

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA-171001**No.HHC/Rules/Sub.Courts/2014 Dated:****NOTIFICATION**

In exercise of the powers conferred by Article 227 of the Constitution of India read with Section 18 of the Himachal Pradesh Courts Act, 1976 and coupled with the provisions contained in the Himachal Pradesh Subordinate Courts Employees (Pay, Allowances and Other Conditions of Service) (Second Amendment-2015) Act, 2005 and all other enabling powers in this behalf, the High Court of Himachal Pradesh with the prior approval of His Excellency, the Governor of Himachal Pradesh, is pleased to make the Rules for regulating the Recruitment, Promotion and other Conditions of Service of the Members of staff working in the Courts subordinate to High Court of Himachal Pradesh (except Chief Administrative Officers (Superintendents) in the offices of District and Sessions Judges as follows:-

Part-1**(General)**

Short title and Commencement.	1.	(a) These Rules shall be called the Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules, 2016.
		(b) These Rules shall come into force on and with effect from the date of publication of the same in the Gazette (e-gazette) of Himachal Pradesh.
Definitions.	2. (1)	In these Rules, unless there is anything repugnant in the subject or context or otherwise:-
	(i)	"Appellate Authority" means Hon'ble the Chief Justice or such other Hon'ble Judge of the High Court of Himachal Pradesh as may be nominated by Hon'ble the Chief Justice.
	(ii)	"Appointing Authority" means the District Judge, who shall also be the disciplinary authority within the meaning of Rule 2(g) of Central Civil Services (Classification, Control and Appeal) Rules, 1965.
	(iii)	"Appointment" means appointment to a post. a. By direct recruitment. b. By promotion. c. By placement in the same pay band and grade pay. d. On contract basis.
	(iv)	"Chief Justice" means the Chief Justice of the High Court of Himachal Pradesh.
	(v)	"Cadre" means the total strength of posts sanctioned as a separate unit as shown in Schedule-I attached to these Rules.
	(vi)	"District Judge" means the District Judge of a District as defined in Section 2(b) read with Section 5 of the Himachal Pradesh Courts Act, 1976.
	(vii)	"Direct Recruitment" means the recruitment on regular or contract basis through open competitive examination/ test.
	(viii)	"Division" means the District or Civil District as defined in Section 2(a) of the Himachal Pradesh Courts Act, 1976 and known in the common parlance as District and Sessions Division.

(ix)	" Examination Committee " means a committee constituted by Hon'ble the Chief Justice for conducting competitive examination/test.
(Ix)	" Examination Fee " means the fee as prescribed by Hon'ble the Chief Justice by a general or special order and as notified in the advertisement inviting applications to be paid by the applicants in the shape of crossed Indian Postal Order/Demand Draft in favour of Registrar General or through any electronic mode of transfer of money, as mentioned in the advertisement notice and requisition sent to Employment/sub-Employment Exchange(s). Note: Hon'ble the Chief Justice may grant exemption, in general or in a particular case from payment of examination/test fee and also fix different amounts of fee for different posts and different categories.
(xi)	" Government " means the Government of Himachal Pradesh.
(xii)	" High Court " means High Court of Himachal Pradesh.
(xiii)	" Member Secretary " means Member Secretary of the Recruitment Cell to be nominated by Hon'ble the Chief Justice.
(xiv)	" Other Backward Classes " means castes/communities declared as such by the Government from time to time.
(xv)	" Post " means any post described in Schedule-I and shall also include any additional post(s) created by the State Government from time to time.
(xvi)	" Promotion " means promotion to a post or class of posts based on seniority subject to rejection of unfit.
(xvii)	" Recognized University/Board " means any University/Board which is recognized by the government.
(xviii)	" Recruitment Cell " means the Recruitment Cell constituted by Hon'ble the Chief Justice.
(xix)	" Registrar General " means the Registrar General of High Court of Himachal Pradesh.

	(xx)	"Schedule" means any of the Schedules attached to these rules.
	(xxi)	"Scheduled Castes" means the castes, races or tribes or part(s) of groups within castes, races or tribes specified in the Constitution (Scheduled Castes) Order, 1950, as amended by Section 19 (1) read with the First Schedule of the State of Himachal Pradesh Act, 1970 (Act 53 of 1970) and as it may further be amended from time to time.
	(xxii)	"Scheduled Tribes" means the tribes or tribal communities or parts of or groups within tribes or tribal communities specified in the Constitution (Scheduled Tribes) Order, 1950, as amended by Section 20(1) read with the third Schedule of the State of Himachal Pradesh Act, 1970 (53 of 1970) and as it may be further amended from time to time.
	(xxiii)	'Selection' means promotion to 'Selection Post' on the basis of selectivity determined with reference to relevant bench mark prescribed for promotion. Provided that the suitability of the officers for promotion to the 'Selection Post', shall be assessed on the basis of their service record with particular reference to available ACRs for the preceding five years and go beyond it in case the ACR of those years are not available.
	(xxiv)	"Service" means service in class-II, class-III and class IV posts in the Courts Subordinate to the High Court, excluding posts of Chief Administrative Officers (Superintendents) in the offices of the District and Sessions Judges.
	(xxv)	"Subordinate Courts" means courts subordinate to the High Court.
	(2) (i)	"He" wherever used in these Rules shall also include "She" .
	(ii)	"His" wherever used in these Rules shall also include "Her" .

Application.	3.	These Rules shall apply to all the employees of the Subordinate Courts in Himachal Pradesh except the Chief Administrative Officers (Superintendents Grade-I) in the offices of District & Sessions Judges.
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Part-II

Establishment, Eligibility, Method of Recruitment and Conditions of Service etc:-

Establishment.	4.	(1) The Establishment of the Subordinate Courts shall consist of the posts specified in Schedule-I of these Rules carrying such pay scales as may be notified by the government from time to time.
		(2) In case any permanent, temporary or contractual post is sanctioned by the State Government on the establishment of Subordinate Courts carrying duties and responsibilities of like nature to the cadre post or otherwise, the Schedule-I to these Rules shall stand modified accordingly or Hon'ble the Chief Justice may direct the amendment of such Schedule by general or special administrative order or instruction(s).
Eligibility.	5.	<p>A Candidate for appointment to any post must be a citizen of India and he must also possess requisite educational and other qualifications as prescribed under these Rules.</p> <p>Desirable:- Knowledge of custom and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State of H.P.</p>
Polygamy.	6.	No person shall be eligible for appointment to a post in a Subordinate Court:
		(a) who has entered into or contracted a marriage with a person having a spouse living or
		(b) who having a spouse living has entered into or contracted a marriage with any person.
		Provided that the appointing authority may, if satisfied that such marriage is permissible under personal laws applicable to such person, exempt any person from the operation of this Rule.

