

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA

No. HHC/Rules/14-61/90-V

Dated:3.12.2015

NOTIFICATION

In exercise of the powers vested under Clause (2) of Article 229 of the Constitution of India and all other enabling provisions in this behalf and in super-session of all Rules, Regulations, Notifications and Orders etc. on the subject, Hon'ble the Chief Justice of High Court of Himachal Pradesh, is pleased to make the following Rules in respect of Appointments, Conditions of Service, Conduct and Appeal etc. of the officers and officials serving on the Establishment of the High Court of Himachal Pradesh:

PART-I			
Brief Description of the heading	No. of the Rule	No. of the Sub Rule	Particulars of the Rule
Short title and commencement	1	(1)	These Rules may be called " The Himachal Pradesh High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct & Appeal) Rules, 2015.
		(2)	These Rules shall apply to all Officers and Members of the staff on the establishment of the High Court of Himachal Pradesh except Editor and Assistant Editor, I.L.R. (H.P. Series), Law Clerks, Programmer and

		(3)	Assistant Programmers. These Rules shall come into force with effect from the date of publication of the same in the official gazette.
Definitions	2.	(1)	In these Rules, unless the context otherwise requires:
		(i)	'Board' means any Institution conducting examinations up to senior secondary standard or awarding diplomas recognized by the Government.
		(ii)	'Chief Justice' means the Chief Justice of High Court of Himachal Pradesh.
		(iii)	'Commission' means H.P. Public Service Commission.
		(iv)	'Constitution' means Constitution of India.
		(v)	'High Court' means the High Court of Himachal Pradesh.
		(vi)	'Establishment' means and includes all Offices, Departments, Sections, Branches and other ancillary units and wings of the High Court of Himachal Pradesh.
(vii)	'Government' means Government of Himachal Pradesh.		

	(viii)	'Governor' means the Governor of Himachal Pradesh.
	(ix)	'Judge' means any Hon'ble Judge of the High Court of Himachal Pradesh.
	(x)	'Member of the Establishment' means a person appointed in accordance with these Rules or the Rules or Orders in force prior to the commencement of these Rules but does not include the officers drawn from Himachal Pradesh Judicial Service, Editor and Assistant Editor, I.L.R. (H.P. Series), Law Clerks, Programmer and Assistant Programmers.
	(xi)	'Members of the Staff' means and includes the employees/officials working on the Establishment of the High Court, other than officers and also includes all Class-III and Class IV employees.
	(xii)	'Officers' means Officers appointed from amongst the members of staff of the Court and includes Officers drawn from Himachal Pradesh Judicial Service.
	(xiii)	'Official Gazette' means the Official Gazette published by the Government and this expression shall also include the "Electronic Gazette" published by the Government.

	(xiv)	'Prescribed' means anything prescribed under these Rules or regulations or general or special orders issued by Hon'ble the Chief Justice from time to time.
	(xv)	'Registrar General' means the Registrar General of the High Court of H.P.
	(xvi)	'Registry' means the Registry of High Court of H.P.
	(xvii)	'Schedule' means the schedule appended to these Rules.
	(xviii)	'Secretariat' means Civil Secretariat of Government of Himachal Pradesh.
	(xix)	'Selection' means promotion to a post or class of posts, on merit with due regard to seniority. Provided that for the assessment of ACRs for the selection posts, the ACRs of last five years shall be assessed based on the criteria laid down in Paras (c) and (d) of Part-E of Schedule-IV.
	(xx)	'Service' means the service on the establishment.

			<p>(xxi) 'University' means any University incorporated by law in India and recognized as such by the Government.</p> <p>(2) (i) 'He' used in these Rules shall also include 'she'.</p> <p>(ii) 'His' used in these Rules shall also include 'her'.</p>
<u>PART-II</u>			
The High Court Establishment	3.	(1).	The Establishment of the High Court shall comprise of various posts classified and categorized in the Schedule-II appended to these Rules.
		(2).	The Chief Justice, at his discretion may not fill up any post or vacancy and the vacancy of any post or posts shall not entitle any person to raise any claim whatsoever against the same.
		(3).	As and when any post is created by the government on the Establishment of the High Court, then the Schedule-II shall be deemed to have been automatically

			amended to that extent or Hon'ble the Chief Justice, based on such creation of posts, may order for the amendment of the Schedule-II as per necessity.
Appointing Authority	4.	(1)	The Chief Justice shall be the Appointing Authority for all the posts mentioned in Parts A, B and C of the Schedule-III .
		(2)	The Registrar General shall be the Appointing Authority in respect of all other posts, including Daily Wage employees, subject to the approval of Hon'ble the Chief Justice.
Mode of Appointments.	5.	(1)	Appointment of the Officers and members of the staff on the Establishment of the High Court shall be made:- (i) by posting of members of Himachal Pradesh Judicial Service (ii) by direct recruitment, (iii) by selection, (iv) by promotion, (v) by absorption, (vi) by deputation, (vii) on contract basis,

		<p>(viii) on daily wages and</p> <p>(xix) on secondment basis.</p>
		<p>(2) The mode and manner of appointments on the Establishment shall be as indicated against every such post(s), class or category of posts in Schedule-III.</p> <p>(3) Notwithstanding anything contained in these Rules and Schedule-III, Hon'ble the Chief Justice, taking into consideration the exceptional merits, capability and utility to the institution of High Court besides providing encouragement to the sincere officers/officials and to inculcate an environment of hard work, sincerity and honesty in the institution, may, even out of turn basis promote or select for higher appointment, any individual member of the establishment possessing the aforesaid merits subject to the condition that he is falling in the zone of consideration for promotion/selection.</p>
		<p>(4) (i) For promotional/selection post(s), three senior most persons in the feeder cadre shall be in the zone of consideration for a single post (1:3).</p>

		<p>(ii) One person shall be declared as selected for any selection post, if he scores minimum 60 percent marks on the assessment of ACRs of last five years.</p> <p>Provided that if more than one person get the requisite sixty (60) percent marks on the assessment of ACRs, then they shall be declared as qualified and shall retain the relative seniority on the feeder post notwithstanding the fact that a junior person has scored more marks than his senior.</p>
<p>Method of direct recruitment</p>	<p>6.</p>	<p>(1) Direct recruitment to a post or a class of posts may be made by the Appointing Authority as per procedure given hereinafter:</p> <p>(2) The vacant post(s) on the Establishment of High Court, anticipated vacancies likely to arise within a period of one year from the date of advertisement with 10% anticipated vacancies due to unforeseen circumstances, shall be calculated and an advertisement in two daily newspapers, one Hindi and one English, having wide circulation in the State of H.P. and also on the Websites/Notice Boards of the High Court as well as Subordinate Courts in H.P. will be published notifying such vacancies by the Registrar General with the prior approval of Hon'ble the Chief Justice.</p>

		<p>Besides publishing the advertisement notice in the Newspapers, the vacancies shall also be notified to the Employment Exchanges asking them to sponsor the names of the eligible candidates.</p>
	(3)	<p>Advertisement notice may provide for online recruitment or recruitment by way of normal process and may also provide for submission of an application either through online mode or otherwise, in the prescribed format as provided in Schedule-V or any other format as directed in the advertisement notice.</p>
	(4)	<p>Advertisement notice may provide for payment of prescribed fee either by way of online transfer i.e. through e-banking/e-challan/debit card or any other mode of payment through electronic mode, or postal order, or bank draft and may also provide for making payment of the fee through gateway of a particular bank.</p>
	(5)	<p>The Employment Exchanges / Sub Employment Exchanges shall sponsor the names of eligible candidates to the Registrar General within the time specified in the requisition.</p> <p style="text-align: right;">Employment Exchanges/ Sub Employment Exchanges shall also inform</p>

		<p>the sponsored candidates to submit their applications in the prescribed form and mode along with examination fee mentioned in the advertisement to the Registrar General. The candidate(s) who fail(s) to apply in the prescribed form and mode along with examination fees, to the Registrar General, shall not be eligible to appear in any examination or test notwithstanding the fact that his or her or their name(s) has/have been sponsored by the Employment Exchanges/Sub Employment Exchanges.</p>
	(6)	<p>Hon'ble the Chief Justice, in his discretion may, by general or special order, also prescribe payment of different amount of examination fee to be paid by the candidates applying for different posts and also for different categories.</p>
	(7)	<p>Any application of the candidate, who has failed to pay the examination fee and furnish the application in the format/mode as prescribed in the advertisement, shall be liable to be rejected.</p>
	(8)	<p>Any candidate, who is already in the service of any government/semi government concern, shall submit his application as per the prescribed format and mode along with requisite fee as mentioned in the advertisement and shall</p>

	<p>also submit before last date fixed for submission of applications, a no objection certificate to the Registrar General along with particulars of his application/ receipt No. etc. through proper channel with an advance copy to the Registrar General. Any application(s) of such candidate(s), if not received through proper channel before the last date, shall be summarily rejected.</p>
(9)	The list of the eligible candidates shall be put on the website of the High Court.
(10)	Fee paid by the candidate(s) whose candidature(s) has/have been rejected for any reason whatsoever shall not be refunded in any case.
(11)	Written examination/test shall be conducted by the Registrar General at the place(s) selected by him after the approval of the Hon'ble the Chief Justice.
(12)	The Registrar General shall cause to conduct the written examination/test as per procedure prescribed in Schedules-III & IV attached to these Rules and shall take necessary steps for conducting the examination/test, setting the question papers etc., printing the question papers and answer sheets with the approval of the Hon'ble Chief Justice from time to

	time.
(13)	The qualifying marks in a written examination/test, wherever applicable, shall be 50 (fifty) percent. However, Hon'ble the Chief Justice keeping in view the nature of the examination/test may also prescribe higher or lower percentage for qualifying the written examination/test.
(14)	The Registrar General shall issue proper written instructions for conducting the written test, sealing and handling the question papers as well as the unused question papers or OMR sheets and their safe custody etc.
(15)	The Registrar General shall ensure that the entire process of examination, evaluation of the answer sheets of written examinations/tests shall be completed on priority basis.
(16)	Hon'ble the Chief Justice by general or special order may direct for setting the question papers for written examination/test, evaluation of the answer sheets by any person and payment of honorarium for the same.
(17)	Hon'ble the Chief Justice, may, in his discretion also order printing of the

		<p>question papers and O.M.R. sheets from any printing press secretly and in order to maintain secrecy, need not follow the procedure prescribed in the H.P.F.R., 2009 for the printing of question papers.</p>
	(18)	<p>The candidates equivalent to six (6) times of the total advertised vacancies to any particular post who have qualified the screening examination/test, wherever applicable, shall be called for written examination, and five times of the total advertised vacancies qualifying the written examination/test, shall be called for typing test wherever applicable, which, shall be merely qualifying test (except in the case of appointments to the post(s) of P.As./J.Ws./Stenographers/Junior Scale Stenographers) on the basis of speed and accuracy as mentioned in the schedule against the relevant post(s).</p>
	(19)	<p>The candidates equivalent to three times of the total advertised vacancies to any particular post, who have qualified the written examination/test and the typing test, wherever applicable, shall be called for <i>interview</i>, wherever required and the interview shall also be conducted by a Committee to be constituted by Hon'ble the Chief Justice. The marks for the interview and criteria for awarding such marks shall be as given in Schedule IV.</p>

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| | | <p>(20) (i) Wherever the typing test shall be applicable, it shall be taken on computers and no candidate shall be allowed to take the test on the typewriter.</p> <p>(ii) Hon'ble the Chief Justice, in his discretion may also provide for taking the typing test and evaluation thereof on specially designed computer solution/software for this purpose.</p> <p>(21) The final result shall be declared and displayed on the web site of the High Court and the select and waiting list drawn accordingly.</p> <p>(22) The select/waiting list shall be valid till one year from the date of its preparation/drawl. However, Hon'ble the Chief Justice, owing to administrative exigencies, in his discretion, can extend the life of such select/waiting list by a period not exceeding three months from the date of its expiry.</p> <p>(23) After drawing the select/waiting list, the Registrar General with the approval of Hon'ble the Chief Justice, shall, make the appointment for those posts wherefor he is the appointing authority and where he is not the appointing authority, he shall</p> |
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		seek the orders for appointment from Hon'ble the Chief Justice.
	(24)	Where the direct recruitment is to be made on the basis of interview only, the Registrar General with the approval of the Hon'ble the Chief Justice, shall get a committee constituted for the purpose of conducting the interview and complete the process of interviews on priority basis. The Committee shall follow the procedure for awarding the marks in the interview for different posts as given in the Schedule-IV .
	(25)	Whenever any application is submitted through the online mode or otherwise, the applicant shall have to give an undertaking in the application that the particulars furnished by him in the application are correct and he shall produce proof thereof at the time of his final selection and if any of the particulars furnished by him in the application form are found to be false, then his candidature and appointment, if made, shall be liable to be cancelled forthwith or at any time and he shall also be liable for criminal prosecution.
	(26)	Wherever, any candidate claims the requisite experience, required for the post, then such experience shall be taken into

		consideration, only if the same is mentioned in the application filed by the candidate and the certificate is produced at the time of interview by him.
Pay and Allowances	7.	The officers/officials borne on the Establishment shall draw such pay and allowances as are indicated in the Schedule-II , or as may be fixed or prescribed from time to time for the posts mentioned in the Schedule-II or equivalent posts in Secretariat and if any, post of the equivalent rank is not available in Secretariat, then equivalent to any other post in the Government and in the event of revision of pay-scales and allowances at any time, the Schedule-II , to that extent, shall automatically stand amended/modified accordingly.
Eligibility	8.	<p>No person shall be eligible for appointment on the Establishment in or upon any post unless, he possesses all the necessary qualifications - academic or otherwise and also fulfills the requirements for such appointment as indicated in these Rules and Schedules-III and IV.</p> <p>Provided that in any particular case, where a member of the Establishment or staff, if based upon his seniority comes within the zone of consideration for promotion/selection to a higher post, but</p>

