants Commission / AICTE / Distance Education Council as the case may be. Unless such Degrees had been recognised by the relevant Statutory Authority, they will not be accepted for purpose of Educational Qualification. The onus of Proof of recognition by the relevant Statutory Authority that their Degrees / Universities have been recognised, rests with the Candidate.

**PARA VI: SCHEME OF EXAMINATION:**

The syllabus and the scheme of examination shall be as per G.O.Ms.No.14, Minorities Welfare (Estt.-II) Department, dt.26-02-2018 & G.O.Ms.No.18, Minorities Welfare (Estt.-II) Department, dt.16-03-2018.

The Written test shall be for a duration of three (3) hours. It will consists of Part - I and Part - II. Part - I shall have 75 multiple choice questions carrying 75 marks with a duration of 1 hour 15 minutes. Part - II shall be subjective one carrying 125 marks with



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a duration of 1 hour 45 minutes as per the following details. The Oral Test shall be conducted for 30 marks. The final merit list shall be prepared based on the total marks obtained in Written examination and Oral test.

**Part - I:** The 75 multiple choice questions under this section shall be on the following topics.

***Syllabus of Urdu Officers Grade - I***

- 1 Current Affairs: International, National and Regional events
- 2 General Science: India's Achievement in Science and Technology
- 3 Environmental Issues: Pollution and Disaster Management
- 4 Telangana: History, Movement, Heritage, Culture and Geography
- 5 Policies of Telangana State
- 6 Logical Reasoning: Analytical ability
- 7 Basic English (12<sup>th</sup> standard)
- 8 Urdu Language and Literature
- 9 Telugu Language and Literature of Telangana

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## **Syllabus for Part - II**

Syllabus for Part - II (Descriptive) is as follows:

### **Details:**

I	Urdu to English translation
II	English to Urdu translation
III	Urdu to Telugu translation
IV	Telugu to Urdu translation
V	Letter Writing in English
VI	Letter writing in Urdu
VII	Precise writing (in English)

The subjective paper shall be evaluated by two examiners independently and the average marks shall be considered for merit list. In case, the difference between 1<sup>st</sup> valuation and 2<sup>nd</sup> valuation is more than 12 marks, the same paper is evaluated by 3<sup>rd</sup> examiner. The marks evaluated by the 3<sup>rd</sup> examiner is final. Request for revaluation or recounting will not be undertaken under any circumstances.

**Appointing Authority:** Commissioner/Director, Minorities Welfare, Hyderabad Department of Minorities Welfare, Government of Telangana. Telangana State Urdu Academy will arrange to conduct written test and oral test, as per G.O. Ms. No. 44 , Minorities Welfare (Estt-II) Dept., dt. 31-12-2018 & G.O.Ms.No.17, Minorities Welfare (Estt-II) Dept., dt. 16-03-2018.

### **Para-VII: PROCEDURE FOR SELECTION:**

- 01.** Urdu Officers Grade I will be selected on the basis of a Written Test and Oral Test
- 02.** The selection of these posts will be based on marks secured in objective, subjective and oral tests.
- 03.** Those candidates who qualify in the Examination in order of merit will be called for verification of Certificates, Community and Category wise for the vacancies available as required. The minimum qualifying marks for Selection are OCs 40%, BCs 35% SCs, STs and PH 30%.
- 04.** Mere securing minimum qualifying marks does not vest any right in a candidate for being considered for selection.

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5. The appearance in all the paper/papers at the Written Examination as per rules is compulsory. Absence in any of the paper/papers will automatically render his candidature for disqualification.
6. Candidates have to produce Original documents and other particulars on the day of verification itself. If candidate fails to produce any of the required certificates and if the particulars furnished by him / her in the Application do not tally with the Original documents produced him / her, then his / her candidature will be rejected/disqualified without any further correspondence. As candidature for the recruitment is processed through Computer/Electronic devices based on the particulars furnished in the Application Form, the candidate is advised to fill in all the relevant particulars carefully.
7. The appointment of selected candidates will be subject to their being found medically fit in the appropriate Medical Examination, and if he/she is of sound health, active habits free from any bodily defect or infirmity.

**PARA-VIII: DEBARMENT:**

1. Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing in-correct information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred for five years from appearing for any of the examinations conducted by the Director, Telangana State Urdu Academy, and for summary rejection of candidature for this recruitment.
2. The Penal Provisions of Act 25/97 published in the State Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked if malpractice and unfair means are noticed at any stage of the Recruitment.
3. The Director, Telangana State Urdu Academy is vested with the power of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this process and any attempt by anyone causing or likely to cause breach of this constitutional duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Director, Telangana State Urdu Academy will be sufficient cause for rendering such questionable means as ground for debarment and penal consequences as per law and rules and as may be decided by the Director.

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4. Any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his / her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, will be debarred permanently from any exam or selection held by the Telangana State Urdu Academy.

**5.Invalidation of OMR Answer Sheet:-**If any candidate fails to Mark or Wrongly bubble the Booklet Series, Roll Number etc., in the OMR Answer Sheet, the Telangana State Urdu Academy reserves the right to invalidate such Answer Sheets as Answer Sheets are valued by Optical Mark Scanner. No request for reconsideration of such rejected/invalidated cases will be entertained under any circumstances whatsoever.

**PARA-IX:-** Please read the following Annexures appended to the Notification before filling the application form.

i) *User Guide*

**PARA X: SPECIAL INSTRUCTIONS TO CANDIDATES:**

Candidates are directed to follow the Urdu Academy's Website ([www.tsua.in](http://www.tsua.in)) regularly to know the latest developments of this Recruitment and any changes/ Modifications/Addendum/ Corrigendum, dates of Examination, calling of candidates for verification of Certificates/ Results etc. Candidates are advised to go through the User Guide enclosed to this Notification at Annexure-II.

**PARA-XI: TELANGANA STATE URDU ACADEMY'S DECISION TO BE FINAL:**

The decision of the Director, Telangana State Urdu Academy in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned, under the powers vested with it under Article 315 and 320 of the Constitution of India. The Academy also reserves its right to alter and modify time and conditions laid down in the notification for conducting the various stages up to selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the Academy at any stage.

**HYDERABAD**  
**DATE 28/03/2018**

*Sd/-*  
**DIRECTOR,**  
**TELANGANA STATE URDU ACADEMY**