

Through e-mail
**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KANGRA DIVISION
AT DHARAMSHALA.**

No.DSJ/EC/(5-7)/2025-
Dated:-

12463-488
31-7-2025

To

All the Judicial Officers,
Civil and Sessions Division
Kangra.

Subject:- Advertisement notices dated 28.07.2025 and 26.07.2025.

Sir/Madam(s),

"Jai Hind"

I am to enclose herewith copies of advertisement notices dated 28.07.2025 and 26.07.2025 received from the Hon'ble High Court of H.P Shimla for filling up one post of Stenographer Group (C)(Mode-b) (departmental) from eligible Junior Scale Stenographer working in District Judiciary and one post of Junior Scale stenographer (Group-C) (Mode-b) on the establishment of HP High Court for information and necessarily action.

You are requested to circulate the same amongst all the eligible officials and also to display its copy of on the notice boards of your respective Courts.

Yours faithfully,

(Rajeev Bali)
District & Sessions Judge,
Kangra Division at Dharamshala.

Endst No.DSJ/EC/(5-7)/2025-

Dated:-

Copy alongwith advertisement dated 28.07.2025 and 26.07.2025 is forwarded to-

1. The Assistant Programmer of this office with the direction to display the advertisement Notice on the website of this office.
2. The Daftri of this office with the direction to display the copy of advertisement on the notice board of this Court.

sd
District & Sessions Judge,
Kangra Division at Dharamshala.

Email



Purender Vaidya

Advertisement Notice(s) for the post of Stenographer & Jr. Scale Stenographer on the Establishment of High Court of HP.

From : Assistant Registrar Recruitment
<arrecruitment-hc@hp.gov.in>

Mon, Jul 28, 2025 12:09 PM

2 attachments

Subject : Advertisement Notice(s) for the post of
Stenographer & Jr. Scale Stenographer on the
Establishment of High Court of HP.

To : DISTRICT COURTS BILASPUR HP <ecourts-
hpbi01@indiancourts.nic.in>, District and
Sessions Judge Chamba <dsj-cha-
hp@nic.in>, District & Sessions Judge
Hamirpur, HP <dsj-ham-hp@nic.in>, Purender
Vaidya <dsj-kan-hp@nic.in>, Distt. & Sessions
Judge Rampur <dsj-rmp@aij.gov.in>, District
Session Judge Kullu <dsj-kul-hp@gov.in>,
Sessions Court Mandi HP <ecourts-
hpma01@indiancourts.nic.in>, District and
Sessions Judge Shimla
<dsj.shimla@indiancourts.nic.in>, District and
Sessions Judge <dsjsirmaur-hp@nic.in>,
District & Sessions Judge, Solan <ecourts-
hpso01@indiancourts.nic.in>, District and
Sessions Judge Una <ecourts-
hpun01@indiancourts.nic.in>

Respected Sir/Madam,

Please find the attachments for your information and necessary action.

With Regards,

Recruitment Section,
High Court of HP Shimla-1
Contact:- 01772653732

Handwritten signature

D & SJ
Kangra at Dharamshala, H.P.

Handwritten signature

— Advt. Jr. Scale Stenographer-HC-25.pdf
95 KB

— Advt. Stenographer-HC-25.pdf
85 KB

HIGH COURT OF HIMACHAL PRADESH, SHIMLA- 171 001

No. HHC/Recruit./HC/Steno./2025-I

Dated, the 28th July, 2025.

"ADVERTISEMENT NOTICE - DEPARTMENTAL"

The applications (in offline mode) for filling up following vacancies on the establishment of High Court of H.P., Shimla, are invited, **THROUGH PROPER CHANNEL**, from the eligible Junior Scale Stenographers working in the High Court of HP and District Judiciary of HP, 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., **25.08.2025 (4:45 PM)**:

S. N.	Particulars of vacancies	Pay Matrix	Educational Qualification/ Eligibility Criterion
1.	Stenographer (Group-C) (Mode-b) Total Post(s) 01 (One)	Pay Level 11 i.e. Rs. 38,500-12,2700/- of the Pay Matrix	Graduate Junior Scale Stenographers working in the High Court and Jr. Scale Stenographers working in the District Judiciary of HP with at least one year service in case of Jr. Scale Stenographers working in the High Court and 3 years in case of Jr. Scale stenographer from District Judiciary. 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.

Further, the applying candidates themselves are also required to fill up the "Google Form" available on the link i.e., <https://forms.gle/hN4Sph8LHwNR5kz27> in addition to their physical application Through Proper Channel.

Note:

1. 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&P Rules, 2015.
2. The advertised vacancies are subject to the outcome of CWP No. 6948 of 2025, titled as Hemant Sharma Vs. High Court of HP and anr., CWP No. 7467 of 2025 titled as Rakesh Kumar Chandel Vs. High Court of HP and CWP N. 7805 of 2025, Anil Kumar Vs. High Court of HP and anr.
3. The experience will be calculated up to last date of application, wherever required, as per Rules.
4. The candidates must attach photocopies of their documents (10th onwards) alongwith their offline application.

5. The decision of HP High Court regarding eligibility etc., will be final and no correspondence / representation of any kind will be entertained.
6. 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)).
7. No TA/DA will be admissible to the candidates appearing in the test.
8. In-complete applications or the applications dispatched/ forwarded after due date shall not be entertained.

By Order

REGISTRAR GENERAL

Dated: 28th July, 2025.

Endst. No. As above.

Copy forwarded to:

1. The Principal Private Secretary to Hon'ble the Chief Justice, High Court of Himachal Pradesh, Shimla-171 001, with a request to forward this advertisement notice to all the eligible officials. The candidates may submit their offline application alongwith requisite documents in the Recruitment Section before the last date of application.
2. All the District & Sessions Judges in Himachal Pradesh (**only through email**), 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 date of application, after verification of their details filled by them.
3. The LAN website of High Court of H.P. for information to all concerned.
4. Notice Board of High Court of Himachal Pradesh, Shimla-171 001.
5. Guard File.

