

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

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

Dated: 24<sup>th</sup> December, 2016.**ADVERTISEMENT NOTICE**

The High Court of Himachal Pradesh invites online applications from the eligible desirous candidates for filling-up the following existing/anticipated and few future vacancies of Clerks in all the Civil & Sessions Divisions in the State of Himachal Pradesh :-

Sl. No.	Particulars of the vacancies	Total Number of vacancies	Pay Band/Pay Scale & Grade Pay etc.	Educational Qualification/ Eligibility Criterion
1.	<b>Clerk (Class-III)</b>	<b>19 (Nineteen)</b> i.e. 9 clear-cut and 10 anticipated (10 UR, 3 SC, 1 ST & 5 OBC)	<b>Rs.5910-20200 + Grade pay Rs.1900/-</b> with initial start of Rs.7810/- per month.	Possessing Graduation degree from a recognized University and having basic knowledge in computers and candidates shall have to qualify Typing test with speed of 30 W.P.M in English on computers
2.	<b>Clerk On Contract basis (Class-III)</b>	<b>25 (Twenty Five)</b> (11 UR, 6 SC, 3 ST, 4 OBC & 1 PH )	<b>Rs.5910-20200 + Grade pay Rs.1900/-</b> on fixed contractual emoluments i.e. minimum of the pay band + Grade Pay per month.	- do -

The number of vacancies shown above may increase or decrease, category-wise, due to administrative exigencies.

The applications are **acceptable only in online mode**. The desirous candidate(s) may use the link provided on our website i.e. <http://hphighcourt.nic.in> at the Tabs **'Recruitment/Results or 'Announcement' on or before its last date i.e. 04.01.2017 upto 11.45 p.m.**

For detailed information with regard to the **Important Instructions, Rules, Regulations, Syllabus, fee structure, examination schedule and mode of payment etc.**, the candidates are advised to read carefully the relevant information with utmost care which is annexed with the Advertisement Notice on our website before applying in online mode.

The applying candidates must have to send the print-out of duly filled-in '**Acknowledgement**', given at last page of annexed **Instructions** alongwith '**eReceipt**', in original, in support of payment deposited by them through either mode i.e. paid online or deposited in cash or challan, as the case may be, **on or before 11<sup>th</sup> January, 2017 by Regd./Speed Post**, failing which their candidature is liable to be rejected straightway.

The eligible candidates will **ONLY be informed through SMS alerts on their registered mobile numbers** about the examination schedule etc. besides uploading their list on our website. No separate call letters will be sent in offline mode. Therefore, the candidates are advised to fill-up their correct mobile number(s) while applying online. However, the each candidate must have to bring along the duly filled-in **ADMIT CARD**, as per the prescribed format given at our website, at the time of appearing in the exams./test as shall be conveyed to him/her through SMS alerts.

**Note:-** For any query contact Organization & Administration(O&A) Branch of High Court through the following telephone numbers :

**0177-2650111, 2658831, 2658456 and 2804319.**

**By Order**

**(Rajeev Bhardwaj)**  
Registrar General

**Endst.No.HHC/Admn.3(55)/2012-**

**Dated: 24.12.2016.**

**Copy forwarded to:-**

1. All the District & Sessions Judges in H.P., with a request to get the copy of the aforesaid Advertisement Notice displayed on the Notice Boards of their respective Courts.
2. Shri Ajay Sharma, Systems Analyst, NIC at High Court. He is requested to upload the above advertisement Notice alongwith its annexures on the High Court Website today itself.
3. Notice Board of High Court of Himachal Pradesh, Shimla-171 001.
4. Shri Vikrant Janartha, Prop. Janartha Advertising, Katiyar Cottage, IInd Floor, Near Local Bus Stand, Sanjauli, Shimla, with a request that the above Advertisement Notice may be got published at the earliest in the Hindi Newspaper '**Amar Ujala (Himachal Edition)**' and English Daily '**The Tribune**' and also send cutting of the published advertisement to this High Court Registry for the purpose of record and further necessary action.

