HIGH COURT OF HIMACHAL PRADESH, SHIMLA – 171 001

No. HHC/Rules/14-61/90-V- Dated: 3.12.2015

NOTIFICATION

In exercise of the powers vested under Clause (2) of Article 229 of the Constitution of India and all other enabling provisions in this behalf and in super-session of all Rules, Regulations, Notifications and Orders etc. on the subject, Hon'ble the Chief Justice of High Court of Himachal Pradesh, is pleased to make the following Rules in respect of Appointments, Conditions of Service, Conduct and Appeal etc. of the officers and officials serving on the Establishment of the High Court of Himachal Pradesh:-

PART – I		
Brief Description of the Heading	**No. of Rule**	**Particulars of the Rule**
Short title and commencement	1	(1) These Rules may be called The Himachal Pradesh High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct & Appeal) Rules, 2015. (2) These Rules shall apply to all Officers and Members of the staff on the establishment of the High Court of Himachal Pradesh except Editor and Assistant Editor, I.L.R. (H.P. Series), Law Clerks, Programmer and Assistant Programmers. (3) These Rules shall come into force with effect from the date of publication of the same in the official gazette.
Definitions	2	(1) In these Rules, unless the context otherwise requires: (i) '**Board**' means any Institution conducting examinations up to senior secondary standard or awarding diplomas recognized by the Government. (ii) '**Chief Justice**' means the Chief Justice of High Court of Himachal Pradesh.

		(iii) '**Commission**' means H.P. Public Service Commission. (iv) '**Constitution**' means Constitution of India. (v) '**High Court**' means the High Court of Himachal Pradesh. (vi) '**Establishment**' means and includes all Offices, Departments, Sections, Branches and other ancillary units and wings of the High Court of Himachal Pradesh. (vii) **'Government'** means Government of Himachal Pradesh. (viii) '**Governor**' means the Governor of Himachal Pradesh. (ix) '**Judge**' means any Hon'ble Judge of the High Court of Himachal Pradesh. (x) '**Member of the Establishment**' means a person appointed in accordance with these Rules or the Rules or Orders in force prior to the commencement of these Rules but does not include the officers drawn from Himachal Pradesh Judicial Service, Editor and Assistant Editor, I.L.R. (H.P. Series), Law Clerks, Programmer and Assistant Programmers. [**It includes persons absorbed from the erstwhile establishment of Himachal Pradesh Administrative Tribunal.**]* *Inserted vide 22nd Amendment Rules dated 10.07.2024 (xi) '**Members of the Staff'** means and includes the employees/officials working on the Establishment of the High Court, other than officers and also includes all Class-III and Class IV employees. [**It includes persons absorbed from the erstwhile establishment**

		of Himachal Pradesh Administrative Tribunal.]* *Inserted vide 22nd Amendment Rules dated 10.07.2024 (xii) '**Officers**' means Officers appointed from amongst the members of staff of the Court and includes Officers drawn from Himachal Pradesh Judicial Service. (xiii) **'Official Gazette'** means the Official Gazette published by the Government and this expression shall also include the **"Electronic Gazette"** published by the Government. (xiv) **'Prescribed'** means anything prescribed under these Rules or regulations or general or special orders issued by Hon'ble the Chief Justice from time to time. (xv) '**Registrar General**' means the Registrar General of the High Court of H.P. (xvi) '**Registry**' means the Registry of High Court of H.P. (xvii) '**Schedule**' means the schedule appended to these Rules. (xviii) **'Secretariat'** means Civil Secretariat of Government of Himachal Pradesh. (xix) **'Selection'** means promotion to a post or class of posts, on merit with due regard to seniority. Provided that for the assessment of A.C.Rs. for the selection posts, the A.C.Rs. of last five years shall be assessed based on the criteria laid in Paras **(c)** and **(d)** of **Part – E** of **Schedule – IV**. (xx) **'Service'** means the service on the establishment. (xxi) '**University**' means any University

		incorporated by law in India and recognized as such by the Government. (2) (i) **'He'** used in these Rules shall also include **'she'**. (ii) **'His'** used in these Rules shall also include **'her'**.
PART – II		
The High Court Establishment	3	(1) The Establishment of the High Court shall comprise of various posts classified and categorized in the **Schedule – II** appended to these Rules. [**It shall also include posts held by persons absorbed from the erstwhile establishment of Himachal Pradesh Administrative Tribunal.]*** *Inserted vide 22nd Amendment Rules dated 10.07.2024 (2) The Chief Justice, at his discretion may not fill up any post or vacancy and the vacancy of any post or posts shall not entitle any person to raise any claim whatsoever against the same. (3) As and when any post is created by the government on the Establishment of the High Court, then the **Schedule – II** shall be deemed to have been automatically amended to that extent or Hon'ble the Chief Justice, based on such creation of posts, may order for the amendment of the **Schedule – II** as per necessity.
Appointing Authority	4	(1) The Chief Justice shall be the Appointing Authority for all the posts mentioned in **Parts A, B and C** of the **Schedule – III**. (2) The Registrar General shall be the Appointing Authority in respect of all other posts, including Daily Wage employees, subject to the

		approval of Hon'ble the Chief Justice.
Mode of Appointments	5	(1) Appointment of the Officers and members of the staff on the Establishment of the High Court shall be made:- (i) by posting of members of Himachal Pradesh Judicial Service (ii) by direct recruitment **(ii)[(a) by absorption of the staff of Himachal Pradesh Administrative Tribunal as a one time measure.]** *Inserted vide 22nd Amendment Rules dated 10.07.2024 (iii) by selection (iv) by promotion (v) by absorption (vi) by deputation (vii) on contract basis (viii) on daily wages [.....][1] (ix) [Part Time basis][2] (x) on secondment basis (2) The mode and manner of appointments on the Establishment shall be as indicated against every such post(s), class or category of posts in **Schedule – III** **Note-1:** The persons appointed/engaged on Part time/Daily Wagers shall be eligible for conversion/ regularization, as the case may be, as per policy of State Government in this behalf, as adopted by the High Court. (3) Notwithstanding anything contained in these

[1] Deleted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

[2] Inserted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

		Rules and **Schedule – III**, Hon'ble the Chief Justice, taking into consideration the exceptional merits, capability and utility to the institution of High Court besides providing encouragement to the sincere officers/officials and to inculcate an environment of hard work, sincerity and honesty in the institution, may, even out of turn basis promote or select for higher appointment, any individual member of the establishment possessing the aforesaid merits subject to the condition that he is falling in the zone of consideration for promotion/ selection. (4) (a) [For promotion to selection post(s): (i) The Departmental Promotional Committee (DPC) shall determine the merit of those employees falling in zone of consideration for promotion with reference to the prescribed benchmark and accordingly grade the employees as 'Fit' or 'Unfit' only. The employees who are graded 'Fit' by the DPC shall be included and arranged in the select panel in order of their inter-se seniority in the feeder grade. The employees who are graded 'Unfit' by the DPC shall not be included in the select panel. There shall be no supersession among those who are graded 'Fit' by the DPC. (ii) The benchmark for 'Selection Post' carrying Grade Pay of Rs. 7600/- and above shall be 'Very Good' and for 'Selection Post' carrying grade pay below 7600/- shall be 'Good' to be determined on the basis of Service

		record with particular reference to available ACRs for the preceding five years. The DPC may go beyond it in case the ACRs of preceding five years are not available. (iii) The Departmental Promotion Committee (DPC) shall for the purpose of determining number of employees who should be eligible in the feeder grade(s) restrict the field of choice that is twice the number of vacancies plus four, which shall have general application with reference to the number of clear regular vacancies proposed to be filled. (iv) Where, the number of eligible employees in the feeder grade(s) is less than the required number of employees, all eligible employees shall be considered. (v) The DPC may assess the suitability of eligible employees in the zone of consideration (in descending order) for inclusion in the panel for promotion upto a number which is considered sufficient against the number of vacancies with regard to number of employees to be included in the panel, the DPC may prepare extended panel(s) for promotion. In respect of remaining employees, the DPC may put a note in the minutes that the assessment of the remaining employees in the zone of consideration is considered not necessary as sufficient number of employees with prescribed bench-mark have become available. (vi) Where assessment of ACRs is required for appointment to any post, the procedure

		laid down in Handbook on Personnel Matters, Vol. I as amended from time to time by the State Government and adopted by the High Court shall be followed. DPC may evolve criteria for uniform assessment of ACRs to evaluate Average of five years like an example explained hereinafter. Maximum marks for ACRs of each year may be fixed 5 and the total marks for ACRs of 5 years would be 25. Five marks for each year may be awarded by giving 2, 3, 4 and 5 marks respectively for "average", "good", "very good" and "outstanding" remarks. Say an employee has been assessed average, good, very good, outstanding and good for respective year during past 5 years then his total marks would be 2+3+4+5+3=17. On dividing with 5, average assessment for five years would be 3.4, which is below 'Very Good' but higher than 'good'. Thus his overall assessment would be good. The criteria must be in consonance with instructions issued by the Govt. of H.P. in this regard from time to time. (b) For promotion to a post, other than selection post, eligibility for considering for promotion shall be base on seniority subject to rejection of 'Unfit'.][3]
Method of Direct Recruitment	6	(1) Direct recruitment to a post or a class of posts may be made by the Appointing Authority as per procedure given hereinafter: (2) The vacant post(s) on the Establishment of

[3] Substituted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

		High Court, anticipated vacancies likely to arise within a period of one year from the date of advertisement with 10% anticipated vacancies due to unforeseen circumstances, shall be calculated and an advertisement in two daily newspapers, one Hindi and one English, having wide circulation in the State of H.P. and also on the Websites/Notice Boards of the High Court as well as Subordinate Courts in H.P. will be published notifying such vacancies by the Registrar General with the prior approval of Hon'ble the Chief Justice. Besides publishing the advertisement notice in the Newspapers, the vacancies shall also be notified to the Employment Exchanges asking them to sponsor the names of the eligible candidates. (3) Advertisement notice may provide for online recruitment or recruitment by way of normal process and may also provide for submission of an application either through online mode or otherwise, in the prescribed format as provided in **Schedule-V** or any other format as directed in the advertisement notice**.** (4) Advertisement notice may provide for payment of prescribed fee either by way of online transfer i.e. through e-banking/e-challan/debit card or any other mode of payment through electronic mode, or postal order, or bank draft and may also provide for making payment of the fee through gateway of a particular bank. (5) The Employment Exchanges/Sub Employment Exchanges shall sponsor the names of eligible candidates to the Registrar

		General within the time specified in the requisition. Employment Exchanges/Sub Employment Exchanges shall also inform the sponsored candidates to submit their applications in the prescribed form and mode along with examination fee mentioned in the advertisement to the Registrar General. The candidate(s) who fail(s) to apply in the prescribed form and mode along with examination fees, to the Registrar General, shall not be eligible to appear in any examination or test notwithstanding the fact that his or her or their name(s) has/have been sponsored by the Employment Exchanges/Sub Employment Exchanges. (6) Hon'ble the Chief Justice, in his discretion may, by general or special order, also prescribe payment of different amount of examination fee to be paid by the candidates applying for different posts and also for different categories. (7) Any application of the candidate, who has failed to pay the examination fee and furnish the application in the format/mode as prescribed in the advertisement, shall be liable to be rejected. (8) Any candidate, who is already in the service of any government/semi government concern, shall submit his application as per the prescribed format and mode along with requisite fee as mentioned in the advertisement and shall also submit before last date fixed for submission of applications, a no objection certificate to the Registrar

		General along with particulars of his application/ receipt No. etc. through proper channel with an advance copy to the Registrar General. Any application(s) of such candidate(s), if not received through proper channel before the last date, shall be summarily rejected. (9) The list of the eligible candidates shall be put on the website of the High Court**.** (10) Fee paid by the candidate(s) whose candidature(s) has/have been rejected for any reason whatsoever shall not be refunded in any case. (11) Written examination/test shall be conducted by the Registrar General at the place(s) selected by him after the approval of the Hon'ble the Chief Justice. (12) The Registrar General shall cause to conduct the written examination/test as per procedure prescribed in **Schedules – III & IV** attached to these Rules and shall take necessary steps for conducting the examination/test, setting the question papers etc., printing the question papers and answer sheets with the approval of the Hon'ble Chief Justice from time to time. (13) The qualifying marks in a written examination[….][4], wherever applicable, shall be [**45(forty five)]**[5] percent. However, Hon'ble the Chief Justice keeping in view the nature of the examination[….][6] may also

[4] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

[5] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

[6] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

		prescribe higher or lower percentage for qualifying the written examination[.....][7]. (14) The Registrar General shall issue proper written instructions for conducting the written test, sealing and handling the question papers as well as the unused question papers or OMR sheets and their safe custody etc. (15) The Registrar General shall ensure that the entire process of examination, evaluation of the answer sheets of written examinations/tests shall be completed on priority basis. (16) Hon'ble the Chief Justice by general or special order may direct for setting the question papers for written examination/test, evaluation of the answer sheets by any person and payment of honorarium for the same. (17) Hon'ble the Chief Justice, may, in his discretion also order printing of the question papers and O.M.R. sheets from any printing press secretly and in order to maintain secrecy, need not follow the procedure prescribed in the H.P.F.R., 2009 for the printing of question papers. (18) [The candidates equivalent to **six (6)** times of the total advertised vacancies to any particular post who have qualified the screening examination, wherever applicable, shall be called for written examination, and typing test, wherever prescribed in these rules for the post(s) advertised. The typing

[7] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

		test wherever applicable shall be merely qualifying test (except in the case of appointments to the post(s) of P.A.s/Jws/Stenographers, Junior Scale Stenographers) on the basis of speed and accuracy as mentioned in the schedule against the relevant post(s).][8] (19) [The candidates equivalent to three times of the total advertised vacancies to any particular post, who have qualified the written examination[….][9] and the typing test, wherever applicable, shall be called for *interview*, wherever required and the interview shall also be conducted by a Committee to be constituted by Hon'ble the Chief Justice. The marks for the interview and criteria for awarding such marks shall be as given in **Schedule – IV**.] (20) (i) Wherever the typing test shall be applicable, it shall be taken on computers and no candidate shall be allowed to take the test on the typewriter. (ii) Hon'ble the Chief Justice, in his discretion may also provide for taking the typing test and evaluation thereof on specially designed computer solution/software for this purpose. (21) The final result shall be declared and displayed on the web site of the High Court and the select and waiting list drawn accordingly. (22) The select/waiting list shall be valid till one

