Through email as well

No. DSJ/EC/Not./SML/2026-3898 – 3916.

OFFICE OF DISTRICT AND SESSIONS JUDGE, SHIMLA
CIVIL AND SESSIONS DIVISION, SHIMLA AT CHAKKAR,
HIMACHAL PRADESH.

Dated: Shimla-5, the March, 2026.

To

All the Judicial Officers,
Civil & Sessions Division,
Shimla. H.P.

Subject: Advertisement Notice.

Madam/Sir,

"Jai Hind"

I am directed to enclose herewith photocopy of Advertisement Notice No. HHC/Recruit./HC/Clerk/2025-I-5273-79, dated 27th/28th February, 2026 received from the Registry of Hon'ble High Court of Himachal Pradesh, for information & necessary action, please.

I am further directed to request your goodself to get the same circulated amongst all the eligible desirous officials working under your kind control and hard copy of online applications filled by the candidates alongwith their NOC received be submitted to this office on or before 31.03.2026**,** positively so that the same may be forwarded to the Hon'ble High Court of Himachal Pradesh, within stipulated period.

Yours faithfully,

Encls: As above.

Chief Administrative Officer
Court of District and Sessions Judge,
Shimla, H.P.

Endst. No. As above. Dated:-

Copy forwarded for information & necessary action to:-

1. The Assistant Programmer/System Assistant with a direction to upload/display the aforesaid Advertisement Notice on the website of this Civil and Sessions Division.
2. The Daftri of this office with a direction to get this advertisement notice noted down from all eligible desirous officials working in this office and also to display the same on the Notice Board of this office.

Chief Administrative Officer
Court of District and Sessions Judge,
Shimla, H.P.

HIGH COURT OF HIMACHAL PRADESH, SHIMLA- 171 001

Court of District & Sessions J.
SHIMLA
Diary No. 1756
Dt. 02/03/2026

No.HHC/Recruit./HC/Clerk/2025-I- **Dated Shimla, the 27th February, 2026**

Advertisement Notice No.	:	**HC-Misc./2026 (1)**
Website/ Recruitment portal for online applications	:	https://highcourt.hp.gov.in/ https://www.hphcrecruitment.in/login
Opening date of Online Application	:	**28.02.2026.**
CLOSING DATE OF ONLINE APPLICATION & FEE	:	**28.03.2026 at 11:59 PM**

"ADVERTISEMENT NOTICE"

The High Court of Himachal Pradesh invites Online Recruitment Applications (ORA) on the above-mentioned Recruitment Portal from all the eligible desirous candidates for filling up clearcut/ anticipated vacancies of the following posts on the **Establishment of HP High Court** as per **"The Himachal Pradesh High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct & Appeal) Rules, 2015"** (hereinafter referred to as R&P Rules, 2015):

Sl. No.	Particular of Post(s)	Vacancies (Category-wise)	Pay Matrix	Essential Edu. Qualification/ Eligibility Criteria/ Experience etc.
1.	**Stenographer (Group-C)** (Regular)	**Total Post(s)- 01 (One)** 01-SC (Clearcut)	**Pay Level 11 i.e., Rs. 38,500-1,22,700/- of the pay Matrix**	• Graduation with three (3) years' experience as Steno-typist or Judgment Writer or Stenographer in any government office or reputed organisation. • Candidates must be having speed of 100 W.P.M., in English Stenography and accurate transcription of the matter dictated within a period of 5 times to the time allotted for dictation and typing speed, in English, at 50 W.P.M., on computers, wherefor a separate test shall be held. • Provided that only 10% of the mistakes in transcribing the dictated matter and typed matter in typing test shall be allowed. In other words, the candidates committing more than 10% mistakes in transcribing the dictated matter and the typed matter in typing test shall be declared as unqualified. • Recruitment on the basis of competitive examination as per Schedule-IV (Part-H) of the **"R&P Rules, 2015."**
2.	**Clerk/Proof Reader (Group-C)** (Regular)	**Total Post(s)- 17 (Seventeen)** •12 - UR (4 clearcut & 8 anticipated) •02-SC (Clearcut) •01-ST (Clearcut) •02-EWS (Clearcut)	**Pay Level 03 i.e., Rs. 20,200-64,000/- of the pay Matrix**	• Graduation from a recognized University. • Screening Test, Written & Typing Test and DV as per R&P Rules, 2015. • The candidates shall have to qualify the Typing test at a speed of 30 WPM (in English) on a computer, wherefore a separate test shall be held, after qualifying the Screening Test. • Recruitment based on competitive examination as per Schedule-IV (Part-K) r/w 28th Amendment of the R&P Rules, 2015 ibid.
3.	**Driver (Group-C)** (Regular)	**Total Post(s)- 01 (One)** 01-UR (Clearcut)	**Pay Level 05 i.e., Rs. 21,300-67,800/- of the pay Matrix**	• Matriculation from a recognised board. • The candidates must possess a valid Driving Licence to drive the Light Motor Vehicles (LMV) or Medium or Heavy Vehicles with driving experience of at least three (3) years. • Recruitment based on competitive examination as per Schedule-IV (Part-O) of the R&P Rules, 2015. • The Proficiency (Driving) test and DV of the candidates shall be held, after qualifying the screening test for the post. • Preference shall be given to those candidates having good mechanical knowledge of Automobiles.

