

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

No. HHC/ Admn.2(21)/82- VII

Dated, the 25<sup>th</sup> August, 2023.

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| Advertisement Notice No.                            | No. HHC/ Admn.2(21)/82- VII  |
| Website/ Recruitment portal for online applications | <a href="https://hphighcourt.nic.in">https://hphighcourt.nic.in</a><br><a href="https://www.hphcrecruitment.in/login">https://www.hphcrecruitment.in/login</a> |
| Opening date of Online Application                  | 05.09.2023   |
| <b>CLOSING DATE OF ONLINE APPLICATION &amp; FEE</b> | <b>30.09.2023 at 11:59 PM</b>  |

## “ADVERTISEMENT NOTICE”

The High Court of Himachal Pradesh 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/ anticipated future vacancies of Class-III and IV falling vacant on the Establishment of High Court of Himachal Pradesh, Shimla-1.

| Sl. No. | Particulars of vacancies                                 | Total No(s) of vacancies                         | Pay Matrix   | Educational Qualification/ Eligibility Criterion/ Experience etc.  |
|---------|--|--|--|--|
| 1.      | <b>Stenographer (Class-III) (Mode d) (Regular)</b>       | <b>Total Post(s)- 05 (Five) 05-UR (Clearcut)</b> | <b>Pay Level 11 i.e., Rs. 38,500- 1,22,700/- of the pay Matrix</b> | <ul style="list-style-type: none"> <li>• Graduation with three (3) years' experience as Steno-typist or Judgment Writer or Stenographer in any government office or reputed organisation.</li> <li>• Candidates must be having speed of 100 W.P.M., 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 50 W.P.M., 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>• Recruitment on the basis of competitive examination as per Schedule-IV (Part-H) of the “The Himachal Pradesh High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct &amp; Appeal) Rules, 2015.</li> </ul> |
| 2.      | <b>Translator (Class-III) (Mode-b) (Regular)</b>         | <b>Total Post(s)- 02 (Two) 02-UR (Clearcut)</b>  | <b>Pay Level 11 i.e., Rs. 38,500- 1,22,700/- of the pay Matrix</b> | <ul style="list-style-type: none"> <li>• Graduation with 50% marks in English and have studied Hindi as a subject at the Graduation Level.</li> <li>• Recruitment on the basis of competitive examination as per <b>Schedule-IV</b> (Part-F-II) of the R&amp;P Rules, 2015 <i>ibid</i>.</li> </ul>   |
| 3.      | <b>Translator-Urdu (Class-III) (Mode-c) (Regular)</b>    | <b>Total Post(s)- 01 (One) 01-UR (Clearcut)</b>  | <b>Pay Level 11 i.e., Rs. 38,500- 1,22,700/- of the pay Matrix</b> | <ul style="list-style-type: none"> <li>• Graduation with 50% marks in English and have studied Hindi as a subject at the Graduation Level.</li> <li>• Candidates must have studied <b>URDU</b> in Matriculation.</li> <li>• Recruitment on the basis of competitive examination as per <b>Schedule-IV</b> (Part-F-I) of the R&amp;P Rules, 2015 <i>ibid</i>.</li> </ul>  |
| 4.      | <b>Translator-Punjabi (Class-III) (Mode-c) (Regular)</b> | <b>Total Post(s)- 01 (One) 01-UR (Clearcut)</b>  | <b>Pay Level 11 i.e., Rs. 38,500- 1,22,700/- of the pay Matrix</b> | <ul style="list-style-type: none"> <li>• Graduation with 50% marks in English and have studied Hindi as a subject at the Graduation Level.</li> <li>• Candidates must have studied <b>PUNJABI</b> in Matriculation</li> </ul>  |

