

HIGH COURT OF HIMACHAL PRADESH, SHIMLA

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

Dated, 22nd August, 2014.

ADVERTISEMENT NOTICE

Applications on the prescribed format are invited for filling up the following existing/anticipated and few future vacancies of Class-III and Class-IV in all the Civil & Sessions Divisions in the State of Himachal Pradesh to be filled up as per "***Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and conditions of Service) Rules, 2012:-***

- i. **Clerks** : **39** posts{**25** on regular basis(12 UR, 7 SC, 3 ST, 2 OBC & 1 Ph. handicapped) and **14** on contract basis (8 UR, 3 SC, 1 ST & 2 OBC)}
- ii. **Steno Typist** : **1** Post (OBC).
- iii. **Drivers** : **2** posts (UR).
- iv. **Process Servers** : **11** posts {**9** on regular basis(7 UR & 2 SC) and **2** on contract basis, (1 UR & 1 SC, ***may be converted into regular posts***}

Applications may be sent **to the Registrar General, High Court of Himachal Pradesh, Shimla so as to reach on or before 22.9.2014.**

For detailed information 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
(C.B Barowalia)
Registrar General

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Sl. No.	Name of Post	Number of vacancies	Pay Band & Grade Pay	Qualification
1.	Clerk (Class-III)	25 i.e. 14 clear-cut and 11 anticipated. (12 UR, 7 SC, 3 ST, 2 OBC & 1 Ph. Handicapped)	₹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.
2.	Clerk On contract basis. (Class-III)	14 (8 UR, 3 SC, 1 ST & 2 OBC)	₹5910-20200+Grade pay ₹1900/- on fixed contractual emoluments i.e. minimum of the pay band + Grade Pay, per month.	-do-
3.	Steno Typist (Class-III)	1 clear-cut (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 40 W.P.M. on computers.
4.	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
5.	Process Server (Class-IV)	9 i.e. 6 clear-cut & 3 anticipated (7 UR & 2 SC)	₹4900-10680+Grade pay ₹1400.	Having passed 10+2 examination from the recognized Board.
6.	Process Server (Class-IV) on contract basis (may be converted into regular posts).	2 i.e. (1 UR & 1 SC)	₹4900-10680+Grade pay ₹1400/- on fixed contractual emoluments i.e. minimum of the pay band + Grade Pay, per month.	Having passed 10+2 examination from the recognized Board.

Applications may be sent to **the Registrar General, High Court of Himachal Pradesh, Shimla so as to reach on or before 22.9.2014.**

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
(C.B Barowalia)
Registrar General

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 only*** 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 of H.P. only and such fee for Class-IV posts is ` 150/- for General Category, ` 100/- for reserve category of H.P. only.
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 by the competent authority, 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 2014 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, 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.

(C.B Barowalia)
Registrar General

**ANNEXURE-B
APPLICATION FORMAT**

Adv. No. _____ Dated _____
Post applied for _____ (mention year) Dated _____
To _____

**Space for
passport size
photo duly
attested**

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)

Sl. 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

12. Unique Identity Card No./AADHAR Card No. _____

13. Details of Fees [only IPO(s)] :-

IPO No(s) _____ dated _____
Payable at _____ Amounting to ` . _____

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

Signature of the candidate.

**(for the use of office only)
CHECK LIST**

1. Self addressed envelope
2. One spare photograph (Attested by the competent authority)
3. IPOs

Signature of the Authorized Officer.
of the Registry with designation and date.