

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA

No.HHC/Admn.3(55)/2012-

Dated: 16th October, 2015.

ADVERTISEMENT NOTICE

Online applications are invited from eligible desirous candidates for filling up the following vacancies on the establishment of High Court of Himachal Pradesh :-

Sr. No.	Name of Post	Number of vacancies	Pay Band & Grade Pay	Educational Qualification
1.	Clerks/Proof Reader (Class-III)	9 (Nine) (7 UR, 1 SC, 1 OBC)	On regular basis, in the Pay Band of Rs.5910-20200 + Rs.1900/- Grade pay , with initial pay of Rs.7810/- plus usual allowances.	Possessing Graduation degree from a recognized University.
2.	Junior Office Assistants (Class-III)	16 (Sixteen)	On contract basis, on Consolidated Pay of Rs.7860/- (Rs.5910 + Rs.1950/-).	(i) B.Tech in Computers or I.T. or Electronics & Communication Engineering/MCA/BSc.(IT)/ PGDCA or equivalent. or (ii) +2 or equivalent qualification + BCA (Bachelor of Computer Application). or (iii) Matriculation + Polytechnic Diploma in Computers or I.T. or Electronics. or (iv) +2 or equivalent qualification + DCA (Diploma in Computer Application)/ I.T.I. diploma in Computers or equivalent Diploma in Information Technology or Computers/ Computer Science or 'O' or 'A' Level Diploma from National Institute of Electronics and Information Technology.

The applications are to be filled-in online only by using the link available at the Tabs '**Recruitment/Results**' on the official website of

Hon'ble High Court of Himachal Pradesh i.e. <http://hphighcourt.nic.in> **on or before its last date i.e. 17th November, 2015 till 11.45 p.m.**

For detailed information of the respective post(s), applied by the candidates, they are advised to go through the **Important Instructions and other relevant links etc. with regard to Rules, Regulations, Syllabus, fee structure and mode of payment etc.** with utmost care before applying for the posts in online mode, which are available on the High Court website.

By Order

(C.B Barowalia)
Registrar General

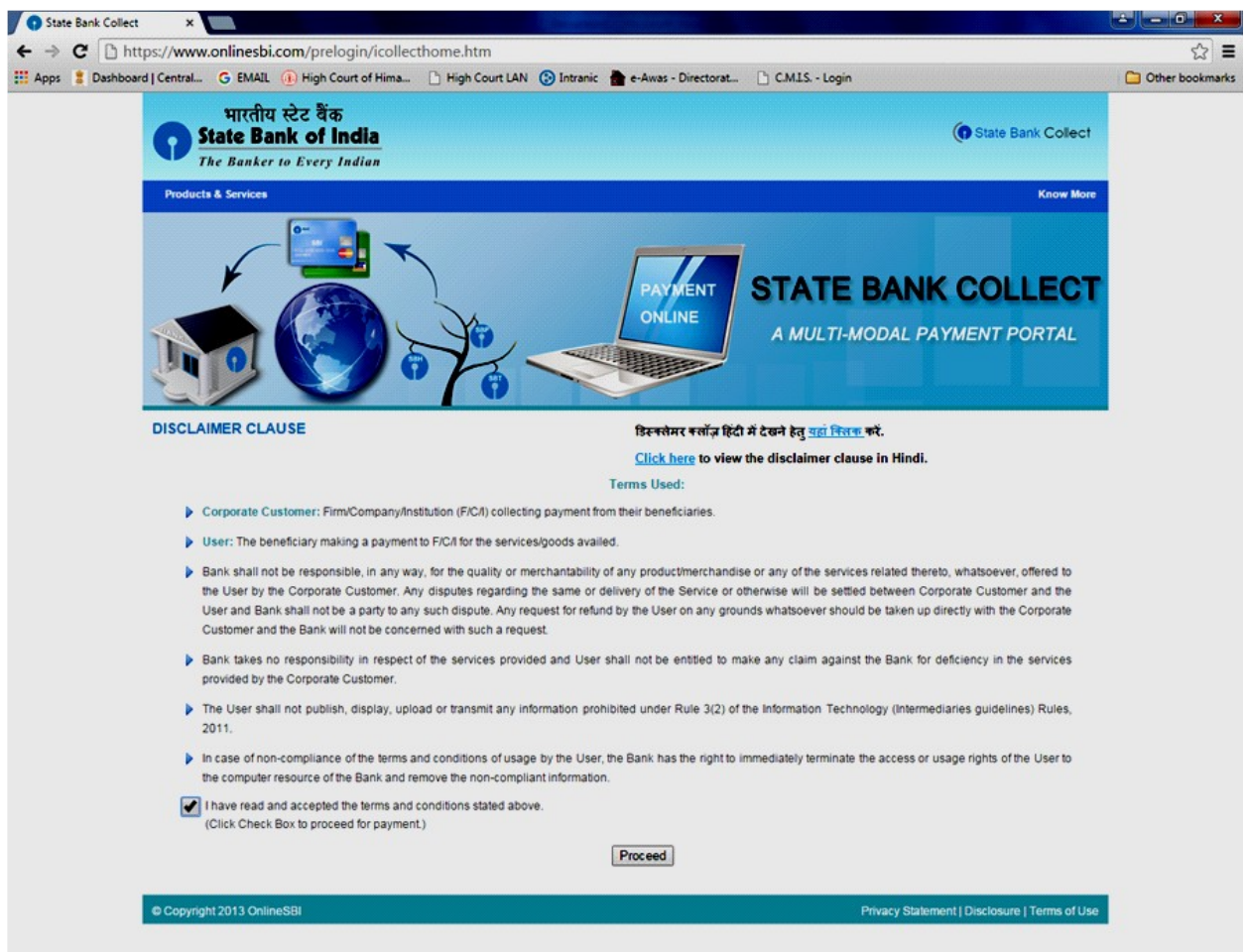
INSTRUCTIONS for filling-up online application