<p>Promotion and Direct Recruitment</p>	<p>7.</p>	<p>(i) All appointments to the posts mentioned in schedule-II, shall be made by the Appointing Authority.</p> <p>The process of Class-III posts and Process Servers required to be filled by way of direct recruitment shall be conducted and completed by the High Court, whereas the process for appointment to all other posts either by way of direct recruitment or promotion, shall be made and completed by the District Judge concerned.</p> <p>(ii) Where assessment of ACR is required for appointment to any post, the criteria as prescribed under Clause (e) of Para-B, of Part-IV, of Schedule-III shall be followed.</p>
<p>Method of Direct Recruitment.</p>	<p>8.</p>	<p>Direct recruitment to a post or class of posts may be made on temporary/ ad hoc/contract basis as per following procedure:</p> <p>(a) The District Judges, shall calculate by 30th April of every year, all the existing vacancies, vacancies which are likely to occur during the coming year i.e. from 1st April to 31st March of the next year plus 10% of the anticipated vacancies likely to occur due to unforeseen circumstances, in their respective Divisions, which are to be filled up by direct recruitment and forward the same to the Registrar General so as to reach him on or before 31st May every year.</p> <p>(b) The "Member Secretary" thereafter shall notify such vacancies as referred to in Clause (a) above, to all District/Sub-Employment Exchanges in the respective Divisions and also issue an advertisement notice for its publication in two Daily Newspapers, one in Hindi, and one in 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. on or before 30th June.</p>

(c) The Employment Exchanges/Sub Employment Exchanges shall sponsor the names of eligible candidates to the Member Secretary on or before **31st July** every year.

The Employment Exchanges/Sub Employment Exchanges shall also inform the sponsored candidates to submit their applications in the prescribed form and mode along with examination fees mentioned in the advertisement to the Member Secretary on or before **31st July**. The candidate(s) who fail to apply in the prescribed form and mode along with examination fees to the Member Secretary shall not be eligible to appear in any examination or test notwithstanding the fact that his or their name(s) has/have been sponsored by the Employment Exchanges/Sub Employment Exchanges.

(d) The candidates desirous to apply directly for such post(s) pursuant to the advertisement notice shall submit their applications along with requisite fees in the prescribed form and mode mentioned in the advertisement. However, the last date for receipt of nominations from the Employment Exchange(s) situated and applications from candidates residing in tribal areas of Himachal Pradesh shall be **15th August**.

(e) The application form shall be in the format as given in **Schedule-IV**. However, Hon'ble the Chief Justice, in his discretion, may also prescribe different format for submission of applications in off-line mode for different posts other than the on-line format given in **Schedule-IV**.

(f) Candidature of any 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.

	<p>(g) A candidate, who is already in the service of any government/semi government concern, shall submit his application on the prescribed format and mode with requisite fee as mentioned in the advertisement and shall also submit before last date fixed for the receipt of applications, a 'No Objection Certificate' of his employer, to the Member Secretary along with particulars of his application/receipt number etc. with an advance copy of the same to the member secretary. The application(s) of such candidate(s), if not received through proper channel, shall be summarily rejected.</p> <p>(h) The list of the eligible candidates shall be put on the website of the High Court latest by 20th September. Fee paid by the candidates whose candidature has been rejected for any reason whatsoever shall not be refunded in any case.</p> <p>(i) Screening test/written examination/test shall be conducted by the Recruitment Cell on or before 15th November every year at the place(s) selected by the Recruitment Cell.</p> <p>(j) The Recruitment Cell shall cause to conduct the written examination/test as per procedure prescribed in Schedules-II and III attached to these Rules and shall take necessary steps for conducting the screening test/written examination/test, setting the question papers etc., printing the question papers and answer sheets with the approval of Hon'ble the Chief Justice from time to time.</p> <p>(k) The qualifying marks in a written examination (other than the screening test), wherever prescribed, shall be 45 percent. However, keeping in view the nature of the written examination, Hon'ble the Chief Justice may in the advertisement prescribe the higher or lower percentage for qualifying the written examination.</p>
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	<p>(l) The Member Secretary shall issue proper written instructions for conducting the screening/written test, sealing and handling the question papers as well as the unused question papers or OMR sheets and their safe custody etc.</p>
	<p>(m) The Member Secretary shall ensure that the entire process of examination and evaluation of the answer sheets etc. is completed on or before 15th December, every year.</p>
	<p>(n) Hon'ble the Chief Justice, by general or special order, may direct for payment of honorarium for setting the question papers for screening test/written examination and evaluation of the answer sheets.</p>
	<p>(o) 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 so far as printing of question papers is concerned, need not follow the procedure prescribed in the H.P.F.R., 2009 for inviting tenders etc.</p>
	<p>(p) Candidates equivalent to five times of the total advertised vacancies to any particular post who have qualified the screening test, wherever prescribed, shall be called for the written examination and the typing test, wherever prescribed under the Rules. The typing test except for the post of Steno Typist and Judgment Writers-cum- Steno Typists shall merely be qualifying on the basis of speed as mentioned in the Schedule-III against the relevant post.</p>

	<p>(q) The candidates equivalent to three times of the total advertised vacancies to any particular post, who have qualified the written examination and the typing test, wherever prescribed, shall be called for interview, wherever required. Interview shall be held on or before 31st December, every year 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 III.</p>
	<p>(r) Wherever, any candidate is claiming to be having an experience of working on any particular post, his such experience shall be taken into consideration, only if, the original experience certificate is shown at the time of interview and such experience is mentioned in the application form submitted by him.</p>
	<p>(s) Wherever the typing test is prescribed, it shall be taken on computers and no candidate shall be allowed to take the test on the typewriter unless specifically directed to do so by Hon'ble the Chief Justice.</p>
	<p>(t) The final result shall be declared on or before 31st January of the succeeding year and the select list and waiting list shall be drawn accordingly. Hon'ble the Chief Justice, in his discretion, may direct to complete the entire process of making appointments under these Rules prior to the aforesaid date.</p>
	<p>(u) The select/waiting list shall be valid till one year or 31st March of the next recruitment year, whichever is earlier. However, Hon'ble the Chief Justice owing to administrative exigencies, in his discretion, can extend the life of such select/waiting list beyond 31st March but not beyond one year from the date of drawing the select/waiting list or beyond the date of drawing the next select/waiting list, whichever event occurs earlier.</p>

		<p>(v) (i) With prior approval of Hon'ble the Chief Justice, the member secretary shall allocate the selected candidates to different divisions keeping in view the permanent addresses and other factors of the selected candidates.</p> <p>(ii) On the basis of this allocation, the Appointing Authority shall issue offer of appointment to the candidate and he shall be deemed to be borne on the cadre strength of that very division.</p> <p>(w) Where the direct recruitment is to be made on the basis of interview only by the District Judge, he shall complete the process of interviews before the 15th January, of next year and send the select list along with record to the High Court through Registrar General for approval of Hon'ble the Chief Justice.</p> <p>(x) 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.</p> <p>(y) Hon'ble the Chief Justice, in his discretion, may permit deviation in the Time Schedule in case of any difficulty having regard to the peculiar geographical and climatic conditions or other relevant considerations.</p>
Reservation.	9.	

The reservation shall be granted at the entry level only against the posts required to be filled by way of direct recruitment as per instructions issued by the State Government vide letter dated 20.08.1998 Annexed as Schedule-V to these Rules and further instructions issued in this behalf from time to time by the State Government and as adopted by the High Court for the staff of Sub-Ordinate Courts.

Further provided that 3% reservation to the specially abled persons shall be provided to the following categories of posts at the entry level.

CATEGORIES OF STENOGRAPHER AND CLERK

Reservation shall be provided to the candidate:

(a) Suffering from hearing impairment, provided that such impairment is not of 60 decibel or more, after hearing aid/surgical correction:

(b) Suffering from locomotor disability;

(Note: Person with normal upper limb can also be considered;

Provided further that the candidate;

(i) Should not have any mental retardation of any degree and major mental illness like (Schizophrenia or affective disorder and chronic psychosis).

(ii) Should not have any Neurological disorder having impaired higher mental function, cognition and significant speech defect.

(iii) Should have normal vision.

