

# HIGH COURT OF HIMACHAL PRADESH, SHIMLA- 171 001.

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

Dated, the 15<sup>th</sup> September, 2023.

Advertisement Notice No.	:	No. HHC/ Admn.2(23)/82- IX
Website/ Recruitment portal for online applications	:	<a href="https://hphighcourt.nic.in">https://hphighcourt.nic.in</a> <a href="https://www.hphcrecruitment.in/login">https://www.hphcrecruitment.in/login</a>
Opening date of Online Application	:	20.09.2023
<b>CLOSING DATE OF ONLINE APPLICATION &amp; FEE</b>	:	<b>20.10.2023 at 11:59 PM</b>

## “ADVERTISEMENT NOTICE”

The High Court of H.P invites online applications (on the above-mentioned recruitment portal and website of High Court of HP) from all the eligible desirous candidates for filling-up the following clearcut vacancies of Class-II vacant on the Establishment of High Court of H.P, Shimla-1:

Sl. No.	Particulars of vacancies	Total No(s) of vacancies	Pay Matrix	Educational Qualification/ Eligibility Criterion/ Experience etc.
1.	<b>Judgment Writer/ Personal Assistant (Class-II) (Mode e) (Regular)</b>	<b>Total Clearcut Post(s)- 15 (Fifteen)</b> 01-PH 10-UR 02-SC 01-ST 01-EWS	<b>Pay Level 12 i.e., Rs. 43,000- 1,36,000/- of the Pay Matrix</b>	<ul style="list-style-type: none"> <li>• Graduation with experience of Eight (8) years either as Stenographer, Judgment Writer, Junior Scale Stenographer or Steno Typist in any reputed organisation including any government department /agency.</li> <li>• Candidates must be having speed of <b>110 W.P.M.</b>, 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 <b>55 W.P.M.</b>, on computers, wherefor a separate test shall be held.</li> <li>• 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.</li> <li>• The time for dictation as well as typing test shall be ten minutes each.</li> <li>• Direct recruitment on the basis of competitive proficiency test as per <b>Schedule-IV (Part-D)</b> of the “<b>The H.P. High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct &amp; Appeal) Rules, 2015.</b>”</li> <li>• PH reservation shall only be provided to the candidates suffering from loco-motor disability; (<b>Note:</b> Person with normal upper limb can also be considered).</li> </ul>

### IMPORTANT INSTRUCTION(S):

1. The candidates are advised that before applying online they must go through “**The H.P. High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct & Appeal) Rules, 2015**” uploaded on the High Court website i.e., [https://hphighcourt.nic.in/rules/Part-All\(3\)2015.pdf](https://hphighcourt.nic.in/rules/Part-All(3)2015.pdf).
2. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc., as mentioned in the R&P Rules 2015 ibid & Advertisement notice by uploading copies of essential qualification, matriculation certificate as age proof, any higher qualification, experience certificate (where is required) to avoid rejection of their candidature.
3. The number of vacancies, as shown above, may increase or decrease in future, due to administrative exigencies.
4. The candidates for appointment to any of the abovementioned post(s) must be Citizen of India and also possess requisite educational and other qualifications as prescribed under R&P Rules, 2015 ibid as on **the last date of application.**