[8] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

[9] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

		year from the date of its preparation/drawl. However, Hon'ble the Chief Justice, owing to administrative exigencies, in his discretion, can extend the life of such select/waiting list by a period not exceeding three months from the date of its expiry. (23) After drawing the select/waiting list, the Registrar General with the approval of Hon'ble the Chief Justice, shall, make the appointment for those posts wherefor he is the appointing authority and where he is not the appointing authority, he shall seek the orders for appointment from Hon'ble the Chief Justice. (24) Where the direct recruitment is to be made on the basis of interview only, the Registrar General with the approval of the Hon'ble the Chief Justice, shall get a committee constituted for the purpose of conducting the interview and complete the process of interviews on priority basis. The Committee shall follow the procedure for awarding the marks in the interview for different posts as given in the **Schedule – IV**. (25) Whenever any application is submitted through the online mode or otherwise, the applicant shall have to give an undertaking in the application that the particulars furnished by him in the application are correct and he shall produce proof thereof at the time of his final selection and if any of the particulars furnished by him in the application form are found to be false, then his candidature and appointment, if made, shall be liable to be cancelled forthwith or at

		any time and he shall also be liable for criminal prosecution. (26) Wherever, any candidate claims the requisite experience, required for the post, then such experience shall be taken into consideration, only if the same is mentioned in the application filed by the candidate and the certificate is produced at the time of interview by him.
Pay and Allowances	7	The officers/officials borne on the Establishment shall draw such pay and allowances as are indicated in the **Schedule–II**, or as may be fixed or prescribed from time to time for the posts mentioned in the **Schedule-II** or equivalent posts in Secretariat and if any, post of the equivalent rank is not available in Secretariat, then equivalent to any other post in the Government and in the event of revision of pay-scales and allowances at any time, the **Schedule-II,** to that extent**,** shall automatically stand amended/ modified accordingly.
Eligibility	8	No person shall be eligible for appointment on the Establishment in or upon any post unless, he possesses all the necessary qualifications - academic or otherwise and also fulfills the requirements for such appointment as indicated in these Rules and **Schedules – III** and **IV**. Provided that in any particular case, where a member of the Establishment or staff, if based upon his seniority comes within the zone of consideration for promotion/selection to a higher post, but does not possess the requisite educational or other qualification for such a post, he may be considered for such promotion/selection by relaxation of the eligibility

		criteria in respect of such qualification, if in the opinion of Hon'ble the Chief Justice, he is possessed of outstanding merit and ability and looking to the nature of the duties of the higher post, is fully capable of performing such duties. For forming such an opinion, Hon'ble the Chief Justice may, in a given situation, refer to a committee to be constituted by him, for assessment of the merit and the capability and suitability of the member of the Establishment to perform the duties of higher post. Provided that while considering the eligibility for promotion/selection, the condition relating to educational qualification and experience shall not apply to a person or persons retiring within three years. Provided further that such an employee shall not get such exemption more than once in his entire service career.
Age	9	(1) The lower and upper age limits of candidates for appointment on the Establishment, through direct recruitment, shall be either as applicable to the corresponding employees of the State Government or as may specifically be fixed or prescribed by Hon'ble the Chief Justice. (2) The Chief Justice may, in exceptional cases, relax upper or lower age limits.
Seniority	10	(1) The seniority of a Member of the Establishment, other than the officers on deputation, shall be determined by the date of his first appointment in service, cadre, class or category in which he is appointed. The words "date of first appointment" as occurring in this Rule means

		the date of first regular or substantive appointment, meaning thereby the date of first appointment on probation or otherwise against a clear vacancy, confirmation being subject to good work and conduct and/or passing of any examination or test as may be prescribed. (2) Inter-se seniority of two or more persons appointed simultaneously on the same posts in a class or category on the Establishment will, notwithstanding the fact that they may join or assume duties on their appointment on different dates, shall be determined:- (a) in the case of those promoted, by their relative seniority in the lower service, class, category or grade; (b) in the case of those recruited directly according to the positions attained by or assigned to them in order of merit in the competitive Examination/test and interview, wherever applicable, as is determined and declared by the Appointing Authority; (c) in any class or category of posts, which provides for appointment, both by promotion as well as direct recruitment, the promotees en block shall rank senior to direct recruits en block and inter se seniority of appointees in both groups would be subject to (a) or (b) above, as the case may be. (d) in the case of simultaneous appointments in different cadres which may fall in feeder cadre for promotion to a higher post, their joint seniority for consideration to such higher post shall be fixed as per their length of service in the feeder cadre unless different procedure is prescribed in **Schedule – III** against the

		relevant post(s).
		(e) [The seniority of members of establishment, absorbed from the erstwhile establishment of Himachal Pradesh Administrative Tribunal, shall be as from the date of their joining the High Court. Their *inter se* seniority shall be as it was in the erstwhile Tribunal. As on the date of their joining the High Court, they shall be placed immediately below the junior most member of the establishment of High Court, holding the post, as on the said date. Member of erstwhile establishment of Tribunal, who has gained any promotion, after joining the high court, shall continue to hold seniority of the promotional post, as from the date of promotion.]* *Inserted vide 22nd Amendment Rules dated 10.07.2024
Postings and Transfers	11	(1) Notwithstanding the initial appointment of any person on any particular post or in any particular class or category, Hon'ble the Chief Justice, may, in the interest of administration, personal hardship of any officer or the member of the staff, transfer any such person to any other post, or in any other class or category, on the Establishment but such transfer or posting shall not affect his seniority as originally fixed or determined. (2) Hon'ble the Chief Justice may, owing to exigencies of service or in public interest or in the interest of Administration, transfer any member of the Establishment outside the Establishment to a subordinate court for such period as may be specified. During the period

		of transfer, the transferred member of the Establishment shall retain his lien in all respects on his post on the Establishment and transfer outside the Establishment, shall not affect his seniority and other rights, including the right to be considered for promotion to the higher post, in any manner whatsoever in the Establishment. (3) To remove any hardship, owing to transfer under sub rule (2), Hon'ble the Chief Justice, may order the payment of compensatory allowance to the transferred member of the Establishment, which, however, shall not exceed the amount payable on deputation, in normal course.
	PART – III	
Punishment/ Penalties	12	For the purpose of conduct/discipline/ suspension/ removal/dismissal and any other punishment, all members of the Establishment shall be governed by the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classifications, Control and Appeal) Rules, 1965 and other Rules and provisions of law, as amended from time to time, as far as practicable, and as adopted by the Government of H.P. and also the Himachal Pradesh Civil Service Rules including the instructions issued there under from time to time and adopted by the Hon'ble High Court. The appointing/disciplinary authority shall be competent to enforce discipline and order suspension, removal and dismissal of any employee from service.
Appeals	13	Every Member of the Establishment against whom any penalty, minor or major, has been imposed,

		shall be entitled to file an Appeal against such an order within **30** (thirty) days which shall be heard by a Standing Appeal Committee consisting of two Judges of the High Court, to be nominated by Hon'ble the Chief Justice. Provided further that Hon'ble the Chief Justice, or the Standing Appeal Committee, may for sufficient reasons, condone the delay in filing the Appeal, if the delay is not of more than **30** days.
Review	14	The Hon'ble Chief Justice may, notwithstanding the provisions contained in these Rules, review any order imposing any penalty passed by him or otherwise.
		PART – IV
Probation & Confirmation	15	(1) (a) Persons appointed to the service either by direct recruitment or by promotion shall be on probation for a period of two years from the date of their initial appointment and their confirmation in service on the Establishment shall be subject to clearing the probation period successfully. In any individual case, Hon'ble the Chief Justice may extend the period of probation. (b) Hon'ble the Chief Justice, in his discretion, may provide for passing of any special examination as, a condition precedent, by any individual member or members of the establishment, for the clearance of the probation period. (2) A probationer shall be confirmed substantively at the end of his probation period (or extended probation period), if his work and conduct during the period of probation has been found

		to be satisfactory subject to availability of permanent post.
Existing members of the Establishment	16	Persons already serving on the Establishment before the commencement of these Rules shall, for all intents and purposes, be considered as the members on the Establishment under these Rules.
[10] **[Reservation**	17	Reservation in direct recruitments, for various categories and classes of posts on the Establishment with respect to Scheduled Castes, Scheduled Tribes, Economically Weaker Sections (EWSs) and other categories shall be in accordance with the orders issued by Hon'ble the Chief Justice from time to time, having due regard to the prevailing policies of the Government. However, 4% reservation to the differently abled persons shall be provided (as per Government of Himachal Pradesh Instructions dated 22.06.2020) to the following categories of posts at the entry level:- **Cadre of Stenographers:** Reservation shall be provided to the candidates suffering from loco-motor disability; (**Note**: Person with normal upper limb can also be considered). **Cadre of Clerks etc.:** Reservation shall be provided to the candidates: (a) suffering from hearing impairment, provided that such impairment is not of 60 decibel or more, after hearing aid/surgical correction ; (b) suffering from loco-motor disability; **Note**: Person with normal upper limb can also be considered.

[10] Substituted vide Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 10th Amendment, Rules 2021 w.e.f. 05.07.2021

		Provided further that the Candidate: (1) should not have any mental retardation of any degree and major mental illness like Schizophrenia or affective disorder and chronic psychosis; (2) should not have any Neurological disorder having impaired higher mental function/cognition and significant speech defect; (3) should have normal vision. **CADRE OF PEONS, CHOWKIDARS, MALI & SAFAI KARMACHARIES** Reservation shall be provided to the candidate: (a) suffering from blindness or low vision, provided that the disability is not more than 40%. (b) Suffering from hearing impairment, provided that such impairment is not of 60 decibel or more, after hearing aid/surgical correction; (c) suffering from mild mental retardation; Provided further that the candidate suffering from orthopedic disability shall not be considered for these posts. **Note:-** Roster should be maintained as per law enacted by the Legislature on the subject and interpreted by the Courts, particularly as per the judgment of Hon'ble Apex Court in R.K. SABHARWAL Vs. STATE OF PUNJAB, reported in (1995) 2 SCC 745, as modified by further pronouncements of Hon'ble Court from time to time.]
Special Deputation	18	Hon'ble the Chief Justice may at his discretion appoint any person on the Establishment, on deputation from any Government Department,

		Public Sector undertakings or autonomous body. Hon'ble the Chief Justice may in any appropriate case, permit a member of the Establishment to go on deputation outside the Establishment for such period as he considers appropriate.
Appointment on Compassionate Grounds	19	Hon'ble the Chief Justice, may in suitable cases appoint any person on compassionate grounds having requisite qualification against a Class-III or Class-IV post against the quota of direct recruitment subject to availability of posts and also subject to other terms and conditions as contained in the policy of Himachal Pradesh Government for compassionate appointments as amended from time to time subject to the condition that any such condition in the policy is not in derogation to these Rules and any instructions or guidelines issued by Hon'ble the Chief Justice in this behalf and such Policy of the government is adopted by Hon'ble the Chief Justice.
PART – V		
Residuary Matters	20	With regard to matters not specifically covered by or under these Rules, including the matters governing service conditions of the Members of the Establishment, their conduct and discipline, the Members of the Establishment shall be governed by Law, Rules and Regulations or norms applicable to the State Government employees, in general, in so far as these are not inconsistent with or repugnant to these Rules.
Delegation	21	Hon'ble the Chief Justice may delegate to anyone any of the powers vested in him under these Rules.
Relaxation	22	Hon'ble the Chief Justice may, from time to time, to remove any hardship in an individual case or

		in case of any class or group of cases, relax any condition or any requirement as it relates to age, qualification or minimum experience, as is or may be prescribed in or under these Rules.
Interpretation	23	If any dispute or question arises relating to the applicability or interpretation of these Rules, the decision of Hon'ble the Chief Justice shall be final.
Regulations and Administrative Orders	24	(1) With a view to achieve the purpose of these Rules and also to carry into effect the provisions and objectives contained herein, Hon'ble the Chief Justice may, from time to time, make Regulations or issue Administrative orders. (2) Without prejudice to the generality of the foregoing power, such Regulations or Orders may relate to, or provide for:- (i) a procedure for making direct appointments, including the conduct of examinations and the fees required to be paid by the candidates desirous of appearing in such examinations; (ii) the method of granting promotions; (iii) the provision or prescription of any special examinations or tests for clearance of probations; and (iv) the prescription of higher or additional qualifications for any post to be filled up either by direct, recruitment or promotion, or relaxation of any such qualification in any particular or special case, or category of cases.
Amendment of the Rules	25	Hon'ble the Chief Justice may from time to time amend these Rules.
Repeal and	26	(1) All previous Rules, Regulations, Orders,

savings		Notifications, Circulars, Instructions and other Instruments with respect to the subject matter covered by these Rules are hereby repealed. (2) [The High Court of Himachal Pradesh (Absorption and Conditions of Service etc of officers and other employees of the erstwhile Himachal Pradesh State Administrative Tribunal (sinçe abolished)) Rules, 2020 shall stand repealed.]* [*Inserted vide 22nd Amendment Rules dated 10.07.2024] (3) Notwithstanding such repeal, any appointment made or action taken under the provisions of any of the aforesaid repealed Rules, Regulations, Orders, Notifications, Circulars, Instructions and other Instruments shall be deemed to have been made or taken under these Rules and are hereby saved.

BY AND UNDER THE ORDER OF THE
HON'BLE CHIEF JUSTICE, HIGH COURT
OF HIMACHAL PRADESH, SHIMLA
(REGISTRAR GENERAL)

SCHEDULE – I

OFFICERS DRAWN FROM THE H.P. JUDICIAL SERVICE IN THE CADRE OF DISTRICT JUDGES/ADDITIONAL DISTRICT JUDGES AND CIVIL JUDGES (SENIOR DIVISION)

Sl. No.	Name of the post	No. of posts	Pay Scale/Pay Grade (in `)
1.	Registrar General	1	Time Scale/Selection Grade/ Super Time Scale in own cadre + Secretariat Allowance as sanctioned from time to time by the competent authority.
2.	Registrar (Rules)	1	-do-
3.	Registrar(Vigilance)	1	-do-
4.	Registrar (Judicial)	1	-do-
5.	Registrar (Administration)	1	-do-
6.	Central Project Coordinator	1	As sanctioned by state government from time to time

Note:-

(i) Notwithstanding anything contained in **The Himachal Pradesh High Court Officers and the Members of Staff (Recruitment, Promotion, Conditions of Service, Conduct & Appeal) Rules, 2015** and the **Schedule-III**, it will be open to Hon'ble the Chief Justice to post Judicial Officer(s) as O.S.D.(s) in the High Court to attend to any specific or general assignment(s).

(ii) One of the aforesaid Judicial Officers, may, at the pleasure of Hon'ble the Chief Justice, be designated as Principal Secretary to Hon'ble the Chief Justice in addition to his own duties.

