

HIGH COURT OF HIMACHAL PRADESH, SHIMLA-171 001.

No.HHC/Admn.2(21)/82-V-

Dated: 29th February, 2016.

ADVERTISEMENT NOTICE

The High Court of Himachal Pradesh invites online applications from the eligible desirous candidates for filling up the following vacancies of Class-III categories on the Establishment of High Court of Himachal Pradesh :-

Sl. No.	Name of Post	Number of vacancies	Pay Band & Grade Pay	Educational Qualification
i)	Translator (Class-III)	1 (One- UR)	On regular basis in the pay band of Rs.10300-34800 + Rs.4400/-Grade Pay +Rs.900/ Sectt. Pay	<u>Essential Qualification</u> The candidate must be a Graduate with 50% marks in English and also having studied Hindi as subject at the Graduation Level AND Urdu or Punjabi in matriculation examination <u>Desirable qualification</u> The candidate having studied Urdu up to degree level will be given preference.
ii)	Clerk/Proof Reader (Class-III)	9 (Nine) (6 UR, 2 SC, 1 OBC)	On regular basis, in the Pay Band of Rs..5910- 20200 + Rs.1900/- Gr. Pay + Rs.400/- Sectt. Pay and after two years Rs.10300-34800 +Rs.3200/- Gr. Pay+ Rs.400/- Sectt. Pay with initial pay of Rs.7810/- plus usual allowances.	Possessing Graduation degree from a recognized University.
iii)	Junior Office Assistant (On Contract basis.) (Class-III)	16 (sixteen) Un-Reserved	Rs.5910-20200 + Grade pay Rs.1950/- on fixed contractual emoluments i.e. Rs.7860/-minimum of the pay band + Grade Pay per month.	Possessing degree of: 1) B.Tech in Computers or I.T. or Electronics & Communication Engineering/ MCA/ B.Sc.(IT)/ PGDCA or equivalent. or 2) +2 or equivalent qualification + BCA (Bachelor of Computer Application). or 3) Matriculation + Polytechnic Diploma in Computers or I.T. or Electronics. or 4) +2 or equivalent qualification + DCA (Diploma in Computer Application)/ I.T.I. diploma in Computers or equivalent diploma in Information Technology or Computers/ Computer Science or 'O' or 'A'

				Level Diploma from National Institute of Electronics and Information Technology.
iv)	Driver (Class-III)	1 (One- UR)	On regular basis, in the Pay Band of Rs.5910-20200/- + Rs.2000/-Grade Pay + Rs. 1400/- Sectt. Pay after two years Rs. 5910-20200 + Rs. 2400/- Grade Pay + Rs. 1400 Sectt. Pay.	Matriculation and must possess a valid driving licence to drive the light Motor Vehicles (Transport) or Medium or Heavy (Transport) vehicles and possess such other qualification as may be prescribed by Hon'ble the Chief Justice. Required Experience : 3 years to drive the Light Motor Transport Vehicle or Medium or Heavy Vehicles (Transport).
v)	Driver (On daily wages) (Class-III)	1 (One)	Rs. 235/- per day.	Matriculation and must possess a valid driving licence to drive the light Motor Vehicles (Transport) or Medium or Heavy (Transport) vehicles and possess such other qualification as may be prescribed by Hon'ble the Chief Justice. Required Experience : 3 years to drive the Light Motor Transport Vehicle or Medium or Heavy Vehicles (Transport).

The number of vacancies, as shown above may increase or decrease in future for different categories of posts, due to administrative exigencies.

The candidates who have already applied for the posts of Clerks and Junior Office Assistants, in reference to Registry Advertisement Notice No.HHC/Amn.3(55)/2012-, dated 16.10.2015, are not required to apply again.

The applications are to be filled-in online only by using the link available at the Tabs '**Recruitment/ Results**' on the official website of Hon'ble High Court of Himachal Pradesh i.e. <http://hphighcourt.nic.in> (through S.B.I. portal mentioned in Step-1 of instructions) **on or before its last date i.e. 16th March, 2016 till 11.45 p.m.**

For detailed information of the respective post(s), applied by the candidates, they are advised to go through the **Important Instructions and other relevant links etc. with regard to Rules, Regulations, Syllabus, fee structure and mode of payment etc.** with utmost care before applying for the posts in online mode, which are available on the High Court website. The applying candidates must have to ensure that the printout of the application and acknowledgement must reach this High Court Registry on or before **22/03/2016** in offline mode by Speed/Regd. Post. The printouts of the application and acknowledgement received after the aforesaid date shall not be considered and rejected straightway.

