

HIGH COURT OF HIMACHAL PRADESH, SHIMLA- 171 001.

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

Dated: 21.04.2018.

“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.	Particulars of the vacancies	Total Number of vacancies	Pay Band/Pay Scale & Grade Pay etc.	Educational Qualification/ Eligibility Criterion
1.	Stenographer (Class-III)	07 (Seven) (all Un-reserved)	₹ 10300-34800/- + ₹ 4400/-Grade Pay+ ₹ 900/- Sectt. Pay + ₹ 600/- Special Pay.	<p>Possessing Graduation degree from a recognized University.</p> <p>Three years as Steno-Typist or Judgment Writer or Stenographer in any Government office or reputed Organization.</p> <p>Candidates must be having speed of 100W.P.M., in English Stenography and accurate transcription of the matter dictated within a period of 5 times to the time allotted for dictation and typing speed, in English, at 50 W.P.M., on computers, wherefore a separate test shall be held .</p> <p>Provided that only 10% of the mistakes in transcribing the dictated matter and typed matter in typing test shall be allowed. In other words the candidates committing more than 10% mistakes in transcribing the dictated matter and the typed matter in typing test shall be declared as unqualified.</p> <p>Provided further that taking into consideration any administrative exigency, Hon'ble the Chief Justice, in his discretion, can grant exemption in the aforesaid speed limit either, in typing or in transcription or in both and also in the mistakes as referred to above.</p> <p>NOTE: The time for dictation as well as typing test shall be ten (10) minutes each.</p>

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. **19.05.2018 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 **'e-Receipt'**, 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 01.06.2018 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 candidates 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 them through SMS alerts.

By Order

**(Rajeev Bhardwaj)
REGISTRAR GENERAL**

**Endst.No.HHC/Admn.2(23)/82-VII-
Copy forwarded to:-**

Dated: 21.04.2018.

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. All the District Employment Officers, in the State of H.P., with the request to sponsor the names of the eligible candidates and inform them to submit their applications online as mentioned in the advertisement failing which, they shall not be eligible to appear in any examination or test notwithstanding the fact that their name have been sponsored by the Employment Exchange/ Sub Employment Exchanges.
3. 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.
4. Notice Board of High Court of Himachal Pradesh, Shimla-171 001.

REGISTRAR GENERAL

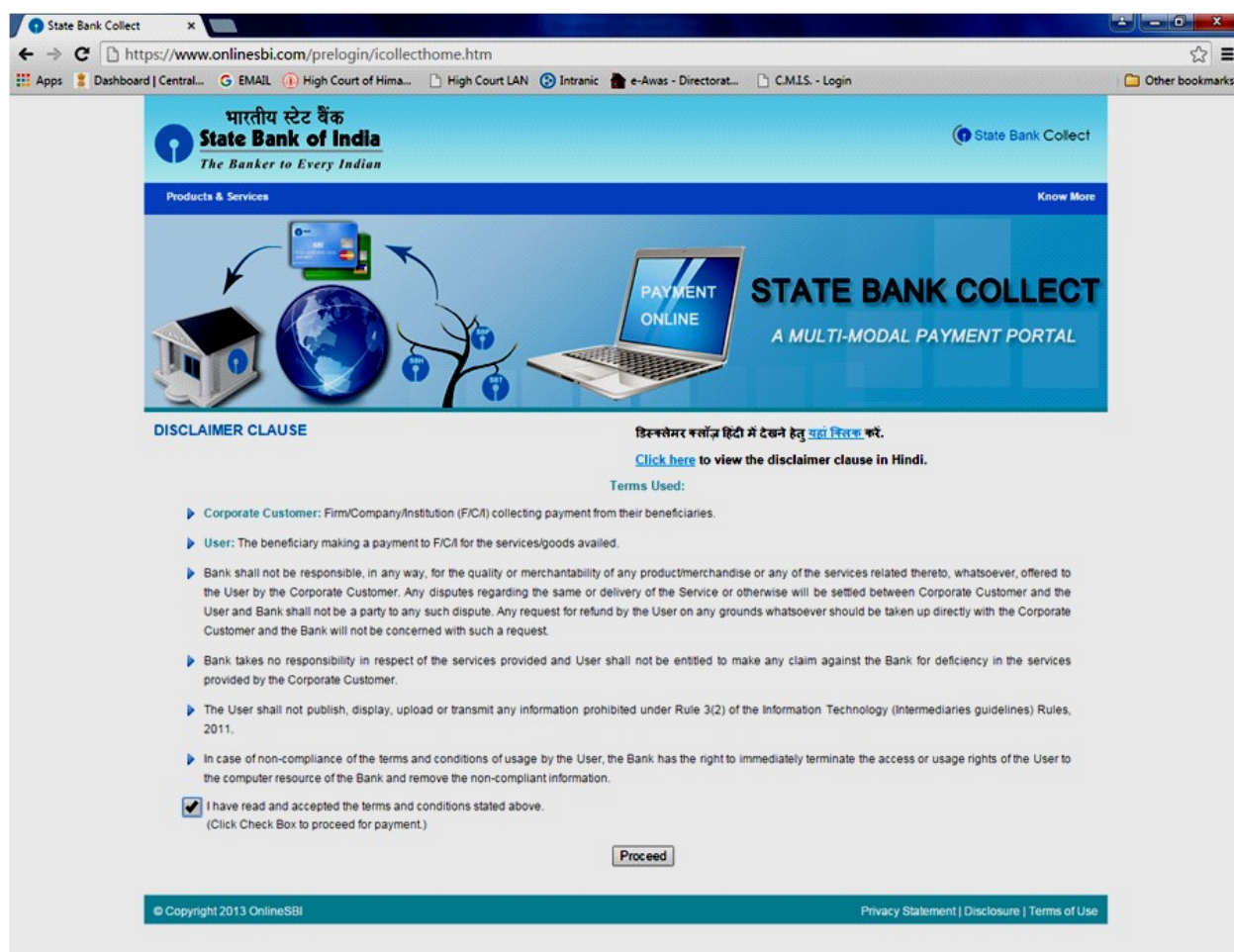
INSTRUCTIONS for filling-up online application

