

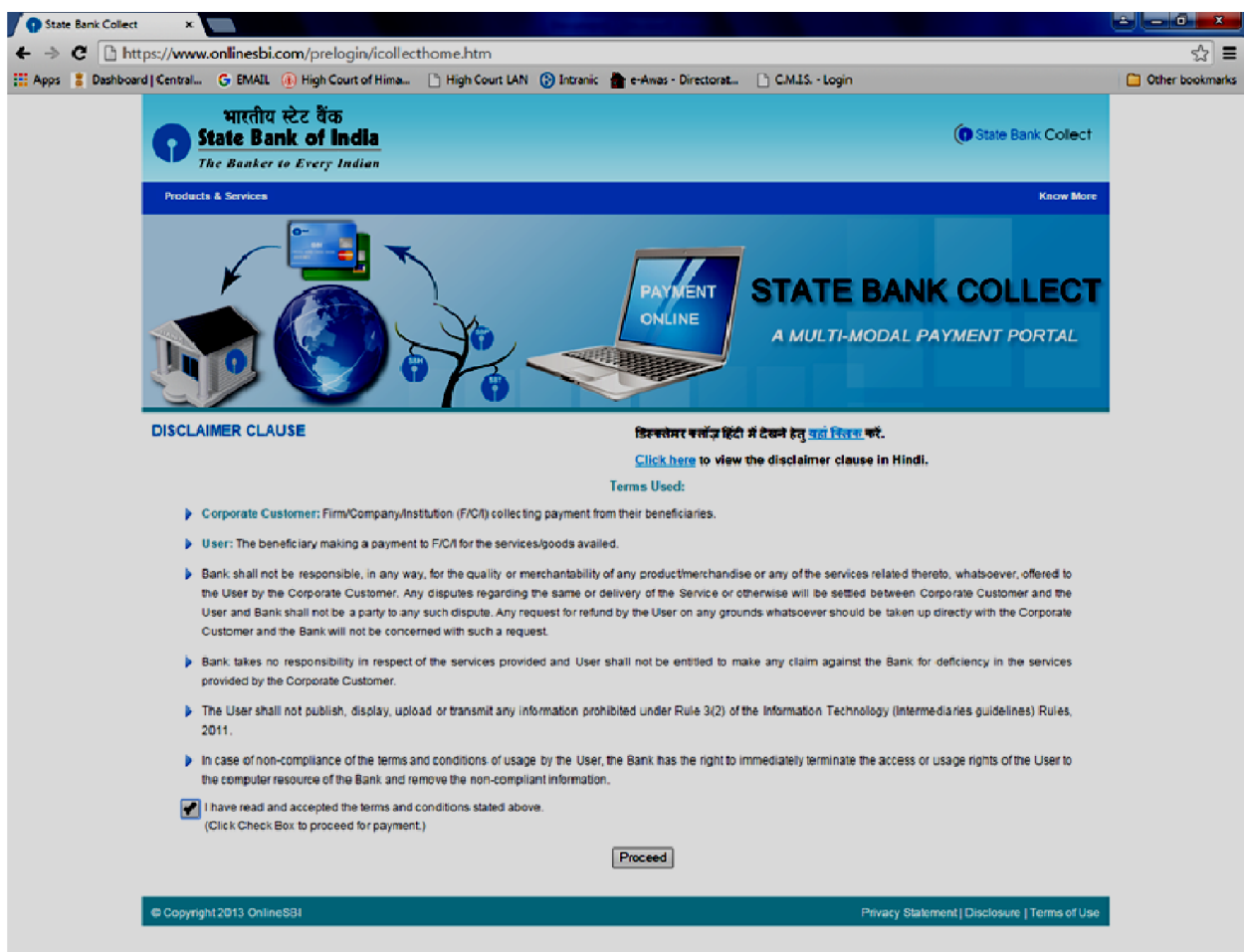
INSTRUCTIONS for filling-up online application

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

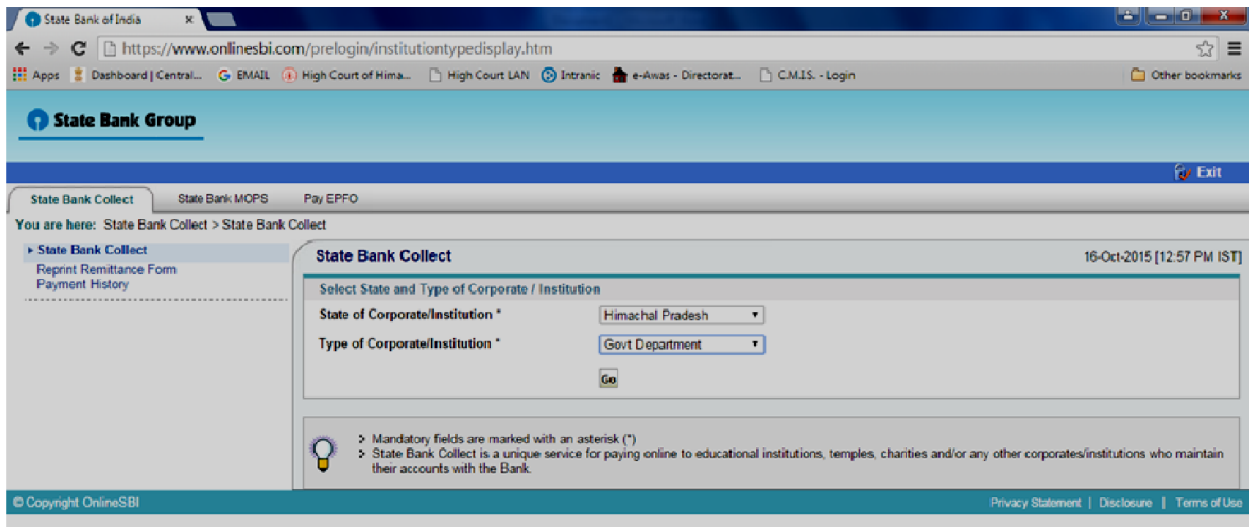
To apply, the desirous/eligible candidates shall have to access the website of **SBI Collect** at url <https://www.onlinesbi.com/prelogin/icollecthome.htm> and thereafter click on proceed button.



