

# HIGH COURT OF HIMACHAL PRADESH, SHIMLA- 171 001

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

Dated, the 18<sup>th</sup> January, 2024.

Advertisement Notice No.	No. HHC/ Admn.2(23)/82- IX
Website/ Recruitment portal for online applications	<a href="https://hphighcourt.nic.in">https://hphighcourt.nic.in</a> <a href="https://www.hphcrecruitment.in/login">https://www.hphcrecruitment.in/login</a>
Opening date of Online Application	24.01.2024
<b>CLOSING DATE OF ONLINE APPLICATION &amp; FEE</b>	<b>26.02.2024 at 11:59 PM</b>

### "ADVERTISEMENT NOTICE"

The High Court of HP invites online applications (on the above-mentioned recruitment portal and website of High Court of HP) from all the eligible desirous candidates for filling-up the following clearcut vacancies of Class-II, III & IV vacant on the Establishment of High Court of HP, Shimla-1:

Sl. No	Particulars of vacancies	Total No(s) of vacancies	Pay Matrix	Educational Qualification/ Eligibility Criterion/ Experience etc.
1.	<b>Judgment Writer/ Personal Assistant (Class-II) (Mode e)</b>  (Regular)	<b>Total Clearcut Post(s)- 05 (Five*)</b> 02-SC 01-ST 01-EWS 01-PH	<b>Pay Level 12 i.e., Rs. 43,000-1,36,000/- of the Pay Matrix</b>	<ul style="list-style-type: none"> <li>• Graduation with experience of Eight (8) years either as Stenographer, Judgment Writer, Junior Scale Stenographer or Steno Typist in any reputed organisation including any government department /agency.</li> <li>• Candidates must be having speed of <b>110 W.P.M.</b>, 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 <b>55 W.P.M.</b>, on computers, wherefor a separate test shall be held.</li> <li>• 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.</li> <li>• The time for dictation as well as typing test shall be ten (10) minutes each and proficiency test will be conducted as per Schedule IV of the R&amp;P Rules, 2015.</li> <li>• PH reservation shall only be provided to the candidates suffering from loco-motor disability; <b>(Note: Person with normal upper limb can also be considered).</b></li> </ul>
2.	<b>Stenographer (Class-III) (Mode-d)</b>  (Regular)	<b>Total Clearcut Post(s)- 01 (One)</b>  01-UR	<b>Pay Level 11, i.e. Rs. 38,500-1,22,700/- of the Pay Matrix</b>	<ul style="list-style-type: none"> <li>• Graduation with 03 (Three) years' experience as Steno-Typists or Judgment Writers or Stenographer in any Government office or reputed organization.</li> <li>• 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.</li> <li>• 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.</li> <li>• Provided further that taking into consideration any administrative exigency, Hon'ble the Chief</li> </ul>