		<p>does not possess the requisite educational or other qualification for such a post, he may be considered for such promotion/selection by relaxation of the eligibility criteria in respect of such qualification, if in the opinion of Hon'ble the Chief Justice, he is possessed of outstanding merit and ability and looking to the nature of the duties of the higher post, is fully capable of performing such duties. For forming such an opinion, Hon'ble the Chief Justice may, in a given situation, refer to a committee to be constituted by him, for assessment of the merit and the capability and suitability of the member of the Establishment to perform the duties of higher post.</p> <p>Provided that while considering the eligibility for promotion/selection, the condition relating to educational qualification and experience shall not apply to a person or persons retiring within three years.</p> <p>Provided further that such an employee shall not get such exemption more than once in his entire service career.</p>
Age	9.	(1). The lower and upper age limits of candidates for appointment on the Establishment, through direct recruitment, shall be either as applicable to the

Seniority	10.	<p>corresponding employees of the State Government or as may specifically be fixed or prescribed by Hon'ble the Chief Justice.</p>
		<p>(2). The Chief Justice may, in exceptional cases, relax upper or lower age limits.</p>
		<p>(1) The seniority of a Member of the Establishment, other than the officers on deputation, shall be determined by the date of his first appointment in service, cadre, class or category in which he is appointed.</p> <p style="text-align: center;">The words "date of first appointment" as occurring in this Rule means the date of first regular or substantive appointment, meaning thereby the date of first appointment on probation or otherwise against a clear vacancy, confirmation being subject to good work and conduct and/or passing of any examination or test as may be prescribed.</p> <p>(2) Inter-se seniority of two or more persons appointed simultaneously on the same posts in a class or category on the Establishment will, notwithstanding the fact that they may join or assume duties on their appointment on different dates, shall be determined:-</p>

(a) in the case of those promoted, by their relative seniority in the lower service, class, category or grade;

(b) in the case of those recruited directly according to the positions attained by or assigned to them in order of merit in the competitive Examination/test and interview, wherever applicable, as is determined and declared by the Appointing Authority;

(c) in any class or category of posts, which provides for appointment, both by promotion as well as direct recruitment, the promotees en block shall rank senior to direct recruits en block and inter se seniority of appointees in both groups would be subject to (a) or (b) above, as the case may be.

(d) in the case of simultaneous appointments in different cadres which may fall in feeder cadre for promotion to a higher post, their joint seniority for consideration to such higher post shall be fixed as per their length of service in the feeder cadre unless different procedure is prescribed in

<p>Postings and Transfers</p>	<p>and 11.</p>	<p style="text-align: center;">Schedule-III against the relevant post(s).</p> <p>(1) Notwithstanding the initial appointment of any person on any particular post or in any particular class or category, Hon'ble the Chief Justice, may, in the interest of administration, personal hardship of any officer or the member of the staff, transfer any such person to any other post, or in any other class or category, on the Establishment but such transfer or posting shall not affect his seniority as originally fixed or determined.</p> <p>(2) Hon'ble the Chief Justice may, owing to exigencies of service or in public interest or in the interest of Administration, transfer any member of the Establishment outside the Establishment to a subordinate court for such period as may be specified. During the period of transfer, the transferred member of the Establishment shall retain his lien in all respects on his post on the Establishment and transfer outside the Establishment, shall not affect his seniority and other rights, including the right to be considered for promotion to the higher post, in any manner whatsoever in the Establishment.</p> <p>(3) To remove any hardship, owing to transfer</p>
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under sub rule (2), Hon'ble the Chief Justice, may order the payment of compensatory allowance to the transferred member of the Establishment, which, however, shall not exceed the amount payable on deputation, in normal course.

PART-III

Punishment/Penalties	12.	<p>For the purpose of conduct/discipline/suspension/ removal/ dismissal and any other punishment, all members of the Establishment shall be governed by the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classifications, Control and Appeal) Rules, 1965 and other Rules and provisions of law, as amended from time to time, as far as practicable, and as adopted by the Government of H.P. and also the Himachal Pradesh Civil Service Rules including the instructions issued there under from time to time and adopted by the Hon'ble High Court.</p> <p style="text-align: center;">The appointing/disciplinary authority shall be competent to enforce discipline and order suspension, removal and dismissal of any employee from service.</p>
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Appeals	13.		<p>Every Member of the Establishment against whom any penalty, minor or major, has been imposed, shall be entitled to file an Appeal against such an order within 30 (thirty) days which shall be heard by a Standing Appeal Committee consisting of two Judges of the High Court, to be nominated by Hon'ble the Chief Justice.</p> <p>Provided further that Hon'ble the Chief Justice, or the Standing Appeal Committee, may for sufficient reasons, condone the delay in filing the Appeal, if the delay is not of more than 30 days.</p>
Review	14.		<p>The Hon'ble Chief Justice may, notwithstanding the provisions contained in these Rules, review any order imposing any penalty passed by him or otherwise.</p>
<u>PART-IV</u>			
Probation & Confirmation	15.	(1)	(a). Persons appointed to the service either by direct recruitment or by promotion shall be on probation for a period of two years from the date of their initial appointment and their confirmation in service on the Establishment shall be subject to clearing the probation period successfully. In any individual case,

		<p>Hon'ble the Chief Justice may extend the period of probation.</p>
		<p>(b) Hon'ble the Chief Justice, in his discretion, may provide for passing of any special examination as, a condition precedent, by any individual member or members of the establishment, for the clearance of the probation period.</p>
		<p>(2) A probationer shall be confirmed substantively at the end of his probation period (or extended probation period), if his work and conduct during the period of probation has been found to be satisfactory subject to availability of permanent post.</p>
Existing members of the Establishment	16.	<p>Persons already serving on the Establishment before the commencement of these Rules shall, for all intents and purposes, be considered as the members on the Establishment under these Rules.</p>
Reservation	17.	<p>Reservation in direct recruitments, for various categories and classes of posts on the Establishment with respect to Scheduled Castes, Scheduled Tribes and other categories shall be in accordance with the orders issued by Hon'ble the Chief Justice from time to time, having due regard to the prevailing policies of the</p>

Government.

However, **3%** reservation to the differently abled persons shall be provided to the following categories of posts at the entry level:-

Cadre of Stenographers:

Reservation shall be provided to the candidates suffering from loco-motor disability;

(**Note:** Person with normal upper limb can also be considered).

Cadre of Clerks etc.:

Reservation shall be provided to the candidates:

(a) Suffering from hearing impairment, provided that such impairment is not of **60** decibel or more, after hearing aid/surgical correction;

(b) suffering from loco-motor disability;

Note: Person with normal upper limb can also be considered.

Provided further that the Candidate:

1. should not have any mental retardation of any degree and major mental illness like Schizophrenia or

affective disorder and chronic psychosis;

2. should not have any Neurological disorder having impaired higher mental function/cognition and significant speech defect;

3. should have normal vision.

**CADRE OF PEONS, CHOWKIDARS, , MALI
& SAFAI KARMACHARIES**

Reservation shall be provided to the candidate:

(a) suffering from blindness or low vision, provided that the disability is not more than **40%**.

(b) Suffering from hearing impairment, provided that such impairment is not of **60** decibel or more, after hearing aid/surgical correction;

(c) suffering from mild mental retardation;

Provided further that the candidate suffering from orthopedic disability shall not be considered for these posts.

Note: - "100-Point" Roster should be

			maintained..
Special Deputation	18.		Hon'ble the Chief Justice may at his discretion appoint any person on the Establishment, on deputation from any Government Department, Public Sector undertakings or autonomous body. Hon'ble the Chief Justice may in any appropriate case, permit a member of the Establishment to go on deputation outside the Establishment for such period as he considers appropriate.
Appointment on Compassionate Grounds:	19.		Hon'ble the Chief Justice, may in suitable cases appoint any person on compassionate grounds having requisite qualification against a Class-III or Class-IV post against the quota of direct recruitment subject to availability of posts and also subject to other terms and conditions as contained in the policy of Himachal Pradesh Government for compassionate appointments as amended from time to time subject to the condition that any such condition in the policy is not in derogation to these Rules and any instructions or guidelines issued by Hon'ble the Chief Justice in this behalf and such Policy of the government is adopted by Hon'ble the Chief Justice.

Part-V		
Residuary Matters	20.	With regard to matters not specifically covered by or under these Rules, including the matters governing service conditions of the Members of the Establishment, their conduct and discipline, the Members of the Establishment shall be governed by Law, Rules and Regulations or norms applicable to the State Government employees, in general, in so far as these are not inconsistent with or repugnant to these Rules.
Delegation	21.	Hon'ble the Chief Justice may delegate to anyone any of the powers vested in him under these Rules.
Relaxation	22.	Hon'ble the Chief Justice may, from time to time, to remove any hardship in an individual case or in case of any class or group of cases, relax any condition or any requirement as it relates to age, qualification or minimum experience, as is or may be prescribed in or under these Rules.
Interpretation	23.	If any dispute or question arises relating to the applicability or interpretation of these Rules, the decision of Hon'ble the Chief Justice shall be final.

Regulations and Administrative Orders	24.	(1)	<p>With a view to achieve the purpose of these Rules and also to carry into effect the provisions and objectives contained herein, Hon'ble the Chief Justice may, from time to time, make Regulations or issue Administrative orders.</p>
	(2)	<p>Without prejudice to the generality of the foregoing power, such Regulations or Orders may relate to, or provide for:</p> <p>(i) a procedure for making direct appointments, including the conduct of examinations and the fees required to be paid by the candidates desirous of appearing in such examinations;</p> <p>(ii) the method of granting promotions;</p> <p>(iii) the provision or prescription of any special examinations or tests for clearance of probations; and</p> <p>(iv) the prescription of higher or additional qualifications for any post to be filled up either by direct, recruitment or promotion, or relaxation of any such qualification in any particular or special case, or category of cases.</p>	
Amendment of the Rules	25.		<p>Hon'ble the Chief Justice may from time to time amend these Rules.</p>

Repeal and savings	26.	(1)	All previous Rules, Regulations, Orders, Notifications, Circulars, Instructions and other Instruments with respect to the subject matter covered by these Rules are hereby repealed.
		(2)	Notwithstanding such repeal, any appointment made or action taken under the provisions of any of the aforesaid repealed Rules, Regulations, Orders, Notifications, Circulars, Instructions and other Instruments shall be deemed to have been made or taken under these Rules and are hereby saved.

**BY AND UNDER THE ORDER OF THE
HON'BLE CHIEF JUSTICE, HIGH COURT
OF HIMACHAL PRADESH, SHIMLA**

(REGISTRAR GENERAL)

Endst. No. HHC/Rules/14-61/1990-V -----

Dated: 3.12.2015

1. The Deputy Registrar -cum – Special Private Secretary to Hon'ble the Chief Justice, High Court of H.P., Shimla.
2. The Secretary (Home)/ The Principal Secretaries (Personnel) and (Finance) to the Govt. of H.P., Shimla-171 002.
3. The L.R.-cum-Principal Secretary (Law) to the Government of Himachal Pradesh, Shimla 171002.
4. The Accountant General (Audit), H.P., Shimla - 171 003.
5. The Secretaries of the Hon'ble Judges, High Court of H.P. Shimla.
6. The Accountant General (A&E), H.P., Shimla – 171001.
7. All the Additional Registrars, H.P. High Court, Shimla.
8. All the Deputy Registrars/Assistant Registrars/Secretaries/Court Masters/Private Secretaries/ Section Officers/ Chief Librarian / Public Relations Officer/Protocol Officer of this Registry.
9. The Secretaries/Private Secretaries/P.As. to the Registrar General/ Registrar (Judicial)/Registrar (Vigilance)/ Registrar (Administration)/Registrar(Rules) and C.P.C., H.P. High Court, Shimla.
10. The NIC Officers posted in the High Court with a request to update the High Court website.
11. The Section Officer (Computers), H.P. High Court, Shimla for necessary action.
12. Guard file.