CATEGORIES OF PEON, CHOWKIDAR, MALI & SAFAI KARAMCHARI

(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;

<p>Qualifications.</p>	<p>10.</p>	<p>The qualifications for appointment to any post or class of posts shall be such as are specified in the Schedule-II, and each candidate must possess the requisite age and qualification as on 1st January of the year of issuance of the advertisement notice.</p>
<p>Appointments.</p>	<p>11.</p>	<p>(i) All appointments shall be made by the District and Sessions Judges of the Divisions in accordance with these Rules.</p> <p>(ii) In case Hon'ble the Chief Justice directs by general or special order(s), the creation of a State Cadre, the provision(s) of these Rules shall be applicable to such State Cadre with such modification(s) as may be necessary.</p>
<p>Probation and Officiation.</p>	<p>12.</p>	<p>(a) Every person appointed directly to a post shall be on probation for a period of two years whereas every person promoted to a post shall be on officiation for a period of two years.</p> <p>Provided that the period of probation/officiation, as the case may be, may in the case of any official be extended on year to year basis for maximum of two years by the Appointing Authority for reasons to be recorded, in writing. However, officiation of promotees shall be regulated as per proviso to Clause (b) of this Rule and Schedule - II.</p>
		<p>(b) A person on probation/officiation shall be liable to be discharged from service without assigning any reason.</p> <p>Provided that if he holds lien on any permanent post in any other cadre or service then he shall be liable to be reverted to that post.</p>
		<p>(c) A person on probation/officiation, who holds a lien on any permanent post shall, if he so desires, during the period of probation have the option to revert to his permanent post after giving due notice to the Appointing Authority.</p>
<p>Contract, Appointment(s) /Daily Wage Engagement(s).</p>	<p>13.</p>	<p>(a) Appointments on contract basis and engagement of part-time/daily wagers shall be as per policy of the State Government as adopted by the High Court.</p>

		(b) The persons appointed on contract basis and daily wagers shall be eligible for regularization as per policy of the State Government in this behalf as adopted by the High Court.
Ad-hoc appointments.	14.	Where it is necessary to fill up a vacancy in any cadre and undue hardship or administrative inconvenience is expected in appointing a person on regular or contract basis in accordance with these Rules, the Appointing Authority may appoint / promote any suitable person on ad-hoc basis for a term not exceeding one year or until an appointment to the post is made in accordance with these Rules, whichever is earlier.
Confirmation.	15.	A person appointed on probation/officiation, may be confirmed by the Appointing Authority on satisfactory completion of his/her initial or extended period of probation/officiation, as the case may be, subject to availability of post(s).
Seniority.	16.	<p>(1) Persons appointed in a substantive or officiating capacity in a cadre in the Division on the date immediately preceding the date on which these Rules came into force, shall retain the relative seniority already assigned to them.</p> <p>(2) Subject to provisions of sub-rules (1) and (3) of this Rule, permanent members in each cadre shall rank senior to other members in the same cadre.</p> <p>(3) The seniority of the direct recruits shall be determined by the order of merit in which they are selected for appointment and persons appointed as a result of an earlier selection shall be senior to those appointed as a result of subsequent selection.</p>

		<p>(4) Subject to sub rules (1) and (3) above, the relative seniority-cum-merit to the various posts shall be determined on the basis of their length of service in the feeder cadre.</p>
		<p>(5) Where the promotions are made on the basis of selection on merit only, the seniority of such promotees shall be in the order of merit determined by the Appointing Authority.</p>
		<p>(6) The inter-se seniority between direct recruits and promotees shall be determined on the principle of rota quota.</p> <p style="padding-left: 40px;">In case Hon'ble the Chief Justice directs by general or special order(s) for creation of a State Cadre, then the seniority of the members shall be regulated as per the direction(s) given in such order(s).</p>
Age.	17.	<p>No person shall be eligible for direct recruitment to the service if he is below 18 years of age and above 45 years of age as on 1st January of the year of issuance of advertisement notice or sending of requisitions to employment exchanges. However, in the case of candidate(s) belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes or who is an ex-serviceman, upper age limit shall be the same as may, from time to time be prescribed by the State Government for entry into service for such candidates.</p>
Conditions of Service.	18.	<p>In respect of all such matters relating to the conditions of service of the members of the service for which no provision or insufficient provision has been made in these Rules, the Rules and Orders for the time being in force as are applicable to officials/servants holding corresponding posts in the High Court shall regulate the conditions of service of the members of the service subject to such modifications, variations or exceptions, if any, in the said rules and orders, as Hon'ble the Chief Justice may from time to time specify.</p>

<p>Option to switch over to Ministerial/supervisory cadre</p>	<p>19</p>	<p>A Senior Scale Stenographer may exercise option to switch over to the post of Senior Assistant/ equivalent post provided a vacancy exists and he fulfills the other requirements for that ministerial post.</p> <p>Provided that on exercise of option, he shall be placed junior most in the seniority list of Senior Assistants/equivalent posts of the division.</p> <p>Further provided that such official can exercise this option only once in his service and once exercised he shall not be entitled to seek reversion to his original line of stenography.</p>
<p>Transfer.</p>	<p>20.</p>	<p>(a) The District Judge may transfer a member of the service within the Division carrying corresponding scales and grades of pay in the public interest.</p> <p>(b) On a written request by willing official(s) inter division transfer(s) from Courts in the state, including the High Court may be ordered by Hon'ble the Chief Justice, as per the guidelines laid down in this regard from time to time by the High Court/Hon'ble the Chief Justice, provided by such transfer(s), the reservation roster(s) of the division(s) concerned is/are not altered.</p> <p>Such official shall be treated as an appointee against the direct recruitment quota in the Division whereto he has been transferred. He shall not claim any seniority above any person in the cadre in the Division whereto he has been transferred.</p>

	<p>(c) Notwithstanding the provisions contained in Clauses (a) and (b) of this Rule, Hon'ble the Chief Justice, may, owing to exigencies of service or in public interest or in the interest of Administration, in his discretion or on the request of the District Judge concerned, transfer any member of service on the establishment of any subordinate court to any other 'Division' in Himachal Pradesh, for such period as may be specified in the transfer order. However, during the period of such transfer, the transferred member, shall retain his lien in all respects on his post on the Establishment of his parent Division and such transfer under this Clause, outside the Division shall not affect his seniority and other rights, including the right to be considered for promotion to the higher post, in any manner whatsoever. Likewise, such transferred member shall not be entitled to claim any seniority and promotion etc. over and above the members of respective cadres in the Division whereto he has temporarily been transferred.</p>
	<p>(d) In case Hon'ble the Chief Justice directs creation of a State Cadre, his Lordship shall, by general or special order(s), specify the modalities of transfer of the members of the State Cadre.</p>

Part-III**Control and Discipline**

Discipline	20.	<p>For the purpose of conduct/discipline/suspension/removal/dismissal and any other punishment, all members of the service 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 for the Subordinate Courts.</p> <p>The Appointing/Disciplinary Authority shall be competent to enforce discipline and order suspension, removal and dismissal of any employee from service.</p>
Appeal	21.	<p>(a) An appeal against the order of the Appointing Authority/Disciplinary Authority shall lie to the Appellate Authority and the order passed by the appellate authority shall be final.</p> <p>(b) The period of limitation for filing an appeal against the order of the Appointing Authority/Disciplinary Authority shall be 30 days from the date on which the order appealed against is served upon the member of the service, provided that, the delay may be condoned by the Appellate Authority on sufficient cause having been shown by the aggrieved person.</p> <p>(c) A person filing an appeal under this Rule shall do so by a petition which shall be filed through proper channel i.e. through the respective District Judge with an advance copy to the Registrar General. The District Judge shall forward to the High Court, the appeal along with his detailed comments within 15 days from the date of the filing of such petition.</p>