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5. The examination fee for the candidates applying online against advertised vacancy is Rs. 340/- (plus GST as applicable) for General (UR) category and Rs. 190/- (plus GST as applicable) for all other reserved categories other than General (UR) category, who deserve fee relaxation/exemption under the Rules and the same shall have to be paid ONLY through ONLINE MODE. The fee, paid once, shall not be refunded to the candidate, in any case.
6. Age of the candidate should not be less than 18 years or more than 45 years as on **the last date of application**. Five years relaxation in upper age limit is admissible only to the bonafide SC, ST, OBC of HP and persons with disabilities of HP, in case, there is a post reserved for these categories. However, age relaxation for HP Govt. employees is also admissible as per instructions of the Government of HP issued from time to time.
7. The eligible candidates will ONLY be informed through SMS alerts or Emails (on their registered/ disclosed mobile number and email IDs filled up at the time of submission of online application) about examination(s) /test(s) schedule etc. No separate communication/call letters etc. will be sent through any other mode. Therefore, the candidates are advised to give their working mobile number(s) and Email ID(s) used by them in the online application and ensure the working of registered Mobile & Email till the completion of selection process to avoid inconvenience. There is no other means of contacting them except their mobile number(s) and Email ID(s).
8. The applications are acceptable only in online mode [even from those candidates, who have been sponsored by Employment Exchange(s)]. The desirous candidate(s) may use the recruitment web portal link at URL i.e. <https://www.hphcrecruitment.in> as well as another relevant link provided on High Court Website i.e. <http://hphighcourt.nic.in> on or before **the last date of application at 11:59 P.M.**
9. The High Court reserves the right to change any other terms of advertisement or to rectify the inadvertent or technical error at any stage.
10. The candidates who are already in service of any Government or Semi Government Departments, they shall submit advance copy of their application with the requisite fee as mentioned in the advertisement before last date fixed for the receipt of application. Their candidature shall be considered only on receipt of their application alongwith "NO OBJECTION CERTIFICATE" issued by their Employer/Competent Authority alongwith application submitted by them THROUGH PROPER CHANNEL within 15 days of the last date fixed for receipt of application. The application(s) of such candidate(s), if not received through proper channel, shall be summarily rejected. However, contract/ casual/ adhoc/ daily wagers/ work charged employees do not need to produce NOC's from the concerned employer.
11. It is mandatory for the candidates to upload legible and complete set of testimonials/ certificates and the same should be valid, authentic and issued by the competent authorities concerned. However, documents of those candidates will be considered and accepted in continuation, before final selection, who have uploaded valid documents at the time of applying online and expired during the recruitment process.
12. The candidates must note that their admission in the test(s) will be strictly provisional and on the basis of declaration made by them in their online applications and only those documents will be verified from original, which were uploaded by them at the time of submission of online application. No new certificate/ document will be entertained at the time of Personal Interview/ Document Verification, except certificates produced in continuation of expired certificates.
13. The submission of application by the candidates does not confer any right to appear in the test(s), unless and until the fee is paid and eligibility criteria is fulfilled by them.
14. The category once claimed shall be treated final and no representation/ correspondence will be entertained in this regard.
15. The candidates senior in age will be placed above the candidate junior in age, if they score equal marks in the final test.
16. **The age, experience and qualification, as required shall be reckoned as on the last date of application.**
17. The candidates are advised to visit the website of High Court of HP regularly for obtaining updates with regard to recruitment process of aforesaid post(s).
18. The decision of the High Court of HP regarding eligibility/ test(s)/ and selection etc., will be final and no correspondence / personal enquiries/ representation of any type will be entertained.
19. **Any request for change of date, time & venue of examination will not be entertained.**
20. If the candidate of reserved category scores more marks, then the unreserved category candidate, he would be considered against unreserved category.
21. The High Court reserves the right to ignore the preference of examination centre & hold the examination at some particular District(s), keeping in view the total strength of candidates.
22. In case, a candidate submits multiple applications for the same post, the application received later shall be considered as final for asserting the candidature of the applicant and the earlier application(s) shall be deemed to have been cancelled.
23. Any request / representation of the candidates for re-checking/ re-evaluation of answer sheets will not be entertained.

By Order  
REGISTRAR GENERAL

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Dated, the 15<sup>th</sup> September, 2023.

**Copies forwarded to:**

1. All the District & Sessions Judges in H.P., with a request to get the copy(ies) of this Advertisement Notice displayed on the Notice Board(s) of their respective Court(s)/Division(s)/Sub Division(s) etc.
2. All the District Employment Exchange Officer(s), in the State of H.P., with the request to inform the eligible candidates to submit their application(s) through online mode as mentioned in the advertisement before the last date, failing which, they shall not be eligible to the post(s), notwithstanding the fact that their name(s) have been sponsored by your office(s).
3. The Central Project Coordinator, High Court of H.P., Shimla-171001, with a request to get uploaded the above advertisement notice on the High Court website & LAN website under the relevant Link or Tabs.
4. The Public Relations Officer of this High Court Registry, with a request that this Advertisement may be got published at the earliest in daily Hindi Newspaper and daily English Newspaper, in view of the Office Order No. HHC/ GAD/ Advt./2010-II-, dated 17<sup>th</sup> August, 2023. Thereafter, copies of newspapers containing Advertisement be sent to the Registry of High Court for the purpose of record and further necessary action.
5. Shri Ashok Chauhan, Project State Head, CSC-SPV (Service Provider) for information with a request to activate the log-in link provided at recruitment web portal & High Court Website till last date fixed for applying online mode, after completion of all necessary updation/changes in software module with respect to the advertisement referred to above (THROUGH EMAIL ONLY).
6. Notice Board of High Court of Himachal Pradesh, Shimla-171 001.
7. Guard file.

  
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