(iii) [.....][11]

[11] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 5th Amendment, Rules 2019 w.e.f. 05.10.2019

SCHEDULE – II

TOTAL SANCTIONED STRENGTH OF POSTS ALONGWITH PAY SCALE(S)/PAY GRADE, ON THE ESTABLISHMENT OF HIGH COURT OF HIMACHAL PRADESH, SHIMLA

Sr. No.	Nomenclature of Post(s)	No. of Sanctioned Posts	Pay Scale/Pay Grade (in `)
1.	Registrar General	1	Time scale/Selection grade in the H.P. Judicial Services plus `1000/- Secretariat Allowance
2.	Registrar (Rules)	1	-do-
3.	Registrar (Vigilance)	1	-do-
4.	Registrar (Judicial)	1	-do-
5.	Registrar (Administration)	1	-do-
6.	Central Project Co-ordinator (CPC-IT)	1	` 39530–920–40450–1080–49090–1230–54010
7.	Registrar (Establishment)	1	[` 37400–67000 plus ` 8600/- Grade Pay + ` 2500/- Sectt. Pay][12]
[7-A.	Registrar	1	` 37400–67000 plus ` 8600/- Grade Pay + ` 2500/- Sectt. Pay][13]
8.	Additional Registrars	3	` 15600–39100 plus ` 8400/- Grade Pay + ` 2500/- Sectt. Pay
[8-A.	Principal Private Secretary to Hon'ble the Chief Justice in the pay scale of Additional Registrar	1	` 15600–39100 plus ` 8400/- Grade Pay + ` 2500/- Sectt. Pay + ` 1200/- Special Pay.][14]

[12] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 5th Amendment, Rules 2019 w.e.f. 05.10.2019

[13] Added vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 5th Amendment, Rules 2019 w.e.f. 05.10.2019

[14] Inserted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of

9.	Deputy Registrars	5	` 15600–39100 plus ` 7600/- Grade Pay + ` 2500/- Sectt. Pay
10[..... .	....	..... .	.....] [15]
11.	Assistant Registrars	8	` 15600–39100 plus ` 6600/- Grade Pay + ` 2500/- Sectt. Pay
12.	Court Masters	19	` 15600–39100 plus ` 6600/- Grade Pay + ` 2500/- Sectt. Pay + ` 1200/- Special Pay
13.	Secretaries	[19][16][....] [17]	` 15600–39100 plus ` 6600/- Grade Pay + ` 2500/- Sectt. Pay + ` 1200/- Special Pay
14.	Chief Librarian	1	` 10300–34800+ ` 5400/- Grade Pay + ` 800/- Sectt. Pay
15.	Section Officer including one Leave Reserve Reader	18(15+3)	` 15600–39100 + ` 5400/- Grade Pay + ` 2000/- Sectt. Pay
16.	Section Officer (SAS)	1	` 10300–34800 + ` 5000/- Grade Pay
17.	Private Secretaries	24 (22+2)	` 15600–39100 + ` 5400/- Grade Pay + ` 2000/- Sectt. Pay + ` 1000/- Special Pay
18.	Protocol Officer	1	` 15600–39100 + ` 5400/- Grade Pay + ` 2000/-

Service, Conduct and Appeal) 3rd Amendment, Rules 2016 w.e.f. 21.11.2016

15 Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 2nd Amendment, Rules 2016 w.e.f. 12.05.2016

16 Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 3rd Amendment, Rules 2016 w.e.f. 21.11.2016

17 Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 3rd Amendment, Rules 2016 w.e.f. 21.11.2016

			Sectt.Pay
19.	Public Relations Officer	1	` 15600–39100 + ` 5400/- Grade Pay + ` 2000/- Sectt. Pay
19-A	Estate Officer	1	` 15600–39100 + ` 5400/- Grade Pay + ` 2000/- Sectt. Pay
20.	Superintendent Gr.-II	13	` 10300–34800 + ` 4800/- Grade Pay + ` 1200/- Sectt. Pay
21.	Revisors	3	` 10300–34800 + ` 4800/- Grade Pay + ` 1200/- Sectt. Pay
[21–A.	Additional Protocol Officer	1	` 10300–34800 + ` 4800/- Grade Pay + ` 1200/- Sectt. Pay][18]
22.	Personal Assistants	3	` 10300–34800 + ` 4800/- Grade Pay + ` 1200/- Sectt. Pay + ` 800/- Special Pay
23.	Judgment Writers	19 (16+3)	` 10300–34800 + ` 4800/- Grade Pay + ` 1200/- Sectt. Pay + ` 800/- Special Pay
24.	Senior Assistant/ Record Keeper/ Reader to Registrar General/Court Officer/ Auditor	59 (40+19)	` 10300–34800 + ` 4400/- Grade Pay + ` 900/- Sectt. Pay
25.	Translators	8	` 10300–34800 + ` 4400/- Grade Pay + ` 900/- Sectt. Pay
[25-A.	Care Taker	1	` 10300–34800 + ` 4400/-

[18] Added vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020.

			Grade Pay + ` 900/- Sectt. Pay][19]
26.	Librarian	1	` 10300–34800 + ` 3800/- Grade Pay + ` 400/- Sectt. Pay
[…..	……	…	……..][20]
27.	Stenographers	12	` 10300–34800 + ` 4400/- Grade Pay + ` 900/- Sectt. Pay + ` 600/- Special Pay
28.	Assistant Librarian	1	` 10300–34800 + ` 3200/- Grade Pay + ` 400/- Sectt. Pay
29.	Junior Scale Stenographers	4 (3+1)	` 10300–34800 + ` 3200/- Grade Pay + ` 500/- Sectt. Pay + ` 400/- Special Pay after two years ` 10300–34800 + ` 3600/- Grade Pay + ` 500/- Sectt. Pay + ` 400/- Special Pay
30.	Junior Assistants/	80 (70+10)	` 10300–34800 + ` 3600/- Grade Pay + ` 500/- Sectt. Pay
	Clerks/Proof Readers		` 5910–20200 + ` 1900/- Grade Pay + ` 400/- Sectt. Pay and after two years ` 10300–34800 + ` 3200/- Grade Pay + ` 400/- Sectt. Pay
31.	Jr. Office Assistants **(on**	17	Wages/remuneration as fixed by the State Govt.

[19] Inserted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

[20] Deleted vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020 Consequent upon the deletion of entries at Serial No. 27 vide the 8th Amendment, the subsequent serial numbers from 28 to 56 are renumbered as 27 to 55

	contract basis)	(16+1)	from time to time
	Jr. Office Assistant **(On Regular Basis)**		` 5910–20200 + ` 1900/- Grade Pay + ` 240/- Sectt. Pay
32.	Receptionist	2	` 5910–20200 + ` 2400/- Grade Pay + ` 240/- Sectt. Pay
33.	Telephone Operators	3	` 5910–20200 + ` 2400/- Grade Pay + ` 240/- Sectt. Pay
34.	Restorers	19	` 5910–20200 + ` 2400/- Grade Pay + ` 1800/- Sectt. Pay
35.	Supervisory Driver	1	` 5910–20200 + ` 2000/- Grade Pay + ` 1400/- Sectt. Pay after two years ` 5910–20200 + ` 2400/- Grade Pay + ` 1400/- Sectt. Pay
36.	Drivers	26	Fixed wages as prescribed by the Govt. from time to time.
37.	Driver **(on Daily Wages)**	-	` 5910–20200 + ` 2400/- Grade Pay + ` 300/- Sectt. Pay
38.	Motor Mechanic	1	[` 5910–20200 + ` 1900/- Grade Pay + ` 400/- Sectt. Pay and Grade Pay of ` 2400/- after completion of two years of regular service][21]
39.	Junior Technician (Electrician)	1	` 5910–20200 + ` 1900/- Grade Pay + ` 240/- Sectt. Pay

[21] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 6th Amendment, Rules 2020 w.e.f. 07.08.2020.

40.	Book Binder	1	` 4900–10680 + [` 1400/-][22] Grade Pay + ` 240/- Sectt. Pay
41.	Gestetner Operators	3	` 4900–10680 + [`1400/-] Grade Pay + ` 320/- Sectt. Pay
42.	Daftries	3	` 4900–10680 + [` 1800/-] Grade Pay + ` 320/- Sectt. Pay
43.	Court Jamadar	1	` 4900–10680 + [` 1800/-] Grade Pay + ` 320/- Sectt. Pay
44.	Usher (including Five posts of Frash upgraded to that of Usher)	23 (18+5)	` 4900–10680 + ` 1300/- Grade Pay + ` 240/- Sectt. Pay [and Grade Pay of ` 1650/- after two years of regular service.][23]
45.	Peons	98 (81+17) (17 posts of peons are on co-terminus basis)	Fixed wages as prescribed by the Government from time to time.
46.	Peons **(Daily Wages)**	-	` 4900–10680 + ` 1300/- Grade Pay + ` 560/- Sectt. Pay [and Grade Pay of ` 1650/- after two years of regular service.]
47.	Chowkidars	5	Fixed wages as prescribed by the Government from time to time.
48.	Chowkidar **(on daily wage)**	-	` 4900–10680 + ` 1300/- Grade Pay + ` 240/- Sectt.

[22] Substituted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

[23] Inserted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

			Pay [and Grade Pay of ` 1650/- after two years of regular service.]
49.	Cook-cum-Chowkidar	1	` 4900–10680 + ` 1300/- Grade Pay [and Grade Pay of ` 1650/- after two years of regular service.]
50.	Cook-cum-Attendant	6	` 4900–10680 + ` 1300/- Grade Pay + ` 240/- Sectt. Pay [and Grade Pay of ` 1650/- after two years of regular service.] For daily wager, fixed wages as prescribed by the government from time to time.
51.	Malies	11	` 4900–10680 + ` 1300 Grade Pay + ` 240/- Sectt. Pay [and Grade Pay of ` 1650/- after two years of regular service.]
51-A.	Mali **(on daily wage)**	-	Wages fixed by the Government from time to time.
52.	Safai Karamcharies	14 (13+1)	Wages/remuneration as fixed by the State Govt. from time to time
53.	Part Time Class-IV	-	Wages/remuneration as fixed by the State Govt. from time to time
54.	Computer Programmer **(on Contract Basis)**	1	
55.	Assistant Programmer **(on Contract Basis**)	1	
	Total	**553**	

Note:-

1. Editor I.L.R. and Assistant I.L.R. are on fixed remuneration (two posts).
2. 11 posts of Law Clerks are on fixed remuneration of `10,000/- per month.
3. The number of posts on daily wages and part time basis shall correspond to such posts created by the State Government and which remain after their conversion/regularization as per adopted policy in this behalf.

Total Posts = [553][24]

[24] No. of Posts of Part Time and Daily Wager deleted vide 14th amendment 2023. 36 Posts of various categories added vide State Government notification dated 03.09.2022.

SCHEDULE – III

PART – A Class – I (Gazetted)						
Sl. No.	**Nomenclature of Posts**	**No. of posts**	**Mode of Appointment**	**Qualification**	**Experience/ Length of Service**	**Scale/Pay Grade and Grade Pay plus Secretariat Pay (in `)**
1.	**2.**	**3.**	**4.**	**5.**	**6.**	**7.**
1	Registrar (Establishment)	1	By selection from amongst the Additional Registrars [….][25]	Graduation		37400 – 67000 + ` 8600/- Grade Pay plus ` 2500/- Secretariat Pay
[2][26]	Registrar	1	By selection from amongst the Additional Registrars.	Graduation		37400 – 67000 + ` 8600/- Grade Pay plus ` 2500/- Secretariat Pay Secretariat Pay

[25] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 17th Amendment, Rules 2023.

[26] Amended vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 16th Amendment, Rules 2023.

3	Additional Registrars. **Note:** The Hon'ble Chief Justice can post any one from amongst The Additional Registrars as Principal Private Secretary to Hon'ble the Chief Justice.	4	By selection from amongst Deputy Registrars [……deleted][27]	Graduation		15600 39100 + 8400/- Grade Pay + 2500/- Secretariat Pay **Note:** The Principal Private Secretary to Hon'ble the Chief Justice will get special pay of Rs. 1,200/- in addition to the above.
[4	Deputy Registrars][28]	5	By selection from amongst Secretaries/Court Masters/	**-do-**	2 years	15600 – 39100 plus 7600/- Grade pay

[27] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 3rd Amendment, Rules 2016 w.e.f. 21.11.2016.

[28] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 3rd Amendment, Rules 2016 w.e.f. 21.11.2016

			Assistant Registrars in the ratio of 2:2:1 in the following order – One Secretary, one Court Master, one Secretary, one Court Master and one Assistant Registrar shall be promoted. This cycle shall be repeated in the same order. Explanation: If the last vacancy of the Deputy Registrars stands filled from one particular category, say from the feeder channel of Assistant Registrar, then the next			+2500/- Secretariat pay

			vacancy shall be filled in accordance with these Rules.			
5	Assistant Registrars	8	By selection from amongst the Chief Librarian/Section Officers/ Protocol Officer/Public Relations Officer [/Estate Officer][29]	**-do-**	[2]* years * Amended vide 21st amendment Rules dated	15600 – 39100 plus 6600/- Grade pay + 2500/- Secretariat Pay
6	Court Masters	19	By selection from amongst the Chief Librarian/Section Officers/Protocol Officer/ Public Relations Officer [/Estate Officer][30] on one hand and on the other	**-do-**	[2]* years * Amended vide 21st amendment Rules dated	15600 – 39100 plus 6600/- Grade pay +2500/- Secretariat Pay +` 1200/- Special Pay

[29] Added vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

[30] Added vide Notification No.HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

			from amongst the Private Secretaries in the ratio of **7:1** **Note-1:** After Selection of seven persons from the former categories, one Private Secretary shall be selected. **Note-2:** The rotation under the repealed Rules shall be maintained under these Rules also.			
7	Secretaries	[15][31]	By selection from amongst Private Secretaries.	**-do-**	3 years	15600 – 39100 plus 6600/- Grade pay +2500/- Secretariat Pay + 1200/- Special Pay
8	Chief Librarian	1	(a) By selection from amongst	Graduation with Diploma in	3 years on any of the posts as	10300 – 34800 + 5400/-

[31] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 3rd Amendment, Rules 2016 w.e.f. 21.11.2016

			Superintendents Grade-II/Revisors [/Additional Protocol Officer][32]	Library Science or Degree in Library Science	mentioned in mode (a) in column No. 4 against this item or 6 years combined experience on the feeder posts for the posts mentioned in mode (a) of this item.	Grade Pay + 800/- Secretariat Pay
			(b) In case no suitable candidate is selected under mode (a) above, then by selection from Librarian(s)	Graduation with P.G. Diploma in Library Science or Degree in Library Science	6 years	
			(c) In case no candidate is selected under	Any degree in Library Science with at least	8 years	

[32] Added vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

			modes (a) & (b) above, then by direct recruitment on the basis of competitive examination as per Schedule– **IV**	eight years experience as Librarian or above in any Public Institution or recognized body		
9	Section Officers (including one leave reserve Reader)	18	By selection from amongst Superintendents Grade-II/ [Additional Protocol Officer on one hand and on the other hand from amongst][33] Revisors in the ratio of 7:1 Note: Roster of ratio maintained under the repealed Rules	Graduation	2 years [....][34]	15600 – 39100 plus 5400/- Grade pay + 2000/- Secretariat Pay

[33] Added vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

[34] Substituted vide Notification No.HHC/Rules/14-61/90-18887-93 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 15th Amendment, Rules 2023.

			will continue. **[Explanation –** After selection of seven persons from the former categories, one Revisor shall be selected.][35]			
10	Section Officer (SAS)	1	By selection from amongst a panel of SAS officers in the state cadre of SAS. **Explanation:** The selected officer shall be liable to be repatriated to his cadre to be replaced by another officer at the pleasure of Hon'ble the Chief Justice.	—	—	In his own pay scale and grade pay
11	Private Secretaries	20	By selection from amongst Personal Assistants/Judgment	Graduation	3 years	` 15600 – 39100 plus ` 5400/- Grade pay +

[35] Substituted vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

			Writers			` 2000/- Secretariat Pay + ` 1000/- Special Pay
12	Protocol Officer	1	(a) By selection based on merit from amongst Superintendents Grade–II/ Revisors/P. As./J.Ws. [/Additional Protocol Officer][36] on the basis of limited competitive examination as per **Schedule–IV**	Graduation **Desirable qualification** (i) Working knowledge of English / Hindi and other languages (ii) Experience in protocol work and tourism administr-ation (iii) Ability to communi-cate	3 years on any of the posts as mentioned in clause (a) in column no. 4 against this item or 6 years combined experience on the posts mentioned in clause (a) and (b) of this item.	` 15600 – 39100 plus ` 5400/- Grade pay + ` 2000/- Secretariat Pay

[36] Added vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

				with effectiv e-ness and receptiv e-ness to innovat ive ideas		
			(b) In case no suitable candidate is selected under mode (a) above, then by selection based on merit from amongst the Sr. Assistants or equivalent posts / [.....][37] Librarian/ Stenograph ers/ Translators	Graduation **Desirable qualificatio n** (i) Working knowled ge of English / Hindi and other languag es (ii) experien ce in protocol work and tourism adminis tra-tion	6 years	

[37] Deleted vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

			on the basis of limited competitive examination as per **Schedule–IV**	(iii) Ability to communi-cate with effective-ness and receptive-ness to innovative ideas		
			(c) In case no suitable candidate is selected under modes (a) and (b) above then by direct recruitment on the basis of competitive examination as per **Schedule–IV**	Post-graduation in any discipline and post-graduate diploma **or** degree in Tourism Administration **or** Master degree in Tourism Administration. **Desirable qualification**	**5 (Five)** years experience as Liaison Officer/ Protocol Officer/ Tourism Develop-ment Officer or on higher post in the related field in any reputed organiza-tion.	