Registrar (Rules)

SCHEDULE-I**OFFICERS DRAWN FROM THE H.P. JUDICIAL SERVICE IN THE CADRE OF DISTRICT JUDGES/ADDITIONAL DISTRICT JUDGES AND CIVIL JUDGES (SENIOR DIVISION).**

Sl. No.	Name of the post	No. of Posts	Pay Scale/Pay Grade (in Rs.)
1.	Registrar General	1	Time Scale/Selection Grade/ Super Time Scale in own cadre + Secretariat Allowance as sanctioned from time to time by the competent authority.
2	Registrar (Rules)	1	-do-
3	Registrar(Vigilance)	1	-do-
4.	Registrar (Judicial)	1	-do-
5.	Registrar (Administration)	1	-do-
6.	Central Project Coordinator	1	39530-920-40450-1080-49090-1230-54010 + Secretariat Allowance as sanctioned from time to time by the competent authority.

Note:- (i) Notwithstanding anything contained in **The Himachal Pradesh High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct & Appeal) Rules, 2015** and the **Schedule-III**, it will be open to Hon'ble the Chief Justice to post Judicial Officer(s) as O.S.D.(s) in the High Court to attend to any specific or general assignment(s).

(ii) One of the aforesaid Judicial Officers, may, at the pleasure of Hon'ble the Chief Justice, be designated as Principal Secretary to Hon'ble the Chief Justice in addition to his own duties.

(iii) Hon'ble the Chief Justice may appoint from amongst Additional Registrars to be Registrar(Establishment) of the High Court of Himachal Pradesh.

SCHEDULE-II

TOTAL SANCTIONED STRENGTH OF POSTS ALONGWITH PAY SCALE(S)/PAY GRADE, ON THE ESTABLISHMENT OF HIGH COURT OF HIMACHAL PRADESH, SHIMLA.

Sr. No.	Nomenclature of Post(s)	No. of Sanctioned Posts	Pay Scale/Pay Grade (in Rs.)
1.	Registrar General	1	Time scale/ Selection grade in the H.P. Judicial Services plus Rs.1000/- Secretariat Allowance.
2.	Registrar (Rules)	1	-do-
3.	Registrar (Vigilance)	1	-do-
4.	Registrar(Judicial)	1	-do-
5.	Registrar(Administration)	1	-do
6.	Central Project Co-ordinator (CPC-IT)	1	`39530-920-40450-1080- 49090-1230-54010
7.	Registrar(Establishment)	1	`15600-39100 plus `8400/- Grade Pay + `2500/- Sectt./ Pay
8.	Additional Registrars	3	`.15600-39100 plus `.8400/- Grade Pay + `2500/- Sectt./ Pay
9.	Deputy Registrars	5	`15600-39100 plus

			`7600/- Grade Pay+ `2500/- Sectt./ Pay
10.	Deputy Registrar-cum-Special Private Secretary to the Hon'ble Chief Justice	1	`15600-39100 plus `7600/- Grade Pay+ `2500/- Sectt./ Pay + `1200/- Special Pay
11.	Assistant Registrars	8	`15600-39100 plus `6600/- Grade Pay + `2500/- Sectt./ Pay
12.	Court Masters	15	`15600-39100 plus `6600/- Grade Pay + `2500/- Sectt./ Pay + `1200/- Special Pay
13.	Secretaries	14 (one post kept in abeyance on creation of DR-cum-Spl. Secy. to HCJ)	`15600-39100 plus `6600/- Grade Pay + `2500/- Sectt./ Pay + `1200/- Special Pay
14.	Chief Librarian	1	`10300-34800+ `5400 Gr. Pay + `800/- Sectt. Pay
15.	Section Officer including one Leave Reserve Reader	18(15+3)	`15600—39100 + `5400/-Grade Pay + `2000/- Sectt.Pay
16.	Section Officer(SAS)	1	`.10300-34800+ `5000 Gr. Pay
17.	Private Secretaries	20(18+2)	`15600—39100 +

			`5400/-Grade Pay + `2000/- Sectt. Pay + `1000/- Special Pay
18.	Protocol Officer	1	`15600—39100 + `5400/-Grade Pay + `2000/- Sectt.Pay
19.	Public Relations Officer	1	`.15600—39100 + `5400/-Grade Pay + `2000/- Sectt. Pay
19-A	Estate Officer	1	`.15600—39100 + `5400/-Grade Pay + `2000/- Sectt. Pay
20.	Superintendent Gr.-II	13	`10300-34800 + `4800/- Gr.Pay + `1200/- Sectt. Pay
21.	Revisors	3	`10300-34800 + `4800/- Gr.Pay + `1200/- Sectt. Pay
22.	Personal Assistants	3	`10300-34800 + `4800/- Gr.Pay + `1200/- Sectt. Pay+ `800/- Special Pay
23.	Judgment Writers	15(12+3)	`10300-34800 + `4800/- Gr.Pay + `1200/- Sectt. Pay + `800/- Special Pay
24.	Senior Assistant/ Record	59(40+19)	`.10300-34800 + `4400/-

	Keeper/ Reader to Registrar General/Court Officer/ Auditor		Gr.Pay + `900/- Sectt. Pay
25.	Translators	8	`10300-34800 + `4400/- Gr.Pay + `900/- Sectt. Pay
26.	Librarian	1	`10300-34800 + `3800/- Gr.Pay + `400/- Sectt. Pay
27.	Sr .Assistant Protocol Officer	1	`10300-34800 + `4400/- Gr.Pay + `900/- Sectt. Pay
28.	Stenographers	12	`10300-34800 + `4400/- Gr. Pay + `900/- Sectt. Pay+ `600/- Special Pay
29.	Assistant Librarian	1	`10300-34800 + `3200/- Gr. Pay + `400/- Sectt. Pay
30.	Junior Scale Stenographers	4 (3+1)	`10300-34800 + `3200/- Gr.Pay + `500/- Sectt. Pay+ `400/- Special Pay after two years `10300- 34800 + `3600/- Gr.Pay + `500/- Sectt. Pay+ `400/- Special Pay
31.	Junior Assistants/	80 (70+10)	`10300-34800 + `3600/-

			Gr.Pay + `500/- Sectt. Pay
	Clerks/Proof Readers		`5910-20200 + `1900/- Gr.Pay + `400/- Sectt. Pay and after two years `10300-34800 +`3200/- Gr. Pay+ `400/- Sectt. Pay
32.	Jr. Office Assistant (on contract basis)	16	Wages/remuneration as fixed by the State Govt. from time to time
33.	Receptionist	2	`5910-20200 + `1900/- Gr.Pay + `240/- Sectt. Pay
34.	Telephone Operators	3	`5910-20200 + `2400/- Gr.Pay + `240/- Sectt. Pay
35.	Restorers	15	Rs.5910-20200 + 2400/- Gr.Pay + 240/- Sectt. Pay
36.	Supervisory Driver	1	`5910-20200 + `2400/- Gr.Pay + 1800/- Sectt. Pay
37.	Drivers	26	`5910-20200 + `2000/- Gr.Pay + `1400/- Sectt. Pay after two years

			`5910-20200 + `2400/- Gr.Pay + `1400/- Sectt. Pay
38.	Driver (on Daily Wage)	1	Fixed wages as prescribed by the Govt. from time to time.
39.	Motor Mechanic	1	`5910-20200 + `2400/- Gr.Pay + `300/- Sectt. Pay
40.	Junior Technician (Electrician)	1	`.10300-34800 + `3200/- Gr. Pay+ `400/- Sectt.Pay
41.	Book Binder	1	`.5910-20200 + `1900/- Gr.Pay + `240/- Sectt. Pay
42.	Gestetner Operators	3	`.4900-10680+ `1650 Gr. Pay+ `240/- Sectt.Pay
43.	Daftries	3	`.4900-10680+ `1650 Gr. Pay+ `320/- Sectt.Pay
44.	Court Jamadar	1	Rs.4900-10680+ 1400 Gr. Pay+ 320/- Sectt.Pay
45.	Usher (including Five posts of Frash upgraded to that of Usher)	19 (14+5)	`.4900-10680+ `1400 Gr. Pay+ `320/- Sectt.Pay
46.	Peons	90 (65+13+12) (13 posts of peons are on co-terminus basis)	`.4900-10680+ `1300 Gr. Pay+ `240/- Sectt. Pay
47.	Peons (Daily Wages)	3	Fixed wages as

			prescribed by the Government from time to time.
48.	Chowkidars	5	`4900-10680+ `1300 Gr. Pay+ `560/- Sectt. Pay
49.	Chowkidar (on daily wage)	1	Fixed wages as prescribed by the Government from time to time.
50.	Cook-cum-Chowkidar	1	`4900-10680+ `1300 Gr. Pay+ `240/- Sectt. Pay
51.	Cook-cum-Attendant	6	`4900-10680+ `1300 Gr. Pay
52.	Malies	12 (including one post of daily wages Mali)	`4900-10680+ `1300 Gr. Pay+ `240/- Sectt. Pay. For daily wager, fixed wages as prescribed by the government from time to time.
53.	Safai Karamcharies	14(13+1)	`4900-10680+ `1300 Gr. Pay+ `240/- Sectt. Pay
54.	Part Time Class-IV	5	Wages fixed by the Government from time to time.
55.	Computer Programmer (on Contract Basis)	1	Wages/remuneration as fixed by the State Govt. from time to time

56.	Assistant Programmer (on contract basis)	1	Wages/remuneration as fixed by the State Govt. from time to time
	Total	528	

Note:- (1) Editor I.L.R. and Assistant I.L.R. are on fixed remuneration (two posts)

Note:- (2) 11 posts of Law Clerks are on fixed remuneration of Rs.10,000/ per month.

Total Posts 528+2+11=541

<p style="text-align: center;">Schedule-III PART-A Class-I (Gazetted)</p>						
SI No.	Nomenclature of post	No. of Posts	Mode of appointment	Qualification	Experience/Length of service	Scale/Pay Grade and Pay plus Secretariat Pay (in Rs.)
1.	2.	3.	4.	5.	6.	7.
1.	Registrar (Establishment)	1	By selection from amongst the Additional Registrars.	Graduation		15600-39100-+8400/- Grade Pay plus 2500/- Secretariat Pay.
2.	Additional Registrars	3	By selection from amongst Deputy Registrars and Deputy Registrar -cum - Special Private Secretary to Hon'ble the Chief Justice.	Graduation		15600-39100 +8400/- Grade Pay +2500/- Sectt. Pay.
3.	Deputy Registrars	5	By selection from amongst Secretaries/Court Masters/ Assistant Registrars in the ratio of 1:2 i.e. after promotion of one Secretary, Court Masters/Assistant Registrars, as the case may be, shall be promoted to the next two posts in the ratio of 2:1 (i.e. two Court Masters and One Assistant Registrar) and this cycle shall be repeated in the same order.	-do-	2 Years	15600-39100 plus 7600 Grade pay + 2500/- Sectt. Pay.

			Explanation: If the last vacancy in the cadre of Deputy Registrars stands filled from one category, say from the feeder cadre of Secretaries, under the old Rules, then the next vacancy shall be filled from the other category i.e. from Court Masters/Assistant Registrars as the case may, as per these Rules and this cycle shall be repeated.			
4.	Deputy Registrar-cum-Special Private Secretary to Hon'ble the Chief Justice	1	By selection from amongst the Secretaries.	-do-	2 years	₹15600-39100 plus `7600 Grade pay + ₹2500/- Sectt. Pay + ₹1200/- Special Pay.
5.	Assistant Registrars	8	By selection from amongst the Chief Librarian /Section Officers/ Protocol Officer/ Public Relations Officer.	-do-	3 Years	₹15600-39100 plus `6600 Grade pay + ₹2500/- Sectt. Pay.
6.	Court Masters	15	By selection from amongst the Chief Librarian /Section Officers/ Protocol Officer/ Public Relations Officer on one hand and on the other from amongst the Private Secretaries in the ratio of 7:1 . Note-1: After Selection of seven persons from the	-do-	3 years	₹15600-39100 plus `6600 Grade pay + ₹2500/- Sectt. Pay + ₹1200/- Special Pay

			former categories, one Private Secretary shall be selected. Note-2: The rotation under the repealed Rules shall be maintained under these Rules also.			
7.	Secretaries	14	By selection from amongst Private Secretaries.	-do-	3 years	₹15600-39100 plus ₹6600 Grade pay + ₹2500/- Sectt. Pay + ₹1200/- Special Pay.
8.	Chief Librarian	1	(a) By selection from amongst Superintendents Grade-II/Revisors.	Graduation with Diploma in Library Science or Degree in Library Science	3 years on any of the posts as mentioned in mode (a) in column No. 4 against this item or 6 years combined experience on the feeder posts for the posts mentioned in mode (a) of this item.	₹10300-34800/-+ Grade Pay ₹5400/- + ₹800/- Sectt. Pay.
			(b) In case no suitable candidate is selected under mode (a) above, then by selection from Librarian(s).	Graduation with P.G. Diploma in Library Science or Degree in Library Science	6 years	

			(c) In case no candidate is selected under modes (a) & (b) above, then by direct recruitment on the basis of competitive examination as per Schedule-IV.	Any degree in Library Science with at least eight years experience as Librarian or above in any Public Institution or recognized body.	8 years	
9.	Section Officers (including one leave reserve Reader)	18	By selection from amongst Superintendents Grade-II / Revisors in the ratio of 7:1. Note: Roster of ratio maintained under the repealed Rules will continue. Explanation- After promotion of 7 Superintendents Grade-II 1 Reviser will be appointed. This cycle will repeat.	Graduation	3 years	₹15600-39100 plus ₹5400 Grade pay + ₹2000/- Sectt. Pay.
10.	Section Officer (SAS)	1	By selection from amongst a panel of SAS officers in the state cadre of SAS. Explanation: The selected officer shall be liable to be repatriated to his cadre to be replaced by another officer at the pleasure of Hon'ble the Chief Justice.	-	-	In his own pay scale and grade pay.

