

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA

No.HHC/Admn.3(55)-12-Steno

Dated Shimla the 30th December, 2015.

ADVERTISEMENT NOTICE

The High Court of Himachal Pradesh invites online applications from the eligible desirous candidates for filling-up the following existing and few future vacancies of Steno Typists and Judgment Writers in all the Civil & Sessions Divisions in the State of Himachal Pradesh to be filled up as per **“Himachal Pradesh Subordinate Courts’ Staff(Recruitment, Promotion and Condition of Service) Rules, 2012 :-**

Sl. No.	Particulars of the vacancies	Total Number of vacancies	Pay Band/Pay Scale & Grade Pay etc.	Educational Qualification/ Eligibility Criterion
1.	Steno Typist (Class-III)	10 (Ten) (7 UR, 1 SC, 1 ST & 1 OBC)	Rs.5910-20200 + Grade Pay Rs.2000/- with initial start of Rs.8240/- per month.	Possessing minimum qualification of Graduation from a recognized University and having speed of 80 w.p.m. in English Stenography and typing speed in English at 40 w.p.m. on computers.
2.	Steno typist (on Contract basis) (Class-III)	1 UR	Rs.5910-20200 + Grade Pay Rs.2000/- on fixed contractual emoluments i.e. minimum of the pay band + Grade Pay, per month	Possessing minimum qualification of Graduation from a recognized University and having speed of 80 w.p.m. in English Stenography and typing speed in English at 40 w.p.m. on computers.
3.	Judgment Writer (on Contract basis) (Class-III)	21 (twenty one) (16 UR, 2 SC, 1 ST and 2 OBC)	Rs.5910-20200 + Grade Pay Rs.2000/- on fixed contractual emoluments i.e. minimum of the pay band + Grade Pay, per month	Possessing minimum qualification of Graduation from a recognized University and having speed of 80 w.p.m. in English Stenography and typing speed in English at 40 w.p.m. on computers.

The aforesaid vacancies are tentative and the same may increase or decrease in number as well as category-wise due to administrative exigencies.

The applications are to be filled-in only by using the link available at the Tabs '**Recruitment/Results**' on the official website of Hon'ble High Court of Himachal Pradesh i.e. <http://hphighcourt.nic.in> **on or before its last date i.e. 08.01.2016.** After completion of online module, the candidates shall have to send the documents as mentioned in the General Instructions available on the website to the **Registrar General, High Court of Himachal Pradesh, Shimla** on or before **12.01.2016.**

The candidates need not to apply for the post of Steno Typist (on Contract Basis) separately.

For detailed information of the respective post(s), the candidates are advised to go through the **Important Instructions and other relevant links etc. with regard to Rules, Regulations, Syllabus, fee structure and mode of payment etc.** with utmost care before applying for the posts by online mode, which are available on the High Court website.

By Order

**(C.B Barowalia)
Registrar General**

Endst. No.HHC/Estt.7(50)/2014-

Dated : 29.12.2015.

Copies forwarded to:

1. Sh. Vikrant Janartha, Proprietor Janartha Advertising, Katiyar Cottage, Second Floor, Near Local Bus Stand, Sanjauli, Shimla (HP). He is requested to please get this Advertisement Notice published at the earliest in the Daily "**The Tribune & Amar Ujala, Chandigarh Editions**" and send thereafter the bill and a copy of the paper containing the advertisement to this Registry for record and further necessary action.
2. All the District and Sessions Judges in the State, with the request to display the Advertisement Notice on the Notice Board under their control.
3. Shri Sajjad Abid, Scientific Officer, NIC at High Court. He is requested to upload the above advertisement Notice alongwith its enclosures on the High Court website today itself.

REGISTRAR (ESTT.)