Conduct	22.	Every Court official shall maintain absolute integrity and devotion to duty. No Court official shall act in a manner prejudicial to discipline, decorum and proper order in the office.
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Part-IV
MISCELLANEOUS

Interpretation	23.	Any question relating to the interpretation of these Rules shall be referred to Hon'ble the Chief Justice and his Lordship's decision thereon shall be final.
Removal of difficulties	24.	If any difficulty arises in giving effect to any of the provisions of these rules, Hon'ble the Chief Justice may by order, in writing, issue administrative instructions, in general or in a particular case, for the purpose of removing the difficulty and giving effect to these Rules.
Relaxation	25.	<p>Hon'ble the Chief Justice, on being satisfied that the operation of any Rule is causing undue hardship, in general or in any particular case, may relax the requirement of the relevant Rule to such an extent and subject to such conditions as his Lordship may consider necessary for dealing with the case in a just and equitable manner.</p> <p>Provided that no relaxation in respect of age, essential qualification shall be made in case of direct recruitment and in case of promotion, no employee shall be granted relaxation in age, essential qualification, length of service etc. except once in entire service career.</p>
Repeal & Saving	26.	(a) The Rules " The Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules, 2012 " relating to the appointments and control of the officials of the courts Subordinate to the High Court are hereby repealed.

	<p>(b) The appointments made and action, if any, taken under the repealed Rules prior to the coming into force of the present Rules shall be deemed to have been made or action taken under these Rules.</p> <p>Provided that any reference in any order to the provisions of the repealed Rules shall, unless a different intention appears from the context, be construed as a reference to the corresponding provisions of these Rules.</p> <p>Provided further that the repeal of the aforesaid Rules except as expressly provided in these Rules shall not:-</p> <p>(i) revive anything not in force or existing, at the time at which the repeal takes effect; or</p> <p>(ii) affect the previous operation of any order or decision given under the Rules so repealed or anything duly done or suffered thereunder; or</p> <p>(iii) affect any right, privilege, obligation or liability acquired, accrued or incurred "under the Rules earlier in existence" or</p> <p>(iv) affect any investigation, legal proceeding or remedy in respect of any such right, privilege, obligation or liability as aforesaid.</p>
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BY ORDER OF
HON'BLE HIGH COURT
OF HIMACHAL PRADESH

Registrar General

Endst. No. HHC/Rules/Sub. Courts/2014 _____ Dated the

1. The Deputy Registrar -cum - Special Private Secretary to Hon'ble the Chief Justice, High Court of H.P., Shimla.
2. The Secretary (Home)/ The Principal Secretaries (Personnel) and (Finance) to the Govt. of H.P., Shimla-171 002.
3. The L.R.-cum-Principal Secretary (Law) to the Government of Himachal Pradesh, Shimla 171002.
4. The Legal Advisor to Hon'ble Lokayukta, H.P., Shimla.
5. All the Presidents, Consumer Redressal Fora, Shimla, Mandi and Kangra at Dharamshala.
6. All the District & Sessions Judges/Additioal District & Sessions Judges in H. P.
7. The Presiding Officers, Labour Court-cum-Industrial Tribunal, Shimla/Dharamshala, H.P.
8. The Member Secretary/Administrative Officer, H.P. State Legal Services Authority, Shimla.
9. The Director/Joint Director, H. P. Judicial Academy, Shimla-171005.
10. All the Civil Judges (Senior Division)/(Junior Division) in H.P.
11. The Accountant General (Audit), H.P., Shimla - 171 003.
12. The Accountant General (A&E), H.P., Shimla - 171001.
13. All the Additional Registrars, H.P. High Court, Shimla.
14. All the Deputy Registrars/Assistant Registrars/ Secretaries/Court Masters/Private Secretaries/ Section Officers/Marriage Counsellor/ Chief Librarian / Public Relations Officer/Protocol Officer of this Registry.
15. The Secretaries/Private Secretaries/P.As. to the Registrar General/Registrar (Rules)/Registrar (Vigilance) / Registrar (Judicial)/Registrar (Inspection)/Registrar (Administration) and C.P.C., H.P. High Court, Shimla.
16. The NIC Officers posted in the High Court with a request to update the High Court website.
17. The Section Officer (Computers), H.P. High Court, Shimla for necessary action.
18. The President, Himachal Pradesh Judicial Employees Welfare Association, presently posted as Superintendent Grade- I, Office of Id. District and Sessions Judge, Hamirpur.
19. Guard file.

Registrar (Rules)

Schedule-I

(See Rule 4)

Sanctioned Strength of the Employees of the Subordinate Courts

Sl. No.	Nomenclature of the Post(s).	Classification of the Post	Pay Scale (on and w.e.f. 1.4.2003)	Revised Pay Scale + Grade Pay w.e.f. 1.1.2006	No. of Post(s)
1	Superintendents Grade-II (in the Courts of District Judge (Forest), CBI and Additional District Judges.	Class-II (Non-Gazetted)	7220-10980	10300-34800 +4600 G.P.	8
2.	Senior Sheristedars (Superintendents Gr.-II) of the Court(s) of Senior Civil Judges.	Class-II Non-Gazetted	Rs.7000-220-8100-275-10300-340-10980	Rs.10300-34800 + GP Rs. 4400 (with initial pay Rs. 17420/-	32
3.	Readers Grade-I of the Courts of District and Sessions Judges/ Additional District & Sessions Judges.	Class-II Non-Gazetted	Rs. 7000-220-8100-275-10300-340-10980	Rs.10300-34800+ GP Rs.4400 (with initial pay of Rs. 17420/-)	30
4.	Executive Assistant (Personal Assistant) to District Judge	Class-II Non-Gazetted	Rs. 6400-200-7000-220-8100-275-10300-340-10640	Rs10300-34800 + GP Rs. 4200 (with initial pay of Rs. 16290/-)	12
5.	Sheristedars (Superintendents Gr- II) of the Courts of Civil Judges wherever created.	Class-II Non-Gazetted	Rs. 6400-200-7000-220-8100-275-10300-340-10640	Rs.10300-34800 + GP Rs.4200 (with initial pay of Rs. 16290/-)	45

6.	Readers Grade-II of the Courts of Senior Civil Judges.	Class-II Non-Gazetted	Rs. 6400-200-7000-220-8100-275-10300-340-10640	Rs.10300-34800 + GP Rs.4200 (with initial pay of Rs. 16290/-)	32
7.	Stenographer Gr.-I (Sr. Scale Stenographer) of the Courts of District and Sessions Judges /Additional District and Sessions Judges.	Class-III Non-Gazetted	Rs. 5800-200-7000-220-8100-275-9200	Rs.10300-34800 + GP Rs. 3800/- (with initial pay of Rs. 14590/-)	30
8.	Reader Grade-III of the Courts of Civil Judges.	Class-III Non-Gazetted	Rs. 5800-200-7000-220-8100-275-9200	Rs.10300-34800 + GP Rs.3800/- (with initial pay of Rs. 14590/-)	51 (Except mobile traffic magistrate)
9.	Sr. Assistants and equivalent posts	Class-III Non-Gazetted	Rs. 5800-200-7000-220-8100-275-9200	Rs.10300-34800 + GP Rs. 3800/- (with initial pay of Rs. 14590/-)	98
10.	Stenographers Grade-II (Junior Scale Stenographers) of the Courts of Senior Civil Judges.	Class-III Non-Gazetted	Rs. 4400-150-5000-160-5800-200-7000	Rs. 5910-20200+Grade Pay 2800/- (with initial pay of Rs. 11,170/-)	32
11	Stenographers-Grade-III (Steno-Typists) of the Courts of Civil Judges/ Judicial Magistrates	Class-III Non-Gazetted	Rs. 4020-120-4260-140-4400-150-5000-160-5800-200-6200	Rs. 5910-20200+Grade Pay 2400/- (with initial pay of Rs. 9880/-)	49