11.	Private Secretaries	20	By selection from amongst personal Assistants / Judgment Writers.	Graduation	3 years	`15600-39100 plus `5400 Grade pay + `2000/- Sectt. Pay + `1000/- Special Pay.
12.	Protocol Officer.	1.	a) By selection based on merit from amongst Superintendents Grade-II/Revisors/P.As./J.Ws on the basis of limited competitive examination as per Schedule-IV.	Graduation Desirable qualification: (i) Working knowledge of English/Hindi and other languages. (ii) Experience in protocol work and tourism administration. (iii) Ability to communicate with effectiveness and receptiveness to innovative ideas.	3 years on any of the posts as mentioned in clause (a) in column no. 4 against this item or 6 years combined experience on the posts mentioned in clause (a) and (b) of this item.	`15600-39100 plus `5400 Grade pay + `2000/- Sectt. Pay.

		<p>(b) In case no suitable candidate is selected under mode (a) above, then by selection based on merit from amongst the Sr. Assistant Protocol Officer/ /Sr. Assistants or equivalent posts/ Librarian/ Stenographers /Translators on the basis of limited competitive examination as per Schedule-IV.</p>	<p>Graduation</p> <p>Desirable qualification:</p> <p>(i) Working knowledge of English/Hindi and other languages.</p> <p>(ii) experience in protocol work and tourism administration.</p> <p>(iii) Ability to communicate with effectiveness and receptiveness to innovative ideas.</p>	6 years	
		<p>(c) In case no suitable candidate is selected under modes (a) and (b) above then by direct recruitment on the basis of competitive examination as per Schedule-IV.</p>	<p>Post-graduation in any discipline and post-graduate diploma or degree in Tourism Administration or Master degree in Tourism Administration.</p>	<p>5 (Five) years experience as Liaison Officer/ Protocol Officer/ Tourism Development Officer or on higher post in the related field</p>	

				<p>Desirable qualification:</p> <p>(i) Working knowledge of English/Hindi and other languages.</p> <p>(ii) Experience in protocol work or tourism administration.</p> <p>(iii) Ability to communicate with effectiveness and receptiveness to innovative ideas.</p>	in any reputed organization.	
13.	Public Relations Officer	1	(a) By selection based on merit from amongst Superintendents Gd. II/Revisors/P.As./J.Ws. on the basis of limited competitive examination as per Schedule-IV.	<p>Graduation</p> <p>Desirable qualification:</p> <p>(i) Working knowledge of English/Hindi and other languages.</p> <p>(ii) Experience in Journalism or Public Relations.</p>	3 years on any of the posts as mentioned in clause (a) in column no.4 against 6 years combined experience on the posts mentioned in clause (a) and (b) of this item.	15600-39100 plus 5400 Grade pay + 2000/- Sectt. Pay.

			(iii) Ability to communicate with effectiveness with media and receptiveness to innovative ideas.	
		(b) In case no suitable candidate is selected under mode (a) then by selection on the basis of limited competitive examination as per Schedule-IV from amongst the Senior Assistants or equivalent posts /Senior Assistant Protocol Officer /Librarian/Stenographers/ Translators.	-----do-----	6 years
		(c) By direct recruitment on the basis of competitive examination as per Schedule-IV .	Graduation with Post Graduate Diploma in Journalism and Mass Communication or Public Relations or Master degree in Journalism & Mass communication/ Public Relations. Desirable qualification:	5 (Five) years experience in the related field either as a Public Media Correspondent or Deputy Public Relations Officer or higher post in the related field in any reputed

			As mentioned against mode (a) above.	Media or other organization		
14.	Estate Officer	1	(a) By selection based on merit from amongst Superintendents Gd.-II/Revisors/P.As./J.Ws. on the basis of limited competitive examination as per Schedule-IV.	Graduation	3 years on any of the posts as mentioned in clause (a) in column no.4 against this item or 6 years combined experience on the posts mentioned in clause (a) and (b) of this item.	15600-39100 plus 5400 Grade pay + 2000/- Sectt. Pay.
			(b) In case no suitable candidate is selected under mode (a) above then by selection on the basis of limited competitive examination as per Schedule-IV from amongst the Senior Assistants or equivalent posts /Senior	-----do-----	6 years	

			Assistant Protocol Officer /Librarian/Stenographers/ Translators.			
			(c) In case no suitable candidate is selected by mode (a) or mode (b) above, then by direct recruitment on the basis of competitive examination as per Schedule-IV .	Graduation.		
PART-'B'						
Class-II						
Sl. No.	Nomenclature of post.	No. of Posts	Mode of appointment	Qualification	Experience/ length of service	Scale of pay/Pay Grade plus Secretariat Pay (in Rs.)
1.	2.	3.	4.	5.	6.	7.
1	Superintendent Grade-II	13	By selection from amongst Senior Assistants/Record Keeper/Reader to Registrar General/Court Officer/Auditor/ Senior Assistant Protocol Officer/Librarian.	-	2 years	10300-34800/-+ Grade Pay 4200/- + 1200/- Sectt. Pay
2	Revisors	3	By Selection from amongst Translators.	-	2 years	10300-34800/-+ Grade Pay 4200/- + 1200/- Sectt. Pay
3	Personal Assistants/ Judgment Writers	13	(a) By selection from amongst Stenographers working in the High Court.	Graduation	2 years	10300/-34800+ Grade Pay 4200/- + 1200/-
			(b) In case no candidate is selected under mode (a), then	Graduation	1 year	1200/-

		by limited competitive proficiency test as per Schedule-IV amongst Stenographers working in High Court having at least one year service in the cadre.		Sectt. Pay + 800/- Special Pay
		(c) In case no person is selected under modes (a) and (b) above, then by limited competitive proficiency test as per Schedule-IV from amongst Stenographers in High Court with no rider of service or Junior Scale Stenographers having at least 5 years service as Junior Scale Stenographer in High Court.	Graduation	5 years only for Junior Scale Stenographers.
		(d) In case no suitable candidate is selected under modes (a), (b) and (c) above, then by limited competitive proficiency test as per Schedule-IV from amongst Sr. Scale Stenographers working in the Subordinate Courts of H.P. with at least 5 years experience as Senior Scale Stenographer.	Graduation	Five years
		(e) In case no candidate is selected under all the aforesaid modes (a) to (d) then by direct recruitment on the basis of competitive proficiency test as per Schedule-IV .	Graduation	Eight years either as Stenographer, Judgment Writer, Junior Scale Stenographer or Steno Typist in any reputed organisation including any government department/ agency.

PART-"C"**Class-III**

Sl. No	Nomenclature of post	No. of Posts	Mode of appointment	Qualification	Experience/length of service	Scale of pay/Pay Grade plus Secretariat Pay (in Rs.)
1.	2.	3.	4.	5.	6.	7.
1	Senior Assistants/ Record Keeper/ Reader to Registrar General/ Court Officer/ Auditor	59	(a) 90% By promotion from amongst Clerks, which term includes Junior Assistants/ Proof Readers/ Junior Office Assistants (I.T. Regular). (b) 10% by selection on the basis of limited competitive examination from amongst Clerks, which term includes Junior Assistants and equivalent posts including Junior Office Assistants (I.T.-Regular of the Subordinate Courts in Himachal Pradesh.	Matriculation Graduation	Six years Eight years	₹10300/- 34800+ Grade pay ₹3800/- + ₹900/- Sectt. Pay
2	Translators	8	(a) 50% of the posts by selection on the basis of limited competitive examination as per Schedule-IV from amongst the Clerks /Proof Readers /Junior Assistants /Junior	The candidate must be a Graduate with 50% marks in English and also having studied Hindi	Five (5) years.	₹10300 - 34800/- + ₹ 3800/- grade pay + ₹900/- Sectt. Pay

		<p>Office Assistants (I.T.-Regular)/Receptionists/Book Binders/Drivers/Restorers/Telephone Operators of Registry.</p>	<p>as subject at the Graduation Level AND Urdu or Punjabi in matriculation examination. Desirable qualification: The candidate having studied Urdu up to degree level will be given preference</p>		
		<p>(b) Failing (a) above, from amongst other High Court servants by way of competitive examination as per Schedule-IV.</p>	-do-	-do-	
		<p>(c) Failing (a) & (b) both above, then by direct recruitment by competitive examination, as per Schedule-IV.</p>	-do-	-	
		<p>(d) 50 % of the posts by direct recruitment on the basis of competitive examination as per Schedule-IV.</p>	-do-	-	

3	Senior Assistant Protocol Officer	1	<p>(a) By selection on the basis of limited competitive examination as per Schedule-IV from amongst Clerks/ Proof Readers/Drivers including Supervisory Driver/Junior Assistants/ Receptionists/ Junior Office Assistants (Regular Basis)/ Book Binder/Telephone Operators.</p>	<p>Graduation</p> <p>Desirable qualification:</p> <p>(i) Working knowledge of English/Hindi and other languages.</p> <p>(ii) Experience in protocol work or tourism administration.</p> <p>(iii) Ability to communicate with effectiveness and receptiveness to innovative ideas.</p>	5 years	`10300/- 34800+ 4400/- Grade Pay + `900/- Sectt. Pay.
			<p>(b) In case no candidate is selected under mode (a) above, then by direct recruitment on the basis of competitive examination as per Schedule-IV.</p>	<p>Post Graduation in Tourism Administration (MTA) or Graduation with P.G. Diploma in Tourism Administration</p> <p>Desirable qualification:</p> <p>(i) As mentioned against mode (a) above.</p>	-	

4.	Librarian	1	(a) By promotion from Assistant Librarian.	Graduation and Diploma in Library Science or Bachelor or Master Degree in Library Science.	3 years	`10300 - 34800 + `3800/- Grade Pay + `400/- Sectt. Pay.
			(b) In case no candidate promoted under mode (a) above, then by direct recruitment on the basis of competitive examination as per Schedule-IV .	Graduation with Post graduate diploma in Library Science or Bachelor or Master degree in Library Science	3 (Three) years as Library Attendant or on higher post in the related field in any reputed organization including public institution.	
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	
6.	Assistant Librarian	1	(a) By selection on the basis of limited competitive examination as per Schedule-IV from amongst the Clerks, which term shall include Junior Assistants/ Proof Readers and Restorers/Receptionists/ Telephone Operators/ Drivers/ Junior office Assistants (On regular basis) working in the Registry.	Graduation with Post Graduation Diploma in Library Science.	3 years	`10300-34800/- + `3200/- Grade Pay + ` 400/- Sectt. Pay
			(b) In case no candidate is selected or is available under mode (a) above, then on the basis of limited competitive examination as per	Graduation with Post Graduation Diploma in Library Science or any Post	-	

			<p>Schedule-IV from amongst the officials mentioned at (a) above.</p>	<p>Graduation degree in Library Science.</p>		
			<p>(c) In case no candidate is selected or available under modes (a) and (b), then by direct recruitment on the basis of competitive examination as per Schedule-IV.</p>	<p>Master Degree in Library Science or Bachelor Degree in Library Science with 3 years experience as Library attendant or above.</p>	<p>3 years only for the person possessing only Bachelor Degree in Library Science whereas there will be no requirement of any experience in the case of candidates possessing Master's degree in Library Sciences.</p>	
7.	Junior Scale Stenographers	3	<p>(a) 50% by limited Proficiency test from amongst Junior Scale Stenographers/Steno-typists (Regular) /Steno Typists-cum-Judgment Writers (Regular) working in the Subordinate Courts in Himachal Pradesh as per Schedule-IV.</p>	<p>Graduation</p>	<p>3 (Three) years only in case of Steno-Typists or Steno-typist-cum- Judgment Writers (Regular) but no experience is required in case of Junior Scale Stenographers</p>	<p>₹5910- + grade Pay + ₹2800/- + ₹500/- Sectt. Pay+ ₹400/- Special Pay.</p>