**Registrar General**

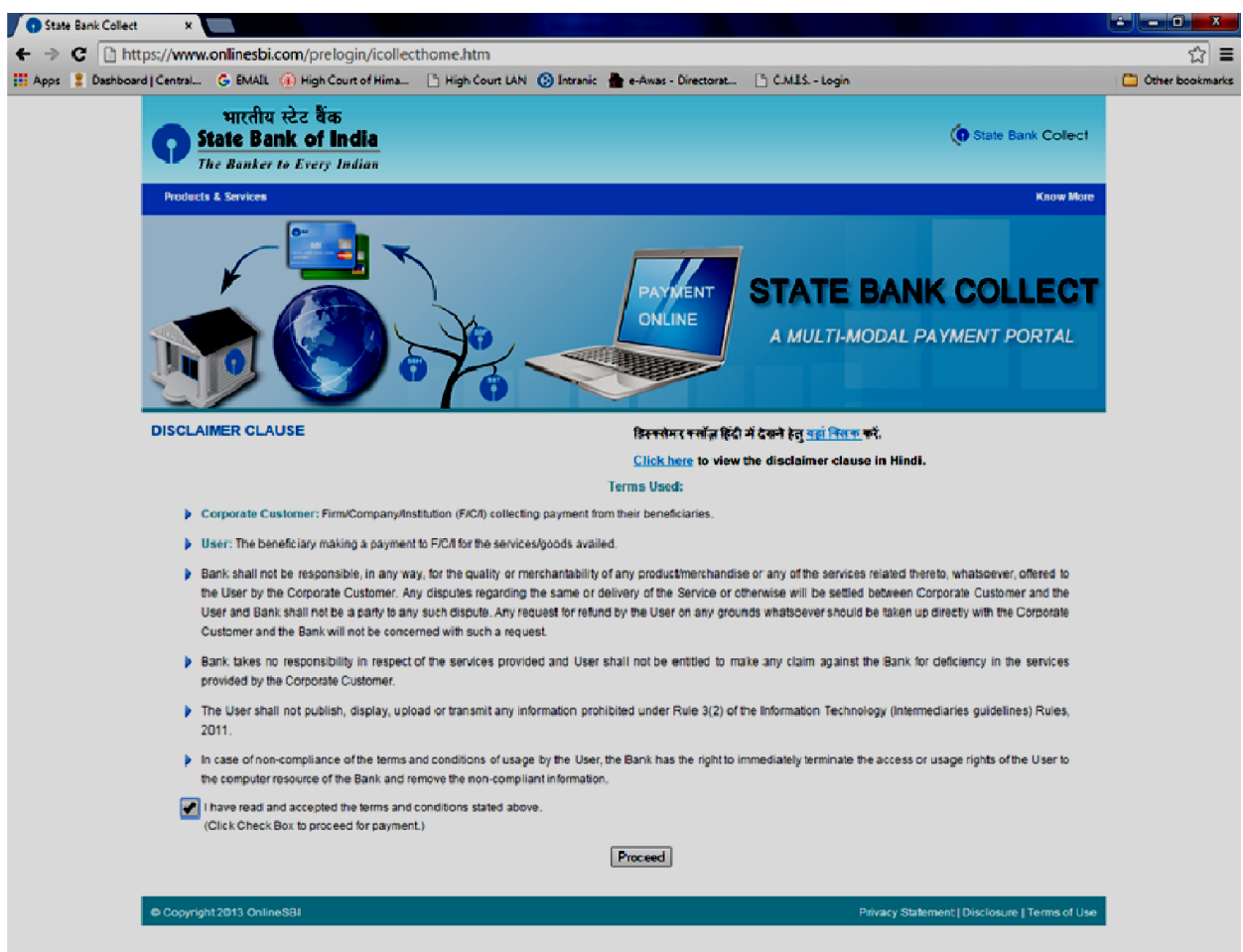
## **INSTRUCTIONS for filling-up online application**

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

### **:: 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/icollecthome.htm> and thereafter click on proceed button.



The screenshot displays the State Bank of India Collect website interface. At the top, the State Bank of India logo and tagline "The Banker to Every Indian" are visible. Below this, 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 contains a "DISCLAIMER CLAUSE" section with the following text:

द्वि-पक्षीय कर्तव्य हिंदी में देखने हेतु [यहाँ क्लिक करें](#).  
[Click here to view the disclaimer clause in Hindi.](#)

**Terms Used:**

- ▶ Corporate Customer: Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.
- ▶ User: The beneficiary making a payment to F/C/I 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.