12	Stenotypists-cum-Judgment Writers (on regular basis)	Class-III Non-Gazetted	-----	Created after 2006 Rs.5910-20200 + Grade Pay Rs.2000	56
13	Protocol Officers (Contract basis)	Class-III Non-Gazetted	Created on 04-09-2015.	Rs.5910-20200 + Grade Pay Rs.2400/-	4
14	Clerks and equivalent posts (including paid candidate)	Class-III Non-Gazetted	Rs.3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160 with initial start of Rs.3220/-	Rs.5910-20200 + GP Rs. 1900 (with initial pay of Rs. 7810-)	511
15	Drivers	Class-III Non-Gazetted	Rs. 3330-110-3660-120-4260-140-4400-150-5000-160-5800-200-6200	Rs.5910-20200 + GP Rs. 2000 (with initial pay of Rs. 8240)	38
16	Bailiffs	Class-III Non-Gazetted	Rs. 3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160	Rs.5910-20200 + GP Rs. 1900 (with initial pay of Rs. 7810)	99
17	Daftries	Class-IV Non-Gazetted	Rs.2820-100-3220-110-3660-120-4260-140-4400	Rs.4900-10680 + GP Rs. 1650 (with initial pay of Rs. 6950)	12
18	Process Servers	Class-IV Non-Gazetted	Rs.2820-100-3220-110-3660-120-4260-140-4400	Rs.4900-10680 + GP Rs. 1650 (with initial pay of Rs. 6950)	383

19	Peons and other Class IV posts in the same pay band and Grade Pay including Orderlies, Chowkidars, -cum-Safaikaramcharies, Malis, etc. etc.	Class-IV Non Gazetted	Rs.2520-100-3220-110-3660-120-4140 with start of Rs.2620/-	Rs.4900-10680 + GP Rs. 1300 (with initial pay of Rs. 6200)	351
20	Driver (contract basis)	Class-III Non Gazetted		Wages/remuneration as fixed by the State Govt. from time to time.	5
21	Drivers (daily wages)	Class-III		-do-	7
22	Junior Office Assistant(s) (contract basis)	Class-III		-do-	6
23	Steno typists (contract basis)	Class-III		-do-	2
24	Judgment Writers (contract basis)	Class-III		-do-	35
25	Clerks (contract basis) and equivalent post	Class-III		-do-	60
26	Process Servers (contract basis)	Class-IV		-do-	2
27	Orderlies (contract basis)	Class-IV		-do-	1
28	Orderlies (daily wages)	Class-IV		-do-	18

29	Peon-cum-Chowkidar (contract basis)	Class-IV		-do-	2
30	Peon-cum-Chowkidar (daily wages)	Class-IV		-do-	6
31	Peon(s) (daily wages)	Class-IV		-do-	10
32	Safai Karamcharies (daily wages)	Class-IV		-do-	11
Grand Total					2038

Provided that the categories of employees namely Superintendent Gr.II, Readers Grade-I, and Grade-II and Steno Typists and Process Servers who have been given higher pay scales as per the recommendations of Shetty Commission, shall not be entitled to additional increment granted by the State Government vide notification No.Home-B(E)2-7/2009-HC, dated 24.09.2012, however, other categories of employees, except above mentioned categories, who have not been granted higher pay scale, shall be entitled to one additional increment at the initial rate of the pay scale with effect from 1.4.2003 instead of 1.10.2012 under the said notification.

Schedule-II
(See Rules 7 and 8)

Sl. No.

Nomenclature of the Post(s).

Class of the Post

Qualification for the post and feeder cadre from which the promotion is to be made, wherever applicable

1

Superintendents Grade-II (in the Courts of District Judge (Forest), CBI and Additional District Judges.

Class-II Non-Gazetted

By way of promotion from amongst Senior Sheristedars of the Courts of Senior Civil Judges and Readers Grade-I, of the Courts of District and Additional District Judges of the Division.

2.

Senior Sheristedars (Superintendents Gr.-II) of the Courts of Senior Civil Judges

Class-II

Non Gazetted.

By promotion from amongst the Sheristedars of the Courts of Civil Judges and Readers Grade-II with minimum qualification as matric and qualifying service of 2 years' in the feeder posts.

Or by way of placement from amongst Readers Gr.-I working in the Division.

Explanation:

The fraction of service rendered on any of the feeder posts shall be computed towards the qualifying service.

3.

Reader Grade-I of the Courts of District & Sessions Judges/Additional District & Sessions Judges.

Class-II Non Gazetted

By promotion from Readers Grade-II, Sheristedars of the Courts of Civil Judges having minimum qualification as matric with 2 years' service in the feeder posts

Or by way of placement from amongst Sr. Sheristedars (Superintendents Grade-II) of the Courts of Senior Civil Judges working in the Division.

Explanation:

The fraction of service rendered on any of the feeder posts shall be computed towards the qualifying service

4.

Executive Assistant to the District Judge (Personal Assistant)

-do-

By promotion from amongst Stenographers Gr.I (Senior Scale Stenographers) of the Courts of District/Additional District and Sessions Judges with 2 years service in feeder post.

5.

Sheristedars of the Courts of Civil Judges (Superintendents Gr.II)

Class-II

Non Gazetted.

By way of promotion from amongst the Readers Grade.III/Senior Assistants/ equivalent posts in the same pay band and Grade Pay, working in the Division having a minimum service of two years in the feeder post.

Explanation:

The fraction of service rendered on any of the feeder posts shall be computed towards the qualifying service

6.

Reader Grade-II of the Courts of Senior Civil Judges
Class-II Non Gazetted

By way of placement from amongst the Sheristedars of the Courts of Civil Judges working in the Division.

7.

Stenographers Gr.I (Senior Scale Stenographers) of the Courts of District / Additional District & Sessions Judges.
Class-III

Non Gazetted

(a) By promotion from amongst the Stenographers Gr.II (Junior Scale Stenographers) working in the Division failing which ;

(b) from amongst the Stenographers Gr.-III (Steno-Typists/Steno-Typists-cum-Judgment Writers (regular) working in the Division having at least three years of service as Stenographer Gr.III (Steno-typists/Steno Typist-cum-Judgment Writers appointed on regular basis on the basis of merit to be determined by proficiency test in Stenography and Typing, in English, on computers with 100 wpm in Stenography to be transcribed in the time which shall be five time of the time taken for dictation and **50 wpm**, in typing, from a given English extract. The duration of dictation as well as typing shall be **ten** minutes each.

(c) Further failing which, from amongst the Stenographers Gr.II (Jr. Scale Stenographers) working in other Divisions in H.P. subject to the merit to be determined on the basis of proficiency test as referred in clause (b).

Provided that only 10% of the mistakes in transcribing the dictated matter and typed matter in typing test under modes (b) and (c) shall be allowed.

Provided further that taking into consideration any administrative exigency, Hon'ble the Chief Justice, in his Lordship's 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.

8.

