HIGH COURT OF HIMACHAL PRADESH, SHIMLA-171001

No.HHC/Admn.2 (21)/82-III- Dated:12.9.2018.

ADVERTISEMENT NOTICE

The High Court of Himachal Pradesh invites online applications from the eligible desirous candidates for filling-up the following existing vacancy on the Establishment of High Court :-

Sl. No.	Particulars of the vacancy	Total Number of vacancies	Pay Band/Pay Scale & Grade Pay etc.	Educational Qualification/ Eligibility Criterion
1.	**Assistant Librarian**	**01 (one) UR**	**Rs.10300-34800 + Rs.3200/-** Grade Pay **+ Rs.400/-** Secretariat Pay plus usual allowance	Possessing Master Degree in Library Science or Bachelor Degree in Library Science with 3 years experience as Library Attendant or above and also having 3 years experience only for the person possessing only Bachelor Degree in Library Science whereas there will be no requirement of any experience in the case of candidates possessing Master's degree in Library Science.

The applications are **acceptable only in online mode**. The desirous candidate(s) may use the link provided on our website i.e. **http://hphighcourt.nic.in** at the Tabs **'Recruitment/Results or 'Announcement'** **on or before its last date i.e. 03.10.2018.**

For detailed information with regard to the **Important Instructions, Rules, Regulations, Syllabus, fee structure, examination schedule and mode of payment etc.**, the candidates are advised to read carefully the relevant information with utmost care which is annexed with the Advertisement Notice on our website before applying in online mode.

The applying candidates must have to send the print-out of duly filled-in **'Acknowledgement'**, given at last page of annexed **Instructions** alongwith '**eReceipt'**, in original, in support of payment deposited by them through either mode i.e. paid online or deposited in cash or challan, as the case may be, **on or before 03.10.2018, by**

Regd./Speed Post or by Hand, failing which their candidature is liable to be rejected straightway.

The eligible candidates will **ONLY be informed through SMS alerts on their registered mobile numbers** about the examination schedule etc. besides uploading their list on our website. No separate call letters will be sent in offline mode. Therefore, the candidates are advised to fill-up their correct mobile number(s) while applying online. However, the each candidate must have to bring along the duly filled-in **ADMIT CARD**, as per the prescribed format given at our website, at the time of appearing in the exams./test as shall be conveyed to him/her through SMS alerts.

Note:- For any query contact Establishment Branch of High Court through the following telephone numbers :
0177- 2650111, 2658831, 2658456 and 2804319.

By Order

(Rajeev Bhardwaj)
Registrar General

Endst.No.HHC/Admn.2(21)/82-III- **Dated: 12.9.2018.**

Copy forwarded to:-

1. All the District & Sessions Judges in H.P., with a request to get the copy of the aforesaid Advertisement Notice displayed on the Notice Boards of their respective Courts.
2. NIC Co-ordinator at High Court. He is requested to upload the above advertisement Notice alongwith its annexures on the High Court Website.
3. Notice Board of High Court of Himachal Pradesh, Shimla - 171 001.
4. Shri Vikrant Janartha, Proprietor Janartha Advertising, Katiyar Cottage, IInd Floor, Near Local Bus Stand, Sanjauli, Shimla, with a request that the above advertisement-notice may be got published **in the daily Hindi News Paper "Amar Ujala(Himachal Edition)" and English Newspaper "The Tribune",** at the earliest. He is also requested to send a copy of the papers containing the advertisement to this High Court Registry for record and further necessary action.

(Registrar Estt.)

