

# **HIGH COURT OF HIMACHAL PRADESH, SHIMLA-171001**

## **IMPORTANT INSTRUCTIONS TO THE CANDIDATES**

### **“PROTOCOL OFFICER- DISTRICT JUDICIARY”**

**(FOR THE EVALUATION/ VERIFICATION OF DOCUMENTS UPLOADED AT THE TIME OF SUBMISSION OF THE ONLINE APPLICATION FORM)**

**Note: Only those documents will be verified, which the candidate has uploaded at the time of submission of Online Application Form, as per Rule 8(y) of “The Himachal Pradesh District Judiciary Staff (Recruitment, Promotion, Control, Conduct, Discipline and Other Conditions of Service) Rules, 2022”, and No new certificate/ document will be entertained.**

1. Before downloading the Verification Letter, from their individual Profile under ‘My Account’ at the appropriate link provided therefor, the candidates should check very carefully discrepancies, if any, and bring to the notice of Recruitment Section, H.P. High Court, without loss of time, through e-mail i.e. [arrecruitment-hc@hp.gov.in](mailto:arrecruitment-hc@hp.gov.in)
2. The candidates are allowed to appear for evaluation/ document verification, in the Batch, Date and time slot allotted to them and **no request for a change of date time & batch will be entertained.**
3. The candidates are required to paste a passport-size latest photograph duly attested by the Gazetted Officer, in the space provided on the Verification Letter. No candidate will be allowed to appear for evaluation/ document verification, without Verification Letter.
4. The candidates are required to report at the venue half an hour before the scheduled timings along with their original testimonials/ documents i.e., - Verification Letter, ID Proof, Educational Qualification Certificate(s)/ Matric Certificate, Category Certificate, Sub-category (i.e. Physically Handicapped) Certificate and one-set of photocopies of the same duly attested by the Gazetted Officer.
5. The candidates are also required to bring one of the authorized Photo IDs (i.e. Aadhaar Card/ Driving License, Voter ID or ID of any recognized organization etc.) with them and it must be original, valid and not expired. Photocopy & scanned copy of Photo IDs in mobile phone are not acceptable.
6. The candidates must note that their admission is strictly provisional and on the basis of declaration made by them on the application form and only those documents which were uploaded at the time of submission of online application will be verified from original.
7. If ineligibility is detected at any stage, before or after the evaluation/ document verification or if the conditions prescribed in the Rules and instructions given in the Advertisement notice are not complied with or any additional information / documents called for at any stage are not furnished within the time specified therein, the candidature of candidates shall be liable to be rejected.
8. **The candidates are advised to check their SMSs & Email regularly, besides checking of official website of H.P. High Court, for obtaining updates with regard to the aforesaid post.**
9. The candidates are required to follow the COVID-19 guidelines issued by the Government from time to time.
10. No T.A. / D.A. will be paid by the High Court to appear for document verification.
11. The Final Result (Category-wise) will be declared after the Evaluation/Document Verification.
12. The candidates are advised not to bring any precious articles with them to the Venue of Document Verification. High Court will not be responsible for any loss of articles at the Venue of Document Verification.

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