DJ/EC
Distt. Shimla
02/03/26

ABBREVIATIONS:

1. UR - Un-reserved., **2.** SC - Scheduled Caste, **3**. ST - Scheduled Tribe, **4**. OBC- Other Backward Classes, **5.** EWS- Economically Weaker Section, **6**. PH- Physically Handicap, **7.** R&P Rules, 2015 - "Himachal Pradesh High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct & Appeal) Rules, 2015", **8.** DV – Document Verification, **9.** ORA- Online Recruitment Applications

IMPORTANT INSTRUCTION(S):

1. The candidates are advised that before applying online they must go through "R&P Rules, 2015" uploaded on the High Court website and available on following URL link: https://highcourt.hp.gov.in/rules/Part-AII(3)2015updated.pdf
2. The candidates must ensure their eligibility in respect of essential qualification(s), category, age and experience etc., as mentioned in the R&P Rules 2015 ibid and as per orders/directions issued by Hon'ble High Court of Himachal Pradesh, from time to time.
3. The candidates are required to upload copies of essential qualification, matriculation certificate as age proof, any higher educational qualification, experience certificate (wherever required) to avoid rejection of their candidature.
4. The candidates for appointment to any of the abovementioned post(s) must be an Indian National and also possess requisite education qualification and other qualifications as prescribed under R&P Rules, 2015 as **on the date of submission of online application**.
5. The benefit of reservation for Physically Handicapped (PH)/persons with benchmark disabilities will be provided to the candidates as per Rule 17 of R&P Rules, 2015, if applicable.
6. The examination fee for the candidates applying online against advertised vacancy is as follows:

SN	Category(ies)	Exam Fee (Per application)
(a)	Unreserved (UR)	Rs. 450/- (including GST)
(b)	Reserved Categories of H.P. (i.e., SC, ST, OBC, EWS)	Rs. 300/- (including GST)

The fee shall have to be paid ONLY through ONLINE MODE and the fee once paid shall not be refunded to the candidate, in any case.

7. Age of the candidates shall be reckoned as **on 01.01.2026** as per the following criteria:

SN	Category(ies)	Age for all advertised post
(a)	Unreserved (UR) and EWS	between 18 to 45 years.
(b)	Reserved categories of HP, if post is reserved for a particular category (i.e., SC, ST, OBC)	between 18 to 50* years.
(c)	HP Govt. employees	between 18 to 50* years.

*Five years relaxation in upper age limit is admissible only to the bonafide SC, ST, OBC of HP and persons with benchmark disabilities of HP, in case a post is reserved for these categories. However, age relaxation for HP Govt. employees is also admissible as per orders/directions of the Hon'ble High Court of H.P. and instructions of the Government of HP issued from time to time.

8. The category once claimed shall be treated final and no representation/ correspondence will be entertained in this regard.
9. The experience and qualification, as required shall be reckoned as **on the date of submission of online application**.
10. The applications are acceptable **ONLY IN ONLINE MODE** [even from those candidates, who have been sponsored by Employment Exchange(s)]. The desirous candidate(s) may use the recruitment web portal as well as another relevant link provided on High Court Website before **the last date of submission of application.** Applications received through any other mode will not be accepted and will be deemed to be rejected straightway.
11. As per instructions of the Government of H.P., dated 11.6.2019 when an Economically Weaker Sections (EWS) candidate is not available for selection, the post(s) will be treated automatically as de-reserved and will be filled up from a non-EWS candidate of unreserved category.
12. The number of vacancies, as shown above, may increase or decrease in future, due to administrative reasons.
13. The eligible candidates will ONLY be informed through SMS alerts and Emails (as registered/disclosed at the time of applying online) about examinations/tests schedule etc. No separate communication/call letter etc. will be sent through any other mode. Therefore, the candidates are advised to give their working mobile number and Email ID used by them in the online application and ensure its working till the completion of the selection process to avoid any inconvenience. There is no other means of contacting them except their mobile number(s) and Email ID(s).
14. The candidates who are already in service of any Government or Semi Government concern, shall be considered ONLY on receipt of their online application (THROUGH PROPER CHANNEL) alongwith **"NO OBJECTION CERTIFICATE" (NOC)** issued by their Employer /Competent Authority within 15 days from the last date fixed for receipt of application. However, contract/ casual/ adhoc/ daily wagers/ work charged employees do not need to produce NOC's from the concerned employer.

15. The experience for any particular post, wherever required shall be taken into consideration only if the same is in proper format & mentioned /uploaded in the online application form and produced in original at the time of evaluation/DV.

16. The candidates must note that their admission in the test(s) will be strictly provisional and on the basis of declaration made by them in their online applications and only those documents will be verified from original, which were duly mentioned and uploaded by them at the time of submission of online application. No new certificate/ document will be entertained at the time of Document Verification/Evaluation, except certificates produced in continuation of expired certificates.