			(b) 50% by direct recruitment on the basis of proficiency test as given in Schedule-IV .	Graduation	3 years as Steno-typist or Junior Scale Stenographer or on higher post in any government organisation or any other reputed organisation.	
8.	Clerks/ Proof Readers	70	(a) 75 % by way of direct recruitment on the basis of competitive examination as per Schedule-IV .	Graduation.	-	₹5910-20200/- + ₹1900/- Grade Pay + 400/- Sectt. Pay and after two years ₹10300 – 34800/- + ₹3200/- Grade Pay + ₹400/- Sectt. Pay.
			(b) 25% by transfer from amongst the Restorers/ Book Binder/Telephone Operators/ Receptionists on the basis of length of service in the feeder cadre.	Matriculation 2 nd Division or +2. -do-	5 years -do-	
			(c) Failing from (b) above, by selection on the basis of limited competitive examination from amongst Class-IV employees of the High Court as per Schedule-IV .	-do-	-do-	
			(d) Further failing from (b) and (c) above, by selection on the basis of limited competitive examination from amongst Class-IV employees of Subordinate	-do-	-do-	

			Courts as per Schedule-IV .			
			Explanation: Candidates appointed under mode (b) above, shall have to pass the typing test on Computers with a minimum speed of 30 w.p.m., within the period of probation, which term includes extended period of probation, if any, whereas the candidates under modes (a), (c) & (d) shall have to pass the test in advance as per Schedule-IV .			
9.	Junior Office Assistant (Contract basis)	16	By direct recruitment on the basis of Competitive examination as per Schedule-IV .	(i) B. Tech. In Computers or I.T. or Electronics & Communication Engineering /MCA /BSc.(IT) /PGDCA or equivalent or (ii) +2 or equivalent qualification + BCA (Bachelor of Computer Application). or (iii) Matriculation + Polytechnic		₹7860/- (₹5910 + 1950)

			<p>Diploma in Computers or I.T. or Electronics.</p> <p>or</p> <p>(iv) +2 or equivalent qualification + DCA (Diploma in Computer Application)/ I.T.I. diploma in Computers or equivalent diploma in Information Technology or Computers/ Computer Science or 'O' or 'A' Level Diploma from National Institute of Electronics and Information Technology.</p>			
10.	Receptionists	2	<p>(i) By selection from amongst Class-IV Court servants of the Registry.</p> <p>(ii) If no candidate is selected under mode (i) above, then by transfer of Class-III employees possessing the requisite desired qualification</p>	<p>Graduation</p> <p>Desirable qualification:</p> <p>The candidate should have: Knowledge of computers.</p> <p>b) Proficiency in</p>	5 years	<p>`5910-20200/- + `1900/- Grade Pay + 240/- Sectt. Pay.</p>

			as mentioned against mode (i) above in column no. 5.	speaking English, Hindi and vernacular		
11.	Restorers	15	(a) By promotion from amongst Class-IV servants in the Registry.	Matriculation	3 years	'5910-20200/- + '2400/-
			(b) In case no suitable candidate is promoted under mode(a) above then by direct recruitment on the basis of limited competitive examination as per Schedule-IV	Graduation or +2 with at least one year diploma in Library Science.	-	Grade Pay + RS. 240/- Sectt. Pay.
12.	Telephone Operators.	3	a) By Selection from amongst Gestetner Operators, Daftaries, Court Jamadars, Ushers having proficiency in speaking English, Hindi and vernacular languages besides experience in operating EPABX or telephone exchange(s).	Matriculation 2 nd Division or equivalent	5 years.	'5910-20200 + '2400/- Grade Pay + '240/- Sectt. Pay
			(b) In case no candidate is selected under mode (a), then by selection from amongst Class-IV servants working in the Registry having proficiency, in speaking English, Hindi and vernacular languages besides experience in operating	Graduation or equivalent with diploma in Electronics from an institute recognized by government and having	5 years	

			EPABX or telephone exchange(s).	proficiency in English, Hindi and vernacular languages besides experience in operating EPABX or telephone exchange(s).		
			(c) In case no person is selected under Modes (a) & (b) above, then by direct recruitment on the basis of competitive examination as mentioned in Schedule-IV .	Graduation or equivalent with diploma in Electronics from an institute recognized by government and having proficiency in speaking English, Hindi and vernacular languages besides one year experience in operating EPABX or telephone exchange(s) in any recognised/reputed institution or organisation.	Minimum 1 year as telephone operator.	
13.	Supervisory Driver	1	By promotion from amongst the Drivers working in the Registry on the basis of seniority -cum-suitability.	-	Ten years	`5910-20200/- + 2400/- Grade Pay

					+ 1800/- Sectt. Pay.	
14.	Drivers	26	(a) By regularization of the services of driver(s) on daily wages, if he has been engaged after following the same procedure as is meant for recruitment of drivers on regular basis.	-	-	5910-20200/- + 2000/- Grade Pay + 1400/- Sectt. Pay after two years
			(b) By direct recruitment from amongst the candidates being at least matriculate and possessing a valid driving license for L.M.V. (Transport) at least for three (3) years, on the basis of proficiency test as per Schedule-IV . Preference shall be given to those candidates having good mechanical knowledge of Automobiles.	Matriculation and must possess a valid driving licence to drive the light Motor Vehicles (Transport) or Medium or Heavy vehicles and possess such other qualification as may be prescribed by Hon'ble the Chief Justice.	3 years to drive the Light Motor Vehicle or Medium or Heavy Vehicles (Transport).	5910-20200 + 2400/- Grade Pay + 1400 Sectt. Pay.
15.	Driver (Daily wages)	1	By direct recruitment from amongst the candidates being at least matriculate and possessing a valid driving license for L.M.V. (Transport) at least for three (3) years, on the basis of proficiency test as per	Matriculation and must possess a valid driving licence to drive the light Motor Vehicles (Transport) or	3 years to drive the Light Motor Vehicle or Medium or Heavy Vehicles (Transport).	235/- per day.

			Schedule-IV. Preference shall be given to those candidates having good mechanical knowledge of Automobiles.	Medium or Heavy (Transport) vehicles and possess such other qualification as may be prescribed by Hon'ble the Chief Justice.		
16.	Motor mechanic	1	By direct recruitment on the basis of interview to be conducted as per Schedule-IV by a committee to be constituted by Hon'ble the Chief Justice.	(i) Matriculation with Diploma of Motor Mechanic and at least 2 years experience as motor mechanic or (ii) Any degree in mechanical Engineering from any recognized Institution or (iii) Matriculation with practical experience of working as a Motor mechanic or Assistant Motor Mechanic in	2 years in case of (i) and 6 years in case of (iii) in Column No.5.	₹5910-20200/- + ₹2400/- Grade Pay + ₹300/- Sectt. Pay.

				any mechanical workshop for a period of 6 years.		
17.	Junior Technician	1.	(a) By promotion from amongst Class-IV employees in the Registry.	+2 or equivalent + Diploma in Electrical work or at least 3 years practical experience in any recognized electrical workshop etc. or institution.	6 years as a Class-IV.	`10300-34800/- + `3200/- Grade Pay + ` 400/- Sectt. Pay.
			(b) In case no candidate is promoted under mode (a) above, then by direct recruitment on the basis of an interview as per Schedule-IV .	+2 with 2 years diploma in Electrical from a recognized I.T.I. or any other recognised Institution or higher qualification like diploma or degree in electrical.	3 years only in case of former and no experience under latter mode	
18.	Book Binder.	1.	(a) By promotion from amongst the Class- IV Court Servants in High Court.	Matriculation and Having diploma in book binding Or knowledge of book binding.	Three years.	`5910-20200/ + `1900/- Grade Pay + ` 240/- Sectt. Pay.
			(b) In case no suitable candidate is available under mode (a) above, then by direct	(i) Graduation with diploma in book binding	Two (2) years in book binding from a reputed	

		recruitment on the basis of competitive examination as per Schedule-IV.	or (ii) Graduation with two years practical experience of book binding from a reputed institution/organisation.	institution/organization only in case of (ii) in Column No.5.	
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PART-"D"						
Class-IV						
Sl. No	Nomenclature of post	No. of Posts	Mode of appointment	Qualification	Experience/length of service	Scale of pay (in Rs.)
1.	2.	3.	4.	5.	6.	7.
1.	Gestetner Operators.	3	(a) By promotion from amongst Daftries, Court Jamadar/ Ushers having knowledge of operating the Gestetner.	Matriculation		`4900-10680/-+ grade pay `1650/- + `240/- Sectt. Pay.
			(b) In case no eligible candidate is available under mode (a), then by selection from amongst the Peons, Chowkidars, Chowkidar-cum-Cook, Cook-cum-Attendant having knowledge of operating Gestetner.	-	5 years	
2.	Daftries	3	(a) By promotion from amongst Court Jamadar/	-	-	`4900-10680/- + `1650/-

			Ushers.			Grade Pay + ` 320/- Sectt. Pay
			(b) In case no candidate is selected under mode (a), then by promotion from amongst Malies/Peons/Chowkidars/Chowkidar-cum-cook/SafaiKaramcharis.	-	5 years	
3.	Court Jamadar/ Ushers	20	By selection on the basis of interview and assessment of ACRs of last five years from amongst Class-IV Peons/Chowkidars /Chowkidar-cum-Cook/ Chowkidar - cum-Attendant/ Malies/ SafaiKaramcharis The procedure for interview shall be the same as for Class-IV provided in Schedule-IV.	-	Five years.	`4900- 10680/- + `1400/- Grade Pay + ` 320/- Sectt. Pay.
4.	Peons/	85.	(a) By absorption	Matriculation.	i) Experience as	4900-

A.	Chowkidars.	<p>from amongst the Peons of Choice appointed on Co-terminus basis with the Hon'ble Chief Justice/Hon'ble Judge(s) subject to fulfillment of following conditions:</p> <p>(i) He / she has rendered at least four years of continuous service as a Peon-of-Choice with Hon'ble the Chief Justice/Hon'ble Judge.</p> <p>(ii) Must not have crossed the age of 45 years.</p> <p>(iii) The Hon'ble Chief Justice/Hon'ble Judge with whom such Peon is working has recorded satisfaction about the good performance, character and potential for</p>	mentioned against (a) in Column No.4.	10680 + 1300/- Grade Pay + 240/- Sectt. Pay with initial start of 6200/-.
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		<p>future service for such person.</p> <p>Provided that in case Hon'ble the Chief Justice/Hon'ble Judge demits office from this High Court on account of elevation/transfer/ Superannuation, then length of continuous service of the Peon of Choice/Peon on Co-terminus basis of such Hon'ble the Chief Justice/Hon'ble Judge shall be two years instead of four years for the purpose of sub clause(i) above.</p> <p>Provided further that for the purpose of computation of period of four years and two years' service as referred to in</p>		
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sub Clause (i) and the first proviso after sub clause (iii) above, the service rendered with more than one Hon'ble the Chief Justice/ Hon'ble Judge shall be reckoned subject to the condition that during such spells of service as Peon of Choice/Peon on co-terminus basis, there is not a gap of more than 30 days at a time and the service of such person has not been terminated/ dispensed with at the instance of any Hon'ble the Chief Justice or Hon'ble Judge.

Provided also that on regularisation of the services of

the Peon of Choice/Peon on co-terminus basis, he shall be entitled to the seniority as on the date of his initial appointment as Peon of choice on co-terminus basis.

Provided further that during the entire tenure of Hon'ble the Chief Justice/Hon'ble Judge in this High Court, the services of only one Peon of his/her lordship's/ladyships' choice shall be regularised.