				(i) Working knowledge of English / Hindi and other languages		
				(ii) Experience in protocol work or tourism administra-tion		
				(iii) Ability to communi-cate with effective-ness and receptive-ness to innovative ideas		
13	Public Relations Officer	1	(a) By selection based on merit from amongst	Graduation **Desirable qualification**	3 years on any of the posts as mentioned	` 15600 – 39100 plus ` 5400/- Grade pay

			Superintendents Gr. – II/ Revisors/P. As./J.Ws. [/Additional Protocol Officer][38] on the basis of limited competitive examination as per **Schedule–IV**	(i) Working knowledge of English / Hindi and other languages	in clause (a) in column no. 4 against this item or 6 years combined experience on the posts mentioned in clause (a) and (b) of this item	+ ` 2000/- Secretariat Pay
				(ii) Experience in Journalism or Public Relations		
				(iii) Ability to commu ni-cate with effective -ness with media and receptiv e-ness to innovati ve ideas		
			(b) In case no	-do-	6 years	

[38] Added vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

			suitable candidate is selected under mode (a) then by selection on the basis of limited competitive examination as per **Schedule–IV** from amongst the Senior Assistants or equivalent posts/[.....][39] Librarian/ Stenographers/ Translators			
			(c) By direct recruitment on the basis of competitive examination as per **Schedule–**	Graduation with Post Graduate Diploma in Journalism and Mass Communication or	**5 (Five)** years experience in the related field either as a Media Correspon	

[39] Deleted vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

			IV	Public Relations or Master degree in Journalism & Mass communication/Public Relations **Desirable qualification** As mentioned against mode (a) above	-dent or Deputy Public Relations Officer or higher post in the related field in any reputed Media or other organiza-tion	
14	Estate Officer	1	(a) By selection based on merit from amongst Superintendents Grade – II/ Revisors/P. As./J.Ws. [/Additional Protocol Officer][40] on the basis of limited competitive	Graduation	3 years on any of the posts as mentioned in clause (a) in column no. 4 against this item or 6 years combined experience on the posts	` 15600 – 39100 plus ` 5400/- Grade pay + ` 2000/- Secretariat Pay

[40] Added vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

			examination as per **Schedule–IV**		mentioned in clause (a) and (b) of this item	
			(b) In case no suitable candidate is selected under mode (a) above then by selection on the basis of limited competitive examination as per **Schedule–IV** from amongst the Senior Assistants or equivalent posts/[.....]41 Librarian/Stenographers/ Translators	-do-	6 years	
			(c) In case no	-do-		

41 Deleted vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

			suitable candidate is selected by mode (a) or mode (b) above, then by direct recruitment on the basis of competitive examination as per **Schedule–IV**			

PART – B

Class – II

Sl. No.	**Nomenclature of Posts**	**No. of posts**	**Mode of Appointment**	**Qualification**	**Experience/ Length of Service**	**Scale/Pay Grade and Grade Pay plus Secretariat Pay (in Rs.)**
1.	**2.**	**3.**	**4.**	**5.**	**6.**	**7.**
1	Superintendent	13	By selection from amongst	[Graduation] * *amended	2 years	` 10300–34800 +

	Grade – II		Senior Assistants/Record Keeper/Reader to Registrar General/Court Officer/Auditor [.....][42] /Librarian/[Care Taker][43]	vide 18th amendment Rules dated 1.09.2023		Grade Pay ` [4800/-][44] + ` 1200/- Secretariat Pay
2	Revisors	3	By Selection from amongst Translators	—	2 years	` 10300–34800 + Grade Pay ` [4800/-][45] + ` 1200/- Secretariat Pay
3	Personal Assistants/ Judgment Writers	[18 (3 P.A. + 15 JW)][21]	(a) By selection from amongst Stenographers working in the High Court	Graduation	2 years	` 10300–34800 + Grade Pay ` [4200/-][46] + ` 1200/- Secretariat Pay + `

[42] Deleted vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

[43] Inserted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

[44] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 6th Amendment, Rules 2020 w.e.f. 07.08.2020

[45] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 6th Amendment, Rules 2020 w.e.f. 07.08.2020

[46] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 6th Amendment, Rules 2020 w.e.f. 07.08.2020

			(b) In case no candidate is selected under mode (a), then by limited competitive proficiency test as per **Schedule–IV** amongst Stenographers working in High Court having at least one year service in the cadre	Graduation	1 year	800/- Special Pay
			(c) In case no person is selected under modes (a) and (b) above, then by limited competitive proficiency test as per **Schedule–IV** from amongst Stenograph	Graduation	5 years only for Junior Scale Stenogra-phers	

			ers in High Court with no rider of service or Junior Scale Stenographers having at least 5 years service as Junior Scale Stenographer in High Court			
			(d) In case no suitable candidate is selected under modes (a), (b) and (c) above, then by limited competitive proficiency test as per **Schedule–IV** from amongst Sr. Scale Stenographers working	Graduation	Five years	

			in the Subordinate Courts of H.P. with at least 5 years experience as Senior Scale Stenographer			
			(e) In case no candidate is selected under all the aforesaid modes (a) to (d) then by direct recruitment on the basis of competitive proficiency test as per **Schedule–IV**	Graduation	Eight years either as Stenographer, Judgment Writer, Junior Scale Stenographer or Steno Typist in any reputed organisation including any government department/agency	

[4.	Additional Protocol Officer][47]	1	By selection from amongst Sr. Assistants/Record Keeper/ Reader to Registrar General/ Court Officer/Auditor/Librarian	—	2 years	` 10300–34800 + Grade Pay ` 4800/- + ` 1200/- Secretariat Pay][48]
PART – C **Class – III**						
Sl. No.	**Nomenclature of Posts**	**No. of posts**	**Mode of Appointment**	**Qualification**	**Experience/ Length of Service**	**Scale/Pay Grade and Grade Pay plus Secretariat Pay (in Rs.)**
1.	**2.**	**3.**	**4.**	**5.**	**6.**	**7.**

[47] Added vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

[48] Added vide Notification No. HHC/Rules/14-61/90-19857-63 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 8th Amendment, Rules 2020 w.e.f. 03.10.2020

1	Senior Assistants/ Record Keeper/ Reader to Registrar General /Court Officer/ Auditor	59	(a) 90% by promotion from amongst Clerks, which term includes Junior Assistants/ Proof Readers/ Junior Office Assistants (I.T. Regular)	Matriculation	Six years	` 10300–34800 + Grade pay ` [4400/-][49] + ` 900/- Secretariat Pay
			(b) 10% by selection on the basis of limited competitive examination from amongst Clerks, which term includes Junior Assistants and equivalent posts	Graduation	Eight years	

[49] Substituted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

			including Junior Office Assistants (I.T.) Regular of the Subordinate Courts in Himachal Pradesh			
2	Translators	8	(a) [50% of the posts by selection on the basis of limited competitive examination as per **Schedule–IV** from amongst eligible Class – III and Class – IV employees of the Registry having lesser grade pay than	Graduation with 50% marks in English and also have studied Hindi as a subject at the Graduation level.	Five years	` 10300–34800 + Grade pay ` [4400/-][50] + ` 900/- Secretariat Pay

[50] Substituted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

			that of Translators.			
			(b) Failing (a) above, then by direct recruitment by competitive examination, as per **Schedule–IV**	-do-	—	
			(c) 50 % of the posts by direct recruitment on the basis of competitive examination as per **Schedule–IV** **Note I:** One post shall be filled up from amongst the candidates having studied Urdu in Matriculation. **Note II:**	-do-	—][51]	

[51] Substituted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

			One post shall be filled up from amongst the candidates having studied Punjabi in Matriculation.			
[3.	Care Taker][52]	1	By way of transfer from amongst the officials already working as Senior Assistant/Record Keeper/Reader to Registrar General/ Court Officer/ Auditor, in this Registry. **Explanation – I** Preference shall be given to graduate candidates having good communicatio	-	-	` 10300–34800 + ` 4400/- Grade Pay + ` 400/- Secretariat Pay][53]

[52] Inserted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

[53] Inserted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

			n and managerial skills. **Explanation – II** An official posted as care-taker shall retain his existing seniority in the cadre for the purposes of promotion to the next higher post. ……			
4.	Librarian	1	(a) By promotion from Assistant Librarian	Graduation and Diploma in Library Science or Bachelor or Master Degree in Library Science.	3 years	` 10300–34800 + ` 3800/- Grade Pay + ` 400/- Secretariat Pay.
			(b) In case no candidate promoted under mode (a) above, then by	Graduation with Post graduate diploma in Library Science	3 (Three) years as Library Attendant or on higher	

			direct recruitment on the basis of competitive examination as per **Schedule–IV**	or Bachelor or Masters degree in Library Science.	post in the related field in any reputed organiza-tion including public institution.	
5.	Stenographers	12	(a) By promotion from amongst Junior Scale Stenographers working in the High Court	Graduation	3 years	` 10300–34800 + ` 4400/- Grade Pay + ` 900/- Secretariat Pay + ` 600/- Special Pay
			(b) In case no person is promoted under mode (a) above, then by selection on the basis of limited proficiency test as per **Schedule–IV** from	Graduation	One year in case of Junior Scale Stenogra-phers of High Court and three years in case of Junior Scale	

			amongst Junior Scale Stenographers working in the High Court and Junior Scale Stenographers working in the Subordinate Courts in H.P.		Stenographers from Subordinate Courts	
			(c) In case no candidate is selected under modes (a) and (b) above, then on the basis of proficiency test as per **Schedule–IV** from amongst Steno-typists (Regular)/Steno Typists-	Graduation	Three (3) years	

			cum-Judgment Writers (Regular) working in the Subordinate Courts in Himachal Pradesh			
			(d) In case no candidate is selected under modes (a), (b) and (c) above, then by direct recruitment on the basis of Proficiency test as per **Schedule–IV**	Graduation	Three (3) years as Steno-typist or Judgment Writer or Stenogra-pher in any governme nt office or reputed organiza-tion	
6.	Assistant Librarian	1	(a) By selection on the basis of limited competitive examination as per **Schedule–IV** from	Graduation with Post Graduation Diploma in Library Science	3 years	` 10300–34800 + ` 3200/- Grade Pay + ` 400/- Secretariat Pay

			amongst the Clerks, which term shall include Junior Assistants/ Proof Readers and Restorers/Receptionists / Telephone Operators/ Drivers/ Junior office Assistants (On regular basis) working in the Registry			
			(b) In case no candidate is selected or is available under mode (a) above, then on the basis of limited competitive examination as per	Graduation with Post Graduation Diploma in Library Science or any Post Graduation degree in Library Science	—	

			Schedule–IV from amongst the officials mentioned at (a) above			
			(c) In case no candidate is selected or available under modes (a) and (b), then by direct recruitment on the basis of competitive examination as per **Schedule–IV**	Master Degree in Library Science or Bachelor Degree in Library Science with 3 years experience as Library attendant or above	3 years only for the person possessing only Bachelor Degree in Library Science whereas there will be no require-ment of any experience in the case of candidates possessing Master's degree in Library Sciences	
7.	Junior Scale	[4 (3 +	(a) 50% by limited	Graduation	3 (Three) years only	` 10300–34800 + `

	Stenographers	1)][54]	Proficiency test from amongst Junior Scale Stenographers/Steno-typists (Regular) /Steno Typists-cum-Judgment Writers (Regular) working in the Subordinate Courts in Himachal Pradesh as per **Schedule–IV**		in case of Steno-Typists or Steno-typist-cum-Judgment Writers (Regular) but no experience is required in case of Junior Scale Stenographers	3200/- Grade Pay + ` 500/- Secretariat Pay + ` 400/- Special Pay And after two years of regular service ` 10300–34800 + ` 3600/- Grade Pay + ` 500/- Secretariat Pay + ` 400 Special Pay
			(b) 50% by direct recruitment on the basis of proficiency test as given in	Graduation	3 years as Steno-typist or Junior Scale Stenographer or on higher	

[54] Substituted vide Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 6th Amendment, Rules 2020 w.e.f. 07.08.2020

			Schedule–IV		post in any governme nt organiza-tion or any other reputed organiza-tion	
8.	Clerks/ Proof Readers	70	(a) 75 % by way of direct recruitment on the basis of competitive examinatio n as per **Schedule–IV**	Graduation	—	` 5910–20200 + ` 1900/- Grade Pay + ` 400/- Secretariat Pay and after two years ` 10300–34800 + ` 3200/- Grade Pay + ` 400/- Secretariat Pay
			(b) 25% by transfer from amongst the Restorers/ Book Binder/Tele phone Operators/ Receptionis ts on the basis of	Matriculatio n 2nd Division or +2	5 Years [Failing which from amongst incumbent s having at least 8 years regular services, including service in	

			length of service in the feeder cadre		the lower grade, out of which at least 3 years regular service has to be in the relevant feeder cadre for the post of Clerk.][55]	
			(c) Failing from (b) above, by selection on the basis of limited competitive examination from amongst Class-IV employees of the High Court as per **Schedule–IV**	-do-	-do-	
			(d) Further	-do-	-do-	

[55] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 6th Amendment, Rules 2020 w.e.f. 07.08.2020

			failing from (b) and (c) above, by selection on the basis of limited competitive examination from amongst Class-IV employees of Subordinate Courts as per **Schedule–IV** ***Explanation:*** Candidates appointed under mode (b) above, shall have to pass the typing test on Computers with a minimum speed of 30 w.p.m., within the period of probation, which term includes			

			extended period of probation, if any, whereas the candidates under modes (a), (c) & (d) shall have to pass the test in advance as per **Schedule–IV**			
9.	Junior Office Assistant (Contract basis)	16	By direct recruitment on the basis of Competitive examination as per **Schedule–IV**	(i) B. Tech. in Computers or I.T. or Electronics & Communica-tion Engineering /M.C.A./ B.Sc.(IT) /PGDCA or equivalent **or** (ii) +2 or equivalent qualificat	—	Wages/remuneration as fixed by the State Govt. from time to time

				ion + B.C.A. (Bachelor of Computer Applications) **or**		
				(iii) Matricula-tion + 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		
	Junior Office Assistant (Regular)					Pay level 4 (i.e Rs. 20600 - 65500/-) as per HPCS (RP)

