

# **HIGH COURT OF HIMACHAL PRADESH, SHIMLA- 171 001**

No. HHC/Admn.2(23)/82-IX-

Dated: 1<sup>st</sup> February, 2024.

## **"ADVERTISEMENT/CIRCULAR NOTICE"**

The applications (in offline mode) for filling up following vacancies in the Registry of the High Court Himachal Pradesh, Shimla, are invited, through proper channel, from the eligible desirous candidates/ officials of this High Court Registry as well as District Judiciary, on the attached prescribed format so as to reach the Registry of the High Court on or before the last date of application i.e., **01.03.2024 (4:45 PM)**:

S. N.	Particulars of vacancies	Pay Matrix	Educational Qualification/ Eligibility Criterion
1.	<b>Stenographer (Class-III) (Mode-b)</b>  Total Post(s) <b>Three 03 (UR)</b> anticipated	Pay Level 11 i.e. Rs. 38500-122700/- of the Pay Matrix	<p>Graduate Junior Scale Stenographers working in the High Court and Subordinate Courts in Himachal Pradesh, having one year length of service in case of Junior Scale Stenographers of High Court and three years in case of Junior Scale Stenographers from the Subordinate Courts. The 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.</p> <p>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.</p> <p>Provided further that taking into consideration any administrative exigency, Hon'ble the Chief Justice, in his discretion, can grant exemption in the aforesaid speed limit either, in typing, or in transcription or in both and also in the mistakes as referred to above.</p> <p>NOTE: The time for dictation as well as typing test shall be ten (10) minutes each.</p>

### **IMPORTANT NOTES:**

1. The experience will be calculated up to last date of application, wherever required, as per Rules.
2. The candidates must attach photocopies of their documents (10<sup>th</sup> onwards) alongwith their offline application.
3. The decision of HP High Court regarding eligibility etc., will be final and no correspondence / representation of any kind will be entertained.
4. The candidates must visit the High Court website regularly for all information (<https://hphighcourt.nic.in/>) & to ascertain their eligibility as per R&P Rules 2015. ([https://hphighcourt.nic.in/rules/Part-All\(3\)2015.pdf](https://hphighcourt.nic.in/rules/Part-All(3)2015.pdf)).
5. No TA/DA will be admissible to the candidates appearing in the test.
6. In-complete applications or the applications dispatched/ forwarded after due date shall not be entertained.
7. The appointment against vacancies will be given on availability of anticipated vacancies.

By Order etc.

REGISTRAR GENERAL

PTO

Endst. No. As above.

3717-21

Dated: 01.02.2024

03.

**Copy forwarded to:**

1. The Principal Private Secretary to Hon'ble the Chief Justice, High Court of Himachal Pradesh, Shimla-171 001, with the request to circulate this Advertisement Notice amongst the eligible desirous candidates of this High Court Registry.
2. All the District & Sessions Judges in H.P. in Himachal Pradesh, with a request to forward this advertisement notice to all the courts of their Civil & Sessions Division(s), for circulating the same amongst all the eligible candidates/ officials and also to display its copy on the Notice Boards of all the Courts in their respective Civil & Sessions Divisions. The offline applications alongwith requisite documents of the candidates may be dispatched/ forwarded to this Registry immediately before the last of application. (only Through Email)
3. The Section Officer (Computer) of this High Court Registry with a request to upload this Advertisement Notice on the LAN website of High Court of H.P for information to concerned.
4. Notice Board of High Court of Himachal Pradesh, Shimla-171 001.
5. Guard File.

REGISTRAR GENERAL

## HIGH COURT OF HIMACHAL PRADESH, SHIMLA -171001

### Offline Application Form for the Post of STENOGRAPHER – HIGH COURT

1. Name of the Applicant :  
(CAPITAL LETTERS)
2. Father's/Husband's Name :
3. Date of Birth :
4. Gender :
5. Date of initial appointment :  
(Regular)
6. Date of Joining as Jr. Scale :  
Stenographer (Regular)
7. Experience as Jr. Scale :  
Stenographer (Regular)  
(in Years & Months upto  
01.03.2024)
8. Present Designation (official) :
9. Place of Posting :
10. Educational Qualification :
11. Correspondence Address :  
Line 1 :  
Line 2 :  
District & State :  
PIN Code :
12. Mobile Number :
13. Email address :

Paste your  
recent passport  
size photograph  
duly self-  
attested

**Note:**

- The candidates are required to fill all the fields mandatorily.
- The candidates are also required to attach copy of 10<sup>th</sup> and essential qualification certificates.

**Place:**

**Date:**

**Name & Signature of the Candidate**

**DECLARATION:**

I do hereby declare that I am an Indian National and the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I undertake that in the event of any information furnished in this application form is found false or incorrect at any stage, my candidature shall be liable to be rejected and if offered appointment or appointed, then such offer or employment shall be liable to be cancelled forthwith or at any time and I shall also be liable for criminal prosecution. I also solemnly declare that I do not suffer from any of the disqualifications shown in the detailed advertisement notice for the post and I am eligible in all respects according to eligibility criteria mentioned in the said advertisement.

**Place:**

**Date:**

**Name & Signature of the Candidate**