Explanation:

The last proviso shall have prospective effect and it shall have no bearing on the appointments of Peons of choice

		made prior to incorporation of this proviso in the repealed Rules of 2003.		
		(b) By selection on the basis of merit-cum-seniority from Daily wages/Part Time Class-IV employees working in the High Court having at least four years service as daily wages/part time Class-IV employee in High Court. Provided that his seniority shall be regulated in the regular cadre from the date of his appointment on regular basis.	Matriculation or equivalent	-
		(c) Ten (10%) percent of the total posts shall be filled up on the basis of interview as per Schedule-IV or written test, if prescribed, from	Matriculation or equivalent	Seven years as mentioned in Column No.4.

			amongst the Clerks of the Advocates in the High Court/ Employees of the H.P. High Court Bar Association with seven years experience as Clerk of an Advocate/ Employee of H.P. High Court Bar Association, as the case may be.		
			(d) In case no person is eligible under modes (a), (b) or (c) above, then by direct recruitment on the basis of an interview as referred to in Schedule-IV or written test as may be prescribed.	Matriculation or equivalent	For Chowkidar preference will be given to ex-servicemen.
(B)	Peons-on-Co-terminus basis	11	Hon'ble the Chief Justice/ Hon'ble Judge shall at his/her discretion can recommend for appointment of one/two Peons	Matriculation or equivalent.	-

			of his/her choice (if post(s) is/are created for such purpose by the State Govt.) and such Peon(s) shall hold such Post(s) at the pleasure of the recommending Hon'ble the Chief Justice/Hon'ble Judge and the tenure of his/her/their service will also be co-terminus with the tenure of the recommending Hon'ble the Chief Justice/Hon'ble Judge, unless regularized in accordance with these Rules.			
(C)	Daily wages Peons/Chowkida r/ Part-time employees	3+1+5=9	By direct recruitment on the basis of an interview test as prescribed in Schedule-IV.	Matriculation	-	The wages as may be fixed by the Govt. from time to time.

5	Malies	12	By direct recruitment on the basis of interview as per Schedule IV , from amongst the persons having experience in gardening or as Mali.	Matriculation with diploma in gardening or floriculture from recognized university/institutions.	Minimum three years experience in gardening etc.	4900-10680/- + 1300/- Grade Pay + 250 /- Sectt. Pay
6	Cook-cum-Attendant	06 (for High Court Guest Houses)	By direct recruitment on the basis of interview as prescribed to Class-IV post in Schedule-IV .	Matriculation	Three years experience in a govt. undertaking or reputed hotel in cooking. Note:- Preference shall be given to the persons acquainted with the local customs and dialects etc. where he is to be deployed.	4900-10680+ 1300/- Grade Pay.
7	Cook-cum-Chowkidar	1	By direct recruitment on the basis of interview as prescribed to Class-IV posts in Schedule-IV .	Matriculation	Three years experience is desirable in a Govt. undertaking or reputed hotel in cooking.	4900-10680+ 1300 Grade Pay + 240/- Sectt. Pay.
6	SafaiKaramcharies	14 (13+1)	By direct recruitment on the basis of interview as per	Matriculation	Preference shall be given to the person having experience in	4900-10680/- + 1300/-

		Schedule IV.		doing the cleanliness work.	Grade Pay + 240/- Sectt. Pay
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Schedule-IV

PART-A

(See item No.8 (c) in PART-A of Schedule-III)

(a) Written Test for the Post of Chief Librarian

Written Test of total 90 marks to be completed in 3 hours consisting of the following:-

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English - 500 words	15 marks
(ii)	Essay, in Hindi - 500 words	15 marks
(iii)	General Knowledge (forty questions each of half mark)	20 marks
(iv)	Library Science	40 marks
(b) Interview of 10 marks consisting of following:		
(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks

Note:(i) Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.

Note:(ii) Looking at the fact that candidates for taking the written examination are more but post is single or very few, Hon'ble the Chief

Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in **One hour and thirty minutes**. On the basis of marks obtained in screening test, the candidates in the ratio of 1:6 shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Library Science, computers and Reasoning.

(c)	<u>Criterion for Awarding marks for Educational Qualification</u>		
	(i)	Any Bachelor Degree in Library Science	1 mark
	(ii)	Bachelor Degree in Lib. Science with first division	2 marks
	(iii)	Any Master Degree in Lib. Science and above	3 marks
(d)	<u>Criterion for Awarding marks for Experience</u>		
	(i)	Eight years	½ mark
	(ii)	Nine years	1 mark
	(iii)	Ten years	1½ marks
	(iv)	Eleven years	2 marks
	(v)	Twelve years	2½ marks
	(vi)	Thirteen years and above	3 marks
<p>Note: The experience of working on the Post of Librarian or on higher post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a copy thereof already supplied and if the application is moved on line, then there is a mention in the application about such experience.</p>			

PART-B**(See item No. 12 (a), (b)& (c) of PART-A of Schedule-III)****(a) Written Test for the Post of Protocol Officer****Written Test of total 90 marks to be completed in 3 hours consisting of the following:-**

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English, preferably relating to the subject -500 words	15 marks
(ii)	Essay, in Hindi, preferably relating to the subject -500 words	15 marks
(iii)	General Knowledge (Forty Questions of half mark each)	20 marks
(iv)	Tourism Studies, Liaisoning, Hospitality, H. P. State Guest Rules, Internet, Computers, Geography especially relating to Tourism in H.P. and India.	40 marks
(b)	Interview of 10 marks consisting of following:-	
(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks

Note:(i) Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.**Note:(ii)** Looking at the fact that candidates for taking the written examination are more but post is single or very few, Hon'ble the Chief Justice, in his Lordship's

discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Reasoning, Tourism Studies, Liaisoning, Hospitality, H. P. State Guest Rules, Internet, Computers and Geography especially relating to Tourism in H.P. and India.

Criterion for Awarding marks for Educational Qualification

(i)	Any Bachelor Degree.	1 mark
(ii)	Any Bachelor Degree with first division.	1½ mark
(iii)	Any Master Degree or above.	2 marks
(iv)	Any Bachelor Degree with P.G. Diploma in Tourism Studies	2½ marks
(v)	Any Bachelor Degree +P.G. Diploma or any degree in tourism studies with First Division or tourism Administration.	3 marks.

Criterion for Awarding marks for Experience

(i)	Three years	½ mark
(ii)	Four years	1 mark
(iii)	Five years	1½ marks
(iv)	Six years	2 marks
(v)	Seven years	2½ marks
(vi)	Eight years and above	3 marks

Note: The experience of working on the feeder cadre Post in H.P. High Court as Liaisoning Officer or Protocol Officer in any recognised institution/Senior Assistant Protocol Officer shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a copy thereof already supplied at the time of submitting the application (excluding High Court

employees) and if the application is moved on line, then there is a mention in the application about such experience.

PART-C

(See item No. 13 (a) to (c) of PART-A of Schedule-III)

(a) Written Test for the Post of Public Relations Officer

Written Test of total 90 marks to be completed in 3 hours consisting of the following:-

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English, preferably relating to the subject -500 words	15 marks
(ii)	Essay, in Hindi, preferably relating to the subject -500 words	15 marks
(iii)	General Knowledge (Forty Questions of half mark each)	20 marks
(iv)	Journalism & Mass Communication, Public Relations&Media	40 marks
(b)	Interview of 10 marks consisting of following:	
(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks

Note: (i) Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.

Note:(ii) Looking at the fact that candidates for taking the written examination are more but post is single or very few, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Reasoning, Internet, Computers, Journalism & Mass Communication and Public Relations & Media.

Criterion for Awarding marks for Educational Qualification

(i)	Any Bachelor Degree.	1 mark
(ii)	Any Bachelor Degree with or P.G. Diploma in Journalism and Mass Communication/Public Relations first division	2 marks
(iii)	Any Master Degree	3 marks

Criterion for Awarding marks for Experience

(i)	Three years	½ mark
(ii)	Four years	1 mark
(iii)	Five years	1½ marks
(iv)	Six years	2 marks
(v)	Seven years	2½ marks
(vi)	Eight years and above	3 marks

Note: The experience of working on the feeder cadre Post in H.P. High Court/ as Liaisoning Officer or Public Relations Officer or Deputy Public Relations Officer/Media Correspondent in any recognised institution shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and there is a mention in the application about such experience.

PART-C-1

(See item No. 14 (a) to (c) of PART-A of Schedule-III)

(a) Written Test for the Post of Estate Officer

Written Test of total 90 marks to be completed in 3 hours consisting of the following:-

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English - 500 words	20 marks
(ii)	Essay, in Hindi - 500 words	20 marks
(iii)	General Knowledge (Fifty Questions of one mark each)	50 marks
Total		90 marks
(b)	Interview of 10 marks consisting of following:	
(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks

Note: (i) Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.

Note:(ii) Looking at the fact that candidates for taking the written examination are more but post is single or very few, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Reasoning etc.

c) Criterion for Awarding marks for Educational Qualification

(i)	Any Bachelor Degree.	1 mark
(ii)	Any Bachelor Degree in first division	2 marks
(iii)	Any Master Degree or above	3 marks

d) Criterion for Awarding marks for Experience

(i)	Three years	½ mark
(ii)	Four years	1 mark
(iii)	Five years	1½ marks
(iv)	Six years	2 marks
(v)	Seven years	2½ marks
(vi)	Eight years and above	3 marks

Note: The experience of working on the feeder cadre Post in H.P. High Court or equivalent posts in Government or Semi-government bodies/Corporation/Boards etc. shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and there is a mention in the application about such experience.

PART-D

(See item No. 3 (b, c, d & e) of PART-B of Schedule-III)

Proficiency test for the post of Personal Assistant/Judgment Writer.

Candidates must be having speed of **110 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 **55 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 in 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.

PART-E**(See item No. 1 (b) of Part-C of Schedule-III)****(a) Limited Written Test for the post of Senior Assistant****Written Test of total 90 marks to be completed in 3 hours consisting of the following:-**

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English - 300 words	15 marks
(ii)	Essay, in Hindi - 300 words	15 marks
(iii)	Six questions of ten (10) marks each from H.P.F.R., 2009, Treasury Rules of H.P. Govt., F.R.&S.R., Central Civil Service Leave Rules, Conduct Rules, 1964 and C.C.S. (C.C.A.), Rules. One question each shall be set from each of the aforesaid books.	60 marks.
(b)	Interview of 10 marks consisting of following:	
(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks
(c)	Assessment of A.C.Rs. for the last five years.	25 Marks
(d)	Method for awarding marks for ACRs. for each year.	05 Marks for each year.
(i)	General Remarks - "Average"	02 Marks.

(ii)	General Remarks - "Good"	03 Marks.
(iii)	General Remarks - "Very Good"	04 Marks.
(iv)	General Remarks - "Outstanding"	05 Marks.

Note: Final merit list shall be drawn on the basis of marks obtained in written test, interview and assessment of A.C.Rs.

Criterion for Awarding marks for Educational Qualification

(i)	Any Bachelor Degree.	1 mark
(ii)	Any Bachelor Degree with first division	2 marks
(iii)	Any Master Degree.	3 marks

Criterion for Awarding marks for Experience

(i)	Eight years	½ mark
(ii)	Nine years	1 mark
(iii)	Ten years	1½marks
(iv)	Eleven years	2 marks
(v)	Twelve years	2½ marks
(vi)	Thirteen years and above	3 marks

Note: The experience of working on the feeder cadre Post in H.P. High Court/ Subordinate Courts shall be taken into consideration only.

PART-F**(See item No. 2 (a) to (d) of Part-C of Schedule-III)****(a) Written test for the post of Translator****Written Test of total 90 marks to be completed in 3 hours consisting of the following:-**

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English - 500 words	25 marks
(ii)	Essay, in Hindi - 500 words	25 marks
(iii)	Translation from English to Hindi (one Paragraph containing at least ten sentences)	20 marks
(iv)	Translation from Hindi to English (one Paragraph containing at least ten sentences)	20 marks
(b)	Interview of 10 marks consisting of following:	
(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks

Note:Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.

c)	<u>Criterion for Awarding marks for Educational Qualification</u>		
	(i)	Any Bachelor Degree.	1 mark
	(ii)	Any Bachelor Degree with first division	2 marks
	(iii)	Any Master Degree and above	3 marks
d)	<u>Criterion for Awarding marks for Experience</u>		
	(i)	Five years	½ mark

(ii)	Six years	1 mark
(iii)	Seven years	1½marks
(iv)	Eight years	2 marks
(v)	Nine years	2 ½ marks
(vi)	Ten years and above	3 marks

Note: The experience of working on the feeder cadre Post in H.P. High Court and also the other experience as Translator or Interpreter from English to Hindi and vice versa and also from Hindi to Urdu/Punjabi and vice versa or from English to Urdu/Punjabi and vice versa shall be taken into consideration only.

PART-G**(See item No. 3 (a) & (b) of Part-C of Schedule-III)****(a) Written test for the post of Senior Assistant Protocol Officer****Written Test of total 90 marks to be completed in 2 hours consisting of the following:-**

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English - 300 words	15 marks
(ii)	Essay, in Hindi - 300 words	15 marks
(iii)	General Knowledge (Twenty Questions of one mark each)	20 marks
(iv)	Tourism Studies, Liaisoning, Hospitality, H. P. State Guest Rules, Internet, Computers, Geography especially relating to Tourism in H.P. and India.	40 marks
(b)	Interview of 10 marks consisting of following:	
(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks

Note:(i) Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.**Note:(ii)** Looking at the fact that candidates for taking the written examination are more but post is single or very few, Hon'ble the Chief Justice, in his Lordship's

discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Reasoning, Tourism Studies, Liaisoning, Hospitality, H. P. State Guest Rules, Internet, Computers, Geography especially relating to Tourism in H.P. and India.