						Rules, 2022 and after two years Pay Level 4, Cell 15, i.e. Rs. 31200/- (conditions As per 1st amendment made in HPCS (RP) Rules, 2022
10.	Receptionists	2	(a) By selection from amongst Class-IV Court servants of the Registry	(a) [56][Matriculation 2nd Division or +2] **Desirable Qualification:** The candidate should have: Knowledge of computers (b) Proficiency in	5 years	` 5910–20200 + ` 1900/- Grade Pay + ` 240/- Secretariat Pay

[56] Substituted vide Notification No. HHC/Rules/14-61/90-VI-1606-12 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 9th Amendment, Rules 2021 w.e.f. 13/15.01.2021

				speaking English, Hindi and vernacular		
			(c) If no candidate is selected under mode (i) above, then by transfer of Class-III employees possessing the requisite desired qualification as mentioned against mode (i) above in column no. 5			
11.	Restorers	15	(a) By promotion from amongst **Class–IV** servants in the Registry	Matriculation	3 years	` 5910–20200 + ` 2400/- Grade Pay + ` 240/- Secretariat Pay

			(b) In case no suitable candidate is promoted under mode(a) above then by direct recruitment on the basis of limited competitive examination as per **Schedule–IV**	Graduation **or** +2 with at least one year diploma in Library Science	—	
12.	Telephone Operators	3	(a) By Selection from amongst Gestetner Operators, Daftaries, Court Jamadars, Ushers having proficiency in speaking English, Hindi and vernacular languages	Matriculation 2nd Division or equivalent	5 years	` 5910–20200 + ` 2400/- Grade Pay + ` 240/- Secretariat Pay

			besides experience in operating EPABX or telephone exchange(s)			
			(b) In case no candidate is selected under mode (a), then by selection from amongst **Class–IV** servants working in the Registry having proficiency, in speaking English, Hindi and vernacular languages besides experience in operating EPABX or telephone exchange(s)	Graduation or equivalent [57][.....] and having proficiency in English, Hindi and vernacular languages besides experience in operating EPABX or telephone exchange(s)	5 years	

[57] Deleted vide Notification No. HHC/Rules/14-61/90-VI-1606-12 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 9th Amendment, Rules 2021 w.e.f. 13/15.01.2021

			(c) In case no person is selected under Modes (a) & (b) above, then by direct recruitment on the basis of competitive examination as mentioned in **Schedule–IV**	Graduation or equivalent with diploma in Electronics from an institute recognized by government and having proficiency in speaking English, Hindi and vernacular languages besides one year experience in operating EPABX or telephone exchange(s) in any recognised/ reputed institution or organisation	Minimum 1 year as telephone operator	
13.	Supervisory Drivers	1	By promotion from amongst the Drivers	—	Ten years	` 5910–20200 + ` 2400/-

			working in the Registry on the basis of seniority-cum-suitability			Grade Pay + ` 1800/- Secretariat Pay
14.	Drivers	26	By direct recruitment from amongst the candidates being at least matriculate and possessing a valid driving license for L.M.V. [……..][58] at least for three (3) years, on the basis of proficiency test as per **Schedule–IV**. Preference shall be given to those candidates having good mechanical knowledge of	Matriculation and must possess a valid driving licence to drive the light Motor Vehicles [….][59] or Medium or Heavy[….][60] vehicles and possess such other qualification as may be prescribed by Hon'ble the Chief Justice	3 years to drive the Light Motor Transport Vehicle or Medium or Heavy Vehicles [….][61]	` 5910–20200 + ` 2000/- Grade Pay + ` 1400/- Secretariat Pay after two years ` 5910-20200 + ` 2400/- Grade Pay + ` 1400/- Secretariat Pay

[58] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 4th Amendment, Rules 2017 w.e.f. 22.11.2017

[59] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 4th Amendment, Rules 2017 w.e.f. 22.11.2017

[60] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 4th Amendment, Rules 2017 w.e.f. 22.11.2017

[61] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 4th Amendment, Rules 2017 w.e.f. 22.11.2017

			Automobiles			
15.	Driver (Daily wages)	-	By direct recruitment from amongst the candidates being at least matriculate and possessing a valid driving	Matriculation and must possess a valid driving licence to drive the light Motor Vehicles	3 years to drive the Light Motor [.....][65] Vehicle or Medium or Heavy	` 235/- per day

			license for L.M.V. [….][62] at least for three (3) years, on the basis of proficiency test as per Schedule–IV. Preference shall be given to those candidates having good mechanical knowledge of Automobiles	[…][63] or Medium or Heavy […][64] vehicles and possess such other qualification as may be prescribed by Hon'ble the Chief Justice	Vehicles […][66]	
16.	Motor mechanic	1	By direct recruitment on the basis of interview to be conducted as per **Schedule–IV** by a committee to be constituted by Hon'ble the Chief Justice	(i) Matriculation with Diploma of Motor Mechanic and at least 2 years experience as motor	2 years in case of (i) and **6** years in case of (iii) in Column No.5	` 5910–20200 + ` 2400/- Grade Pay + ` 300/- Secretariat Pay

[65] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 4th Amendment, Rules 2017 w.e.f. 22.11.2017

[62] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 4th Amendment, Rules 2017 w.e.f. 22.11.2017

[63] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 4th Amendment, Rules 2017 w.e.f. 22.11.2017

[64] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 4th Amendment, Rules 2017 w.e.f. 22.11.2017

[66] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 4th Amendment, Rules 2017 w.e.f. 22.11.2017

				mechanic **or**		
				(ii) Any degree in Mechanical Engineering from any recognized Institution **or**		
				(iii) Matricula-tion with practical experience of working as a Motor mechanic or Assistant Motor Mechanic in any mechanical workshop for a		

				period of 6 years		
17.	Junior Technician (Electrician)	1	(a) By promotion from amongst **Class–IV** employees in the Registry	+2 or equivalent + Diploma in Electrical work or at least 3 years practical experience in any recognized electrical workshop etc. or institution	6 years as a Class–IV	[` 5910–20200 + ` 1900/- Grade Pay + ` 400/- Secretariat Pay and Grade Pay of ` 2400/- after completion of two years of regular service][67]
			(b) In case no candidate is promoted under mode (a) above, then by direct recruitment on the basis of an interview as per **Schedule–IV**	+2 with 2 years diploma in Electrical from a recognized I.T.I. or any other recognized Institution or higher qualification like diploma or degree in electrical	3 years only in case of former and no experience under latter mode	
1	Book	1	(a) By	Matriculatio	Three	` 5910–

[67] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 6th Amendment, Rules 2020 w.e.f. 07.08.2020

8.	Binder		promotion from amongst the Class–IV Court Servants in High Court	n and Having diploma in book binding Or knowledge of book binding	years	20200 + ` 1900/- Grade Pay + ` 240/- Secretariat Pay
			(b) In case no suitable candidate is available under mode (a) above, then by direct recruitment on the basis of competitive examination as per **Schedule–IV**	(i) Graduation with diploma in book binding **or**	Two (2) years in book binding from a reputed institution / organization only in case of (ii) in Column No. 5	
				(ii) Graduation with two years practical experience of book binding from a reputed institution/ organization		
PART – D **CLASS – IV**						
Sl.	**Nomenclature**	**No. of**	**Mode of Appointment**	**Qualification**	**Experience/ Length**	**Scale/Pay Grade and**

No.	**of Posts**	**posts**			**of Service**	**Grade Pay plus Secretariat Pay (in `)**
1.	**2.**	**3.**	**4.**	**5.**	**6.**	**7.**
1.	Gestetner Operators	3	(a) By [placement][68] from amongst Daftries, Court Jamadar/ Ushers having knowledge of operating the Gestetner	Matriculation		` 4900–10680 + Grade pay of [` 1800/-][69] + ` 240/- Secretariat Pay
			(b) In case no eligible candidate is available under mode (a), then by selection from amongst the Peons, Chowkidars	—		

[68] Substituted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

[69] Substituted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

			, Chowkidar-cum-Cook, Cook-cum-Attendant having knowledge of operating Gestetner			
2.	Daftries	3	(a) By [placement] [70] from amongst Court Jamadar/Ushers	—		` 4900–10680 + [` 1800/-] Grade Pay + ` 320/- Secretariat Pay
			(b) In case no candidate is selected under mode (a), then by promotion from amongst Malies/Peons/Chowkidars/ Chowkidar-cum-cook/Safai Karamcharis	—	5 years	

[70] Substituted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

3.	Court Jamadar/ Ushers	20	By selection on the basis of interview and assessment of ACRs of last five years from amongst Class-IV Peons/ Chowkidars / Chowkidar-cum-Cook/ Chowkidar -cum-Attendant/ Malies/ Safai Karamcharis The procedure for interview shall be the same as for Class-IV provided in **Schedule–IV**	—	Five years	` 4900–10680 + ` [1800/-][71] Grade Pay + ` 320/- Secretariat Pay
4 A.	Peons/ Chowkidars	81	(a) 60% of the Total Posts by direct recruitment on the basis of criteria as referred to	Matriculation or equivalent		` 4900–10680 + ` 1300/- Grade Pay + ` 240/- Secretariat Pay with initial start

[71] Substituted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

			in Schedule-IV. (b) 35 % of total posts by absorption from amongst the Peons of Choice appointed on Co-terminus basis with the Hon'ble Chief Justice/Hon'ble Judge(s) subject to fulfillment of following conditions:	Matriculation or equivalent	Experience as mentioned against (b) in column No. 4.	of ` 6200/- [and Grade Pay of ` 1650/- after two years of regular service.][72]

[72] Inserted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

			(i) He/she has rendered at least four years of continuous service as a Peon-of-Choice with Hon'ble the Chief Justice/Hon'ble Judge (ii) Must not have crossed the age of 45 years (iii) The Hon'ble Chief Justice/Hon'ble Judge with whom such Peon is working has recorded satisfaction about			

			the good performance, character and potential for future service for such person. Provided that in case Hon'ble the Chief Justice/Hon'ble Judge demits office from this High Court on account of elevation/ transfer/ Superannuation, then length of continuous service of the Peon of Choice/Peon on Co-terminus basis of such Hon'ble the Chief Justice/Hon'bl			

			e Judge shall be **two** years instead of **four** years for the purpose of sub clause(i) above. Provided further that for the purpose of computation of period of four years and two years' service as referred to in sub Clause (i) and the first proviso after sub clause (iii) above, the service rendered with more than one Hon'ble the Chief Justice/ Hon'ble Judge shall be reckoned subject to the condition that during such spells of service as Peon of Choice/Peon			

			on co-terminus basis, there is not a gap of more than 30 days at a time and the service of such person has not been terminated/ dispensed with at the instance of any Hon'ble the Chief Justice or Hon'ble Judge. **[Explanation:** After every four years, upon absorption of the Peon on Co-terminus basis against regular post(s), the Hon'ble Chief Justice/Judge(s) shall be entitled to appoint another peon on Co-terminus basis			

			and in case of demitting office by the Hon'ble the Chief Justice or Hon'ble Judge(s) on account of elevation/transfer/ superannuation or on account of other unforeseen circumstances, the peon so appointed, having not completed the given period of two years or four years, as the case may be, shall be adjusted against supernumerary post(s) to be created by Hon'ble the Chief Justice till he/she completes the			

			requisite period required for absorption against regular post(s).]73			
			(c) 5 % of the total posts shall be filled up on the basis of criteria as per **Schedule–IV** or written test, if prescribed, from amongst the Clerks of the Advocates in the High Court/Employees of the H.P. High Court Bar Association with seven years experience	Matriculation of equivalent	Seven Years as mentioned in column No. 4	

73 Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 5th Amendment, Rules 2019 w.e.f. 05.10.2019

			as Clerk of an Advocate/ Employee of H.P. High Court Bar Association, as the case may be.			
4 A A	Chowkidar	5	By direct Recruitment on basis of an criteria as referred to in Schedule-IV or written test as may be prescribed.	Matriculation or equivalent	For chowkidar preference will be given to ex-servicemen	
4 B.	Peons-on-Co-terminus basis	17	Hon'ble the Chief Justice/ Hon'ble Judge shall at his/her discretion can recommend for appointment of one/two Peons of his/her choice (if post(s) is/are created for	Matriculation or equivalent	-	

			such purpose by the State Govt.) and such Peon(s) shall hold such Post(s) at the pleasure of the recommending Hon'ble the Chief Justice/Hon'ble Judge and the tenure of his/her/their service will also be co-terminus with the tenure of the recommending Hon'ble the Chief Justice/Hon'ble Judge, unless regularized in accordance with these Rules.			
4 C.	Daily wages Peons/ Chowki	-	By direct recruitment on the basis of an criteria as	Matriculation	—	The wages as may be fixed by the Govt. from

	dar/ Part-time Class-IV employees		prescribed in **Schedule–IV**			time to time
5.	Malies	11	By direct recruitment on the basis of criteria as per **Schedule–IV**, from amongst the persons having experience in gardening or as Mali	[Matriculation]* amended vide 23rd amendment rules dated 23.12.2024.	Minimum three years experience in gardening etc.	` 4900–10680 + ` 1300/- Grade Pay + ` [240 /-][74] Secretariat Pay [and Grade Pay of ` 1650/- after two years of regular service.][75]
6.	Cook-cum-Attendant	06 (for High Court Guest Houses)	By direct recruitment on the basis of criteria as prescribed to Class-IV post in **Schedule–IV**	Matriculation	Three years experience in a govt. undertaking or reputed hotel in cooking. **Note:-**	` 4900–10680 + ` 1300/- Grade Pay [and Grade Pay of ` 1650/- after two years of regular

[74] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 6th Amendment, Rules 2020 w.e.f. 07.08.2020

[75] Inserted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

					Preference shall be given to the persons acquainted with the local customs and dialects etc. where he is to be deployed.	service.]
7.	Cook-cum-Chowkidar	1	By direct recruitment on the basis of criteria as prescribed to Class–IV posts in **Schedule–IV**	Matriculation	Three years experience is desirable in a Govt. under-taking or reputed hotel in cooking	` 4900–10680 + ` 1300 Grade Pay + ` 240/- Secretariat Pay [and Grade Pay of ` 1650/- after two years of regular service.][76]
8.	Safai Karamcharies	14 (13+1)	By direct recruitment on the basis of criteria as per **Schedule–IV**	Matriculation	Preference shall be given to the person having experience in doing the	` 4900-10680 + ` 1300/- Grade Pay + ` 240/-

[76] Inserted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

					cleanliness work	Secretariat Pay [and Grade Pay of ` 1650/- after two years of regular service.][77]

[77] Inserted vide Notification No. HHC/Rules/14-61/90-6720-28 Himachal Pradesh High Court Officers and members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) 11th Amendment, Rules 2022 w.e.f. 23.03.2022

SCHEDULE – IV

PART – A

(See item No. 8 (c) in PART – A of Schedule – III)

(a) Written Test for the Post of Chief Librarian

Written Test of total 90 marks to be completed in 3 hours consisting of the following:-

Sl. No.	Description of the Question	Marks
(i)	Essay in English – 500 words	15 marks
(ii)	Essay in Hindi – 500 words	15 marks
(iii)	General Knowledge (forty questions each of half mark)	20 marks
(iv)	Library Science	40 marks

(b) Interview of 10 marks consisting of following:

(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
(i)	General Knowledge/General Awareness	04 marks
	Total:	**10 marks**

Note:

(i) **Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.**

(ii) Looking at the fact that candidates for taking the written examination are more but post is single or very few, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in **One hour and thirty minutes**. On the basis of marks obtained in screening test, the candidates in the ratio of 1:6 shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Library Science, computers and Reasoning.