Signed by
Registrar (Recruitment)

Date: 28-07-2025 10:51:57

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 Name :
/Husband's Name :
3. Date of Birth :
4. Gender :
5. Date of initial appointment :
(Regular)
6. Date of Joining as Junior :
Scale Stenographer
(Regular)
7. Experience as Junior :
Scale Stenographer as on
last date of application. (in
Years & Months)
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 10th and essential qualification certificates.
- The applying candidates themselves are also required to fill up the "Google Form" available on the link i.e., <https://forms.gle/hN4Sph8LHwNR5kz27> in addition to their physical application form Through Proper Channel.

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

HIGH COURT OF HIMACHAL PRADESH, SHIMLA- 171 001

No. HHC/Recruit./HC/Steno./2025-I

Dated Shimla, the 26th July, 2025

Advertisement Notice No.	:	HHC/Recruit./HC/Steno./2025-I
Website/ Recruitment portal for online applications	:	https://highcourt.hp.gov.in/ https://www.hphcrecruitment.in/login
Opening date of Online Application	:	31.07.2025
CLOSING DATE OF ONLINE APPLICATION & FEE	:	31.08.2025 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 one post of Junior Scale Stenographer 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" (R&P Rules, 2015), as per following details:

Sl. No.	Particulars of Post(s)	Pay Matrix	Essential Edu. Qualification/ Eligibility Criterion/ Experience etc.
1.	Junior Scale Stenographer (Group-C) (Mode-b) Total Post(s) 01- UR (Regular)	Pay Level 7 i.e. Rs. 28,900-91,600/- of the Pay Matrix	• 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. • 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. • 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. NOTE: • 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&P Rules, 2015 ibid. The advertised vacancies are subject to the outcome of CWP No. 6948 of 2025, titled as Hemant Sharma Vs. High Court of HP and anr., CWP No. 7467 of 2025 titled as Rakesh Kumar Chandel Vs. High Court of HP and CWP N. 7805 of 2025, Anil Kumar Vs. High Court of HP and anr.
--	--	--	--

ABBREVIATIONS:

1. UR - Un-reserved., 2. R&P Rules, 2015 - "Himachal Pradesh High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct & Appeal) Rules, 2015", 3. DV - Document Verification, 4. ORA- Online Recruitment Applications, 5. HP - Himachal Pradesh.

IMPORTANT INSTRUCTION(S):

- The candidates are advised that before applying online they must go through "R&P Rules, 2015" ibid uploaded on the High Court website and available on following URL link: [https://highcourt.hp.gov.in/rules/Part-All\(3\)2015updated.pdf](https://highcourt.hp.gov.in/rules/Part-All(3)2015updated.pdf)
- 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.
- The candidates are required to upload copies of essential qualification, matriculation certificate as age proof, any higher educational qualification, experience certificate to avoid rejection of their candidature.
- The candidates for appointment to 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 last date of application.
- 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.
- 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. 347.92 (including GST)
(b)	Reserved Categories of H.P. (i.e., SC, ST, OBC, EWS, PH)	Rs. 197.92 (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.

- Age of the candidate shall be reckoned as on 01.01.2025 as per the following criteria:

SN	Category(ies)	Age for all advertised post
(a)	Unreserved (UR)	between 18 to 45 years.
(b)	HP Govt. employees	between 18 to 50* years.

*Five years 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.

- The category once claimed shall be treated final and no representation/ correspondence will be entertained in this regard.
- The experience and qualification, as required shall be reckoned as on the last 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 link at URL i.e. <https://www.hphcrecruitment.in> as well as another relevant link provided on High Court Website i.e. <http://hphhighcourt.nic.in> on or before **the last date of submission of application at 11:59 P.M.** Applications received through any other mode will not be accepted and will be deemed to be rejected straightway.
11. The number of vacancies, as shown above, may increase or decrease in future, due to administrative reasons.
12. The eligible candidates will **ONLY** be informed through SMS alerts or 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).
13. 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.
14. The experience for any particular post, wherever required shall be only be taken into consideration, if the certificate same is on proper format and has duly been mentioned and uploaded in the online application form subject to further been produced in original at the time of viva-voce/evaluation/DV.
15. 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 Personal Interview /Document Verification/Evaluation, except certificates produced in continuation of expired certificates.
16. 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 eligibility criteria is fulfilled by them.
17. The candidates are advised to visit the website of High Court of HP regularly for obtaining updates with regard to recruitment process of advertised vacancies.
18. 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.
19. Any request for change of date, time & venue of examination will not be entertained.
20. Re-checking/ re-evaluation of answer sheets at any stage is not allowed and no request / representation in this regard shall be entertained.
21. 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.
22. 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., arrecruitment-hc@hp.gov.in
23. 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**.
24. The candidates are required to submit their ORA alongwith fee well in time to **avoid last date rush**.
25. 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)
26. The candidates are advised to go through the frequently asked questions (FAQs) available on the recruitment portal and website, before applying for the advertised posts.
27. The candidates are required to upload experience related to post applied, as per R&P Rules on proper format duly mentioning experience period in date month & year, signed by the authorized signatory, with the date of issuance mentioned therein.

By Order

REGISTRAR GENERAL

Dated: 28th July, 2025

Endst No. As above

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 & 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 (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 & 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.
6. Notice Board of High Court of Himachal Pradesh, Shimla-171 001.
7. Guard file.

Signed by

Aman Sood

Registrar (Recruitment)

Date: 28-07-2025 11:09:25