

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

### **::INSTRUCTIONS TO THE CANDIDATES-WRITTEN / TYPING TEST::**

(for the post(s) of Protocol Officer-District Judiciary)

#### **WRITTEN TEST INSTRUCTIONS:**

1. The candidates are required to bring along their own writing material & clip board etc. However, answer book will be provided by the High Court of HP.
2. The Rules and Syllabus of the written test have already been uploaded on the High Court website for information to the all candidates.
3. Only black and blue ball point pen are allowed to use during the written test.
4. Final merit list shall be drawn on the basis of marks obtained in written test.

#### **TYPING TEST INSTRUCTIONS:**

5. The Typing Test in English will be conducted on the computer by using typing software developed by the High Court of Himachal Pradesh, as per the Rules prescribed therefor.
6. The Typing Test in Hindi will be conducted on the computer by using font "Kruti Dev 10" as per Rules prescribed therefor.
7. The keyboard will be provided by the High Court of Himachal Pradesh and candidates will not be allowed to use their keyboards.
8. The candidates shall have to qualify, typing test with a speed of 30 W.P.M. in English and 25 W.P.M. in Hindi, on Computers. Provided that only 10% of the mistakes in typing test shall be permitted, as per rules.
9. The time for typing test shall be ten (10) minutes. The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.

#### **OTHER INSTRUCTIONS:**

10. Candidates are only being informed about the date, time and venue of the Test through SMS alerts and Email on their registered Mobile Number(s) and email IDs provided by them at the time of filling up of the online application form(s).
11. Candidates are required to go through the Rules, other conditions and information uploaded on the High Court website. They are advised to check their SMSs & Emails regularly besides checking of the official website of H.P. High Court, for obtaining updates with regard to the Test.
12. Use of cellular phones or any other electronic gadgets/ instruments, is strictly prohibited during the test.
13. Candidates are required to report at the venue of examination half an hour before the scheduled timings and candidate will be allowed to appear only on the date and time allotted to them and no request for change of date and time will be entertained.
14. The candidates are also required to bring one of the authorized Photo IDs (i.e. Aadhar Card/ Driving License, Voter ID or ID of any recognized organization etc.) with them and it must be original, latest, valid and not expired. Photocopy & scanned copy of Photo IDs in mobile phone are not acceptable.
15. Before downloading the Admit Card/ Hall Ticket from their individual Profile under 'My Account' at the appropriate link provided therefor, the candidate should check very carefully discrepancies, if any, and bring to the notice of the Recruitment Cell, H.P. High Court without loss of time, through e-mail i.e. [arrecruitment-hc@hp.gov.in](mailto:arrecruitment-hc@hp.gov.in) or telephonically.
16. The candidates are required to paste their passport size latest photograph duly attested by Gazetted Officer, in the space provided on the Admit Card/ Hall Ticket. No candidate will be allowed to appear for the test without Admit Card/ Hall Ticket.
17. The candidate must note that their admission is strictly provisional on the basis of declaration made by them on the application form and this Admit Card/ Hall Ticket is subject to the condition that if any ineligibility is detected at any stage, their candidature shall be liable to be rejected.
18. Candidates are required to follow the Covid-19 guidelines issued by the Government from time to time and maintain proper social distancing by keeping reasonable distance with each other while appearing for the Test(s).
19. No T.A./ D.A. will be paid by the High Court to appear in the test.

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