				<p>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> <ul style="list-style-type: none"> <li>• <b>NOTE:</b> The time for dictation as well as typing test shall be ten (10) minutes each and proficiency test will be conducted as per Schedule IV of the R&amp;P Rules, 2015.</li> </ul>
3.	<p><b>Junior Scale Stenographer (Class-III) (Mode-b)</b>  (Regular)</p>	<p><b>Total Clearcut Post(s)- 02 (Two)</b>  02- UR</p>	<p>Pay Level 7 i.e. Rs. 28,900-91,600/- of the Pay Matrix</p>	<ul style="list-style-type: none"> <li>• Graduation with 03 (Three) years' experience as Steno-Typist or Junior Scale Stenographer or on higher post in any Government organization or any other reputed organization.</li> <li>• Candidates must be having speed of 90 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 45 W.P.M., on computers, wherefor a separate test shall be held.</li> <li>• 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.</li> <li>• 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.</li> <li>• <b>NOTE:</b> The time for dictation as well as typing test shall be ten (10) minutes each and proficiency test will be conducted as per Schedule IV of the R&amp;P Rules, 2015.</li> </ul>
4.	<p><b>Assistant Librarian (Class-III) (Mode c)</b>  (Regular)</p>	<p><b>Total Clearcut Post(s)- 01 (One)</b>  01-UR</p>	<p>Pay Level 09 i.e., Rs. 35,600-1,12,800 of the Pay Matrix</p>	<ul style="list-style-type: none"> <li>• Master Degree in Library Science or Bachelor Degree in Library Science with 3 years' experience as Library Attendant or above.</li> <li>• 3 years' experience only for the person possession only Bachelor Degree in library Science whereas there will be no requirement of any experience in the case of candidate's possession Master's Degree in Library Science.</li> <li>• The test will be conducted as per Schedule IV, Part-I of R&amp;P Rules, ibid.</li> </ul>
5.	<p><b>Peon (Class-IV) (Mode a)</b>  (Regular)</p>	<p><b>Total Clearcut Post(s)- 09 (Nine)</b> 03-EWS 04- SC 02-ST</p>	<p>Pay Level-I i.e. Rs. 18,000-56,900/- of the Pay Matrix</p>	<ul style="list-style-type: none"> <li>• Matriculation or equivalent</li> <li>• As per Rule 6(19) of the R&amp;P Rules, 2015 candidate will be called in the ratio of 1:3 for Document Verification (DV) on the basis of merit of minimum educational qualification, which shall be calculated as per %age of marks obtained in prescribed educational qualification to be calculated out of 85 marks (for example, a candidate getting 50% marks in prescribed educational qualification will be given 42.4 marks) and 15 marks will be awarded as per documents attached/ mentioned in Schedule IV, Part-T of R&amp;P Rules, ibid.</li> </ul>

**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 - The H.P. High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct & Appeal) Rules, 2015, 8. DV – Document Verification

**IMPORTANT INSTRUCTION(S):**

1. The candidates are advised that before applying online they must go through "The H.P. High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct & Appeal) Rules, 2015 uploaded on the High Court website i.e., [https://hphighcourt.nic.in/rules/Part-All\(3\)2015.pdf](https://hphighcourt.nic.in/rules/Part-All(3)2015.pdf).
2. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc., as mentioned in the R&P Rules 2015 *ibid* & Advertisement notice by uploading copies of essential qualification, matriculation certificate as age proof, any higher qualification, experience certificate (where is required) to avoid rejection of their candidature.
3. The number of vacancies, as shown above, may increase or decrease in future, due to administrative exigencies.
4. The candidates for appointment to any of the abovementioned post(s) must be Citizen of India and also possess requisite educational and other qualifications as prescribed under R&P Rules, 2015 *ibid* as on **the last date of application**.
5. The examination fee for the candidates applying online against advertised vacancy is Rs. 340/- (plus GST as applicable) for General (UR) category and Rs. 190/- (plus GST as applicable) for all other reserved categories other than General (UR) category, who deserve fee relaxation/exemption under the Rules and the same shall have to be paid **ONLY** through **ONLINE MODE**. The fee, paid once, shall not be refunded to the candidate, in any case.
6. Age of the candidate should not be less than 18 years or more than 45 years as on **the last date of application**. Five years relaxation in upper age limit is admissible only to the bonafide SC, ST, OBC of HP and persons with disabilities of HP, in case, there is a post reserved for these categories. However, age relaxation for HP Govt. employees is also admissible as per instructions of the Government of HP issued from time to time.
7. The eligible candidates will **ONLY** be informed through SMS alerts or Emails (as registered/disclosed at the time of submitting application in online mode) about examination(s)/test(s)/ schedule of DV etc. No separate communication/call letters etc. will be sent through any other mode. Therefore, the candidates are advised to give their working mobile number(s) and Email ID(s) used by them in the online application and ensure their working till the completion of selection process to avoid inconvenience. There is no other means of contacting them except their mobile number(s) and Email ID(s).
8. 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 link at URL i.e. <https://www.hphcrecruitment.in> as well as another relevant link provided on High Court Website i.e. <http://hphighcourt.nic.in> on or before **the last date of application at 11:59 P.M.**
9. The High Court reserves the right to change any other terms of advertisement or to rectify the inadvertent or technical error at any stage.
10. The candidates who are already in service of any Government or Semi Government Departments, they shall submit advance copy of their application with the requisite fee as mentioned in the advertisement before last date fixed for the receipt of application. Their candidature shall be considered only on receipt of their application alongwith "NO OBJECTION CERTIFICATE" issued by their Employer/Competent Authority alongwith application submitted by them **THROUGH PROPER CHANNEL** within 15 days after the last date fixed for receipt of application. The application(s) of such candidate(s), if not received through proper channel, shall be summarily rejected. However, contract/ casual/ adhoc/ daily wagers/ work charged employees do not need to produce NOC's from the concerned employer.
11. As per instructions of the Government dated 11.6.2019 when an Economic 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. It is mandatory for the candidates to upload legible and complete set of testimonials/ certificates on proper format and the same should be valid, authentic and issued by the competent authorities concerned. However, documents of those candidates will be considered and accepted in continuation, before final selection, who have uploaded valid documents at the time of applying online and expired during the recruitment process.
13. The candidature of the applicants 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 uploaded by them at the time of submission of online application. No new certificate/ document will be entertained at the time of Personal Interview/ Document Verification, except certificates produced in continuation of expired certificates.
14. The submission of application by the candidates does not confer any right to appear in the test(s)/ DV, unless and until the fee is paid and eligibility criteria is fulfilled by them.
15. The category once claimed shall be treated final and no representation/ correspondence will be entertained in this regard.