By Order

(C.B Barowalia)
Registrar General

1. All the District & Sessions Judges, in H.P., with a request to get the copy of the aforesaid advertisement notice affixed on the Notice Boards of their respective Courts.
2. The Section Officer(Computers), High Court of Himachal Pradesh, Shimla-171 001, with a request to upload the above material on the High Court Website.
3. Shri Sajjad Abid, Scientific Officer, NIC at High Court. He is requested to upload the above advertisement Notice alongwith its enclosures on the High Court Website today itself.
4. Notice Board of High Court of Himachal Pradesh, Shimla-171 001.
5. Shri Vikrant Janartha, Proprietor Janartha Advertising, Katiyar Cottage, IInd Floor, Near Local Bus Stand, Sanjauli, Shimla, with a request that the above advertisement-notice may be got published in the daily Hindi News Paper "Amar Ujala(Himachal Edition)" at the earliest. He is also requested to send a copy of the paper containing the advertisement to this High Court Registry for record and further necessary action.

REGISTRAR GENERAL

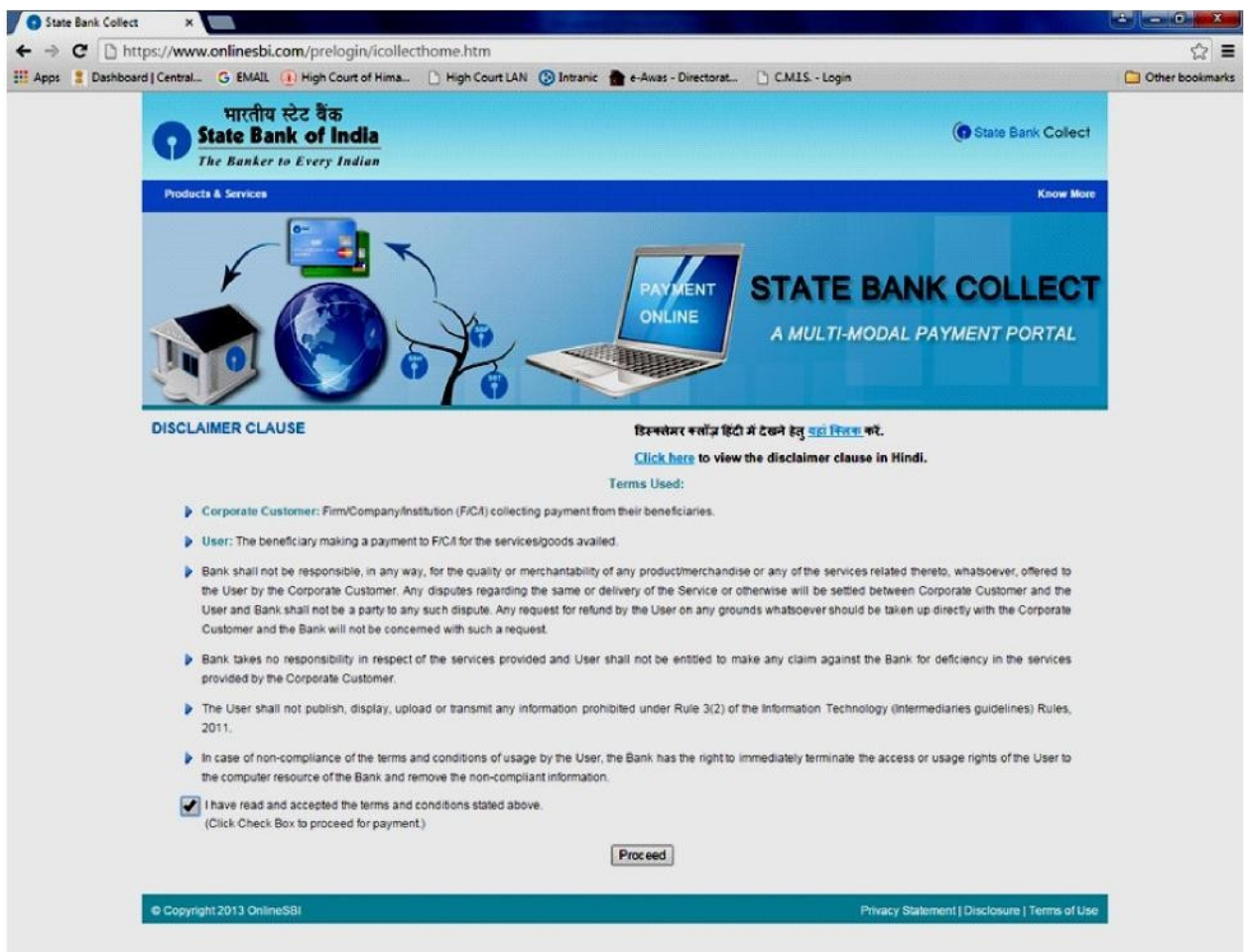
INSTRUCTIONS for filling-up online application