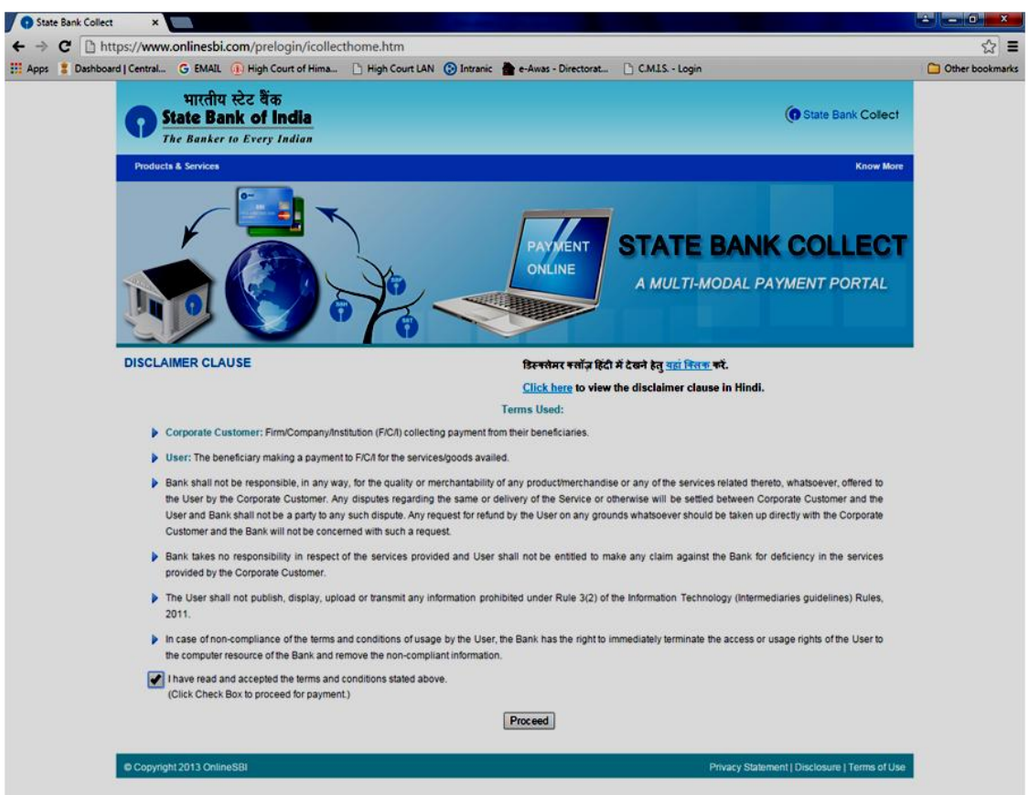
INSTRUCTIONS for filling-up online application

Visit the official website of Hon'ble High Court of Himachal Pradesh i.e. **http://hphighcourt.nic.in** thereafter click on the tab **'Recruitment/Results' or 'Announcement'**.

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

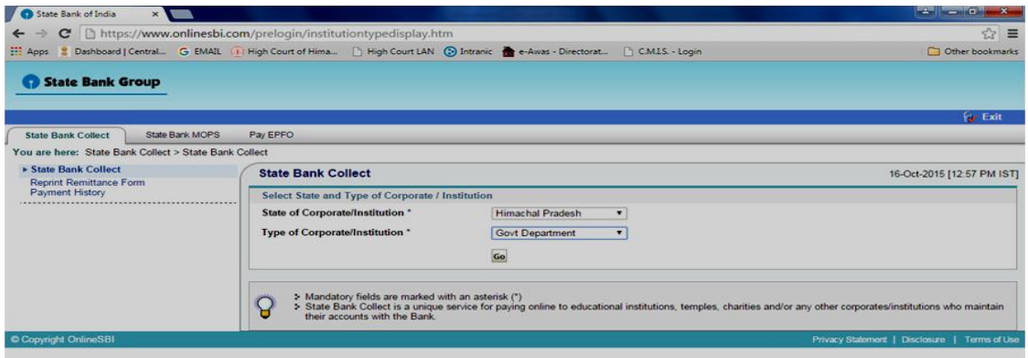
STEP-1

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



STEP-2

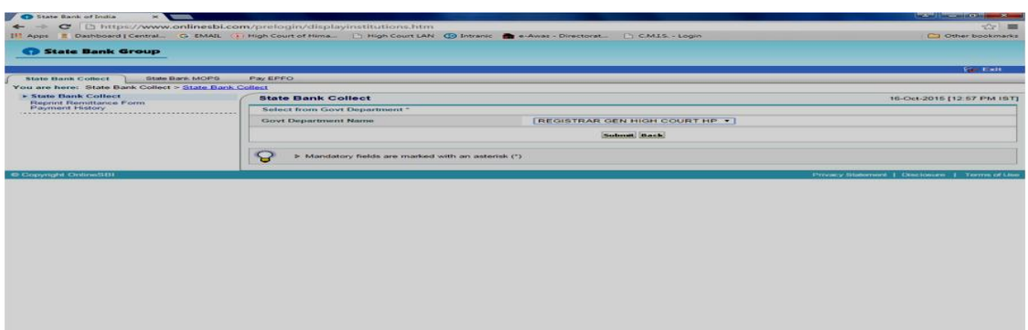
After selecting the check box, the candidate would be directed to next page having two options **State of Corporate/Institution*** and **Type of Corporate/ Institution***.



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

STEP-3

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



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

STEP-4

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

STEP-5

After verification of all particulars/details as shall be got filled-up by the candidate while applying online, he/she has to click lastly on **'Confirm'** button but **must have to ensure to take the print-out of the 'e-Challan or e-Receipt'** as shall be auto-generated by the online module of the Bank before closing the online procedure.