Readers Grade-III of the Courts of Civil Judges(Jr.Division)
Class-III, Non Gazetted

By way of placement from amongst Sr. Assistants and officials working on equivalent posts in the same pay band and Grade Pay, of the Division .

9.

Translator

-do-

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10.

Senior Assistants/ equivalent posts in the same pay band and grade pay excluding Senior Scale Stenographers and Translators

Class-III Non-Gazetted

By promotion from amongst the Clerks (which term means and includes Jr. Assistants and equal status posts in the same pay band and grade pay with a minimum combined service of five years in the feeder cadre.

11.

Stenographer Grade-II (Jr.Scale Stenographer) of the Courts of Senior Civil Judges
Class-III Non Gazetted

By promotion from amongst the stenographer Grade-III (Steno-typists/Judgment Writer-cum-Steno-typists) (Regular basis) having two years service in the feeder post.

12.

Stenographer Gr-III
(Steno-typist (Regular)/Steno typists-cum- Judgment Writers (Regular)
of the Courts of Civil Judges
Class-III Non Gazetted

(a) By regularization of the services of Steno-typists-cum-Judgment Writers (Contract basis) as per the policy of the State Government.

(b) By direct recruitment from amongst graduate candidates, on the basis of merit to be determined in proficiency test as per **Part-II** of **Schedule-III**.

13.

(Steno-typists/ Steno Typists- cum- Judgment Writers (Contract basis)
Class-III Non Gazetted

(b) By direct recruitment from amongst graduate candidates, on the basis of merit to be determined in proficiency test as per **Part-II** of **Schedule-III**.

14

Protocol Officer
(Contract basis)

Class -III Non Gazetted

By direct recruitment from amongst graduate candidates, having diploma of one and a half year in Food Beverages or Hospitality or its equivalent from any recognized institute on the basis of test as per Part-III of Schedule-III.

15.

Clerks (which expression means and includes Ahlmads/ Assistant English Clerk/Court Nazir/ Copyist/ Naib Nazir/Clerk-cum-Typist/ Nazir/Summary Clerk etc. etc. but does not include Steno- Typists, Bailiffs and Drivers etc.

-do-

a) By regularization of the services of Clerks, (which expression means and includes Ahlmads/ Assistant English Clerk/Court Nazir/ Copyist/Naib Nazir/Clerk-cum-Typist/Nazir/ Summary Clerk/Paid Candidate/ Guardian Clerk/Execution Clerk except Steno-Typists, Bailiffs and Drivers, appointed on Contract basis as per the policy of the government.

b) 75 % of the posts in the cadre by direct recruitment, on the basis of a competitive examination, typing test and interview as per **Part-IV** of **Schedule-III** from amongst candidates, who are graduate from a recognized University and having basic knowledge in computers like operating the computers, windows and Linux Operating Systems and typing out and taking print outs etc.

c) 10% of the cadre posts on the basis of seniority from amongst the Bailiffs working in the Division having +2 as educational qualification with two years service as Bailiff or combined service as Bailiff and Process Server to the extent of **five** years subject to qualifying the written examination, interview and assessment of ACRs of last five years as per Schedule-III.

d) 15% of the cadre posts from amongst the Process Servers working in the Division on the basis of seniority having at least five years service and +2 as educational qualification subject to qualifying a test as prescribed in schedule.

Failing which from amongst other Class-IV officials of the division having +2 educational qualification and at least **six** years service as Class-IV subject to qualifying written examination and interview as given in **Schedule-III, Part-IV** by candidate(s) falling in both the cases under this clause.

Explanation: Under modes (c) and (d), the criteria for appointment shall be the written test, interview and assessment of ACRs of last five years as per **Schedule-III**.

Note 1: The selected candidates(s) under modes (c) and (d) shall have to qualify typing test, in English, on computers, at the speed of 30 w.p.m., failing which they shall not be entitled to earn any increment and shall be entitled to earn increment only with prospective effect from the date they qualify the same

Note 2: Typing speed in respect of candidates under modes (c) and (d) can be relaxed by the District and Sessions Judge in exceptional circumstances.

Note 3: The selection of candidates under modes (c) and (d) shall be made against regular posts and not against posts on contract basis.

16

Clerks

(contract basis)

Class-III Non Gazetted

By direct recruitment, on the basis of a competitive examination, typing test and interview as per **Part-IV** of **Schedule-III** from amongst candidates, who are graduates from a recognized University and having basic knowledge in computers like operating the computers, windows and Linux Operating Systems and typing out and taking print outs etc.

17.

Junior Office Assistants (IT)

(On Contract basis)

Class-III

By direct recruitment, on the basis of competitive examination, typing test and interview as per **Annexure-III** from amongst candidates, who are B.Tech./ MCA/ BSC.(IT)/ PGDCA or equivalent or +2 or equivalent qualification + BCA (Bachelor of Computer Application)/ DCA (Diploma in Computer Application)/ I.T.I diploma in Computers or equivalent diploma in Information Technology or Computers with two years experience as System Assistant or Computer/Desktop Engineer or on higher post in the field of computers and having basic knowledge in computers like operating the computers, windows and Linux Operating Systems and typing out and taking print outs etc.

18.

Drivers (Regular)

-do-

By direct recruitment from amongst the candidates being at least matriculate and possessing a valid driving license for L.M.V. (Transport) at least for three (3) years and experience as a driver for driving L.M.V. ((Transport))for at least three years, on the basis of proficiency test of driving to be conducted by a committee constituted by Hon'ble the Chief Justice and interview as per **Schedule-III**.

Preference shall be given to those candidates having good mechanical knowledge of automobiles.
19.

Drivers
(Contract Basis)

-do-

By direct recruitment from amongst the candidates being at least matriculate and possessing a valid driving license for L.M.V.

(Transport) at least for three (3) years and experience as a driver for driving L.M.V. (Transport) for at least three years, on the basis of proficiency test of driving to be conducted by a committee constituted by Hon'ble the Chief Justice and interview as per **Schedule-III**.

Preference shall be given to those candidates having good mechanical knowledge of automobiles.

20.

**Drivers
(daily wages)**

-do-

By direct recruitment from amongst the candidates being at least matriculate and possessing a valid driving license for L.M.V. (Transport) at least for three (3) years and experience as a driver for driving L.M.V. (Transport) for at least three years, on the basis of proficiency test of driving to be conducted by a committee constituted by Hon'ble the Chief Justice and interview as per **Schedule-III**.

Preference shall be given to those candidates having good mechanical knowledge of automobiles.

21.

**Bailiffs
Class-III**

By promotion from amongst the Process Servers serving in the Division.

22.

**Process Server (Regular and Contract Basis)
Class-IV**

(a) 50% by promotion from amongst the matriculate Class-IV Court Officials serving in the Division having minimum three (3) years service in the feeder cadre.

(b) 50% by direct recruitment from the candidates, having passed 10+2 examination, as per **Schedule-III**.

Note: The officials under mode (a) above shall be promoted against regular posts only and not against the posts on contract basis.

23.

Daftries

-do-

By **placement/Promotion as the case may be** from amongst Process Servers/other **Class-IV** employees working in the Division, on the basis of seniority.

24.

**Peon/Orderly/ Chowkidar/
Safai Karamchari/ Chowkidar-cum- Safai Karamchari etc.
(on regular /contract/ daily wage basis)**

-do-

By direct recruitment from amongst the matriculate candidates on the basis of Interview to be conducted by a Selection Committee constituted by the Appointing Authority. The parameters of the interview shall be as per **Part-VIII of Schedule-III**.