Visit the official website of Hon'ble High Court of Himachal Pradesh i.e. <http://hphighcourt.nic.in> there after click on the **'Recruitment/Results'** tab.

:: GUIDELINES :: As How To Fill The Online Form (with pictorial illustration) :-

STEP-1

To apply, the desirous/eligible candidates shall have to access the website of **SBI Collect** at url <https://www.onlinesbi.com/prelogin/collecthome.htm> and thereafter click on proceed button.



The screenshot displays the State Bank of India Collect website. The header includes the SBI logo and the text "State Bank of India The Banker to Every Indian". Below the header, there is a banner for "STATE BANK COLLECT A MULTI-MODAL PAYMENT PORTAL" featuring a laptop with "PAYMENT ONLINE" on the screen and a globe. The main content area is titled "DISCLAIMER CLAUSE" and contains the following text:

दिएम्बसेमर कसॉङ्ग हिंदी में देखने हेतु [क्लिक](#) किये।
[Click here](#) to view the disclaimer clause in Hindi.

Terms Used:

- ▶ Corporate Customer: Firm/Company/Institution (FICI) collecting payment from their beneficiaries.
- ▶ User: The beneficiary making a payment to FICI for the services/goods availed.
- ▶ Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- ▶ Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- ▶ The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- ▶ In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

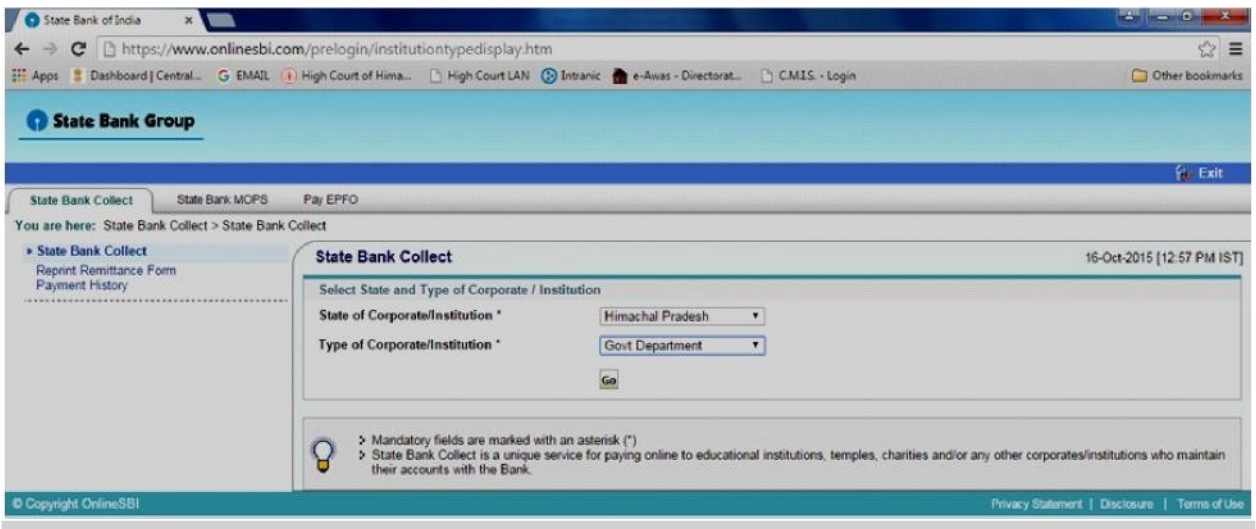
I have read and accepted the terms and conditions stated above.
(Click Check Box to proceed for payment.)