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|  |   |  |   | <ul style="list-style-type: none"> <li>Recruitment on the basis of competitive examination as per <b>Schedule-IV (Part-F-I)</b> of the R&amp;P Rules, 2015 ibid</li> </ul>   |
| 5.   | <p><b>Assistant Programmer (Class-III)</b><br/><br/>(On Contract Basis)</p> | <p><b>Total Post(s)- 01 (One)</b><br/>01-SC (Clearcut)</p>   | <p><b>Pay Level 11</b><br/>i.e., Rs. <b>38,500-</b><br/><b>1,22,700/-</b> of the pay Matrix</p> | <ul style="list-style-type: none"> <li>a. B.E./ B.Tech in Computers or I.T. or equivalent technical qualification at least in Second Division.</li> <li align="center"><b>Or</b></li> <li>b. B.Sc./ B.A./ B.com in First Division with post Graduate Diploma in Computer Application/ I.T. with two (2) years' experience as System Assistant or Assistant Programmer on higher or equivalent post.</li> <li align="center"><b>Or</b></li> <li>c. Matriculation with 3 years Diploma in Computers from any recognized Polytechnic College or equivalent technical qualification from the recognised Institution/ Board/ University with four (4) year experience as at (b) above.</li> </ul> <p>Recruitment on the basis of competitive examination as per "High Court of Himachal Pradesh Members of Technical Manpower (Computer) (Appointment, Conditions of Service and Conduct) Rules, 2014".</p> |
| <p><i>Note: Age of the candidate should not be less than 22 years or more than 45 years for the post of Assistant Programmer, as on last date of submission of online application. Five years relaxation in upper age limit is admissible only to the bonafide SC of HP, ST of HP, 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 instruction of the Government of HP issued from time to time. (Assistant Programmer is governed by separate set of Rules i.e. High Court of Himachal Pradesh Members of Technical Manpower (Computers) (Appointment, Conditions of Service and Conduct) Rules, 2014.</i></p> |   |  |   |  |
| 6.   | <p><b>Clerk/Proof Readers (Class-III)</b><br/><br/>(Regular)</p>            | <p><b>Total Post(s)- 15 (Fifteen)</b><br/>04 - UR<br/>(1 Clearcut &amp; 3 Anticipated),<br/>03 - SC(Clearcut)<br/>03 - ST(Clearcut)<br/>03-EWS(Clearcut)<br/>02 - PH(Clearcut)</p> | <p><b>Pay Level 03</b><br/>i.e., Rs. <b>20,200-</b><br/><b>64,000/-</b> of the pay Matrix</p>   | <ul style="list-style-type: none"> <li>Graduation.</li> <li>The candidates shall have to qualify the Typing test at a speed of 30 WPM (in English) on computer, wherefor separate test shall be held, after qualifying the Screening Test.</li> <li>Recruitment on the basis of competitive examination as per <b>Schedule-IV (Part-K)</b> of the R&amp;P Rules, 2015 ibid.</li> </ul>   |
| 7.   | <p><b>Driver/ Driver (Leave Reserve) (Class-III)</b><br/><br/>(Regular)</p> | <p><b>Total Post(s)- 06 (Six)</b><br/>01-UR-Anticipated,<br/>01-SC(Clearcut)<br/>01-ST(Clearcut)<br/>03-EWS(Clearcut)</p>  | <p><b>Pay Level 05</b><br/>i.e., Rs. <b>21,300-</b><br/><b>67,800/-</b> of the pay Matrix</p>   | <ul style="list-style-type: none"> <li>Matriculate and shall possess a valid Driving Licence with experience of at least three (3) years to drive the Light Motor Vehicles or Medium or Heavy Vehicles.</li> <li>Recruitment on the basis of competitive examination as per <b>Schedule-IV (Part-O)</b> of the R&amp;P Rules, 2015 ibid.</li> <li>The Proficiency/ Driving test of the candidates shall be held, after qualifying the screening test for the post.</li> <li>Preference shall be given to those candidates having good mechanical knowledge of Automobiles.</li> </ul>  |
| 8.   | <p><b>Safai Karamchari (Class-IV)</b><br/><br/>(Regular)</p>                | <p><b>Total Post(s)- 04 (Four)</b><br/>01-UR(Clearcut)<br/>01-ST(Clearcut)<br/>01-EWS(Clearcut)<br/>01-PH(Clearcut)</p>  | <p><b>Pay Level 01</b><br/>i.e., Rs. <b>18,000-</b><br/><b>56,900/-</b> of the pay Matrix</p>   | <ul style="list-style-type: none"> <li>Matriculation</li> <li>Interview as per <b>Schedule-IV (Part-S)</b> of the R&amp;P Rules, 2015 ibid.</li> <li>Preference shall be given to the persons having experience in doing in the Cleanliness work.</li> </ul>   |
| 9.   | <p><b>Mali (Class-IV)</b><br/><br/>(Regular)</p>                            | <p><b>Total Post(s)- 05 (Four)</b><br/>03 - UR<br/>(2 Clearcut &amp; 1 anticipated),<br/>01-SC (Clearcut)<br/>01-EWS(Clearcut)</p>   | <p><b>Pay Level 01</b><br/>i.e., Rs. <b>18,000-</b><br/><b>56,900/-</b> of the pay Matrix</p>   | <ul style="list-style-type: none"> <li>Matriculation with diploma in gardening or Horticulture from recognised University/ Institution.</li> <li>Minimum three years' experience in gardening etc.</li> <li>Interview as per <b>Schedule-IV (Part-S)</b> of the R&amp;P Rules, 2015 ibid, from amongst the persons having experience in gardening or as Mali.</li> </ul>   |