25

Mali

-do-

By direct recruitment from amongst the candidates who have passed at least matriculation examination with Diploma in gardening or floriculture from a recognized University/ institution on the basis

of a interview to be conducted by a Selection Committee constituted for the purpose by the Appointing Authority. The parameters of the interview shall be as per **Part - VIII** of **Schedule-III**.

Schedule-III

PART-1

(See Rules 7 and 8 and Schedule-II, Mode (b) of item No. 9)

Written test for the post of Translator

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

(i)	Essay, in English 500 words	25 marks
(ii)	Essay, in Hindi 500 words	25 marks
(iii)	Translation from English to Hindi (one Paragraph containing at least ten sentences)	20 marks
(iv)	Translation from Hindi to English (one Paragraph containing at least ten sentences)	20 marks
Interview of 10 marks consisting of following:		
(i)	General Knowledge / General Awareness	4 marks.
(ii)	Experience	3 marks.
(iii)	Educational Qualification	3 marks.
	Total	10 marks

Note: Final merit list shall be drawn on the basis of marks obtained in written test and interview.

Part-II

(See Schedule-II, item Nos. 12(b) & 13)

Proficiency test for the post of Steno-Typists on regular as well as contract basis and Steno Typist-cum-Judgment Writer(s) on Contract Basis.

Candidates shall have to qualify the stenography test with the speed of 80 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 also a typing test in English with the typing speed of **40 W.P.M.**, on computers, where for 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, the Hon'ble the Chief Justice, in his discretion may at any time, 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-III

Screening Test , Written Test, and Interview for filling up of the
Post of Protocol Officer (Contract Basis) {See item No. 14 of
Schedule-II}

The competitive examination for filling up the post(s) of
Protocol Officer (Direct Recruitment-Contract basis) shall be
conducted in the manner prescribed herein below:

<p>(a)</p> <p>a) Basic knowledge of Computers</p> <p>b) Reasoning</p>	<p>Written test shall consist of two parts viz Part-A and Part-B Part-A (Screening Test)</p> <p>It shall be in English language consisting of MCQ type carrying four choices for each question, out of which the correct answer</p> <p>10 marks</p> <p>20 marks</p>
	<p>shall have to be given by the candidate on OMR answer sheet by blacking 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 is to be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:-</p> <p>Note-1 The questions relating to the Geography, Culture, Sports, General Science, History, Who is Who, Tourism Studies, Liasoning, Hospitality, Indian and H.P Judiciary etc. to be included in the paper.</p> <p>Note-2 The OMR sheets containing the answer of MCQ type questions shall be got evaluated through the electronic mode and candidates qualifying the screening test shall be called for the written examination and the typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p> <p>Note-3 If the number of applications of the desirous candidates in response to the advertisement issued by the High Court is reasonably low, then the High Court may dispense with the screening test.</p>

Part-B
Written Test (Hindi & English)

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English, preferably relating to the subject-300 words	20 marks
(ii)	Essay, in Hindi, preferably relating to the subject-300 words	20 marks
(iii)	Translation from Hindi to English (one paragraph containing at least 10 sentences)	10 marks
(iv)	Translation from English to Hindi (one paragraph containing at least 10 sentences)	10 marks
(v)	Short questions relating to the subject	20 marks

Note- The qualifying marks of the written examination shall be 45% out of the aggregate marks. The candidates qualifying the written examination and the typing test shall be called for interview provided they fall in the ratio of 1:3 i.e three candidates against one post advertised.

b Typing test

The candidate shall have to qualify typing test with speed of 30 wpm in English on computers provided that only 10% of the mistakes in typing test shall be permitted.

Note1- The time for typing test shall be 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)
	(ii)
	(iii)
(d)	Final Merit list shall be drawn on the basis of written test as well as Interview.

(e)	<u>Criterion for Awarding marks for Educational Qualification</u>
	(i)
	(ii)
	(iii)
(f)	<u>Criterion for Awarding marks for Experience</u>
	(i)
	(ii)
	(iii)
	(iv)
	(v)
	(vi)
	Note: The practical experience, of working in Government/semi Government and reputed concerns shall be taken into consideration only if the experience certificate is shown in original, at the time of interview and also mentioned in the application submitted by the candidate.

Part-IV

(See Rules 7 and 8 and item No. 15 (b, c & d) and item No.16 of Schedule-II

Screening Test, Written Test, Typing Test and Interview for filling up the Posts of Clerks or equivalent posts.

A. The competitive examination for filling up the post(s) of Clerks (Direct Recruitment - Regular/Contract basis shall be conducted in the manner prescribed herein below:

(a)	<p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	1) 1)	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>Note:1: 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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised.</p>	
	<p>PART-B (English and Hindi) Written Test shall be of total 80 marks to be completed in 2 hours consisting of the following:-</p>	

<p>(a)</p>	<p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	<p>1) 1)</p>	
	<p>2)</p>	<p>Basic knowledge of Computers</p>
	<p>3)</p>	<p>Reasoning</p>
	<p>Note:1: 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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised.</p>	
	<p>(i)</p>	
	<p>(ii)</p>	
	<p>(iii)</p>	
	<p>(iv)</p>	
<p>Note: The qualifying marks of the written examination shall be 45% out of the aggregate marks. The candidates qualifying the written examination shall be called for interview provided they fall in the ratio of 1:3 i.e three candidates against one post advertised.</p>		

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>Part-A (Screening Test)</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p> <table border="1" data-bbox="831 920 1428 1115"> <tr> <td data-bbox="831 920 959 965">1)</td> <td data-bbox="959 920 1428 965">1)</td> </tr> <tr> <td data-bbox="831 999 959 1070">2)</td> <td data-bbox="959 999 1428 1070">Basic knowledge of Computers</td> </tr> <tr> <td data-bbox="831 1070 959 1115">3)</td> <td data-bbox="959 1070 1428 1115">Reasoning</td> </tr> </table> <p>Note:1: 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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised.</p>	1)	1)	2)	Basic knowledge of Computers	3)	Reasoning
1)	1)						
2)	Basic knowledge of Computers						
3)	Reasoning						
(b)	<p>Typing Test:</p> <p>Within one year of appointment, the candidate shall have to qualify, typing test with a speed of 30 W.P.M. in English, on Computers.</p> <p>Provided that only 10% of the mistakes in typing test shall be permitted.</p> <p>Note-1: The time for typing test shall be ten (10) minutes.</p>						
(c)	<p>Interview shall be of 10 marks as follows:-</p>						

(a)	<p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>
	1) 1)
	2) Basic knowledge of Computers
	3) Reasoning
	<p>Note:1: 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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised.</p>
	(i)
	(ii)
	(iii)
(d)	<p>Final Merit list shall be drawn on the basis of written test as well as interview</p>

(e)	<u>Criterion for Awarding marks for Educational Qualification</u>
	(i)
	(ii)
	(iii)
(f)	<u>Criterion for Awarding marks for Experience</u>
	(i)
	(ii)
	(iii)
	(iv)
	(v)
	(vi)
<p>Note: The experience of working on any Clerical or equivalent post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a mention thereof is made in the application form submitted by the candidate.</p>	

- B. **Written Test, Interview and Assessment of ACRs for filing up the post of Clerks (Departmental Quota from Bailiffs and Class-IV etc.) see item No. 15 (c) and (d)}**