(c)	**Criterion for Awarding marks for Educational Qualification**		
	(i)	Any Bachelor Degree in Library Science	1 mark
	(ii)	Bachelor Degree in Lib. Science with first division	2 marks
	(iii)	Any Master Degree in Lib. Science and above	3 marks
(d)	**Criterion for Awarding marks for Experience**		
	(i)	Eight years	½ mark
	(ii)	Nine years	1 mark
	(iii)	Ten years	1½ marks
	(iv)	Eleven years	2 marks
	(v)	Twelve years	2½ marks
	(vi)	Thirteen years and above	3 marks
	Note: The experience of working on the Post of Librarian or on higher post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a copy thereof already supplied and if the application is moved on line, then there is a mention in the application about such experience.		

PART – B

(See item No. 12 (a), (b)& (c) of PART – A of Schedule – III)

(a)	**Written Test for the Post of Protocol Officer**		
	Written Test of total 90 marks to be completed in 3 hours consisting of the following:-		
	Sl. No.	**Description of the Question**	**Marks**
	(i)	Essay in English, preferably relating to the subject – 500 words	15 marks
	(ii)	Essay in Hindi, preferably relating to the subject – 500 words	15 marks
	(iii)	General Knowledge (Forty Questions of half mark each)	20 marks
	(iv)	Tourism Studies, Liaisoning, Hospitality, H. P. State Guest Rules, Internet, Computers,	40 marks

		Geography especially relating to Tourism in H.P. and India.	
(b)	**Interview of 10 marks consisting of following:**		
	(i)	General Knowledge/General Awareness	04 marks
	(ii)	Experience	03 marks
	(iii)	Educational Qualification	03 marks
		Total:	**10 marks**
	Note:	(i) **Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.** (ii) Looking at the fact that candidates for taking the written examination are more but post is single or very few, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Reasoning, Tourism Studies, Liaisoning, Hospitality, H. P. State Guest Rules, Internet, Computers and Geography especially relating to Tourism in H.P. and India.	
(c)	**Criterion for Awarding marks for Educational Qualification**		
	(i)	Any Bachelor Degree.	1 mark
	(ii)	Any Bachelor Degree with first division.	1½ mark
	(iii)	Any Master Degree or above.	2 marks
	(iv)	Any Bachelor Degree with P.G. Diploma in Tourism Studies	2½ marks
	(v)	Any Bachelor Degree + P.G. Diploma or any degree in tourism studies with First Division or tourism Administration.	3 marks
(d)	**Criterion for Awarding marks for Experience**		

	(i)	Three years	½ mark
	(ii)	Four years	1 mark
	(iii)	Five years	1½ marks
	(iv)	Six years	2 marks
	(v)	Seven years	2½ marks
	(vi)	Eight years and above	3 marks
	Note: The experience of working on the feeder cadre Post in H.P. High Court as Liaisoning Officer or Protocol Officer in any recognized institution/Senior Assistant Protocol Officer shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a copy thereof already supplied at the time of submitting the application (excluding High Court employees) and if the application is moved on line, then there is a mention in the application about such experience.		
PART – C **(See item No. 13 (a) to (c) of PART – A of Schedule – III)**			
(a)	**Written Test for the Post of Public Relations Officer**		
	Written Test of total 90 marks to be completed in 3 hours consisting of the following:-		
	Sl. No.	**Description of the Question**	**Marks**
	(i)	Essay, in English, preferably relating to the subject – 500 words	15 marks
	(ii)	Essay, in Hindi, preferably relating to the subject – 500 words	15 marks
	(iii)	General Knowledge (Forty Questions of half mark each)	20 marks
	(iv)	Journalism & Mass Communication, Public Relations & Media	40 marks
(b)	**Interview of 10 marks consisting of following:**		
	(i)	General Knowledge/General Awareness	04 marks
	(ii)	Experience	03 marks
	(iii)	Educational Qualification	03 marks

		Total:	**10 marks**
	Note:	(i) **Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.** (ii) Looking at the fact that candidates for taking the written examination are more but post is single or very few, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Reasoning, Internet, Computers, Journalism & Mass Communication and Public Relations & Media.	
(c)	**Criterion for Awarding marks for Educational Qualification**		
	(i)	Any Bachelor Degree.	1 mark
	(ii)	Any Bachelor Degree with or P.G. Diploma in Journalism and Mass Communication/Public Relations first division	2 marks
	(iii)	Any Master Degree	3 marks
(d)	**Criterion for Awarding marks for Experience**		
	(i)	Three years	½ mark
	(ii)	Four years	1 mark
	(iii)	Five years	1½ marks
	(iv)	Six years	2 marks
	(v)	Seven years	2½ marks
	(vi)	Eight years and above	3 marks
	Note:	The experience of working on the feeder cadre Post in H.P. High Court/ as Liaisoning Officer or Public Relations Officer or Deputy Public Relations Officer/Media Correspondent in any recognized institution shall be taken into consideration only if the experience certificate is shown, in original, at the	

<table>
<tr><td></td><td colspan="3">time of interview and there is a mention in the application about such experience.</td></tr>
<tr><td colspan="4">PART – C–1
<u>(See item No. 14 (a) to (c) of PART – A of Schedule – III)</u></td></tr>
<tr><td>(a)</td><td colspan="3">Written Test for the Post of Estate Officer</td></tr>
<tr><td></td><td colspan="3">Written Test of total 90 marks to be completed in 3 hours consisting of the following:-</td></tr>
<tr><td></td><td>Sl. No.</td><td>Description of the Question</td><td>Marks</td></tr>
<tr><td></td><td>(i)</td><td>Essay in English – 500 words</td><td>20 marks</td></tr>
<tr><td></td><td>(ii)</td><td>Essay in Hindi – 500 words</td><td>20 marks</td></tr>
<tr><td></td><td>(iii)</td><td>General Knowledge
(Fifty Questions of one mark each)</td><td>50 marks</td></tr>
<tr><td></td><td></td><td>Total:</td><td>90 marks</td></tr>
<tr><td>(b)</td><td colspan="3">Interview of 10 marks consisting of following:</td></tr>
<tr><td></td><td>(i)</td><td>General Knowledge/General Awareness</td><td>04 marks</td></tr>
<tr><td></td><td>(ii)</td><td>Experience</td><td>03 marks</td></tr>
<tr><td></td><td>(iii)</td><td>Educational Qualification</td><td>03 marks</td></tr>
<tr><td></td><td></td><td>Total:</td><td>10 marks</td></tr>
<tr><td></td><td colspan="3">Note: (i) Final merit list shall be drawn on the basis of marks obtained in written test and interview.
(ii) Looking at the fact that candidates for taking the written examination are more but post is single or very few, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of 1:6 shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Reasoning etc.</td></tr>
<tr><td>(c)</td><td colspan="3">Criterion for Awarding marks for Educational Qualification</td></tr>
</table>

	(i)	Any Bachelor Degree.	1 mark
	(ii)	Any Bachelor Degree in first division	2 marks
	(iii)	Any Master Degree or above	3 marks
(d)	**Criterion for Awarding marks for Experience**		
	(i)	Three years	½ mark
	(ii)	Four years	1 mark
	(iii)	Five years	1½ marks
	(iv)	Six years	2 marks
	(v)	Seven years	2½ marks
	(vi)	Eight years and above	3 marks
	Note: The experience of working on the feeder cadre Post in H.P. High Court or equivalent posts in Government or Semi-government bodies/Corporation/Boards etc. shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and there is a mention in the application about such experience.		

PART – D

(See item No. 3 (b, c, d & e) of PART – B of Schedule – III)

Proficiency test for the post of Personal Assistant/Judgment Writer

Candidates must be having speed of **110 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 **55 W.P.M**., on computers, wherefor a separate test shall be held.

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 in typed matter, in typing test, shall be declared as unqualified.

Provided further that taking into consideration any administrative exigency, Hon'ble the Chief Justice, in his discretion, can grant exemption in the aforesaid speed limit either in typing or in

transcription or in both and also in the mistakes as referred to above.

Note:- The time for dictation as well as typing test shall be ten (10) minutes each.

PART – E

(See item No. 1 (b) of PART – C of Schedule – III)

(a)	**Limited Written Test for the post of Senior Assistant**		
	Written Test of total 90 marks to be completed in 3 hours consisting of the following:-		
	Sl. No.	**Description of the Question**	**Marks**
	(i)	Essay in English – 300 words	15 marks
	(ii)	Essay in Hindi – 300 words	15 marks
	(iii)	Six questions of ten (10) marks each from H.P.F.R., 2009, Treasury Rules of H.P. Govt., F.R. & S.R., Central Civil Service Leave Rules, Conduct Rules, 1964 and C.C.S. (C.C.A.), Rules. One question each shall be set from each of the aforesaid books	60 marks.
(b)	**Interview of 10 marks consisting of following:**		
	(i)	General Knowledge/General Awareness	04 marks
	(ii)	Experience	03 marks
	(iii)	Educational Qualification	03 marks
		Total:	**10 marks**
(c)	**Assessment of A.C.Rs. for the last five years**		**25 Marks**
(d)	**Method for awarding marks for ACRs. for each year**		**05 marks for each year**
	(i)	General Remarks - “Average”	02 Marks
	(ii)	General Remarks - “Good”	03 Marks
	(iii)	General Remarks - “Very Good”	04 Marks
	(iv)	General Remarks - “Outstanding”	05 Marks
	Note: Final merit list shall be drawn on the basis of marks obtained in written test, interview and assessment of		

	A.C.Rs.		
(e)	**Criterion for Awarding marks for Educational Qualification**		
	(i)	Any Bachelor Degree	1 mark
	(ii)	Any Bachelor Degree with first division	2 marks
	(iii)	Any Master Degree	3 marks
(f)	**Criterion for Awarding marks for Experience**		
	(i)	Eight years	½ mark
	(ii)	Nine years	1 mark
	(iii)	Ten years	1½marks
	(iv)	Eleven years	2 marks
	(v)	Twelve years	2½ marks
	(vi)	Thirteen years and above	3 marks
	Note: The experience of working on the feeder cadre Post in H.P. High Court/ Subordinate Courts shall be taken into consideration only		
[PART – F][78] **(See item No. 2 (a) to (c) of PART – C of Schedule – III)** **I**			
(a)	**Written test for 2 posts of Translators having studied Urdu or Punjabi in Matriculation**		
	Written Test of total 90 marks to be completed in 3 hours consisting of the following:-		
	Sl. No	**Description of the Question**	**Marks**
	(i)	Essay in English – 300 words	15 marks
	(ii)	Essay in Hindi – 300 words	15 marks
	(iii)	Essay in Urdu or Punjabi 300 words	15 marks
	(iv)	Translation from English to Hindi (one Paragraph containing at least ten sentences)	15 marks
	(v)	Translation from Hindi to English (one Paragraph containing at least ten sentences)	15 marks

[78] Substituted vide Notification No. HHC/Rules/14-61/90-V-15043-15050 12th Amendment dated 02.06.2022.

	(vi)	Translation from Urdu or Punjabi to English (one Paragraph containing at least ten sentences)	15 marks
(b)	**Interview of 10 marks consisting of following:**		
	(i)	General Knowledge/General Awareness	04 marks
	(ii)	Experience	03 marks
	(iii)	Educational Qualification	03 marks
		Total:	**10 marks**
	Note	**Final merit list shall be drawn on the basis of marks obtained in written test and *interview***	
(c)	**Criterion for Awarding marks for Educational Qualification**		
	(i)	Any Bachelor Degree	1 mark
	(ii)	Any Bachelor Degree with first division	2 marks
	(iii)	Any Master Degree and above	3 marks
(d)	**Criterion for Awarding marks for Experience**		
	(i)	Five years	½ mark
	(ii)	Six years	1 mark
	(iii)	Seven years	1½marks
	(iv)	Eight years	2 marks
	(v)	Nine years	2 ½ marks
	(vi)	Ten years and above	3 marks
	Note	The experience of working on the feeder cadre Post in H.P. High Court and also the other experience as Translator or Interpreter from English to Hindi and vice versa and also from Hindi to Urdu/Punjabi and vice versa or from English to Urdu/Punjabi and vice versa shall be taken into consideration only	

II

Written Test for the remaining 6 posts of Translators

Written Test of total 90 marks to be completed in 3 hours consisting of the following:-

Sl. No.	**Description of the Question**	**Marks**

a)	(i)	Essay in English – 300 words	15 marks
	(ii)	Essay in Hindi – 300 words	15 marks
	(iii)	Translation from English to Hindi (one Paragraph containing at least fifteen sentences)	30 marks
	(iv)	Translation from Hindi to English (one Paragraph containing at least fifteen sentences)	30 marks
b)	**Interview of 10 marks consisting of following:**		
	(i)	General Knowledge/General Awareness	04 marks
	(ii)	Experience	03 marks
	(iii)	Educational Qualification	03 marks
		Total:	**10 marks**
	Note:	**Final merit list shall be drawn on the basis of marks obtained in written test and *interview***	
c)	**Criterion for Awarding marks for Educational Qualification**		
	(i)	Any Bachelor Degree	1 mark
	(ii)	Any Bachelor Degree with first division	2 marks
	(iii)	Any Master Degree and above	3 marks
d)	**Criterion for Awarding marks for Experience**		
	(i)	Five years	½ mark
	(ii)	Six years	1 mark
	(iii)	Seven years	1½marks
	(iv)	Eight years	2 marks
	(v)	Nine years	2 ½ marks
	(vi)	Ten years and above	3 marks
	Note	The experience of working on the feeder cadre Post in H.P. High Court and also the other experience as Translator or Interpreter from English to Hindi and vice versa shall be taken into consideration only.	

PART – G

(See item No. 4 (b) of PART – C in Schedule – III)

(a)	**Written Test for the Post of Librarian**		
	Written Test of total 90 marks to be completed in 2 hours consisting of the following:-		
	Sl. No.	**Description of the Question**	**Marks**
	(i)	Essay in English – 300 words	15 marks
	(ii)	Essay in Hindi – 300 words	15 marks
	(iii)	General Knowledge (Twenty Questions of one mark each)	20 marks
	(iv)	Library Science	40 marks
(b)	**Interview of 10 marks consisting of following:**		
	(i)	General Knowledge/General Awareness	04 marks
	(ii)	Experience	03 marks
	(iii)	Educational Qualification	03 marks
		Total:	**10 marks**
	Note: (i) **Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.** (ii) Looking at the fact that candidates for taking the written examination are more but posts are less, the Hon'ble Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred (100) marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Library Science and Reasoning.		
(c)	**Criterion for Awarding marks for Educational Qualification**		
	(i)	Any Bachelor Degree + Diploma in Library Science	1 mark

	(ii)	Any Bachelor Degree with first division + P.G. Diploma in Lib. Science	2 marks
	(iii)	Any Master Degree in Lib. Science and above or Any Master degree + P.G. Diploma in Library Science.	3 marks
(d)	**Criterion for Awarding marks for Experience**		
	(i)	Three years	½ mark
	(ii)	Four years	1 mark
	(iii)	Five years	1½ marks
	(iv)	Six years	2 marks
	(v)	Seven years	2½ marks
	(vi)	Eight years and above	3 marks
	Note: The experience of working on the Posts of Assistant Librarian or Librarian or on higher post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a copy thereof already supplied and if the application is moved on line, then there is a mention in the application about such experience.		