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 shows the State Bank of India Online SBI Collect website. The page features the SBI logo and the tagline "The Banker to Every Indian". Below the logo, there is a banner for "STATE BANK COLLECT A MULTI-MODAL PAYMENT PORTAL" with an image of a laptop displaying "PAYMENT ONLINE".

The main content area displays a "DISCLAIMER CLAUSE" section with the following text:

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

Below this, there is a "Terms Used:" section with the following bullet points:

- ▶ 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.

At the bottom of the terms section, there is a checkbox that is checked, with the text: "I have read and accepted the terms and conditions stated above. (Click Check Box to proceed for payment.)" Below this is a "Proceed" button.

The footer of the page contains the text: "© Copyright 2013 OnlineSBI" and "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, 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, then 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 candidate, is given hereunder :-

- (i) For all categories = **Rs.300/-**
(As all the advertised posts of stenographer are meant to be filled from un-reserved category)

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) on or 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 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 01.01.2018** (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.

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)

HIGH COURT OF HIMACHAL PRADESH, SHIMLA-1**ADMIT CARD**

(To be filled in by candidate)

Post Applied for : _____**Roll No. :** _____**Category :** _____**Date of Birth :** _____**Mobile No. :** _____**SBI Collect Reference No.**

(as printed on E-Receipt) _____

1. **Name of the Candidate** :
2. **Father's/ Husband's Name** :
3. **Address for Correspondence** :
4. **Permanent Address** :

Affix your recent passport size photograph here duly attested by a Gazetted Officer
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**Full Signature of the
Candidate**

**Signature with Seal
of the Attesting Authority**
(to be attested by a Gazetted Officer)

(For office use only)

Date	Signature of the Candidate	Signature of the Invigilator

Signature of the Center Superintendent

RULES

5.	Stenographers	12.	(a) By promotion from amongst Junior Scale Stenographers working in the High Court.	Graduation	3 years.	`10300 - 34800/- +`3800/- grade pay.
			(b) In case no person is promoted under mode (a) above, then by selection on the basis of limited proficiency test as per Schedule-IV from amongst Junior Scale Stenographers working in the High Court and Junior Scale Stenographers working in the Subordinate Courts in H.P.	Graduation	One year in case of Junior Scale Stenographers of High Court and three years in case of Junior Scale Stenographers from Subordinate Courts.	
		(c) In case no candidate is selected under modes (a) and (b) above, then on the basis of proficiency test as per Schedule-IV from amongst Steno-typists (Regular)/Steno Typists-cum-Judgment Writers (Regular) working in the Subordinate Courts in Himachal Pradesh.	Graduation	Three (3)years		
		(d) In case no candidate is selected under modes (a), (b) and (c) above, then by direct recruitment on the basis of Proficiency test as per Schedule-IV .	Graduation	Three (3) years as Steno-typist or Judgment Writer or Stenographer in any government office or reputed organisation		

Schedule IV PART-I**(See item No.5 (b) to (d) in Part-C of Schedule-III)****Proficiency Test for the Post of Stenographer**

Candidates must be having speed of **100 W.P.M.**, in English Stenography and accurate transcription of the matter dictated within a period of 5 times to the time allotted for dictation and typing speed, in English, at **50 W.P.M.**, on computers, wherefor a separate test shall be held.

Provided that only **10%** of the mistakes in transcribing the dictated matter and typed matter in typing test shall be allowed. In other words the candidates committing more than **10%** mistakes in transcribing the dictated matter and the typed matter in typing test shall be declared as unqualified.

Provided further that taking into consideration any administrative exigency, Hon'ble the Chief Justice, in his discretion, can grant exemption in the aforesaid speed limit either, in typing or in transcription or in both and also in the mistakes as referred to above.

Note:- The time for dictation as well as typing test shall be **ten (10)** minutes each.