16. The candidates senior in age will be placed above the candidate junior in age, if they score equal marks in the final merit list.
17. **The age, qualification & experience, as required shall be reckoned as on the last date of application.**
18. The candidates are advised to visit the website of High Court of HP regularly for obtaining updates with regard to recruitment process of aforesaid post(s).
19. The decision of the High Court of HP regarding eligibility/ test(s)/ DV 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. If the candidate of reserved category scores more marks, then the unreserved category candidate, he would be considered against unreserved category.
22. In case, a candidate submits multiple applications for the same post, the application received later shall be considered as final for asserting the candidature of the applicant and the earlier application(s) shall be deemed to have been cancelled.
23. Any request / representation of the candidates for re-checking/ re-evaluation of answer sheets will not be entertained.
24. The anticipated vacancies, if any, will be filled up only on available of these vacancies on account of retirement and promotion and candidate cannot claim their appointment against these vacancies.
25. Before filling up the Online Application, a candidate must have their photograph, signature & Other Certificates/ Documents duly scanned only in the "JPG/JPEG/PNG" format as per following size:
  - a) Photo of candidate : 20 to 50 KB (White Background)
  - b) Sign of candidates : 10 to 20 KB (White Paper)
  - c) Birth Certificate (10<sup>th</sup>) of Candidates : 100 to 500 KB
  - d) Other Certificates/ Documents : 200 to 1 MB

By Order etc.

REGISTRAR GENERAL

Endst No. As above

2738-44

Dated: 18<sup>th</sup> January, 2024.

**Copies forwarded to:**

1. All the District & Sessions Judges in H.P., with a request to get the copy(ies) of this Advertisement Notice displayed on the websites/ Notice Board(s) of their respective Court(s) /Division(s) /Sub Division(s) etc.
2. All the District Employment Officer(s), in the State of H.P., with the request to inform the eligible candidates to submit their application(s) 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 & LAN 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 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 17<sup>th</sup> 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.
5. Shri Ashok Chauhan, Project State Head, CSC-SPV (Service Provider) for information with a request to activate the log-in link provided at recruitment web portal & High Court Website 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 (THROUGH EMAIL ONLY).
6. Notice Board of High Court of Himachal Pradesh, Shimla-171 001.
7. Guard file.

  
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