PART – H

(See item No. 5 (b) to (d) in PART – C of Schedule – III)

Proficiency Test for the Post of Stenographer

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.

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.

Provided further that taking into consideration any administrative exigency, Hon'ble the Chief Justice, in his discretion, can grant exemption in the aforesaid speed limit either, in typing or in transcription or in both and also in the mistakes as referred to above.

Note:- The time for dictation as well as typing test shall be **ten (10)** minutes each.

PART – I

(See item No. 6 (a to c) in PART – C of Schedule – III)

(a) Written Test for the Post of Assistant Librarian

Written Test of total 90 marks to be completed in 3 hours consisting of the following:-

Sl. No.	Description of the Question	Marks
(i)	Essay in English – 250 words	15 marks
(ii)	Essay in Hindi – 250 words	15 marks
(iii)	General Knowledge (Twenty questions each of one mark)	20 marks
(iv)	Library Science	40 marks

(b) Interview of 10 marks consisting of following:

(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
	Total:	**10 marks**

Note:

(i) **Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.**

(ii) Looking at the fact that candidates for taking the written examination are more but posts are less, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Library Science and Reasoning.

(c)	**Criterion for Awarding 3 marks for Educational Qualification**		
	(i)	Any Bachelor Degree + P.G. Diploma in Library Science	1 mark
	(ii)	Any Bachelor Degree with first division + P.G. Diploma in Lib. Science	2 marks
	(iii)	Any Master Degree in Lib. Science and above or Any Master degree + P.G. Diploma in Library Science.	3 marks
(d)	**Criterion for Awarding marks for Experience**		
	(i)	Three years	½ mark
	(ii)	Four years	1 mark
	(iii)	Five years	1½ marks
	(iv)	Six years	2 marks
	(v)	Seven years	2½ marks
	(vi)	Eight years and above	3 marks
	Note: The experience of working on the Posts of Library Attendant or Assistant Librarian or Librarian or on higher post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a copy thereof already supplied and if the application is moved on line, then there is a mention in the application about such experience.		

PART – J

(See item No. 7 (a & b) in PART – C of Schedule – III)

Proficiency Test for the Post of Junior Scale Stenographer

Candidates must be having speed of **90 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 **45 W.P.M**., on computers, wherefor a separate test shall be held.

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.

Provided further that taking into consideration any administrative exigency, Hon'ble the Chief Justice, in his discretion, can grant exemption in the aforesaid speed limit either, in typing, or in transcription or in both and also in the mistakes as referred to above.

Note:-The time for dictation as well as typing test shall be **ten (10)** minutes each.

PART – K

(See item No. 8 (a c & d) in PART – C of Schedule – III)

Written Test for the Post of Clerks/Proof Readers under Modes (a) (c) & (d)

(a) **Written test** shall consist of two parts viz. **Part – A** and **Part – B**:

PART – A (SCREENING TEST)

It shall be in English Language consisting of MCQ type carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark [.....][79]. The Screening test shall be of **two** hours duration comprising **100** questions of **100** marks in aggregate, touching the following subjects:

(1)	General Knowledge	60 marks
(a)	International	10 marks
(b)	National	20 marks
(c)	Himachal Pradesh	30 marks

Note – 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Current Affairs, Indian and H.P. Judiciary etc.

(2)	Basic knowledge of Computers	20 marks
(3)	Reasoning	20 marks

Note – 2: The O.M.R. sheets containing the answers of M.C.Q. type questions shall be got evaluated through the electronic

[79] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

<table>
<tr><td></td><td colspan="3">mode and the candidates qualifying the screening test [.....][80] shall be called for the written examination, if they fall in the ratio of 1:6 which means six candidates against one vacancy advertised.</td></tr>
<tr><td></td><td colspan="3">PART – B (COMPUTERS, ENGLISH AND HINDI)</td></tr>
<tr><td></td><td colspan="3">Written Test shall be of total 80 marks to be completed in 2 hours consisting of the following:-</td></tr>
<tr><td></td><td>Sl. No.</td><td>Description of the Question</td><td>Marks</td></tr>
<tr><td></td><td>(i)</td><td>Essay in English - 300 words</td><td>15 marks</td></tr>
<tr><td></td><td>(ii)</td><td>Essay in Hindi - 300 words</td><td>15 marks</td></tr>
<tr><td></td><td>(iii)</td><td>Translation from English to Hindi (one Paragraph containing at least ten sentences)</td><td>15 marks</td></tr>
<tr><td></td><td>(iv)</td><td>Translation from Hindi to English (one Paragraph containing at least ten sentences)</td><td>15 marks</td></tr>
<tr><td></td><td>(V)</td><td>Computers</td><td>20 marks</td></tr>
<tr><td></td><td colspan="3">Note – 3: Candidates qualifying the Screening test as mentioned in Note – 2 above, shall be called for written examination and typing test. The candidate is required to secure at least 45 per cent marks in main written test.][81]</td></tr>
<tr><td>(b)</td><td colspan="3">Typing Test:
[The High Court may conduct the typing test of the candidates on the day, they appear for the main written examination or may notify some another date for the typing test.][82]
The candidates shall have to qualify, typing test at a speed of 30 W.P.M., in English, on computers, wherefor a separate test shall be held.
Provided that only 10% of the mistakes in typing test shall be permitted which in other words means that if any candidate commits more than thirty (30) mistakes, then notwithstanding the</td></tr>
</table>

[80] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

[81] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

[82] Inserted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

<table>
<tr><td></td><td colspan="3">fact that he has successfully typed out the given passage/material with the speed of 30 w.p.m. still he shall be declared as unqualified and shall not be eligible to appear in the interview.
Note – 1: The time for typing test shall be ten (10) minutes.
Note – 2: The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.</td></tr>
<tr><td>(c)</td><td colspan="3">Interview shall be of 10 marks as follows:-</td></tr>
<tr><td></td><td>Sl. No.</td><td>Description of the Field</td><td>Marks</td></tr>
<tr><td></td><td>(i)</td><td>General Knowledge/General Awareness</td><td>4 marks</td></tr>
<tr><td></td><td>(ii)</td><td>Experience</td><td>3 marks</td></tr>
<tr><td></td><td>(iii)</td><td>Educational Qualification</td><td>3 marks</td></tr>
<tr><td>(d)</td><td colspan="3">Note – 3: Final Merit list shall be drawn on the basis of written test as well as interview</td></tr>
<tr><td>(e)</td><td colspan="3">Criterion for Awarding marks for Educational Qualification</td></tr>
<tr><td></td><td>(i)</td><td>Any Bachelor Degree</td><td>1 mark</td></tr>
<tr><td></td><td>(ii)</td><td>Bachelor Degree with first division</td><td>2 marks</td></tr>
<tr><td></td><td>(iii)</td><td>L.L.B./Master Degree and above</td><td>3 marks</td></tr>
<tr><td>(f)</td><td colspan="3">Criterion for Awarding marks for Experience</td></tr>
<tr><td></td><td>(i)</td><td>One year</td><td>½ mark</td></tr>
<tr><td></td><td>(ii)</td><td>Two years</td><td>1 mark</td></tr>
<tr><td></td><td>(iii)</td><td>Three years</td><td>1 ½ mark</td></tr>
<tr><td></td><td>(iv)</td><td>Four years</td><td>2 marks</td></tr>
<tr><td></td><td>(v)</td><td>Five years</td><td>2 ½ marks</td></tr>
<tr><td></td><td>(vi)</td><td>Six years</td><td>3 marks</td></tr>
<tr><td></td><td colspan="3">Note: The experience of working on any Clerical post or on higher post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview</td></tr>
<tr><td colspan="4">PART – L
<u>(See item No. 9 of PART – C in Schedule – III)</u></td></tr>
<tr><td colspan="4">Written Test for the Post of Junior Office Assistant (I.T.)

The competitive examination for filling up the post(s) of Junior Office Assistants (I.T.) (Direct Recruitment – Contract/Regular basis) shall be</td></tr>
</table>

conducted in the manner prescribed herein below:

(a) **Written test** shall consist of two parts viz. **Part – A** and **Part – B**:

PART – A (SCREENING TEST)

It shall be in English Language consisting of MCQ type carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark.[.....][83] The Screening test shall be of **two** hours duration comprising **100** questions of **100** marks in aggregate, touching the following subjects:

(1)	**General Knowledge**	**50 Marks**
(a)	International	15 Marks
(b)	National	15 Marks
(c)	Himachal Pradesh	20 Marks

Note – 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Current Affairs, Indian and H.P. Judiciary etc.

(2)	Basic knowledge of Computers	30 marks
(3)	Reasoning	20 marks

Note – 2: The O.M.R. sheets containing the answers of M.C.Q. type questions shall be got evaluated through the electronic mode and the candidates qualifying the screening test [.....][84] shall be called for the written examination, if they fall in the ratio of **1:6** which means six candidates against one vacancy advertised.

PART – B (COMPUTERS, ENGLISH AND HINDI)

Written Test shall be of total 80 marks to be completed in 2 hours consisting of the following:-

Sl. No.	**Description of the Question**	**Marks**

[83] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

[84] Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

	(i)	Essay in English – 300 words	15 marks
	(ii)	Essay in Hindi – 300 words	15 marks
	(iii)	Translation from English to Hindi (one Paragraph containing at least five sentences)	10 marks
	(iv)	Translation from Hindi to English (one Paragraph containing at least five sentences)	10 marks
	(v)	Computers	30 marks
	Note – 3: [Candidates qualifying the Screening test as mentioned in Note – 2 above, shall be called for written examination typing test. The candidate is required to secure at least 45 per cent marks in main written test.][85]		
(b)	**Typing Test:** [The High Court may conduct the typing test of the candidates on the day, they appear for the main written examination or may notify some another date for the typing test.][86] The candidates shall have to qualify, typing test at 30 W.P.M., in English, on computers, wherefor a separate test shall be held. Provided that only 10% of the mistakes in typing test shall be permitted which in other words means that if any candidate commits more than thirty (30) mistakes then notwithstanding the fact that he has successfully typed out the given passage/material with the speed of **30 w.p.m**. still he shall be declared as unqualified and shall not be eligible to appear in the interview. **Note – 1:** The time for typing test shall be **ten (10)** minutes. **Note – 2:** The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.		
(c)	**Interview shall be of 10 marks as follows:-**		
	(i)	General Knowledge/General Awareness	4 Marks
	(ii)	Experience	3 Marks
	(iii)	Educational Qualification	3 Marks

[85] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

[86] inserted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

		Total:	**10 Marks**
(d)	**Final Merit list shall be drawn on the basis of written test as well as interview**		
(e)	**Criterion for Awarding marks for Educational Qualification**		
	(i)	Any Diploma in Computers from I.T.I. or equivalent	1 mark
	(ii)	Bachelor Degree in Computers/P.G. Diploma in Computers	2 marks
	(iii)	Any Master Degree and above	3 marks
(f)	**Criterion for Awarding marks for Experience**		
	(i)	One year	½ mark
	(ii)	Two years	1 mark
	(iii)	Three years	1 ½ mark
	(iv)	Four years	2 marks
	(v)	Five years	2 ½ marks
	(vi)	Six years	3 marks
	Note: The experience of working on any Clerical post with practical experience of working on computers or on higher post or working as Networking Engineer/Desktop Engineering/System Assistant or above shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and there is mention to this effect in the application submitted while applying for the post.		
PART – M **(See item No. 11 (b) in PART – C of Schedule – III)**			
(a)	**Written Test for the Post of Restorer**		
	Written Test of total 90 marks to be completed in 2 hours consisting of the following:-		
	Sl. No.	**Description of the Question**	**Marks**
	(i)	Essay in English - 200 words	15 marks
	(ii)	Essay in Hindi - 200 words	15 marks
	(iii)	General Knowledge (Twenty questions each of one mark)	20 marks

	(iv)	Library Science	40 marks
(b)	**Interview of 10 marks consisting of following:**		
	Sl. No.	**Description of the Field**	**Marks**
	(i)	General Knowledge/General Awareness	04 marks
	(ii)	Experience	03 marks
	(iii)	Educational Qualification	03 marks
		Total:	**10 marks**
	Note: (i) **Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.** (ii) Looking at the fact that candidates for taking the written examination are more but posts are in minuscule, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Library Science and Reasoning**.**		
(c)	**Criterion for awarding 3 marks for Educational Qualification**		
	(i)	+2 with one year Diploma in Library Science	1 mark
	(ii)	+2 with first division with diploma in Library Science	2 marks
	(iii)	Any Bachelor Degree in Lib. Science or P.G. Diploma in Library Science	3 marks
(d)	**Criterion for Awarding marks for Experience**		
	(i)	One year	½ mark
	(ii)	Two years	1 mark
	(iii)	Three years	1½ marks
	(iv)	Four years	2 marks
	(v)	Five years	2½ marks
	(vi)	Six years and above	3 marks

	Note:	The experience of working on the Posts of Library Attendant or Assistant Librarian or Librarian or on higher post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a copy thereof already supplied and if the application is moved on line, then there is a mention in the application about such experience

PART – N

(See item No. 12 (c) in PART – C of Schedule – III)

(a) Written Test for the Post of Telephone Operator

Written Test of total 90 marks to be completed in 2 hours consisting of the following

Sl. No.	Description of the Question	Marks
(i)	Paragraph in English – 250 words	25 marks
(ii)	Paragraph in Hindi – 250 words	25 marks
(iii)	General Knowledge including Telecommunication (Twenty questions each of two marks)	40 marks

(b) Interview of 10 marks consisting of following

Sl. No.	Description of the Question.	Marks
(i)	General Knowledge/General Awareness	04 marks
(ii)	Experience	03 marks
(iii)	Educational Qualification	03 marks
	Total:	**10 marks**

Note:

(i) **Final merit list shall be drawn on the basis of marks obtained in written test and *interview*.**

(ii) Looking at the fact that candidates for taking the written examination are more but post is single, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in

		screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Telecommunication and Reasoning.	
(c)	**Criterion for Awarding 3 marks for Educational Qualification**		
	(i)	Graduation with diploma in Electronics	1 mark
	(ii)	Graduation with First Division + diploma in Electronics	2 marks
	(iii)	Post Graduation with diploma in Electronics or higher qualification	3 marks
(d)	**Criterion for Awarding marks for Experience**		
	(i)	Five years	½ mark
	(ii)	Six years	1 mark
	(iii)	Seven years	1 ½ mark
	(iv)	Eight years	2 marks
	(v)	Nine years	2 ½ marks
	(vi)	Ten years and above	3 marks
	Note:	The experience of working on the Post of Telephone Attendant or Telephone Operator or Mechanic in Electronics or on higher posts in the said fields shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a copy thereof already supplied and if the application is moved online, then there is a mention in the application about such experience.	
[PART – O **(See item Nos. 14 & 15 in PART – C of Schedule – III)**			
(a)	A Screening Test (both in English and Hindi) consisting of M.C.Qs. carrying four choices for each question, out of which the correct answer shall have to be given by the candidates on OMR sheets by blackening the appropriate circle or any other mode as suggested in the question paper-OMR sheet. Each question shall carry equal weightage of one mark. The Screening Test will be of 2 hours duration		

	comprising 100 questions of 100 marks in aggregate touching the following topics:- *(i) Testing the mechanical knowledge of automobiles* *(ii) Duties and responsibilities as a Driver of the Government vehicles* *(iii) Duty of driver of motor vehicle to give information to immediate superior/in-charge/controlling officer/police, in the event of an accident or an injury to a person* *(iv) Role, duties and responsibilities as good Samaritans* *(v) Use of flag on vehicle, how and when to use, its maintenance and preservation etc.* *(vi) Maintenance of the vehicle records viz. Log book, Registration certificate, Insurances, accessories etc.* *(vii) General upkeep and maintenance of the vehicle* *(viii) Awareness level of traffic Signs, signalling, driving regulations, safety measures etc.* *(ix) Awareness of emergency numbers, latest technology used in vehicles, pollution compatibility, insurance etc.* *(x) Testing basic knowledge of first aid* *(xi) Etiquettes, manners towards family members of dignitaries and colleagues* *(xii) General awareness about State of HP, Social, Economic, Geographical and Political aspects etc* The candidates qualifying the Screening Test shall be called for Proficiency Test, if they fall in the ratio of 1:6 which means 6 candidates against one vacancy.
(b)	**Proficiency Test for the Post of Driver (Regular and Daily Wages)** Proficiency Test of total 40 marks to be held to judge the practical ability of the driver to drive the vehicle and the committee shall allot marks in the proficiency test out of forty (40) as per the performance of the candidate in the driving test. The candidate securing less than twenty four (24) marks shall be declared as disqualified.
(c)	**Interview of 10 marks consisting of following:**