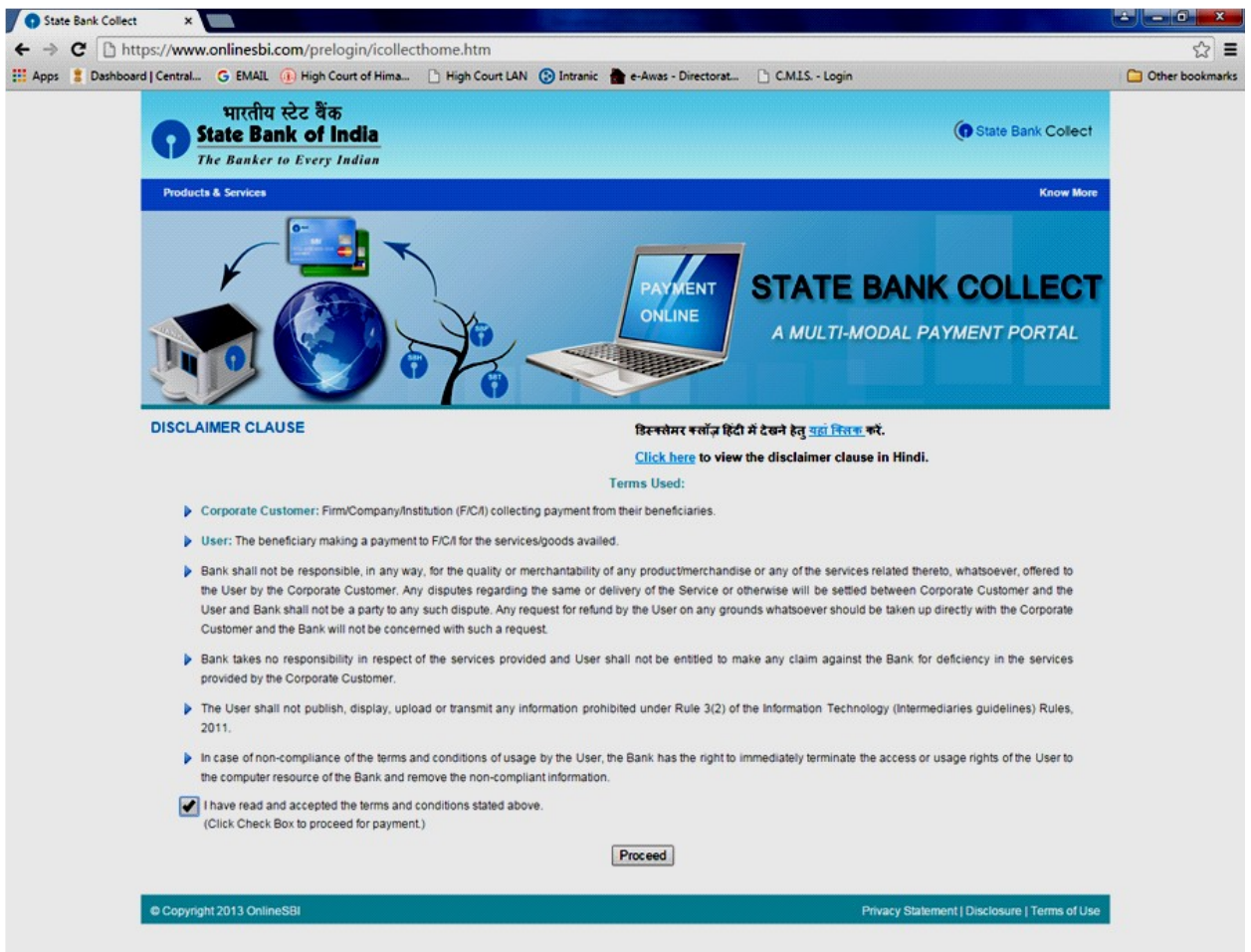
INSTRUCTIONS for filling-up online application

Visit the official website of Hon'ble High Court of Himachal Pradesh i.e. <http://hphighcourt.nic.in> thereafter click on the tab '**Recruitment/Results**' or '**Announcement**'.

:: GUIDELINES :: As How To Fill The Online Form (with pictorial illustration) :-

STEP-1

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



The screenshot shows the SBI Collect online payment portal. The header includes the State Bank of India logo and the text 'State Bank of India The Banker to Every Indian'. Below the header, there is a banner for 'STATE BANK COLLECT A MULTI-MODAL PAYMENT PORTAL' featuring a laptop with 'PAYMENT ONLINE' on the screen and a globe. The main content area contains a 'DISCLAIMER CLAUSE' section with a checkbox for 'I have read and accepted the terms and conditions stated above.' and a 'Proceed' button. The footer includes copyright information for 2013 OnlineSBI and links for Privacy Statement, Disclosure, and Terms of Use.

State Bank Collect

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

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

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DISCLAIMER CLAUSE

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

Terms Used:

- ▶ Corporate Customer: Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.
- ▶ User: The beneficiary making a payment to F/C/I for the services/goods availed.
- ▶ Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- ▶ Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- ▶ The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- ▶ In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

