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 Hon'ble High Court of Himachal Pradesh, from time to time.

3. The candidates are required to upload copies of essential qualification, matriculation certificate as age proof, ID 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 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, PH)	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.

6. Age of the candidate shall be reckoned as **on 01.01.2026** as per the following criteria:

SN	Category(ies)	Age for all advertised post
(a)	Unreserved (UR) and EWS	between 18 to 45 years.
(b)	HP Govt. employees	between 18 to 50* years.

*Five years relaxation in upper age limit is admissible only to the bonafide reserved categories of HP (except EWS) 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.

7. The category once claimed shall be treated final and no representation/ correspondence will be entertained in this regard.

8. The experience and qualification, as required shall be reckoned as **on the date of submission of online application**.

9. 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.

10. As per instructions of the Government of H.P., dated 11.6.2019 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, if the post is advertised against EWS category.

11. The number of vacancies, as shown above, may increase or decrease in future, due to administrative reasons.

12. 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).

13. 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, Job Trainee/contract/ casual/ adhoc/ daily wagers/ work charged employees do not need to produce NOC's from the concerned employer.

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

15. 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, except certificates produced in continuation of expired certificates.

16. 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.

17. 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.

18. The decision of the High Court of HP regarding eligibility/ test(s)/ and selection etc., will be final and unreasonable correspondence / personal enquiries/ representation of any type will not be entertained.

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

20. 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.

21. 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.

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

23. 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.

24. 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

25. 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.**

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

27. 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)

28. 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.

29. 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.

30. The candidates must upload a legible and complete set of testimonials/ certificates, and the same should be valid, authentic and issued by the competent authorities **(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)**. However, documents of only those candidates will be considered and accepted in continuation, at the time of DV, who have duly mentioned and uploaded the requisite documents at the time of applying online and expired during the recruitment process.