	Sl. No.	**Description of the Field**	**Marks**
	(i)	General Awareness/ Personality/ Mechanical Knowledge	04 marks
	(ii)	Experience	03 marks
	(iii)	Educational Qualification	03 marks
	Note:	(i) Experience on the post of driver of light motor vehicle and Medium/Heavy vehicle shall be taken into consideration, if there is mention of the experience in the application form and original shown at the time of personal interview (ii) The experience as driver in any government body/private sector to drive vehicle shall also be taken into consideration	
(d)	**Criterion for awarding marks for Educational Qualification**		
	(i)	Matriculate or equivalent	1 mark
	(ii)	Matriculate or equivalent with first Division	2 marks
	(iii)	+2 or equivalent and above	3 marks
(e)	**Sl. No.**	**Experience**	**Marks to be awarded**
	(i)	Three years	1/2 mark
	(ii)	Four years	1 mark
	(iii	Five years	1 & 1/2 mark
	(iv	Six years	2 marks
	(v)	Seven years	2 & 1/2 marks
	(vi)	Eight years and above	3 marks][87]
PART – P **(See item No. 16 in PART – C of Schedule – III)**			
(a)	**Interview for the Post of Motor Mechanic**		
	Interview of 20 marks shall be held to judge the practical knowledge of the Motor Mechanic and also his suitability to the		

[87] Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 4th Amendment, Rules 2017 w.e.f. 22.11.2017

	Post		
	Sl. No.	**Description of the Question**	**Marks**
	(i)	General Awareness/Personality/Mechanical Knowledge	10 marks
	(ii)	Experience	05 marks
	(iii)	Educational Qualification	05 marks
		Total:	**20 marks**
	Note:	(i) Experience on the post of Motor Mechanic of light motor/ Medium/Heavy transport vehicle (Petrol, Diesel or CNG) shall be taken into consideration, if the attested copies of the experience certificates have been attached with the application form and original shown at the time of personal interview or if applied through the on line mode then there is mention of such experience in the application submitted on line and the original experience certificate is produced at the time of the personal interview.	
		(ii) The experience as Motor Mechanic in any government body/private sector shall also be taken into consideration.	
(b)	**Criterion for awarding (05) marks for Educational Qualification**		
	(i)	Matriculation	1 mark
	(ii)	+2 or equivalent	2 marks
	(iii)	Matriculation plus diploma of Motor Mechanic or in Automobiles or in Mechanical	3 marks
	(iv)	Any Bachelor Degree in Automobiles / Mechanical Engineering	4 marks
	(v)	Any Master Degree in Automobiles and above	5 marks
(c)	**Criterion for awarding (05) marks for Experience**		
	Sl. No.	**Experience**	**Marks to be awarded**
	(i)	Two years	½ mark
	(ii)	Three years	1 mark
	(iii)	Four years	1½ marks

	(iv)	Five years	2 marks
	(v)	Six years	2½ marks
	(vi)	Seven years	3 marks
	(vii)	Eight years	3½ marks
	(viii)	Nine years	4 marks
	(ix)	Ten years	4½ marks
	(x)	Eleven years and above	5 marks

PART – Q

(See item No. 17 (b) in PART – C of Schedule – III)

(a)	**Interview for the Post of Junior Technician (Electrician)**		
	Interview of 20 marks shall be held to judge the practical knowledge of the Junior Technician (Electrician) and also his suitability to the Post:-		
	Sl. No.	**Description of the Question**	**Marks**
	(i)	General Awareness/ Personality/Electrical Knowledge	10 marks
	(ii)	Experience	05 marks
	(iii)	Educational Qualification	05 marks
		Total:	**20 marks**
	Note:	(i) Experience on the post of Electrician or equivalent post or above shall be taken into consideration, if the same has been mentioned in the application form and original shown at the time of personal interview. (ii) The experience as Electrician or T. Mate or Lineman or Assistant Lineman in any government body/private sector shall also be taken into consideration.	
(b)	**Criterion for awarding (05) marks for Educational Qualification**		
	(i)	+2 with I.T.I. diploma in Electrical	1 mark
	(ii)	+2 with first division with diploma in Electrical	2 marks
	(iii)	+2 with first division with diploma with first division or polytechnic diploma in Electrical.	3 marks

	(iv)	+2 with Engineering Bachelor Degree in Electrical	4 marks
	(v)	Any Master Degree in Electrical Engineering or above	5 marks
(c)	**Criterion for awarding (05) marks for Experience**		
	Sl. No.	**Experience**	**Marks to be awarded**
	(i)	Three years	½ mark
	(ii)	Four years	1 mark
	(iii)	Five years	1½ marks
	(iv)	Six years	2 marks
	(v)	Seven years	2½ marks
	(vi)	Eight years	3 marks
	(vii)	Nine years	3½ marks
	(viii)	Ten years	4 marks
	(ix)	Eleven years	4½ marks
	(x)	Twelve years & above	5 marks
PART – R **(See item No. 18 (b) in PART – C of Schedule – III)**			
(a)	**Written Test for the Post of Book Binder**		
	Written Test of total 90 marks to be completed in 2 hours consisting of the following:-		
	Sl. No.	**Description of the Question**	**Marks**
	(i)	Paragraph in English - 250 words	25 marks
	(ii)	Paragraph in Hindi - 250 words	25 marks
	(iii)	General Knowledge (Twenty questions each of two marks)	40 marks
(b)	**Interview of 10 marks consisting of following:**		
	Sl. No.	**Description of the Field**	**Marks**
	(i)	General Knowledge/General Awareness/ knowledge of Book Binding.	04 marks

	(ii)	Experience	03 marks
	(iii)	Educational Qualification	03 marks
		Total:	**10 marks**
	Note:	(i) **Final merit list shall be drawn on the basis of marks obtained in written test and *interview*** (ii) Looking at the fact that candidates for taking the written examination are more but post is single or very few, Hon'ble the Chief Justice, in his Lordship's discretion can also order for holding a screening test containing 100 MCQ Type questions of hundred marks to be answered in One hour and thirty minutes. On the basis of marks obtained in screening test, the candidates in the ratio of **1:6** shall be declared to be qualified to appear in the main written test. Hundred questions in the M.C.Q. type question paper shall be based on the subjects like General Knowledge, General English, Book Binding and Reasoning	
(c)	**Criterion for awarding (03) marks for Educational Qualification**		
	(i)	Graduation + Diploma in Book Binding	1 mark
	(ii)	Graduation with first division with diploma in Book Binding	2 marks
	(iii)	Graduation with first division with diploma in Book Binding with first division	3 marks
(d)	**Criterion for awarding (03) marks for Experience**		
	Sl. No.	**Experience**	**Marks to be awarded**
	(i)	Two years	½ mark
	(ii)	Three years	1 mark
	(iii)	Four years	1½ marks
	(iv)	Five years	2 marks
	(v)	Six years	2½ marks
	(vi)	Seven years & above	3 marks
PART – S **(See Schedule – III, PART – D)**			

(a)	**Procedure for Awarding Marks in an interview for the Post of Usher**		
	Sl. No.	**Description of the Field**	**Marks**
	(i)	Educational Qualification	5 marks
	(ii)	Experience	5 marks
	(iii)	Interview/Personality Test	10 marks
	Please Note:	(i) For the post of Usher, experience as Class – IV in High Court shall be taken into consideration.	
(b)	**Criterion for awarding marks for Educational Qualifications**		
	Sl. No.	**Description of the Field**	**Marks to be awarded**
	(i)	Matriculate or equivalent	3 marks
	(ii)	Matriculate or equivalent with first division	4 marks
	(iii)	+2 or equivalent and above	5 marks
(c)	**Criterion for awarding marks for Experience**		
	Sl. No.	**Experience**	**Marks to be awarded**
	(i)	One year	½ mark
	(ii)	Two years	1 mark
	(iii)	Three years	1½ mark
	(iv)	Four years	2 marks
	(v)	Five years	2½ marks
	(vi)	Six years	3 marks
	(vii)	Seven years	3½ marks
	(viii)	Eight years	4 marks
	(ix)	Nine years	4½ marks
	(x)	Ten years and above	5 marks
[Part T]* **Criteria for evaluation for post of Peon/Mali/Chowkidar/Safai Karamchari etc** *** (inserted vide 20th amendment dated)**			
1	Merit of minimum educational qualification in terms of the Recruitment & Promotion Rules, shall be calculated as		

		under:- {Percentage of marks obtained in prescribed educational qualification to be calculated out of 85 marks. For example a candidate getting 50% marks in prescribed qualification will be given 42.5 marks}	
2		Evaluation=15 marks evaluation to be made in following manner:-	
	i	Belonging to notified Backward Area or Panchyat, as the case may be	1 mark
	ii	Land Less family/family having land less than 1 hectare to be verified by the concerned Revenue Authority.	2 marks
	iii	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government Service	2.5 marks
	iv.	Differently abled persons with more than 40% impairment/disability/infirmity.	1 mark
	v	NSS (at least One year)/ certificate holders in NCC/ the Bharat Scout and Guide/Medal winner in national level sports competitions.	1 mark
	vi	BPL family having annual income (From all sources) below Rs. 40000/- or as prescribed by the Government from time to time.	2.5 marks
	vii	Widow/divorced/destitute/single woman	1.5 marks
	viii	single daughter/orphan	1 mark
	ix	Experience upto a maximum of 5 years in Government/Semi-Government Organization relating to the post applied for (0.5 marks only for each completed year)	2.5 marks
	Note: Final merit list should be drawn on the basis of marks obtained in educational qualification and evaluation.		

SCHEDULE – V

HIGH COURT OF HIMACHAL PRADESH, SHIMLA – 171 001

ONLINE APPLICATION FORM FOR APPOINTMENT IN H.P. HIGH COURT

<table>
<tr><td>Roll No.</td><td colspan="2">(shall be auto-generated by the system)</td><td>Application No.</td><td>(shall be auto-generated by the system)</td></tr>
<tr><td colspan="5">Note: Fields marked with Asterisk (*) sign are mandatory to be filled-in</td></tr>
<tr><td colspan="2">Post Applied for:</td><td colspan="3">--select--</td></tr>
<tr><td>1.</td><td>Name of the applicant* :</td><td>in CAPITAL LETTERS only</td><td rowspan="7">Affix recent passport size photograph duly attested by any Gazetted authority or as directed in the advertisement notice</td></tr>
<tr><td>2.</td><td>Father’s/Mother’s/Husband’s Name* :</td><td>--select the option ‘Father’ or ‘Mother’ or ‘Husband’ -- (Please do not use any prefix such as ‘Shri’, ‘Smt.’ or ‘Dr.’ etc.)</td></tr>
<tr><td>3.</td><td>Date of Birth* :</td><td>in DD/MM/YYYY format only</td></tr>
<tr><td>4.</td><td>Gender* :</td><td>--select--</td></tr>
<tr><td>5.</td><td>Category* :</td><td>--select--</td></tr>
<tr><td>6.</td><td>Educational Qualification* :</td><td>--select--</td></tr>
<tr><td>7.</td><td>Correspondence Address* :</td><td colspan="2">(Do not re-enter your name in the address field)</td></tr>
<tr><td></td><td>Line 1</td><td colspan="2" rowspan="2">--To be typed out--</td></tr>
<tr><td></td><td>Line 2</td></tr>
<tr><td></td><td>District* :</td><td colspan="2">--select--</td></tr>
<tr><td></td><td>State* :</td><td colspan="2">--select--</td></tr>
<tr><td></td><td>PIN Code* :</td><td colspan="2">--to be typed out--</td></tr>
<tr><td>8.</td><td>Mobile Number :</td><td colspan="2">--to be typed out--</td></tr>
<tr><td>9.</td><td>Particulars of Driving License* :</td><td>D.L. No.</td><td>--to be typed out--</td></tr>
</table>

	(Only in case of Driver)	Transport/Non-Transport	--select--
		Issued from	--to be typed out--
10.	**Experience, if any (in Months)** :	--to be typed out--	
11.	**Details of fees paid*** :	Bank Reference Number	***(shall be auto-linked by the System through payment gateway)***
		Fee Amount (in Rs.)	
		Date of Deposit	

DECLARATION :

I hereby declare that I am an Indian National and the statements made in this application are true, complete and correct to the best of my knowledge and belief. I undertake that in the event of any information furnished in this application form is found false or incorrect at any stage, my candidature shall be liable to be rejected and if offered appointment or appointed, then such offer or employment shall be liable to be cancelled forthwith or at any time and I shall also be liable for criminal prosecution. I also solemnly declare that I do not suffer from any of the disqualifications shown in the detailed advertisement posted on the website for the post and I am eligible in all respects according to eligibility criteria mentioned in the said advertisement.

Place :

Date :

(Signature of the candidate)

HIGH COURT OF HIMACHAL PRADESH, SHIMLA – 171 001

ADMIT CARD

<table>
<tr><td colspan="3">Post Applied for:</td><td colspan="2">(auto-generated by the system)</td><td rowspan="5">Affix recent passport size photograph duly attested by any Gazetted authority or as prescribed in the advertisement notice</td></tr>
<tr><td colspan="3">ROLL NO. :</td><td colspan="2" rowspan="4">(auto-generated by the system)</td></tr>
<tr><td colspan="3">Name of the applicant :</td></tr>
<tr><td colspan="3">Father’s/Mother’s/Husband’s Name :</td></tr>
<tr><td colspan="3">Correspondence Address :</td></tr>
<tr><td colspan="3">VENUE OF EXAMINATION :</td><td colspan="2">(to be allotted by the office)</td></tr>
<tr><td>Sl. No.</td><td>Date & Time of Exam/Test</td><td>Test/Examination</td><td>Q. Booklet Series</td><td>Candidate’s Signature</td><td>Invigilator’s Signature</td></tr>
<tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr>
<tr><td>1</td><td colspan="5">(To be filled-in during the examination)</td></tr>
<tr><td colspan="6">Date :</td></tr>
</table>

(Signature of the candidate)