[Proceed](#)

© Copyright 2013 OnlineSBI [Privacy Statement](#) | [Disclosure](#) | [Terms of Use](#)

STEP-2

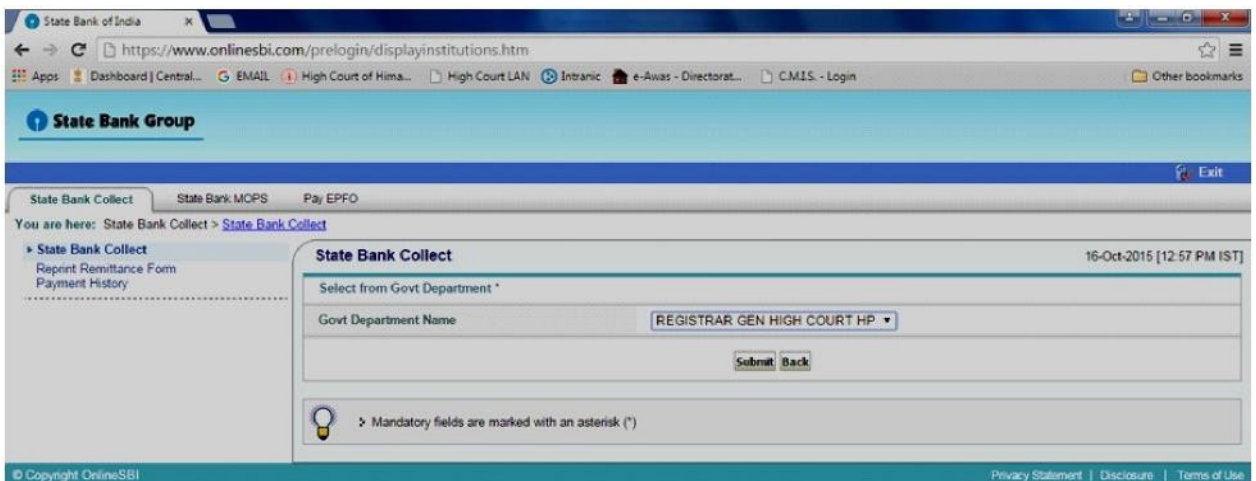
After ticking the check box, the candidate would be directed to next page having two options **State of Corporate/Institution*** and **Type of Corporate/Institution***.



Under its first option, the candidate shall have to select the state **'Himachal Pradesh'** and under its 2nd option **'Govt. Department'** has to be chosen and then click on **'Go'** button.

STEP-3

Next step is to select the only available option of **'Registrar Gen High Court HP'** in next page and then click on **'Submit'** button.



It will take the candidate to next screen having three different option under the **'Select Payment Category'** and the applicant has to select any one of the available options of his/her choice, as may be applicable in his/her case.

STEP-4

After completion of the above steps, one online application format with various blank fields shall be opened which are to be filled-up accurately till he/she will reach at its final submission and on and after ensuring the correctness in respect of all fields including **mandatory (denoted with asterisk * mark)** as well as optional one, the candidate has to click on **'submit'** button.

STEP-5

After confirmation of above steps of the online application module, the candidate **must have to take the print-out of the 'confirmation page'** showing all details/particulars of the applying candidate as shall be filled-up by him/her during online procedures.

Fees Structure & Mode of Payment:-

The prescribed fee for the candidates belonging to different categories are given hereunder :-

{In High Court for Class-III Post(s) }

<u>1</u>	In case of General or un-reserved category	Rs. 300/-
<u>2</u>	In case of reserved categories e.g. SC, ST, OBC	Rs. 150/-
<u>3</u>	Driver on regular basis	Rs. 300/-
<u>4</u>	Driver on daily wages	Rs. 150/-

The candidates shall have to deposit the requisite examination fee either through **"E-Payment"** by using Debit or Credit card(s) or net banking etc. options, as are available at payment gateway or the requisite fee could also be remitted by **"E-Challan"** option during online mode which can be generated on the online web portal of SBI Collect and the same amount is required to be deposited in any branch of the SBI wherein all transaction details/ particulars i.e. SBI Collect Reference Number, Journal Number etc. are mentioned. After completing the payment process, the **'E-Receipt'** or **'E-Challan'**, as the case may be, the candidate has to take **the print-out of the same** and shall have to send it to the Registry by Regd./Speed post alongwith **'Acknowledgement' and other**

supporting requisite documents as per our Advertisement Notice.

