IMPORTANT INSTRUCTION(S):

1. The candidates are advised that before applying online they must go through "R&P Rules, 2015" uploaded on the High Court website and available on following URL link: https://highcourt.hp.gov.in/rules/Part-AII(3)2015updated.pdf
2. The candidates must ensure their eligibility in respect of essential qualification(s), category, age, and experience etc., as mentioned in the R&P Rules 2015 ibid and as per orders/directions issued by the Hon'ble High Court of Himachal Pradesh, from time to time.
3. The candidates are required to upload copies of essential qualifications, matriculation certificate as age proof, any higher educational qualification, experience certificate (wherever required) to avoid rejection of their candidature.
4. The candidates for appointment to any of the abovementioned post(s) must be an Indian National and also possess requisite education qualification and other qualifications as prescribed under R&P Rules, 2015 as **on the date of submission of online application**.
5. The benefit of reservation for Physically Handicapped (PH)/persons with benchmark disabilities will be provided to the candidates as per Rule 17 of R&P Rules, 2015.
6. The examination fee for the candidates applying online against advertised vacancy is as follows:

SN	Category(ies)	Exam Fee (Per application)
(a)	Unreserved (UR)	Rs. 450/- (including GST)
(b)	Reserved Categories of H.P. (i.e., SC, ST, OBC & EWS)	Rs. 300/- (including GST)
(c)	PH Categories of H.P. (if the post is reserved for the PH category)	Rs. 300/- (including GST)

The fee shall have to be paid ONLY through ONLINE MODE and the fee once paid shall not be refunded to the candidate, in any case.

7. Age of the candidates shall be reckoned as **on 01.01.2026** as per the following criteria:

SN	Category(ies)	Age for all advertised posts
(a)	Unreserved (UR) and EWS	between 18 to 45 years.
(b)	Reserved categories of HP, if the post is reserved for a particular category	between 18 to 50* years.
(c)	HP Govt. employees	between 18 to 50* years.

*Five years relaxation in upper age limit is admissible only to the bonafide SC, ST, OBC of HP and persons with benchmark disabilities of HP, in case a post is reserved for these categories. However, age relaxation for HP Govt. employees is also admissible as per orders/directions of the Hon'ble High Court of H.P. and instructions of the Government of HP issued from time to time.

8. The category once claimed shall be treated final and no representation/ correspondence will be entertained in this regard. However, if the candidates have uploaded/mentioned an expired category certificate, they will be considered against UR category, and the differential fee amount (if any) can be obtained from the candidate.
9. The experience and qualification, as required shall be reckoned as **on the date of submission of online application**.
10. The applications are acceptable **ONLY IN ONLINE MODE** [even from those candidates, who have been sponsored by Employment Exchange(s)]. The desirous candidate(s) may use the recruitment web portal as well as another relevant link provided on High Court Website before **the last date of submission of application.** Applications received through any other mode will not be accepted and will be deemed to be rejected straightway.
11. As per instructions of the Government of H.P., dated 11.06.2019 when an Economically Weaker Sections (EWS) candidate is not available for selection, the post(s) will be treated automatically as de-reserved and will be filled up from a non-EWS candidate of unreserved category.
12. The number of vacancies, as shown above, may increase or decrease in future, due to administrative reasons.
13. The eligible candidates will ONLY be informed through SMS alerts and Emails (as registered /disclosed at the time of applying online) about examinations/tests schedule etc. No separate communication/call letter etc. will be sent through any other mode. Therefore, the candidates are advised to give their working mobile number and Email ID used by them in the online application and ensure its working till the completion of the selection process to avoid any inconvenience. There is no other means of contacting them except their mobile number(s) and Email ID(s).
14. The candidates who are already in service of any Government or Semi Government concern, shall be considered ONLY on receipt of their online application (THROUGH PROPER CHANNEL) alongwith **"NO OBJECTION CERTIFICATE" (NOC)** issued by their Employer /Competent Authority addressed to the

Registrar General, High Court of H.P., within 15 days from the last date fixed for receipt of application. However, contract/ casual/ adhoc/ daily wagers/ work charged employees do not need to produce NOC's from the concerned employer.