Visit the official website of Hon'ble High Court of Himachal Pradesh i.e. <http://hphighcourt.nic.in> there after click on the 'Recruitment/Results' tab.

:: GUIDELINES :: As How To Fill The Online Form (with pictorial illustration) :-

STEP-1

To apply, the desirous/eligible candidates shall have to access the website of **SBI Collect** at url <https://www.onlinesbi.com/prelogin/icollecthome.htm> and thereafter click on proceed button.



The screenshot displays the State Bank of India (SBI) Collect website. The header includes the SBI logo and the tagline "The Banker to Every Indian". Below the header, there is a banner for "STATE BANK COLLECT A MULTI-MODAL PAYMENT PORTAL" featuring a laptop with "PAYMENT ONLINE" on the screen and a globe. The main content area contains a "DISCLAIMER CLAUSE" section with the following text:

डिस्क्लेमर क्लॉज़ हिंदी में देखने हेतु [यहाँ क्लिक करें](#).
[Click here to view the disclaimer clause in Hindi.](#)

Terms Used:

- ▶ Corporate Customer: Firm/Company/Institution (FIC/I) collecting payment from their beneficiaries.
- ▶ User: The beneficiary making a payment to FIC/I for the services/goods availed.
- ▶ Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- ▶ Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- ▶ The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- ▶ In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

I have read and accepted the terms and conditions stated above.
(Click Check Box to proceed for payment.)

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STEP-2

After ticking the check box, the candidate would be directed to next page having two options **State of Corporate/Institution*** and **Type of Corporate/Institution***.

The screenshot shows the 'State Bank Collect' page on the State Bank of India website. The main content area contains a form titled 'State Bank Collect' with the following fields:

- Select State and Type of Corporate / Institution**
- State of Corporate/Institution ***: Himachal Pradesh
- Type of Corporate/Institution ***: Govt Department
- Go** button

Below the form, there is a lightbulb icon and a note: "Mandatory fields are marked with an asterisk (*)". A secondary note states: "State Bank Collect is a unique service for paying online to educational institutions, temples, charities and/or any other corporates/institutions who maintain their accounts with the Bank."

Under its first option, the candidate shall have to select the state '**Himachal Pradesh**' and under its 2nd option '**Govt. Department**' has to be chosen and then click on '**Go**' button.

STEP-3

Next step is to select the only available option of '**Registrar Gen High Court HP**' in next page and then click on '**Submit**' button.

The screenshot shows the 'State Bank Collect' page on the State Bank of India website. The main content area contains a form titled 'State Bank Collect' with the following fields:

- Select from Govt Department ***
- Govt Department Name**: REGISTRAR GEN HIGH COURT HP
- Submit** and **Back** buttons

Below the form, there is a lightbulb icon and a note: "Mandatory fields are marked with an asterisk (*)".

It will take the candidate to next screen having three different option under the '**Select Payment Category**' and the applicant has to select any one of the available options of his/her choice, as may be applicable in his/her case.

STEP-4

After completion of the above steps, one online application format with various blank fields shall be opened which are to be filled-up accurately till he/she will reach at its final submission and on and after ensuring the correctness in respect of all fields including **mandatory (denoted with asterisk * mark)** as well as optional one, the candidate has to click on **'submit'** button.

STEP-5

After confirmation of above steps of the online application module, the candidate **must have to take the print-out of the 'confirmation page'** showing all details/particulars of the applying candidate as shall be filled-up by him/her during online procedures.