Criterion for Awarding marks for Educational Qualification

(i)	Any Bachelor Degree.	1 mark
(ii)	Any Bachelor Degree with first division	2 marks
(iii)	Any Master Degree.	3 marks

Criterion for Awarding marks for Experience

(i)	Five years	½ mark
(ii)	Six years	1 mark
(iii)	Seven years	1½marks
(iv)	Eight years	2 marks
(v)	Nine years	2 ½ marks
(vi)	Ten years and above	3 marks

Note: The experience of working on the feeder cadre Post in H.P. High Court/ Subordinate Courts and also the other experience as mentioned in Part –C of Schedule-III against Sl. No. 3 mode (b) shall be taken into consideration only.

PART-H**(See item No. 4 (b) of Part-C in Schedule-III)****(a) Written Test for the Post of Librarian****Written Test of total 90 marks to be completed in 2 hours consisting of the following:-**

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English - 300 words	15 marks
(ii)	Essay, in Hindi - 300 words	15 marks
(iii)	General Knowledge (Twenty Questions of one mark each)	20 marks
(iv)	Library Science	40 marks
(b)	Interview of 10 marks consisting of following:	
(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks

Note:(i) Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.**Note:(ii)** Looking at the fact that candidates for taking the written examination are more but posts are less, the Hon'ble Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred (100) marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the

M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Library Science and Reasoning.

(c) **Criterion for Awarding marks for Educational Qualification**

(i)	Any Bachelor Degree + diploma in Library Science	1 mark
(ii)	Any Bachelor Degree with first division + P.G. Diploma in Lib. Science	2 marks
(iii)	Any Master Degree in Lib. Science and above or Any Master degree + P.G. Diploma in Library Science.	3 marks

(d) **Criterion for Awarding marks for Experience**

(i)	Three years	½ mark
(ii)	Four years	1 mark
(iii)	Five years	1½ marks
(iv)	Six years	2 marks
(v)	Seven years	2½ marks
(vi)	Eight years and above	3 marks

Note: The experience of working on the Posts of Assistant Librarian or Librarian or on higher post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a copy thereof already supplied and if the application is moved on line, then there is a mention in the application about such experience.

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.

PART-J**(See item No.6 (a to c) in Part-C of Schedule-III)****(a) Written Test for the Post of Assistant Librarian****Written Test of total 90 marks to be completed in 3 hours consisting of the following:-**

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English - 250 words	15 marks
(ii)	Essay, in Hindi - 250 words	15 marks
(iii)	General Knowledge (Twenty questions each of one mark)	20 marks
(iv)	Library Science	40 marks
(b)	Interview of 10 marks consisting of following:	
(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks

Note:(i) Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.

Note:(ii) Looking at the fact that candidates for taking the written examination are more but posts are less, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Library Science and Reasoning.

(c) Criterion for Awarding 3 marks for Educational Qualification

(i)	Any Bachelor Degree + P.G. Diploma in Library Science	1 mark
(ii)	Any Bachelor Degree with first division + P.G. Diploma in Lib. Science	2 marks
(iii)	Any Master Degree in Lib. Science and above or Any Master degree + P.G. Diploma in Library Science.	3 marks

(d) Criterion for Awarding marks for Experience

(i)	Three years	½ mark
(ii)	Four years	1 mark
(iii)	Five years	1½ marks
(iv)	Six years	2 marks
(v)	Seven years	2½ marks
(vi)	Eight years and above	3 marks

Note: The experience of working on the Posts of Library Attendant or Assistant Librarian or Librarian or on higher post shall be taken into consideration only if the experience certificate

is shown, in original, at the time of interview and a copy thereof already supplied and if the application is moved on line, then there is a mention in the application about such experience.

PART-K

(See item No. 7 (a & b) in Part-C of Schedule-III)

Proficiency Test for the Post of Junior Scale Stenographer

Candidates must be having speed of **90 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 **45 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.

PART-L

(See item No.8 (a c & d) in Part-C of Schedule-III)

**(A) Written Test for the Post of Clerks/Proof Readers under
Modes (a) (c) & d**

Written test shall consist of two parts viz. **Part- A** and **Part-B:**

Part-A (Screening Test)

It shall be in English Language consisting of MCQ type carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark. There shall be negative marking in the Screening Test and 1/3rd mark shall be deducted for giving each wrong answer. The Screening test shall be of **two** hours duration comprising **100** questions of **100** marks in aggregate, touching the following subjects:

1)	General Knowledge	60 marks
(a)	International	10
(b)	National	20
(c)	Himachal Pradesh	30

Note:1: The questions may be relating to Geography, Culture, Sports,

General Science, History, Who is Who, Tourism, Current events, Computers, Current Affairs, Indian and H.P. Judiciary etc.

2) Basic knowledge of Computers 20 marks.

3) Reasoning 20 marks

Note:2: The O.M.R. sheets containing the answers of M.C.Q. type questions shall be got evaluated through the electronic mode and the candidates qualifying the screening test by securing at least 50 per cent marks shall be called for the written examination, if they fall in the ratio of 1:6 which means six candidates against one vacancy advertised.

PART-B (Computers, English and Hindi)

(a) Written Test shall be of total 80 marks to be completed in 2 hours consisting of the following:-

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English - 300 words	15 marks
(ii)	Essay, in Hindi - 300 words	15 marks
(iii)	Translation from English to Hindi (one Paragraph containing at least ten sentences)	15 marks
(iv)	Translation from Hindi to English (one Paragraph containing at least ten sentences)	15 marks
(v)	Computers	20 marks

Note 3: Candidates qualifying the Written test by securing at least 50 per cent marks shall be called for the Typing Test in the ratio of 1:5 which means five candidates against one vacancy advertised.

(b) Typing Test:

The candidates shall have to qualify, typing test at a speed of **30 W.P.M.**, in English, on computers, wherefor a separate test shall be held.

Provided that only **10%** of the mistakes in typing test shall be permitted which in other words means that if any candidate commits more than thirty (**30**) mistakes, then notwithstanding the fact that he has successfully typed out the given passage/material with the speed of 30 w.p.m. still he shall be declared as unqualified and shall not be eligible to appear in the interview.

Note-1: The time for typing test shall be ten (10) minutes.

Note-2: The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.

(c) Interview shall be of 10 marks as follows:-

Sl. No.	Description of the Field.	Marks
(i)	General Knowledge/General Awareness	4 marks
(ii)	Experience	3 marks
(iii)	Educational Qualification	3 marks

(d) **Note: 3: Final Merit list shall be drawn on the basis of written test as well as interview.**

(e) **Criterion for Awarding marks for Educational Qualification**

(i)	Any Bachelor Degree	1 mark
(ii)	Bachelor Degree with first division	2 marks
(iii)	LLB/Master Degree and above	3 marks

(f) **Criterion for Awarding marks for Experience**

(i)	One year	½ mark
(ii)	Two years	01 mark
(iii)	Three years	1 ½ mark
(iv)	Four years	2 marks
(v)	Five years	2 ½ marks
(vi)	Six years	3 marks

Note:The experience of working on any Clerical post or on higher post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview .

PART-M**(See item No.9 of Part-C in Schedule-III)****(i) Written Test for the Post of Junior Office Assistant (I.T.)**

A. The competitive examination for filling up the post(s) of Junior Office Assistants (I.T.) (Direct Recruitment – Contract/Regular basis) shall be conducted in the manner prescribed herein below:

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>Part-A (Screening Test)</p> <p>It shall be in English Language consisting of MCQ type carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark. There shall be negative marking in the Screening Test and 1/3rd mark shall be deducted for giving each wrong answer. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	1)	50 Marks.
	a)	15 Marks
	b)	15 Marks
	c)	20 Marks
	<p>Note:1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events,</p>	

Computers, Current Affairs, Indian and H.P. Judiciary etc.		
2)	Basic knowledge of Computers	30 marks.
3)	Reasoning	20 marks.
<p>Note:2: The O.M.R. sheets containing the answers of M.C.Q. type questions shall be got evaluated through the electronic mode and the candidates qualifying the screening test by securing at least 50 per cent marks shall be called for the written examination, if they fall in the ratio of 1/6 which means six candidates against one vacancy advertised.</p>		
<p align="center">PART-B (Computers, English and Hindi)</p> <p align="center">Written Test shall be of total 80 marks to be completed in 2 hours consisting of the following:-</p>		
(i)	Essay, in English 300 words	15 marks
(ii)	Essay, in Hindi 300 words	15 marks
(iii)	Translation from English to Hindi (one Paragraph containing at least five sentences)	10 marks
(iv)	Translation from Hindi to English (one Paragraph containing at least five sentences)	10 marks
(v)	Computers	30 marks
<p>Note:3: Candidates qualifying the Written test by securing at least 50 per cent marks shall be called for the Typing Test if they fall in</p>		

	<p>the ratio of 1:5 which means five candidates against one vacancy advertised.</p>
(b)	<p>Typing Test:</p> <p>The candidates shall have to qualify, typing test at 30 W.P.M., in English, on computers, wherefor a separate test shall be held.</p> <p>Provided that only 10% of the mistakes in typing test shall be permitted which in other words means that if any candidate commits more than thirty (30) mistakes then notwithstanding the fact that he has successfully typed out the given passage/material with the speed of 30 w.p.m. still he shall be declared as unqualified and shall not be eligible to appear in the interview.</p> <p>Note:1: The time for typing test shall be ten(10) minutes.</p> <p>Note:2: The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.</p>

(c)	Interview shall be of 10 marks as follows:-		
(i)	General Knowledge/General Awareness	4 Marks.	
(ii)	Experience	3 Marks	
(iii)	Educational Qualification	3 Marks	
Total:	10 marks		
(d)	Final Merit list shall be drawn on the basis of written test as well as interview.		
(e)	<u>Criterion for Awarding marks for Educational Qualification</u>		
(i)	Any Diploma in Computers from I.T.I. or equivalent	1 mark	
(ii)	Bachelor Degree in Computers/P.G. Diploma in Computers	2 marks	
(iii)	Any Master Degree and above	3 marks	
(f)	<u>Criterion for Awarding marks for Experience</u>		
(i)	One year	½ mark	
(ii)	Two years	1 mark	
(iii)	Three years	1 ½ mark	
(iv)	Four years	2 marks	
(v)	Five years	2 ½ marks	
(vi)	Six years	3 marks	
<p>Note: The experience of working on any Clerical post with practical experience of working on computers or on higher post or working as Networking Engineer/Desktop</p>			

Engineering/System Assistant or above shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and there is mention to this effect in the application submitted while applying for the post.

PART-N**(See item No.11 (b) in Part-C of Schedule-III)****(a) Written Test for the Post of Restorer**

Written Test of total 90 marks to be completed in 2 hours consisting of the following:-

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English - 200 words	15 marks
(ii)	Essay, in Hindi - 200 words	15 marks
(iii)	General Knowledge (Twenty questions each of one mark)	20 marks
(iv)	Library Science	40 marks
(b)	Interview of 10 marks consisting of following:	

Sl. No.	Description of the Field.	Marks
(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks

Note:(i) Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.

Note:(ii) Looking at the fact that candidates for taking the written examination are more but posts are in minuscule, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening

test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Library Science and Reasoning.

(c) Criterion for Awarding 3 marks for Educational Qualification

(i)	+2 with one year Diploma in Library Science.	1 mark
(ii)	+2 with first division with Diploma in Library	2 marks
(iii)	Any Bachelor Degree in Lib. Science or P.G. Diploma in Library Science.	3 marks

(d) Criterion for Awarding marks for Experience

(i)	One year	½ mark
(ii)	Two years	1 mark
(iii)	Three years	1½ marks
(iv)	Four years	2 marks
(v)	Five years	2½ marks
(vi)	Six years and above	3 marks

Note: The experience of working on the Posts of Library Attendant or Assistant Librarian or Librarian or on higher post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a copy thereof already supplied and if the application is moved on line, then there is a mention in the application about such experience.

PART-O**(See item No.12 (c) in Part-C of Schedule-III)****(a) Written Test for the Post of Telephone Operator.**

Written Test of total 90 marks to be completed in 2 hours consisting of the following:-

Sl. No.	Description of the Question.	Marks
(i)	Paragraph, in English - 250 words	25 marks
(ii)	Paragraph, in Hindi - 250 words	25 marks
(iii)	General Knowledge including Telecommunication. (Twenty questions each of two marks)	40 marks

(b) Interview of 10 marks consisting of following:

Sl. No.	Description of the Question.	Marks
(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks

Note:(i) Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.