15. The experience for any particular post, wherever required, shall be taken into consideration only if the same is in proper format, mentioned and uploaded in the online application form and produced in original at the time of evaluation/DV.

16. The candidates must note that their admission in the test(s) will be strictly provisional and on the basis of declaration made by them in their online applications and only those documents will be verified from original, which were duly mentioned and uploaded by them at the time of submission of online application. No new certificate/ document will be entertained at the time of Document Verification/Evaluation, except certificates produced in continuation of expired certificates.

17. The submission of application by the candidates does not confer any right to appear in the test(s), unless and until the fee is paid and the eligibility criteria is fulfilled by them.

18. The candidates are advised to visit the official website of High Court of HP regularly for obtaining updates with regard to recruitment process of advertised vacancies.

19. The decision of the High Court of HP regarding eligibility/ test(s)/ and selection etc., will be final and no correspondence / personal enquiries/ representation of any type will be entertained.

20. Any request for change of date, time & venue of examination will not be entertained.

21. The High Court reserves the right to conduct the Screening/Proficiency/Written Test at the District Headquarter Shimla, keeping in view the strength of the candidates.

22. The advertised anticipated vacancies, if any, will be filled up only on availability of these vacancies on account of retirement and promotion etc., and as such candidate cannot claim their appointment against these vacancies, as a matter of right.

23. Re-checking/ re-evaluation of answer sheets at any stage is not allowed and no request/representation in this regard shall be entertained (if applicable).

24. The High Court reserves the right to change any other terms & conditions of advertisement or to rectify the inadvertent or technical error at any stage.

25. In case of any guidance/information/clarification regarding advertised posts, candidates can contact the Recruitment Section, via email/telephone on any working day from 10:00 AM to 01:00 PM & 02:00 PM to 04:00 PM. However, the High Court reserves the right to respond only to relevant/genuine queries, received via email i.e., arrecruitment-hc@hp.gov.in

26. After successful completion of online application form, candidate will be able to preview his/her duly submitted application. Candidates are advised to get a printout/screen shot of the filled-up application for their record. Application once submitted cannot be withdrawn or modified, however, the same can be **cancelled without refund of fee.**

27. The candidates are required to submit their ORA alongwith fee well in time to **avoid last date rush.**

28. Before filling up the ORA, candidates must have their coloured recent photograph, signature & other certificates/ documents duly scanned in advance for uploading, as per following size & formats:

- Photo of candidate: 20 to 50 KB (JPG/JPEG/PNG) on white background.
- Sign of candidates: 10 to 20 KB (JPG/JPEG/PNG) on white background
- Matric Certificate (as age proof): 100 to 500 KB (JPG/JPEG/PNG)
- ID Proof (Aadhaar, DL, Passport etc.): 100 to 500 KB (JPG/JPEG/PNG)
- Other Certificates/Documents: 100 KB to 2 MB (only in PDF)

29. The candidates are advised to go through the frequently asked questions (FAQs) and the Video Tutorial available on the recruitment portal before applying for the advertised posts.

30. If any mentioned/uploaded document(s) or certificate(s) which has expired during the course of the recruitment process is produced during DV, the same shall not be considered and the benefit of such certificate(s) shall also cease, however, if renewed certificate(s)/document(s) in continuation of the earlier uploaded/mentioned certificate(s) or document(s) is produced during the DV the same shall be considered.

31. The Criteria Certificates, Category Certificate and other educational certificates on the basis of which marks are to be awarded to the candidates shall only be accepted if the same are issued in the name of the candidate. The certificates issued in the name of parents shall not be considered for awarding of the marks *(except BPL Certificate*).