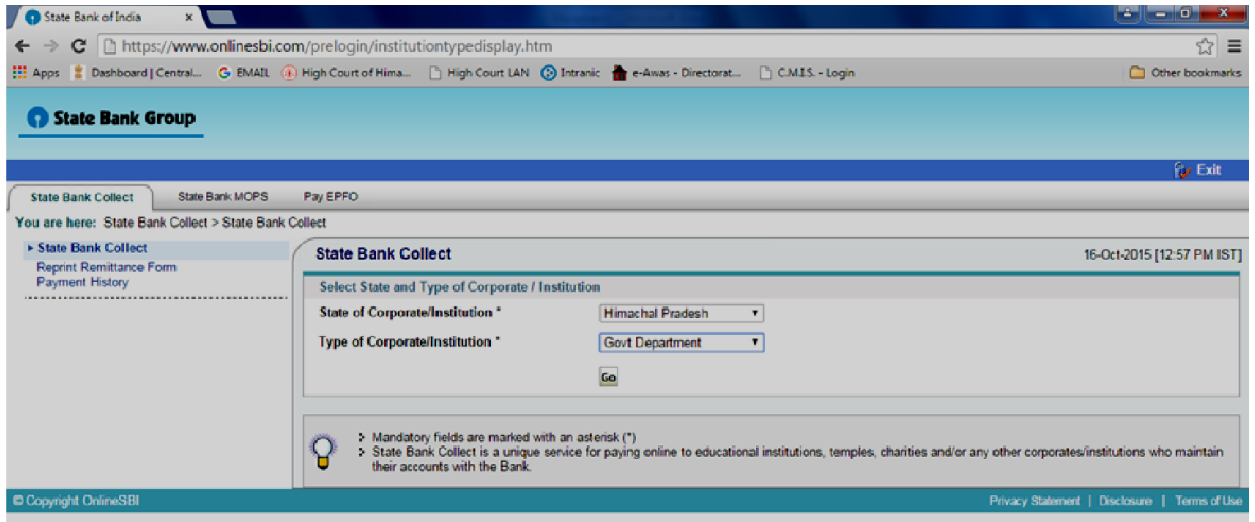
I have read and accepted the terms and conditions stated above.  
(Click Check Box to proceed for payment.)

[Proceed](#)

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## **STEP-2**

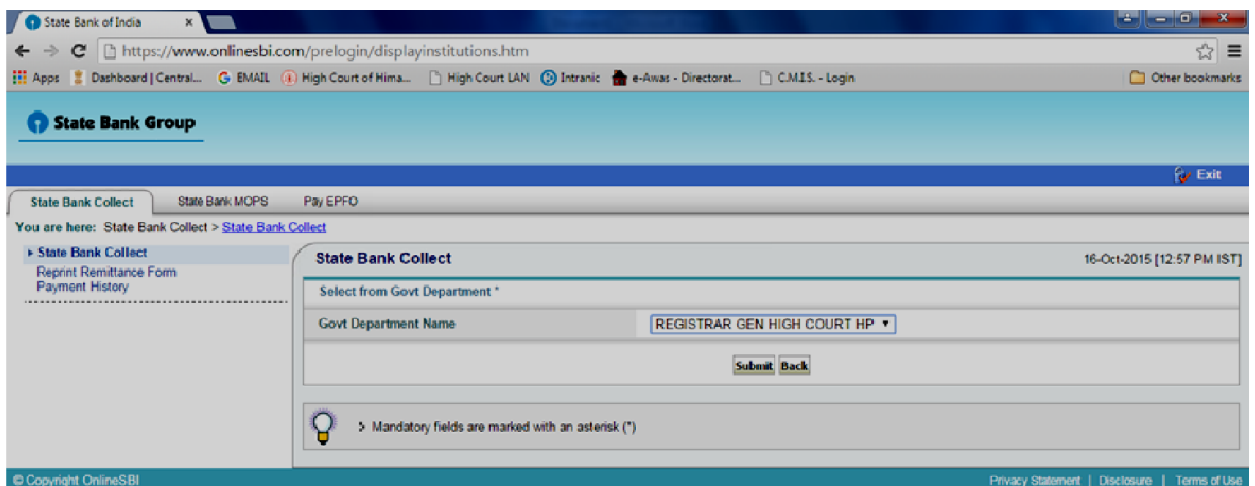
After ticking the check box, the candidate would be directed to next page having two options **State of Corporate/Institution\*** and **Type of Corporate/Institution\***.



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

## **STEP-3**

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



It will lead the candidate to next screen having three different options 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 all above steps, an online application form having several blank fields will be opened which is to be filled-up accurately till the candidate reaches 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 he/she has to click on **'submit'** button.

