

INSTITUTION OF LOKAYUKTA OF TELANGANA
5-9-49, Basheerbagh, Hyderabad – 500 063.

Recruitment Notification No.01/2025, Dated 03.07.2025

NOTIFICATION

Applications are invited from the qualified and eligible candidates for appointment by way of direct recruitment to the post of Steno-Typist in the Institution of Lokayukta of Telangana.

Sl.No	Name of the Post	No. of Posts Vacant	Roster Point	Qualifications, Scale of Pay, etc.
1	STENO-TYPIST	1	OC	(1) Holder of a degree in Arts, Science or Commerce of a University in India established or incorporated by or under a Central or a State Act or from any other Institution recognised by the University Grants Commission. (2) Must have passed Shorthand and Typewriting in English, preferably by Higher Grade. (3) Preference will be given to those having Telugu Shorthand and Typewriting, Lower Grade, Computer Knowledge and experience. (4) Scale of pay: Rs. 27130-80960

1. The applicants should possess minimum age of 18 years and cannot exceed maximum age of 46 years. The age is reckoned as on 01.07.2025 (Upper age limit of 46 years is considered as per G.O.Ms.No.30, General Administration (Services-A) Department, dated 08.02.2024).

AGE RELAXATIONS: The upper age limit prescribed above is however relaxed in the following cases:

- i. SC/ST/BCs & EWS – 5 Years
- ii. Physically Handicapped persons – 10 Years

2. The applicants have to submit their applications in the prescribed proforma which is available in Office Notice Board and also in official website www.lokayukta.telangana.gov.in/application2025.pdf.
3. The applications received in response to this Notification alone will be considered. Applications received after expiry of the due date shall be rejected.
4. The call letters to eligible candidates will be sent by ordinary post and the Institution is not responsible for the delay in postal service. However, the list of eligible candidates and date and time of interview will be published on website: www.lokayukta.telangana.gov.in

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- 5 Photo copies of Certificates, duly certified by Gazetted Officer, relating to qualifications, experience, caste (SC/ST/BCs & EWS) and Date of Birth shall be enclosed to the application.
- 6 Incomplete applications and the applications without enclosing the relevant certificates shall be rejected summarily, without any intimation.
- 7 Applicants need to affix self-attested recent passport size photo on the top of application on right side.
- 8 **THE LAST DATE FOR RECEIPT OF APPLICATIONS IS 18.07.2025 at 5.00 P.M.**
- 9 APPLICATION SHALL BE SENT/GIVEN IN A SEALED COVER BY RPAD/COURIER OR IN PERSON ADDRESSED TO THE REGISTRAR, INSTITUTION OF LOKAYUKTA OF TELANGANA, # 5-9-49, BASHEERBAGH, HYDERABAD – 500063. FURTHER, THE SEALED COVER SHOULD CONTAIN A MENTION ON TOP AS “APPLICATION FOR THE POST OF STENO-TYPIST” AND ALSO THE NAME AND ADDRESS OF THE APPLICANT IN BOTTOM LEFT SIDE AS “FROM ADDRESS”.
- 10 Applicants are not entitled for any T.A. or D.A. for attending test/interview.
- 11 The candidates called for interview for the post of Steno-Typist will have to attend skill test in English Shorthand (120 WPM) and English Typewriting (45 WPM) on Computers and also oral interview.
- 12 The number of Vacancies shown above are tentative.

Sd/-
REGISTRAR

Photo with self-
attestation

APPLICATION

Notification No. /Lok/Estt/2025, Dated 03.07.2025

APPLICATION FOR THE POST OF
STENO-TYPIST

- 1) Name :
- 2) Father's Name :
- 3) Post applied : Steno-Typist
- 4) Date of Birth & Age
as on 01.07.2025 :
- 5) Qualifications: -
 - a. Educational :
 - b. Technical :
- 6) Experience, if any :
- 7) Caste (OC/BC/SC/ST/EWS) :
- 8) Whether the applicant belongs
to Telangana as per rules. :
If yes, native district
- 9) Address for Correspondence :
- 10) Contact number :

Date:

Signature of the Candidate