

HIGH COURT OF HIMACHAL PRADESH, SHIMLA

No.HHC/Admn.3(55)/2012- 30231

Dated, 30th October/1st November, 2013.

ADVERTISEMENT NOTICE

As per “*Himachal Pradesh Subordinate Courts’ Staff (Recruitment, Promotion and conditions of Service) Rules, 2012*”, applications on the prescribed format are invited for filling up the following posts/ vacancies in all the Civil & Sessions Divisions in the State of Himachal Pradesh:

Sr No	Name of Post	Number of vacancies	Pay Band & Grade Pay	Qualification
1.	Judgment Writer on contract basis (Class-III)	17 i.e. 16 clear-cut & 1 anticipated (16 UR and 1 SC)	₹10300-34800+Grade pay ₹3800/- (or revised Grade Pay) on fixed contractual emoluments i.e. minimum of the pay band + Grade Pay, per month.	Possessing minimum qualification of Graduation from a recognized University and having speed of 80 W.P.M. in English Stenography and typing speed in English at 60 W.P.M. on computers.
2.	Steno Typist (Class-III)	11 i.e. 8 clear-cut & 3 anticipated.(7UR, 2SC, 1 ST & 1 OBC).	₹5910-20200 +Grade pay ₹2000/-with initial start of ₹8240/- per month.	Possessing Graduation degree from a recognized University and having speed of 80 W.P.M. in English Stenography and typing speed in English at 60 W.P.M. on computers.
3.	Steno Typist on contract basis. (Class-III)	2 UR	₹5910-20200 +Grade pay ₹2000/- on fixed contractual emoluments i.e. minimum of the pay band + Grade Pay, per month.	-do-
4	Clerk (Class-III)	99 i.e. 67 clear-cut and 32 anticipated.(57UR, 21SC, 6 ST, 13 OBC & 2 Disabled)	₹5910-20200 + Grade pay ₹1900/-with initial start of ₹7810/- per month.	Possessing Graduation degree from a recognized University and candidate have to qualify a typing Test in English on computer at the speed of 50 W.P.M.
5	Clerk On contract basis. (Class-III)	50 (30UR, 8SC,3ST & 9 OBC)	₹5910-20200 +Grade pay ₹1900/- on fixed contractual emoluments i.e. minimum of the pay band + Grade Pay, per month.	-do-
6	Driver (Class-III)	2 i.e. 1 clear-cut & 1 anticipated (both UR)	₹5910-20200 +Grade pay ₹2000/-with initial start of ₹8240/- per month.	Matriculate and possessing a valid driving license for LMV transport having driving experience of 5 years. Preference shall be given to those having good mechanical knowledge of Automobiles
7	Driver on contract basis (Class-III)	2 UR	₹5910-20200 +Grade pay ₹2000/- on fixed contractual emoluments i.e. minimum of the pay band + Grade Pay, per month.	-do-
8	Process Server (Class-IV)	14 i.e. 5 clear-cut & 9 anticipated (6UR, 2 SC, 3 ST & 3 OBC)	₹4900-10680+Grade pay ₹1400.	Having passed 10+2 examination from the recognized Board.

Applications may be sent to *the Secretary, Recruitment Cell, High Court of Himachal Pradesh, Shimla so as to reach on or before 28.11.2013*.

For detailed information and the Rules *ibid*, the desirous candidates may visit the High Court Website <http://hphighcourt.nic.in/>

The candidates are advised to go through the instructions carefully by visiting the High Court website before applying for the posts.

By Order
(Sureshwar Thakur)
Secretary(Recruitment Cell)
Registrar(Inspection, Confidential & Budget)

INSTRUCTIONS:

1. Application may be submitted on the prescribed format only.
2. The candidates are required to submit application fee in the shape of crossed Indian Postal Order/Demand Draft in favour of **Registrar General, High Court of Himachal Pradesh, Shimla** payable at Shimla. The fee for Class-III posts is ₹200/- for General Category, ₹150/- for reserved category and such fee for Class-IV posts is ₹150/- for General Category, ₹100/- for reserve category.
3. Applications received after due date or incomplete applications, or not in accordance with the prescribed format, shall be out-rightly rejected and no correspondence will be entertained in that respect.
4. The words "***Application for the post of (Name of the post)***" should be super-scribed on top of the envelope containing application form.
5. The candidates are required to submit attested copies of all relevant testimonials so as show their qualification.
6. No person shall be eligible for direct recruitment to the service if he is below 18 years of age as on the first day of January of the Recruitment year i.e 2013 and not more than 45 years of age on that date. However, in the case of candidate belonging to Scheduled Caste, Scheduled Tribe, Backward Classes or who is an ex-servicemen, upper age limit shall be the same as may, from time to time, be prescribed by the State Government for entry into service for such candidates.
7. The select list of the candidates will be drawn firstly against the regular posts and thereafter against contractual posts in order of their merit.
8. No TA/DA shall be admissible to the candidates called for interview.

(Sureshwar Thakur)
Secretary(Recruitment Cell)
Registrar(Inspection, Confidential & Budget)

ANNEXURE-B

APPLICATION FORMAT

Space for passport size photo duly attested
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Adv. No. _____ Dated _____

Post applied for _____ (mention year) Dated _____

To

The Registrar General,
High Court of Himachal Pradesh,
Shimla - 171 001.

1. Name of the candidate (In capital letters) _____ Gender M F

2. Son/daughter/wife of Sh. _____

3. Date of Birth(DD/MM/YY)(In words and figures) _____

4. Qualification (Matric onwards):
(attach attested photocopies)

Sr. No.	Name of Exam Passed	Year of passing	Board/University	% age of marks	Subjects

5. Professional/Vocational Course, if any:-

6. If in service; give details as under:-

Name of office where working	Post on which working/ worked	Duration of service		Pay Scale	Present basic pay
		From	to		

7. Permanent Address:
(Mention PIN Code also)8. E-Mail Address _____ Phone No.i (Landline) _____
ii (Mobile) _____9. Address for correspondence:
(Mention PIN code also)

10. Category to which belongs/applied for:

Gen. SC ST OBC Otho.Handicapped

11. Whether bonafide/domicile of H.P. or not.

Y	N
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12. Unique Identity Card No./ADHAR Card No. _____

13 Details of Fees:-

IPO/DD No. _____ dated _____

Payable at _____

Note: Extra photograph duly attested by competent authority and self addressed envelope.

Signature of the candidates.

P.T.O.

(for the use of office)

CHECK LIST

1. 1. Self addressed envelop

2. One spare attested photograph

3. IPOs/DD

Signature of the authorized Officer
of the Registry with designation and date