17. The submission of application by the candidates does not confer any right to appear in the test(s), unless and until the fee is paid and the eligibility criteria is fulfilled by them.

18. The candidates are advised to visit the official website of High Court of HP regularly for obtaining updates with regard to recruitment process of advertised vacancies.

19. The decision of the High Court of HP regarding eligibility/ test(s)/ and selection etc., will be final and no correspondence / personal enquiries/ representation of any type will be entertained.

20. Any request for change of date, time & venue of examination will not be entertained.

21. The High Court reserves the right to conduct the Screening/Proficiency Test at the District Headquarter Shimla, keeping in view the strength of the candidates.

22. The advertised anticipated vacancies will be filled up only on availability of these vacancies on account of retirement and promotion etc., and as such candidate cannot claim their appointment against these vacancies, as a matter of right.

23. Re-checking/ re-evaluation of answer sheets at any stage is not allowed and no request / representation in this regard shall be entertained.

24. The High Court reserves the right to change any other terms & conditions of advertisement or to rectify the inadvertent or technical error at any stage.

25. In case of any guidance/information/clarification regarding advertised posts, candidates can contact the Recruitment Section, via email/telephone on any working day from 10:00 AM to 01:00 PM & 02:00 PM to 04:00 PM. However, the High Court reserves the right to respond only to relevant/genuine queries, received via email i.e., arrecruitmement-hc@hp.gov.in

26. After successful completion of online application form, candidate will be able to preview his/her duly submitted application. Candidates are advised to get a printout/screen shot of the filled-up application for their record. Application once submitted cannot be withdrawn or modified, however, the same can be **cancelled without refund of fee.**

27. The candidates are required to submit their ORA alongwith fee well in time to **avoid last date rush.**

28. Before filling up the ORA, candidates must have their coloured recent photograph, signature & other certificates/ documents duly scanned in advance for uploading, as per following size & formats:

- Photo of candidate: 20 to 50 KB (JPG/JPEG/PNG) on white background.
- Sign of candidates: 10 to 20 KB (JPG/JPEG/PNG) on white background
- Matric Certificate (as age proof): 100 to 500 KB (JPG/JPEG/PNG)
- Other Certificates/Documents: 100 KB to 2 MB (only in PDF)

29. The candidates are advised to go through the frequently asked questions (FAQs) and the Video Tutorial available on the recruitment portal, before applying for the advertised posts.

30. If any mentioned/uploaded document(s) or certificate(s) which has expired during the course of the recruitment process is produced during DV, the same shall not be considered and the benefit of such certificate(s) shall also cease, however, if renewed certificate(s)/document(s) in continuation of the earlier uploaded/mentioned certificate(s) or document(s) is produced during the DV the same shall be considered.

31. The candidates must upload a legible and complete set of testimonials/ certificates, and the same should be valid, authentic and issued by the competent authorities **(clarified vide Govt. of HP letter No.Per(AP-B)B(15)5/2014-loose-I dated 18th July, 2017, 15th September, 2017 and 17th November, 2020)**. However, documents of only those candidates will be considered and accepted in continuation, at the time of DV, who have duly mentioned and uploaded the requisite documents at the time of applying online and expired during the recruitment process.

By Order

REGISTRAR GENERAL

Endst. No. As above 5273-79 **Dated: 27th February, 2026.**

Copies forwarded to (THROUGH EMAIL ONLY):

1. All the District & Sessions Judges in H.P., with a request to get the copy(ies) of this Advertisement Notice displayed on their website(s) as well as Notice Board(s) of their respective Court(s) /Division(s) /Sub Division(s) etc.
2. All the District Employment Exchange Officer(s), in the State of H.P., with the request to inform the eligible candidates to submit their ORA through online mode as mentioned in the advertisement

before the last date, failing which, they shall not be eligible to the post(s), notwithstanding the fact that their name(s) have been sponsored by your office(s).

3. The Central Project Coordinator, High Court of H.P., Shimla-171001, with a request to get uploaded the above advertisement notice on the High Court website under the relevant Link or Tabs.
4. The Public Relations Officer of this High Court Registry, with a request that brief of this Advertisement (attached herewith) may be got published at the earliest in daily Hindi Newspaper and daily English Newspaper, in view of the Office Order No. HHC/ GAD/ Advt./2010-II-, dated 17th August, 2023. Thereafter, copies of newspapers containing Advertisement be sent to the Registry of High Court for the purpose of record and further necessary action. The press release in this regard may also be issued separately to the print and electronic media for wide publicity.
5. The Service Provider for information alongwith criteria templates with a request to activate the log-in link provided at recruitment web portal till last date fixed for applying online mode, after completion of all necessary updation/changes in software module with respect to the advertisement referred to above.
6. LAN website and Notice Board of High Court of Himachal Pradesh, Shimla-171 001.
7. Guard file.

27/2/26.

REGISTRAR GENERAL