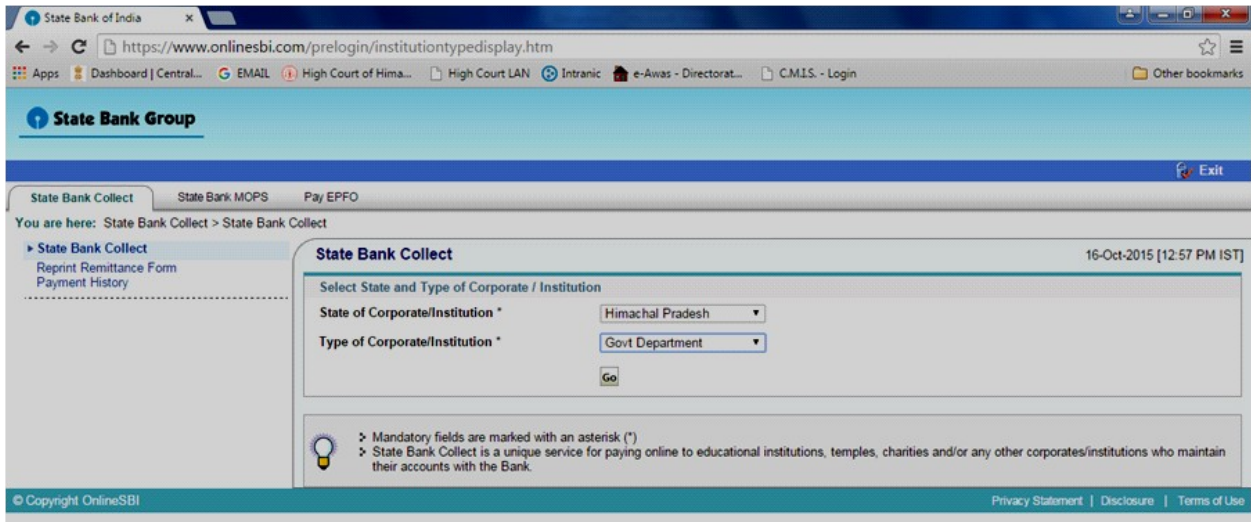
I have read and accepted the terms and conditions stated above.
(Click Check Box to proceed for payment)

Proceed

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STEP-2

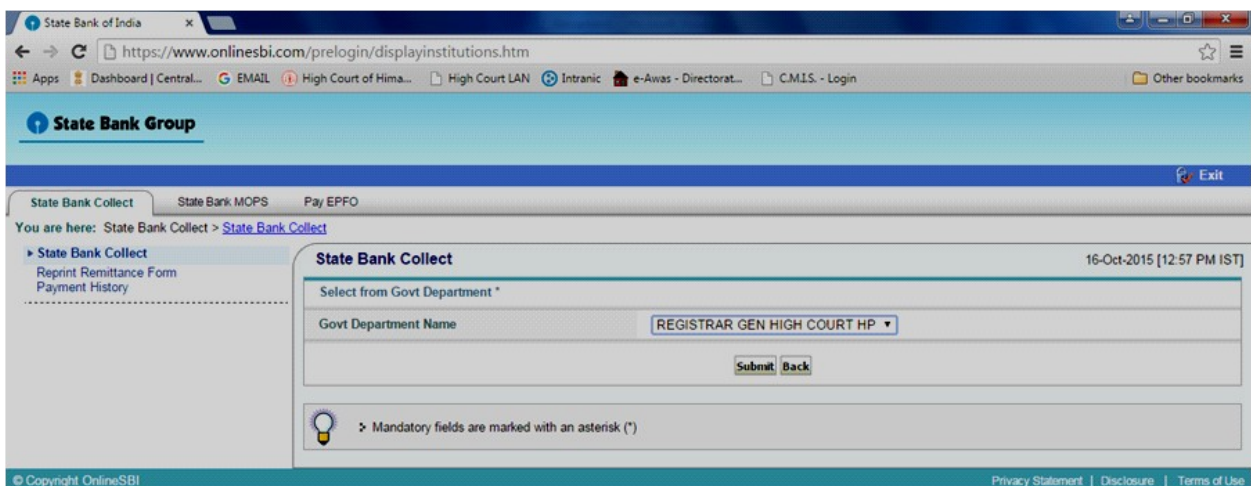
After ticking the check box, the candidate would be directed to next page having two options **State of Corporate/Institution*** and **Type of Corporate/Institution***.



Under its first option, the candidate shall have to select the state '**Himachal Pradesh**' and under its 2nd option, select '**Govt. Department**' and then click on '**Go**' button.

STEP-3

Next step is to select the only available option of '**Registrar Gen High Court HP**' in next page and then click on '**Submit**' button.



It will lead the candidate to next screen having three different options under the '**Select Payment Category**' and the applicant has to select any one of the available options of his/her choice, as may be applicable in his/her case.

STEP-4

After completion of the all above steps, one online application format consisting of several blank fields shall be opened which are to be filled-up accurately till he/she will reach at its final submission and on and after ensuring the correctness in respect of all fields including **mandatory (denoted with asterisk * mark)** as well as optional one, the candidate has to click on **'submit'** button.