“ Please note that any application received or submitted by the candidate without fees payment shall be liable to be rejected straightway.”

General Instructions :-

- Before filling up the online application form, the candidates are advised to read carefully the Notification/Advertisement for the post(s)/Exam(s) and also ensure that he/she is eligible in terms of the conditions/provisions contained in the Advertisement Notice.
- On and after completion of all steps of the online application module, the candidate shall have to send the following documents addressed to the **‘The Registrar General, High Court of Himachal Pradesh, Shimla – 171001’** through Regd./Speed post with Name of the post super scribed containing the mailing envelop :-
 - The print-out of the **‘confirmation page’** just before clicking on **‘confirm’** button during the online filing process;
 - The print-out of payment details/particulars i.e. SBI Collect Reference Number, Journal Number etc. or E-Receipt/E-Challan etc. (if deposited in offline mode in the Bank) as shall be auto-generated by the system;
 - Duly filled-up and signed [‘Acknowledgement’](#), as annexed with Advertisement Notice, with one attested recent passport size photograph affixed at the designated space;
 - One extra PP size Photograph;
- The application received through any other mode (offline etc.) will not be accepted and summarily rejected.

- Online Application process must be completed (including Applying for Examination/Test and Submit Examination /Test Fee) before last date of form submission mentioned in the Notification/Advertisement, after which the web-link will be disabled and no subsequent correspondence will be entertained in that respect.
- After submission, request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances. The H.P. High Court will not be responsible for any consequences arising out of furnishing any incorrect and incomplete details in the application or omission.
- The Candidates applying for the examination/test should ensure that they fulfill all eligibility conditions for admission to examination/test. Their admission at all stages of the examination/test will be purely provisional subject to satisfying the prescribed eligibility conditions.
- H.P. High Court takes up verification of eligibility conditions with reference to original documents at subsequent stages of examination/test process.
- The select list of the candidates will be drawn firstly against the regular posts and thereafter against contractual/daily wages posts in order of their merit.
- The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh.
- No TA/DA shall be admissible to the candidates called for Screening/Written Test(s)/interview or viva-voce.

Rules & Regulation, Syllabus :-

- The Rule & Regulation and the syllabus prescribed for the various advertised posts are available at **Annexures [PART-F \(Translator\)](#), [PART-L \(Clerks/Proof Readers\)](#), [PART-M \(Junior office Assistant\)](#) and [PART-P {Driver \(regular and daily wages\)}](#)** and [AMENDMENT](#) thereof carried out vide Notification No.HHC/Rules/14-61/90-V Dated: 25.2.2016. The candidates must have to read them carefully before applying to any of such advertised post(s) failing which or any application found non-complying with any of such rules, regulations, authorities and reservation, shall be liable to be rejected and no correspondence shall be entertained in this regard.

AGE LIMIT :-

- The candidate should not be having his/her age less than 18 years or more than 45 years **on the first day of January of the recruitment year i.e. 2016**. However, in case of the candidates belonging to scheduled caste, scheduled tribe, backward classes or who is an ex-serviceman, relaxation in the upper age limit shall be the same as may from time to time prescribed by the State Govt. for entry into service for such candidates.

ACKNOWLEDGEMENT

(To be filled-in by the Candidate and to be sent to the High Court)

Post Applied for : _____

Name of the Candidate : _____

Father/Husband's Name : _____

Date of Birth : _____ **(DD/MM/YYYY)**

Category (General/SC/ST/OBC): _____

Fee Amount paid : Rs. _____ **/-, Dated :** _____

SBI Collect Reference No.

(as printed over E-Receipt/E-Challan) : _____

Affix your
recent
passport size
photograph here
duly attested by
a Gazetted
Officer

Any other relevant references etc.

(Signature of the Candidate)