Fees Structure & Mode of Payment :-

The examination fee prescribed for the candidates, belonging to different categories, is given hereunder :-
Common for all category = **Rs.300/-**
(As the advertised post is meant to be filled up from (UR) un-reserved category).
The candidates shall have to deposit the requisite fee either through **"E-Payment"** mode i.e. either by using Debit/Credit Card(s) etc. or through net-banking options, as are available at payment gateway or the requisite fee could also be deposit through **"E-Challan"** which can be generated from the online web portal of SBI Collect and the requisite fee amount is to be deposited in cash at any branch of the SBI wherein all transaction details/particulars e.g. SBI Collect Reference Number, Journal Number etc. will be denoted by the payee bank. ***The candidate may also deposit the fee amount by directly paying through cash at any branch of SBI.*** After completing the payment process through any of the above mentioned modes, the candidate must have to take **the print-out** of **'E-Receipt'** and shall have to send it to the Registry by Regd./Speed post alongwith **'Acknowledgement'** on or before the date as specified in the Advertisement Notice.

> ***" Please note that fee once deposited shall not be refunded in any case. Moreover, any application received or submitted by the candidate without fees payment shall be liable to be rejected straightway."***

General Instructions :-

- Before filling up the online application form, the candidates are advised to read carefully the Notification/Advertisement for the post(s)/Exam(s) and also ensure that he/she is eligible as per the criterion as prescribed in the Advertisement Notice.

- On and after successful completion of all steps of the online application module, the candidate shall have to send the following documents addressed to the **'The Registrar General, High Court of Himachal Pradesh, Shimla –**

171001' through Regd./Speed post with Name of the post super scribed on the mailing envelop :-

- The print-out of **'e-Receipt'** as shall be auto-generated at the SBI Collect web portal during the online filing process;
- Duly filled-up and signed **'Acknowledgement'**, as annexed with Advertisement Notice having one duly attested recent passport size photograph by the competent authority affixed at the designated space;

- The application received through any other mode (offline etc.) will not be accepted and summarily rejected.

- Online Application process must be completed (including Applying for Examination/Test and Submit Examination/Test Fee) on or before last date fixed for submission of online form as mentioned in the Notification/Advertisement, after which the weblink will be disabled and no subsequent correspondence will be entertained in that respect.

- After submission, request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances. The H.P. High Court will not be responsible for any consequences arising out of furnishing any incorrect and incomplete details in the application or omission.

- The candidates applying for the examination/test should ensure that they fulfill all eligibility criterion as prescribed for admission to examination/test. Their admission at all stages of the examination/test will be purely provisional subject to satisfying the prescribed eligibility conditions.

- H.P. High Court takes up verification of eligibility conditions with reference to original documents at subsequent stages of examination/test process.

- The select list of the candidates will be drawn firstly against the regular posts and thereafter against contractual posts in order of their merit.

- The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh.

- The information with respect to the examination schedule such as roll number, date, timing and venue etc. will **ONLY be sent through SMS alerts on registered mobile numbers** of the eligible candidates besides uploading their

list on our website. No separate call letters will be sent in offline mode. Therefore, the candidates are advised to fill-up their correct mobile number(s) while applying online. This apart, the eligible candidate must have to bring along the duly filled-in **ADMIT CARD** as per the prescribed format, given at out website, complete in all respect and duly attested by the competent authority, while appearing in the exams./test on scheduled date as shall be conveyed to him/her through SMS alerts. No candidate will be allowed to sit in the exams./test without ADMIT CARD.

- No TA/DA shall be admissible to the candidates called for Screening/Written Test(s)/Interview or Viva-Voce Test.

- **Rules & Regulation, Syllabus :-**

- The Rules & Regulations and the syllabus as prescribed under Recruitment & Promotion Rules against the advertised post is available at **Annexure 'PART-J' (Assistant Librarian)**. The candidates must read them carefully before applying for any of such advertised post(s) failing which or any application found non-complying with any of such rules, regulations, authorities and reservation, shall be liable to be rejected straightaway and no correspondence shall be entertained in this regard.

AGE LIMIT :-

Age of the candidate who are desirous of applying for the advertised vacancies should not be less than 18 years or more than 45 years **as on 01.01.2018** (to be reckoned on first day of the calendar year). However, in case, the candidate belongs to Scheduled Caste, Scheduled Tribe, Other Backward Classes categories or if an Ex-Serviceman, relaxation in the upper age limit shall be allowed as may be prescribed by the State Govt. from time to time for entry into service for such candidates.

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ACKNOWLEDGEMENT

(To be filled-in by the candidate and to be sent to the High Court of H.P.)

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

Post Applied for : _____

Name of the Candidate :_____

Father/Husband's Name : _____

Mobile Number : _____

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

(in words) **:** _____

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

Specify, if any other _____

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

SBI Collect Reference No.
(as printed over E-Receipt/E-Challan) **:** _____

Any other relevant references etc. _____

(Signature of the Candidate)

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