STEP-5

After verification of all details/particulars as shall be filled-up by the candidate during online application module, the candidate has to press the **'Confirm'** button and he/she **must have to take the print-out of the 'e-Challan or e-Receipt'**.

Fees Structure & Mode of Payment :-

The prescribed fee against aforesaid post for the candidates belonging to different categories are given hereunder :-

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

The candidates shall have to deposit the requisite examination fee either through **"E-Payment"** by using Debit or Credit card(s) or net banking etc. options, which are available at payment gateway or the requisite fee could also be remitted by **"E-Challan"** option during online mode which can be generated on the online web portal of SBI Collect and the same amount is required to be deposited in any branch of the SBI wherein all transaction details/particulars i.e. SBI Collect Reference Number, Journal Number etc. are mentioned. After completing the payment process, the **'E-Receipt'** or **'E-Challan'**, as the case may be, the candidate has to take **the print-out of the same** and shall have to send it to the Registry by Regd./Speed post alongwith **'Acknowledgement'** and **other supporting requisite documents as per our Advertisement Notice.**

" Please note that any application received or submitted by the candidate without fees payment shall be liable to be rejected straightway."

General Instructions :-

- Before filling up the online application form, the candidates are advised to read carefully the Notification/Advertisement for the post(s)/Exam(s) and also ensure that he/she is eligible in terms of the conditions/provisions contained in the Advertisement Notice.
- On and after completion of all steps of the online application module, the candidate shall have to send the following documents addressed to the **‘The Registrar General, High Court of Himachal Pradesh, Shimla – 171001’** through Regd./Speed post with Name of the post super scribed containing the mailing envelop :-
 - The print-out of payment details/particulars i.e. SBI Collect Reference Number, Journal Number etc. contained in **‘e-Receipt’** or **‘e-Challan’** etc. (if deposited in offline mode in the Bank) as shall be auto-generated at the SBI Collect web portal during the online filing process;
 - Duly filled-up and signed **‘Acknowledgement’**, as annexed with Advertisement Notice, with one attested recent passport size photograph affixed at the designated space;
- The application received through any other mode (offline etc.) will not be accepted and summarily rejected.
- Online Application process must be completed (including Applying for Examination/Test and Submit Examination/Test Fee) before last date of form submission mentioned in the Notification/Advertisement, after which the web-link will be disabled and no subsequent correspondence will be entertained in that respect.
- After submission, request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances. The H.P. High Court will not be responsible for any consequences arising out of furnishing any incorrect and incomplete details in the application or omission.
- The Candidates applying for the examination/test should ensure that they fulfill all eligibility conditions for admission to examination/test. Their admission at all stages of the examination/test will be purely provisional subject to satisfying the prescribed eligibility conditions.

- H.P. High Court take up verification of eligibility conditions with reference to original documents at subsequent stages of examination/test process.
- The select list of the candidates will be drawn firstly against the regular posts and thereafter against contractual posts in order of their merit.
- The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh.
- The reserve category candidates belonging to other states will be treated as **GENERAL CATEGORY CANDIDATES** and the benefit of reservation and fee concession will not be admissible to such candidates.
- No TA/DA shall be admissible to the candidates called for Screening/Written Test(s)/interview or viva-voce.

Rules & Regulation, Syllabus :-

- The Rule & Regulation and the syllabus prescribed for the various advertised posts are readily available at the official website of High Court of Himachal Pradesh and the candidates must have to read them carefully before applying to any of such advertised post(s) failing which or any application found non-complying with any of such rules, regulations, authorities and reservation, shall be liable to be rejected and no correspondence shall be entertained in this regard.

AGE LIMIT :-

- No person shall be eligible for direct recruitment to the service if he is below 18 years of age as on the **first day of January of the Recruitment year i.e 2016** and not more than 45 years of age on that date. However, in the case of candidate belonging to Scheduled Caste, Scheduled Tribe, Backward Classes or who is an Ex-servicemen, upper age limit shall be the same as may, from time to time, prescribed by the State Government for entry into service for such candidates.

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ACKNOWLEDGEMENT

(To be filled-in by the candidate and to be sent to the High Court)

Post Applied for : _____

Name of the Candidate : _____

Father/Husband's Name : _____

Date of Birth : _____ (DD/MM/YYYY)

(in words) : _____

Category (General/SC/ST/OBC): _____

Specify, if any other _____

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

SBI Collect Reference No.

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

Any other relevant references etc. _____

Affix your recent
passport size
photograph here duly
attested by a Gazetted
Officer

(Signature of the Candidate)

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