

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

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

(for the post(s) of Clerk/Proof Reader-High Court)

WRITTEN TEST INSTRUCTIONS:

1. Before downloading the Hall Ticket/Admit Card, from his 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 Section, H.P. High Court without loss of time, through official e-mail i.e. arrecruitment-hc@hp.gov.in or telephonically i.e., 0177-2653732.
2. The candidates are required to bring along their own writing material & clip board etc. However, answer booklets will be provided by the High Court of HP.
3. The Rules and Syllabus of the written test have already been uploaded on the High Court website for information to the all candidates.
4. Only black and blue ball point pen are allowed to use during the written test.
5. Final merit list shall be drawn on the basis of marks obtained in written test.

TYPING TEST INSTRUCTIONS:

6. 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.
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, a typing test with a speed of 30 W.P.M. in English, on Computer. Provided that only 10% of the mistakes in typing test shall be permitted.
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.
10. The candidates are informed not to repeat the passage of Typing Question Paper while Typing Test, however editing of typed passage is allowed on software during Typing Test.

OTHER INSTRUCTIONS:

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 SMS & Email regularly besides checking of 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 along with original testimonials/ documents i.e., - Admit Card, ID Proof, Educational Qualification Certificate(s)/ Matriculation Certificate, Experience Certificate, Category Certificate, Sub-category (i.e. Physically Handicapped) Certificate and one-set of photocopies of the same duly attested by the Gazetted Officer.
14. 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 online application form(s).
15. Any request for a change of date/session/venue will not be entertained.
16. This Hall Ticket/Admit Card is subject to the condition that if any ineligibility is detected at any stage, their candidature shall be liable to be rejected.
17. The candidates are advised not to bring any precious articles with them. High Court will not be responsible for any loss of articles.
18. No TA/DA shall be admissible to the candidates appearing in the Test.