Fees Structure & Mode of Payment:-

The prescribed fee for the candidates belonging to different categories are given hereunder :-

(In both High Court and Subordinate Courts case)

For Class-III Post(s)

- i. In case of General or un-reserved category
= Rs.300/-
- ii. In case of reserved categories e.g. SC, ST, OBC =
Rs.150/-

The candidates shall have to deposit the requisite examination fee either through **"E-Payment"** by using Debit or Credit card(s) or net banking etc. options, as are available at payment gateway or the requisite fee could also be remitted by **"E-Challan"** option during online mode which can be generated on the online web portal of SBI Collect and the same amount is required to be deposited in any branch of the SBI wherein all transaction details/ particulars i.e. SBI Collect Reference Number, Journal Number etc. are mentioned. After completing the payment process, the **'E-Receipt'** or **'E-Challan'**, as the case may be, the candidate has to take **the print-out of the same** and shall have to send it to the Registry by Regd./Speed post alongwith

‘Acknowledgement’ and other supporting requisite documents as per our Advertisement Notice.

“ Please note that any application received or submitted by the candidate without fees payment shall be liable to be rejected straightway.”

General Instructions :-

- Before filling up the online application form, the candidates are advised to read carefully the Notification/Advertisement for the post(s)/Exam(s) and also ensure that he/she is eligible in terms of the conditions/provisions contained in the Advertisement Notice.
- On and after completion of all steps of the online application module, the candidate shall have to send the following documents addressed to the **‘The Registrar General, High Court of Himachal Pradesh, Shimla – 171001’** through Regd./Speed post with Name of the post super scribed containing the mailing envelop :-
 - The print-out of the **‘confirmation page’** just before clicking on **‘confirm’** button during the online filing process;
 - The print-out of payment details/particulars i.e. SBI Collect Reference Number, Journal Number etc. or E-Receipt/E-Challan etc. (if deposited in offline mode in the Bank) as shall be auto-generated by the system;
 - Duly filled-up and signed **‘Acknowledgement’**, as annexed with Advertisement Notice, with one attested recent passport size photograph affixed at the designated space;
 - One extra PP size Photograph;
 - One self-addressed envelop with words **‘Name of the Post (mentioning the name of post applied for alongwith title of Institution e.g. High Court/ Subordinate Courts)’** super-scribed on it.
- The application received through any other mode (offline etc.) will not be accepted and summarily rejected.

- Online Application process must be completed (including Applying for Examination/Test and Submit Examination/Test Fee) before last date of form submission mentioned in the Notification/Advertisement, after which the web-link will be disabled and no subsequent correspondence will be entertained in that respect.
- After submission, request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances. The H.P. High Court will not be responsible for any consequences arising out of furnishing any incorrect and incomplete details in the application or omission.
- The Candidates applying for the examination/test should ensure that they fulfill all eligibility conditions for admission to examination/test. Their admission at all stages of the examination/test will be purely provisional subject to satisfying the prescribed eligibility conditions.
- H.P. High Court takes up verification of eligibility conditions with reference to original documents at subsequent stages of examination/test process.
- The select list of the candidates will be drawn firstly against the regular posts and thereafter against contractual posts in order of their merit.
- The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh.
- No TA/DA shall be admissible to the candidates called for Screening/Written Test(s)/interview or viva-voce.

Rules & Regulation, Syllabus :-

- The Rule & Regulation and the syllabus prescribed for the various advertised posts are available at **Annexures [PART-L \(Clerks/Proof Readers\)](#) and [PART-M \(Junior office Assistant\)](#)** and the candidates must have to read them carefully before applying to any of such advertised post(s) failing which or any application found non-complying with any of such rules, regulations, authorities and reservation,

shall be liable to be rejected and no correspondence shall be entertained in this regard.

AGE LIMIT :-

- The candidate should not be having his/her age less than 18 years or more than 45 years **on the first day of January of the recruitment year i.e. 2015**. However, in case of the candidates belonging to scheduled caste, scheduled tribe, backward classes or who is an ex-serviceman, relaxation in the upper age limit shall be the same as may from time to time prescribed by the State Govt. for entry into service for such candidates.

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ACKNOWLEDGEMENT

(To be filled-in by the Candidate and to be sent to the High Court)

Post Applied for : _____

Name of the Candidate : _____

Father/Husband's Name : _____

Date of Birth : _____ **(DD/MM/YYYY)**

Category (General/SC/ST/OBC): _____

Fee Amount paid : Rs. _____ **/-, Dated :** _____

SBI Collect Reference No.

(as printed over E-Receipt/E-Challan) : _____

Any other relevant references etc. _____

Affix your recent
passport size
photograph here
duly attested by
a Gazetted
Officer

(Signature of the Candidate)

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