The screenshot displays the State Bank of India Collect website interface. At the top, the logo for State Bank of India is visible, along with the tagline 'The Banker to Every Indian'. Below the logo, there is a navigation bar with 'Products & Services' and a 'Know More' link. The main content area features a banner with the text 'STATE BANK COLLECT A MULTI-MODAL PAYMENT PORTAL' and an image of a laptop displaying 'PAYMENT ONLINE'. Below the banner, there is a 'DISCLAIMER CLAUSE' section with a link to view the disclaimer in Hindi. The 'Terms Used' section lists several conditions, including the responsibilities of the Corporate Customer and the User, and the Bank's liability. A checkbox is present for the user to accept the terms, and a 'Proceed' button is located at the bottom of the page. The footer contains copyright information for 2013 and links for Privacy Statement, Disclosure, and Terms of Use.

STEP-2

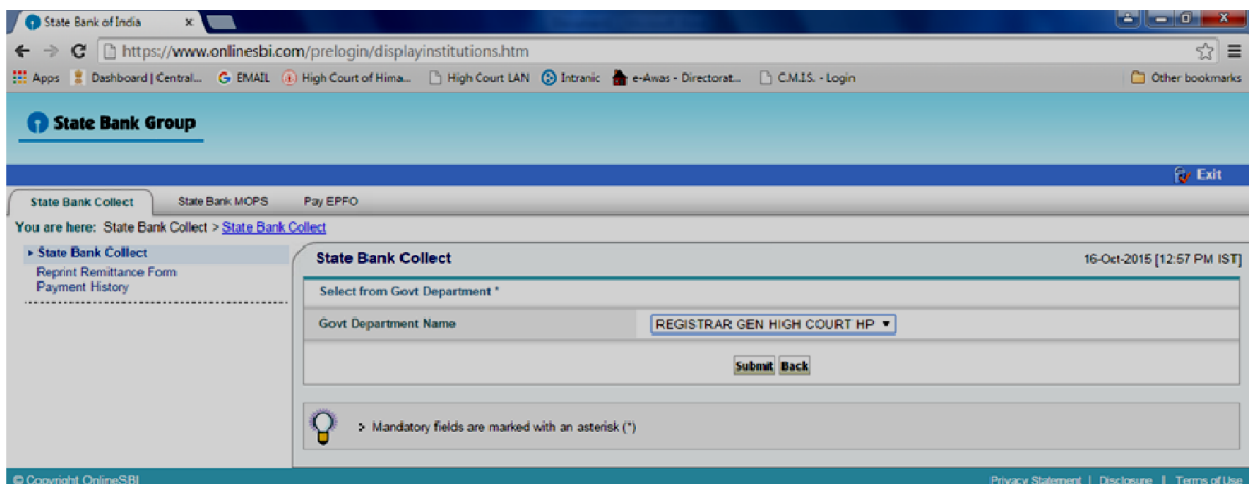
After ticking the check box, the candidate would be directed to next page having two options **State of Corporate/Institution*** and **Type of Corporate/Institution***.



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, 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 | = | Rs.300/- |
| ii. | For all other reserved categories | = | Rs.150/-. |

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;
 - Copy of the **'Experience Certificate'** duly attested by any Gazetted Officer with respect to requisite driving experience of Light Motor Transport Vehicle or Medium or Heavy Vehicles (Transport), only applicable in case of the candidates applying against the vacant post(s) of Driver (Regular & Daily Wages).
- 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 automatically 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 or daily wages posts strictly in accordance with 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/communication will be sent in offline mode or through dak. 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 production of **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 summarily 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 candidates belonging 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): _____

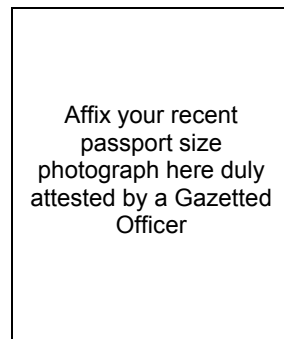
Specify, if any other _____

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

SBI Collect Reference No.

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

Any other relevant references etc. _____



(Signature of the Candidate)

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