

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA

No.HHC/Admn.2(23)/82-VII-

Dated: 09th November, 2015.

ADVERTISEMENT NOTICE

The High Court of Himachal Pradesh invite online applications from the eligible desirous candidates for filling-up the following vacancies on the establishment of High Court of Himachal Pradesh :-

Sr. No.	Particulars of the vacancies	Total Number of vacancies	Pay Band/Pay Scale & Grade Pay etc.	Educational Qualification/ Eligibility Criterion
1.	Stenographer (Class-III)	8 (Eight) (all Un-reserved)	Rs.10300-34800 + Rs.4,400/- Grade Pay + Rs.900/- Sectt. Pay + Rs.600/- Spl.	Possessing Graduation degree from a recognized University; The candidates shall have to pass English Stenography test at the speed of 110 words per minutes to be transcribed within a period five times of the period taken to dictate, and typing test at the speed of 40 words per minute. Note: (1) Allowance of 10% mistakes inclusive of left out words shall be given while calculating the speed.
2.	Junior Scale Stenographer (Class-III)	2 (Two) (all Un-reserved)	Rs.10300-34800 + Rs.3,200/- Grade Pay + Rs.500/- Sectt. Pay & Rs.400/- Spl. Pay with initial pay of Rs.13,500/- and usual allowances after completion of two years of regular service, the pay band of Rs.10300-34800 + Rs.3600/- Grade Pay + Rs.500/- Sectt. Pay & Rs.400/- Spl. Pay will be given.	Possessing Graduation degree from a recognized University; The candidates shall have to pass English Stenography test at the speed of 100 words per minutes to be transcribed within a period five times of the period taken to dictate, and typing test at the speed of 30 words per minute. Note (i) The Chief Justice may grant relaxation in speed upto 10%.

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

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> **on or before its last date i.e. 30th November, 2015 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.

By Order

**(C.B Barowalia)
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/icollecthome.htm> and thereafter click on proceed button.

State Bank Collect

https://www.onlinesbi.com/prelogin/icollecthome.htm

Apps Dashboard | Central... EMAIL High Court of Hima... High Court LAN Intranet e-Awas - Directorat... C.M.I.S. - Login Other bookmarks

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State Bank of India
The Banker to Every Indian

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STATE BANK COLLECT
A MULTI-MODAL PAYMENT PORTAL

DISCLAIMER CLAUSE

डिस्क्लेमर क्लॉज़ हिंदी में देखने हेतु [यहाँ क्लिक करें.](#)
[Click here to view the disclaimer clause in Hindi.](#)

Terms Used:

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

State Bank of India

https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm

State Bank Group

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State Bank Collect

Reprint Remittance Form
Payment History

State Bank Collect 16-Oct-2015 [12:57 PM IST]

Select State and Type of Corporate / Institution

State of Corporate/Institution * Himachal Pradesh

Type of Corporate/Institution * Govt Department

Go

Mandatory fields are marked with an asterisk (*)

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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.

State Bank of India

https://www.onlinesbi.com/prelogin/displayinstitutions.htm

State Bank Group

State Bank Collect | State Bank MOPS | Pay EPFO

You are here: State Bank Collect > State Bank Collect

State Bank Collect

Reprint Remittance Form
Payment History

State Bank Collect 16-Oct-2015 [12:57 PM IST]

Select from Govt Department *

Govt Department Name REGISTRAR GEN HIGH COURT HP

Submit Back

Mandatory fields are marked with an asterisk (*)

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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 :-

For Stenographers

- i. In case of General or un-reserved category
= **Rs.300/-**
- ii. Otherwise = Rs.150/- and;

For Junior Scale Stenographers

- iii. In case of General or un-reserved category
= **Rs.200/-**
- iv. Otherwise = Rs.100/-.

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;
 - One self-addressed envelop with words **'Name of the Post (mentioning the name of post applied for alongwith title of Institution e.g. High Court/ Subordinate Courts)'** super-scribed on it.

- 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 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 readily available at the official website of High Court of Himachal Pradesh and 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. 2015**. 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.

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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) : _____

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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