32. Candidates belonging to General (BPL) category are not required to submit Income & Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of valid BPL Certificate issued by the Competent Authority and supplemented by non SC/ST/OBC Certificate. If any BPL Candidate applies for the post reserved for EWS category he/she shall have to submit a Valid BPL certificate countersigned by

the Block Development Officer and also non-SC/ST/OBC certificate issued by the competent authority.

33. The candidates for the Group-D posts will be shortlisted in the ratio 1:3 [as per Part-2, Rule 6(19), of R&P Rules, 2015] for Evaluation/Document Verification, as per Schedule-IV, Part-T, R&P Rules, 2015, as follows:

1. Merit of minimum educational qualification, in terms of the R&P 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 Matric will be given 42.5 marks}

2. **Evaluation= 15 MARKS**

Evaluation to be made in the following manner:

1.	Belonging to notified Backward Are or Panchayat, as the case may be	:	01 Mark
2.	Land less family/ family having land less than 1 hectare to be certified by the concerned Revenue authority.	:	02 mark
3.	Non-employment Certificate to the effect that none of the family members is in Government/Semi –Government service.	:	2.5 marks
4.	Differently abled persons with more that 40% impairment/disability/infirmity.	:	01 mark
5.	NSS (at least one year) /certificate holders in NCC/the Bharat Scout and Guide/Medal winner in National level sports competitions.	:	01 mark
6.	BPL family having annual income (From all sources) below Rs. 40000/- or as prescribed by the Govt. from time to time.	:	2.5 Marks
7.	Widow/divorced/destitute/single woman.	:	01 Mark
8.	Single daughter/Orphan	:	1.5 Mark
9.	Experience up to a maximum of 5 years in Govt./Semi –Govt. Organization relating to the post applied for (0.5 marks only for each completed year)	:	2.5 marks

Note: Final merit list shall be drawn on the basis of marks obtained in educational qualification & evaluation.

34. The candidates must upload legible and complete set of testimonials/ certificates and the same should be valid, authentic and issued by the competent authorities given below **(clarified vide Govt. of HP letter No.Per(AP-B)B(15)5/2014-loose-I dated 18th July, 2017, 15th September, 2017 and 17th November, 2020 & other Instructions/ Notifications issued by the Govt. of HP time to time)**. The Certificates should be valid at the time of submission of Online Recruitment Application (ORA) as well as on the date of Document Verification (DV). The marks/benefit against invalid/expired certificates will not be awarded to the candidates, who have mentioned/uploaded invalid or expired certificates while submission of Online Application Form and at the time of DV.

SN	Name of Certificate	:	Issuing Authorities
1)	Backward Area/ Panchayat, Landless family/ family having less than 1 (one) hec. Land, non-employment, income certificate etc.	:	SDO (Civil)/ Tehsildar/ Naib Tehsildar
2)	BPL/ Widow/ Divorced/ destitute/ Single Woman/ Single Daughter/ Orphan etc.	:	BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate) in Panchayat
		:	Commissioner/ Joint/ Assistant Commissioner in Municipal Corporation
		:	Executive Officer in Municipal Council
		:	Secretary in Nagar Panchayats
3)	Differently abled persons	:	Health & Family Welfare Authorities/ Medical Boards
4)	NCC/ NSS/ Scouts & Guides	:	Head of the concerned Institution
5)	Medal Winners in National Level Sports Competition	:	Concerned District Youth Services and Sports Officer/ Head of Institution
6)	Essential Educational Qualification etc.,	:	Recognized School Board/ Universities
7)	Himachali Bonafide Certificate	:	SDO (Civil)/ Tehsildar/ Naib Tehsildar
8)	Age Proof Certificate (10th Class Certificate)	:	Recognized School/Board.
9)	SC/ST/OBC/EWS Certificate	:	SDO (Civil)/ Tehsildar/ Naib Tehsildar
10)	Experience	:	Experience related to post applied as per R&P Rules (wherever required) on proper format duly mentioning experience period in date month & year, signed by the competent authority, with the date of issuance mentioned therein.