Note:(ii) Looking at the fact that candidates for taking the written examination are more but post is single, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour

and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of 1:6 shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Telecommunication and Reasoning.

(c) Criterion for Awarding 3 marks for Educational Qualification

(i)	Graduation with diploma in Electronics	1 mark
(ii)	Graduation with First Division + diploma in Electronics	2 marks
(iii)	Post Graduation with diploma in Electronics or higher Qualification.	3 marks

(d) Criterion for Awarding marks for Experience

(i)	Five year	½ mark
(ii)	Six years	1 mark
(iii)	Seven years	1½ marks
(iv)	Eight years	2 marks
(v)	Nine years	2½ marks
(vi)	Ten years and above	3 marks

Note: The experience of working on the Post of Telephone Attendant or Telephone Operator or Mechanic in Electronics or on higher posts in the said fields shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a copy thereof already supplied and if the application is moved on line, then there is a mention in the application about such experience.

PART-P**(See item Nos.14 & 15 in Part-C of Schedule-III)****(a) Proficiency Test for the Post of Driver (Regular and Daily Wages).**

Proficiency Test of total 40 marks to be held to judge the practical ability of the driver to drive the vehicle and the committee shall allot marks in the proficiency test out of forty (40) as per the performance of the candidate in the driving test. The candidate securing less than twenty four (24) marks shall be declared as disqualified.

(b) Interview of 10 marks consisting of following:

Sl. No.	Description of the Field.	Marks
(i)	General Awareness/Personality/Mechanical Knowledge	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks

Please Note: (i) Experience on the post of driver of light motor (Transport) vehicle and Medium/Heavy transport vehicle shall be taken into consideration, if there is mention of the experience in the application form and original shown at the time of personal interview.

(ii) The experience as driver in any government body/private sector to drive transport vehicle shall also be taken into consideration.

c.	<u>Criterion for awarding marks for Educational Qualifications</u>		
	(i)	Matriculate or equivalent	1 mark
	(ii)	Matriculate or equivalent with first Division	2 marks
	(iii)	+2 or equivalent and above	3 marks
d.	<u>Criterion for awarding marks for Experience</u>		
	<u>Sl. No.</u>	<u>Experience</u>	<u>Marks to be awarded</u>
	(i)	Three years	$\frac{1}{2}$ mark
	(ii)	Four years	1 mark
	(iii)	Five years	1 $\frac{1}{2}$ mark
	(iv)	Six years	2 marks
	(v)	Seven years	2 $\frac{1}{2}$ marks
	(vi)	Eight years and above	3 marks

PART-Q		
<u>(See item Nos.16 in Part-C of Schedule-III)</u>		
(a) Interview for the Post of Motor Mechanic.		
Interview of 20 marks shall be held to judge the practical knowledge of the Motor Mechanic and also his suitability to the Post:-		
Sl. No.	Description of the Question.	Marks
(i)	General Awareness/Personality/Mechanical Knowledge	10 marks
(ii)	Experience	05 marks
(iii)	Educational Qualification	05 marks
(iv)	Total:	20 marks
<p><u>Please Note:</u> (i) Experience on the post of Motor Mechanic of light motor/ Medium/Heavy transport vehicle (Petrol, Diesel or CNG) shall be taken into consideration, if the attested copies of the experience certificates have been attached with the application form and original shown at the time of personal interview or if applied through the on line mode then there is mention of such experience in the application submitted on line and the original experience certificate is produced at the time of the personal interview.</p> <p>(ii) The experience as Motor Mechanic in any government body/private sector shall also be taken into consideration.</p>		
b.	<u>Criterion for awarding (05) marks for Educational Qualifications</u>	
(i)	Matriculation	1 mark
(ii)	+2 or equivalent	2 marks

(iii)	Matriculation plus diploma of Motor Mechanic or in Automobiles or in Mechanical	3 marks
(iv)	Any Bachelor Degree in Automobiles / Mechanical Engineering	4 marks
(v)	Any Master Degree in Automobiles and above	5 marks

c. **Criterion for awarding (05) marks for Experience**

<u>Sl. No.</u>	<u>Experience</u>	<u>Marks to be awarded</u>
(i)	Two	½ mark
(ii)	Three years	1 mark
(iii)	Four years	1 ½ marks
(iv)	Five years	2 marks
(v)	Six years	2½ marks
(vi)	Seven years	3 marks
(vii)	Eight years	3½ marks.
(viii)	Nine years.	4 marks.
(ix)	Ten years.	4½ marks
(x)	Eleven years & above.	5 marks.

PART-R**(See item No.17 (b) in Part-C of Schedule-III)****(a) Interview for the Post of Junior Technician (Electrician).****Interview of 20 marks shall be held to judge the practical knowledge of the Junior Technician (Electrician) and also his suitability to the Post:-**

Sl. No.	Description of the Question.	Marks
(i)	General Awareness/ Personality/Electrical Knowledge	10 marks
(ii)	Experience	05 marks
(iii)	Educational Qualification	05 marks
(iv)	Total:	20 marks

Please Note: (i) Experience on the post of Electrician or equivalent post or above shall be taken into consideration, if the same has been mentioned in the application form and original shown at the time of personal interview.

(ii) The experience as Electrician or T. Mate or Lineman or Assistant Lineman in any government body/private sector shall also be taken into consideration.

(b). Criterion for awarding (05) marks for Educational Qualifications

(i)	+2 with I.T.I. diploma in Electrical	1 mark.
(ii)	+2 with first division with diploma in Electrical	2 marks
(iii)	+2 with first division with diploma with first division or polytechnic diploma in Electrical.	3 marks
(iv)	+2 with Engineering Bachelor Degree in Electrical	4 marks
(iv)	Any Master Degree in Electrical Engineering or above	5 marks

(c) Criterion for awarding (05) marks for Experience

Sl. No.	Experience	Marks to be awarded
(i)	Three years	½ mark
(ii)	Four years	1 mark
(iii)	Five years	1 ½ marks
(iv)	Six years	2 marks
(v)	Seven years	2½ marks
(vi)	Eight years	3 marks
(vii)	Nine years	3½ marks.
(viii)	Ten years.	4 marks.
(ix)	Eleven years.	4½ marks
(x)	Twelve years & above.	5 marks.

PART-S		
<u>(See item No.18 (b) in Part-C of Schedule-III)</u>		
(a) Written Test for the Post of Book Binder.		
Written Test of total 90 marks to be completed in 2 hours consisting of the following:-		
Sl. No.	Description of the Question.	Marks
(i)	Paragraph, in English - 250 words	25 marks
(ii)	Paragraph, in Hindi - 250 words	25 marks
(iii)	General Knowledge (Twenty questions each of two marks)	40 marks
(b) Interview of 10 marks consisting of following:		
Sl. No.	Description of the Field.	Marks
(i)	General Knowledge/General Awareness/ knowledge of Book Binding.	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(iv)	Total:	10 marks
Note:(i) Final merit list shall be drawn on the basis of marks obtained in written test and <i>interview</i>.		
Note:(ii) Looking at the fact that candidates for taking the written examination are more but post is single or very few, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered		

in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Book Binding and Reasoning.

c. **Criterion for awarding (03) marks for Educational Qualifications**

(i)	Graduation +Diploma in Book Binding	1 mark.
(ii)	Graduation with first division with diploma in Book Binding	2 marks
(iii)	Graduation with first division with diploma in Book Binding with first division	3 marks

d. **Criterion for awarding (03) marks for Experience**

<u>Sl. No.</u>	<u>Experience</u>	<u>Marks to be awarded</u>
(i)	Two years	½ mark
(ii)	Three years	1 mark
(iii)	Four years	1 ½ marks
(iv)	Five years	2 marks
(v)	Six years	2½ marks
(vi)	Seven years & above	3 marks

Part-T**(See Schedule-III, Part-D)****Procedure for Awarding Marks in an interview for the Post of Peon/Usher/Chowkidar/SafaiKaramchari/Mali etc.****20 marks**

A.	Sl. No.	Description of the Field.	Marks
	(i)	Educational Qualification	5 marks
	(ii)	Experience	5 marks
	(iii)	Interview/Personality Test	10 marks
<p><u>Please Note:</u> (i) Experience for all the Class-IV posts shall be taken into consideration, if the attested copies of the experience certificates have been attached with the application form.</p> <p>(ii) For the post of Peon/Chowkidar, the experience as Class-IV and Cook in any government body/private sector and as a Clerk of any Advocate or any equivalent post shall also be taken into consideration.</p> <p>(iii) For the post of <i>Chowkidar</i>, the experience as Ex-serviceman and as a <i>Chowkidar</i> in any government/semi-government or private sector shall be taken into consideration.</p> <p>(iv) For the post of <i>SafaiKaramchari</i>, the experience as <i>SafaiKaramchari</i> shall be taken into consideration.</p> <p>(v) For the post of Usher, experience as Class-IV in High Court shall be taken into consideration.</p> <p>(vi) For the post of Mali, experience as Mali, Gardner or on any</p>			

higher post in the field shall be taken into consideration.

(vii) For the post of Cook-cum-Attendant and Cook-cum-Chowkidar, any experience as Cook shall be taken into consideration.

B. **Criterion for awarding marks for Educational Qualifications**

Sl. No.	Description of the Field.	Marks to be awarded
(i)	Matriculate or equivalent	3 marks
(ii)	Matriculate or equivalent with first division	4 marks
(iii)	+2 or equivalent and above	5 marks

C. **Criterion for awarding marks for Experience**

Sl. No.	Experience	Marks to be awarded
(i)	One year	½ mark
(ii)	Two years	1 mark
(iii)	Three years	1 ½ mark
(iv)	Four years	2 marks
(v)	Five years	2 ½ marks
(vi)	Six years	3 marks
(vii)	Seven years	3 ½ marks
(viii)	Eight years	4 marks
(ix)	Nine years	4 ½ marks
(x)	Ten years and above	5 marks

Schedule-V

HIGH COURT OF HIMACHAL PRADESH, SHIMLA -171001. ONLINE APPLICATION FORM FOR APPOINTMENT IN H.P. HIGH COURT.

Roll No.	<i>(shall be auto-generated by the System)</i>	Application No.	<i>(shall be auto-generated by the System)</i>
-----------------	--	------------------------	--

Note: Fields marked with asterisk (*) sign are mandatorily to be filled-in.

Post Applied for : *	-- select --	
1. Name of the Applicant : *	in CAPITAL LETTERS only	Affix recent passport size photograph duly attested by any Gazetted authority or as directed in the advertisement notice
2. Father's/Mother's/Husband's Name : *	- select the option ' father ' or mother or ' husband ' - (Please do not use any prefix such as ' Shri ', ' Smt. ' or ' Dr. ' etc.)	
3. Date of Birth : *	in DD/MM/YYYY format only	
4. Gender : *	-- select --	
5. Category: *	-- select --	
6. Educational Qualification : *	-- select --	
7. Correspondence Address : *	(Do not re-enter your name in the address field)	
Line 1 :	-- To be typed out --	
Line 2 :		
District*		
State* :	-- select --	
PIN Code* :	-- To be typed out --	

8. Mobile Number *	-- To be typed out --	
9. Particulars of Driving License (Only in case of Driver) *	DL. No	-- To be typed out --
	Transport / Non-Transport ?	-- select --
	Issued from	-- To be typed out --
10. Experience, if any. (in months)	-- To be typed out --	
11. Details of Fees paid*	Bank Reference Number	<i>(shall be auto-linked by the System through payment gateway)</i>
	Fee Amount (in `)	
	Date of Deposit	
DECLARATION :		
I hereby declare that I am an Indian National and the statements made in this application are true, complete and correct to the best of my knowledge and belief. I undertake that in the event of any information furnished in this application form is found false or incorrect at any stage, my candidature shall be liable to be rejected and if offered appointment or appointed, then such offer or employment shall be liable to be cancelled forthwith or at any time and I shall also be liable for criminal prosecution. I also solemnly declare that I do not suffer from any of the disqualifications shown in the detailed advertisement posted on the website for the post and I am eligible in all respects according to eligibility criteria mentioned in the said advertisement.		
Place :		
Date :		
Signature of the Candidate		

HIGH COURT OF HIMACHAL PRADESH, SHIMLA - 171 001.

ADMIT CARD

Post Applied for : *	(auto-generated by the System)
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ROLL NO.	(auto-generated by the System)	Affix recent passport size photograph duly attested by any Gazetted authority or as prescribed in the
Name of the Candidate :		
Father's/Husband Name :		
Correspondence Address :		

		advertisement
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VENUE OF EXAMINATION	(To be allotted by the Office)
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SL. No.	Date & Time of Exam/Test	Test / Examination	Q.Booklet Series	Candidate's Signature	Invigilator's Signature
1	2	3	4	5	6
1	(To be filled-in during the examination)				

Date :	
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Signature of the Candidate