## **STEP-5**

After verification of all particulars/details as shall be got filled-up by the candidate while applying online, he/she has to click lastly on **'Confirm'** button but **must have to ensure to take the print-out of the 'e-Challan or e-Receipt'** as shall be auto-generated by the online module of the Bank before closing the online procedure.

### **Fees Structure & Mode of Payment :-**

The examination fee prescribed for the candidates, belonging to different categories, is given hereunder :-

- |     |  |   |                  |
|-----|--|---|------------------|
| i.  | In case of General or un-reserved category | = | <b>Rs.300/-</b>  |
| ii. | For all other reserved categories          | = | <b>Rs.150/-.</b> |

The candidates shall have to deposit the requisite fee either through **"E-Payment"** mode i.e. either by using Debit/Credit Card(s) etc. or through net-banking options, as are available at payment gateway or the requisite fee could also be paid through **"E-Challan"** which can be generated from the online web portal of SBI Collect and the requisite fee amount is to be deposited in cash at any branch of the SBI wherein all transaction details/particulars e.g. SBI Collect Reference Number, Journal Number etc. will be denoted by the payee bank. ***The candidate may also deposit the fee amount by directly paying through cash at any branch of SBI.*** After completing the payment process through any of the above mentioned modes, the candidate must have to take **the print-out of 'E-Receipt'** and shall have to send it to the Registry by Regd./Speed post alongwith **'Acknowledgement'** on or before the date as specified above.

***" Please note that fee once deposited shall not be refunded in any case. Moreover, 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 as per the criterion as prescribed in the Advertisement Notice.
- On and after successful 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 on the mailing envelop :-
  - The print-out of **'e-Receipt'** as shall be auto-generated at the SBI Collect web portal during the online filing process;
  - Duly filled-up and signed **'Acknowledgement'**, as annexed with Advertisement Notice having one duly attested recent passport size photograph by the competent authority affixed at the designated space;
- 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 fixed for submission of online form as mentioned in the Notification/Advertisement, after which the weblink 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 criterion as prescribed 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 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.
- The information with respect to the examination schedule such as roll number, date, timing and venue etc. will **ONLY be sent through SMS alerts on registered mobile numbers** of the eligible candidates besides uploading their list on our website. No separate call letters will be sent in offline mode. Therefore, the candidates are advised to fill-up their correct mobile number(s) while applying online. This apart, the eligible candidate must have to bring along the duly filled-in **ADMIT CARD** as per the prescribed format, given at our website, complete in all respect and duly attested by the competent authority, while appearing in the exams./test on scheduled date as shall be conveyed to him/her through SMS alerts. No candidate will be allowed to sit in the exams./test without ADMIT CARD.
- No TA/DA shall be admissible to the candidates called for Screening/Written Test(s)/Interview or Viva-Voce Test against any of the advertised post(s).

#### **Rules & Regulation, Syllabus :-**

- The Rule & Regulation and the syllabus for the advertised posts are available at **Rules**. The candidates must read them carefully before applying for 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 :-**

- Age of the candidate who are desirous of applying for the advertised vacancies should not be less than 18 years or more than 45 years **as on 01.01.2017** (to be reckoned on first day of the calendar year). However, in case, the candidate belongs to Scheduled Caste, Scheduled Tribe, Other Backward Classes categories, relaxation in the upper age limit shall be allowed as may be prescribed by the State Govt. from time to time for entry into service for such candidates.

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## ACKNOWLEDGEMENT

(To be filled-in by the candidate and to be sent to the High Court of H.P.)

**Post Applied for :** \_\_\_\_\_

**Name of the Candidate :** \_\_\_\_\_

**Father/Husband's Name :** \_\_\_\_\_

**Mobile Number :** \_\_\_\_\_

**Date of Birth :** \_\_\_\_\_ **(DD/MM/YYYY)**

(in words) : \_\_\_\_\_

**Category (General/SC/ST/OBC):** \_\_\_\_\_

**Specify, if any other** \_\_\_\_\_

**Amount of Fee paid : Rs.** \_\_\_\_\_ **/-, Dated :** \_\_\_\_\_

**SBI Collect Reference No.**

(as printed over E-Receipt/E-Challan) : \_\_\_\_\_

**Any other relevant references etc.** \_\_\_\_\_

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

**(Signature of the Candidate)**

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