**IMPORTANT INSTRUCTION(S):**

1. The candidates are advised that before applying online they must go through "The Himachal Pradesh High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct & Appeal) Rules, 2015 [High Court of Himachal Pradesh Members of Technical Manpower (Computer) (Appointment, Conditions of Service and Conduct) Rules, 2014 for recruitment of Assistant Programmer- on contract] 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) and <https://hphighcourt.nic.in/rules/TechMan-2014.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, R&P Rules 2014 & Advertisement notice by uploading copies of essential qualification, matriculation certificate as age proof, any higher qualification, experience certificate (where required) to avoid rejection of their candidature after the closing date.
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 (R&P Rules, 2014 ibid in respect of the post of Assistant Programmer) as on 31.08.2023 i.e., [https://hphighcourt.nic.in/rules/Part-All\(3\)2015.pdf](https://hphighcourt.nic.in/rules/Part-All(3)2015.pdf) and <https://hphighcourt.nic.in/rules/TechMan-2014.pdf>.
5. The examination fee for the candidates applying online against each 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 31.08.2023. Five years relaxation in upper age limit is admissible only to the bonafide SC of HP, ST of HP, 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 instruction of the Government of HP issued from time to time.
7. The eligible candidates will ONLY be informed through SMS alerts or Emails (as registered/disclosed at the time of submitting application in online mode) 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 their working 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 Concern shall submit advance copy of their application on prescribed format with the requisite fee as mentioned in the advertisement before last date fixed for the receipt of application. His candidature shall be considered only on receipt of his application alongwith "NO OBJECTION CERTIFICATE" issued by his Employer/Competent Authority alongwith application submitted by him through proper channel within 15 days of the last date fixed for receipt of application as applicable. 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, at the time of Personal Interview/ Viva-voce, 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/ Viva-voce, 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 i.e., Personal Interview/ Viva-voce etc.

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16. Age, experience and qualification, as required shall be reckoned as on 31.08.2023.
  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 than 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 for a particular post(s).
  22. The anticipated vacancies will be filled up only on available of these vacancies on account of retirement and promotion and candidate cannot claim their appointment against these vacancies.
  23. 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.

By Order

REGISTRAR GENERAL

Endst No. As above  
Copies forwarded to:

25-93-99

Dated, the 25<sup>th</sup> August, 2023.

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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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