

# **HIGH COURT OF HIMACHAL PRADESH, SHIMLA 171 001**

## **IMPORTANT INSTRUCTIONS (Personal Interview)**

for the post(s) of **CLERK/PROOF READER - HIGH COURT**

**Note:** The testimonials/certificates, which are valid, authentic and issued by the competent authorities will be considered and only those certificates will be verified from the original, which were uploaded by the candidates at the time of submitting online application form. **NO NEW CERTIFICATE/ DOCUMENT WILL BE ENTERTAINED,** except certificates produced in continuation of expired certificate.

1. Before downloading the Interview Call Letter, 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](mailto:arrecruitment-hc@hp.gov.in) or telephonically i.e., 0177-2653732.
2. The candidates are required to report at the venue i.e. **ADDITIONAL COMPLEX, HIGH COURT OF H.P., SHIMLA-171001,** along with original documents/testimonials, i.e., (Educational Qualification, Experience Certificate(s), Category Certificates, etc.) which were uploaded by them at the time of submitting the online application form (with one set of photocopies of documents/testimonials duly attested by the Gazetted Officer). No candidates will be allowed to appear for Personal Interview/Viva-voce without the Interview Call Letter.
3. 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.
4. The candidates are being informed only through SMS & Email alerts on their registered mobile number and email IDs. No separate communication/call letters will be sent to the candidates.
5. The candidates are required to paste their passport-size latest photograph duly attested by the Gazetted Officer, in the space provided on the Interview Call Letter.
6. The candidate must note that their admission is strictly provisional on the basis of the declaration made by them on the application form and only those documents which were uploaded at the time of submitting the online application will be scrutinized from the original.
7. This interview call letter is subject to the condition that if any ineligibility is detected at any stage, their candidature shall be liable to be rejected.
8. The candidates are advised to check their SMSs & Email regularly, besides checking the official website of H.P. High Court, for obtaining updates with regard to the recruitment process.
9. The candidates will be allowed to appear only in the batch, date and time allotted to them and no request for a change of batch, date & time will be considered.
10. The candidates are advised not to bring any precious articles with them. High Court will not be responsible for any loss of articles.
11. No T.A. / D.A. will be paid by the High Court to appear for the Personal Interview/Viva-Voce.

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