(a)	<p>Written Test shall be of total 60 marks to be completed in 2 hours consisting of the following:-</p>
	(i)
	(ii)
	(iii)
	(iv)
	(v)
(b)	<p>The Interview shall consist of total 10 marks as follows:</p>
	(i)
	(ii)
	(iii)
(c)	<p>Criterion for awarding marks for Educational Qualification</p>
	(i)
	(ii)
	(iii)
(d)	<p>Criterion for awarding marks for Experience</p>
	(i)
	(ii)
	(iii)
	(iv)
	(v)
	(vi)
(e)	<p>Criterion for awarding 25 marks for ACRs for last five years. ACRs for each year shall carry 5 marks and total marks shall be awarded in the following manner:</p>
	(i)
	(ii)
	(iii)
	(iv)

Part-V

(See Rules 7 & 8 and item No. 17 of Schedule-II)

Screening Test, Written Test, Typing Test and Interview for filling up of the Post of Junior Office Assistants (I.T.) (Contract Basis)

A. The competitive examination for filling up the post(s) of Junior Office Assistants (I.T.) (Direct Recruitment - Contract basis) shall be conducted in the manner prescribed herein below:

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	<p>PART-B (Computers, English and Hindi)</p>	

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>			
	a)			
	b)			
	c)			
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>			
	<table border="1"> <tr> <td data-bbox="826 1384 963 1417">2)</td> <td data-bbox="963 1384 1430 1417">Basic knowledge of Computers</td> </tr> <tr> <td data-bbox="826 1417 963 1451">3)</td> <td data-bbox="963 1417 1430 1451">Reasoning</td> </tr> </table>	2)	Basic knowledge of Computers	3)
2)	Basic knowledge of Computers			
3)	Reasoning			
<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>				
<p>Written Test shall be of total 80 marks to be completed in 2</p>				

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
		<p>hours consisting of the following:-</p>

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	(i)	

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
		(ii)

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	(iii)	
(iv)		

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
		(v)

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	<p>The qualifying marks of the written examination shall be 45% out of the aggregate marks. The</p>	

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	<p>candidates qualifying the written examination and the typing test shall be called for</p>	

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	<p>interview provided they fall in the ratio of 1:3 i.e three candidates against one post</p>	

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	advertised.	

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>			
	a)			
	b)			
	c)			
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>			
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2)	Basic knowledge of Computers			
3)	Reasoning			
<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>				
(b)	<p>Typing Test: The candidates shall have to qualify, typing test at</p>			

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>			
	a)			
	b)			
	c)			
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>			
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2)	Basic knowledge of Computers			
3)	Reasoning			
<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>				
c)	<p>Interview shall be of 10 marks as follows:-</p>			

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	(i)	
(ii)		
(iii)		

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>
	a)
	b)
	c)
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>
2)	Basic knowledge of Computers
3)	Reasoning
<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
(d)	<p>Final Merit list shall be drawn on the basis of written test as well as Interview.</p>

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
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<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>		
(e)	<p><u>Criterion for Awarding marks for Educational Qualification</u></p>	

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	(i)	
(ii)		

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
		(iii)
(f)	Criterion for Awarding marks for	

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	<p><u>Experience</u></p>	
(i)		

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	(ii)	
(iii)		

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	(iv)	
(v)		

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	(vi)	
<p>Note: The experience of working</p>		

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
		on any Clerical post with practical experience of working on computers or on higher post

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
		or working as a Networking Engineer/Desktop Engineer/System Assistant or above shall be

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
		taken into consideration, only if, the experience certificate is shown, in original, at the

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
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	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
		time of interview and there is mention to this effect in the application submitted by the

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>	
	a)	
	b)	
	c)	
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>	
	2)	Basic knowledge of Computers
	3)	Reasoning
	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>	
	candidate.	

PART - VI

(See Schedule -II - item Nos. 18, 19 & 20)

Procedure for awarding marks in Proficiency Test and Interview for the post of Driver.

A Proficiency Test

A committee constituted by Hon'ble the Chief Justice as referred to in Schedule II (Item No. 18, 19 and 20) shall conduct the proficiency test of eligible candidates by testing the practical knowledge of driving the vehicle. The Committee shall award marks out of 40 based upon the driving performance of the candidate and any candidate securing less than 18 marks shall be declared to have failed in the test.

B	Interview	10 Marks
(i)	Education qualification	3 marks
(ii)	Experience	3 marks
(iii)	Assessment of personality, interview, mechanical knowledge and suitability to the job	4 marks

Note: - The committee shall award the marks as per the criteria specified above on the basis of the performance of each candidate.

(c) Criterion to be adopted by the Interview Committee for awarding 3 (three) marks for education qualification in an interview for the post of Driver.

Sl. No.	Education qualification	Marks to be awarded
1.	Matric	01 marks
2.	Matric in first division	02 marks
3.	+2 and above	03 marks

D. Criterion to be adopted by the Interview committee for awarding three (3) marks for Experience as Driver.

Sl.No.	Duration of experience as Driver	Marks to be awarded.
1	3 years (As qualifying)	½ marks
2	4 years	1 marks
3	5 years	1 ½ marks
4	6 years	2 marks
5	7 years	2 ½ marks
6	8 years and above	3 marks

Part-VII
(See Schedule-II, item No. 22(b))

Syllabus for Screening Test, Written Test and Interview for the Post of Process Server (Direct Recruitment)

The competitive examination for filling up the post(s) of Process Server(s) (Direct Recruitment-Regular/Contract basis) shall be conducted in the manner prescribed herein below:

(A)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>Part-A (Screening Test)</p> <p>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. The Screening test shall be of one hour duration comprising 50 questions of 50 marks in aggregate, touching the following subjects:</p>
(B)	<p>Written test Maximum Marks : 40</p> <p>Time allowed: 1 hour</p> <p>(1)</p> <p>(2)</p> <p>Note: Weightage shall be given to the candidates having good and legible handwriting.</p>
(C)	<p>Interview shall be of 10 Marks as follows:-</p> <p>(1)</p> <p>(2)</p> <p>(3)</p>
(D)	<p><u>Criterion for awarding marks for Educational Qualification in the Interview</u></p> <p>(i)</p> <p>(ii)</p> <p>(iii)</p>

(A)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>Part-A (Screening Test)</p> <p>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. The Screening test shall be of one hour duration comprising 50 questions of 50 marks in aggregate, touching the following subjects:</p>
(E)	<p><u>Criterion for awarding 3 marks for Experience.</u></p>
	<p><u>Sl. No.</u></p>
	<p>(i)</p>
	<p>(ii)</p>
	<p>(iii)</p>
	<p>(iv)</p>
	<p>(v)</p>
<p>(vi)</p>	

The final merit list shall be drawn on the basis of marks obtained in the written examination and interview.

Part-VIII

(See Schedule-II, item Nos. 24 and 25)

Procedure for Awarding Marks in an interview for the Posts of Peon/Orderly/Chowkidar/Safai Karamchari/Mali etc. etc.**20 marks**

A.

(i)	Educational Qualification
(ii)	Experience
(iii)	Interview/Personality Test

Note: (i) Experience for all the Class-IV posts shall be taken into consideration, if the attested copies of the experience certificates have been attached with the application form and the original documents are shown at the time of interview.

(ii) For the post of Peon/Orderly/Chowkidar, the experience as Class-IV and Cook in any government body/private sector and as a Clerk of any Advocate or any equivalent post shall also be taken into consideration.

(iii) For the post of Chowkidar, the experience as Ex-serviceman and as a Chowkidar in any government/semi-government or private sector shall be taken into consideration.

(iv) For the post of Safai Karamchari, the experience as Safai Karamchari shall be taken into consideration.

(v) For the post of Mali, experience as gardener/Mali or on higher post relevant to the field shall be taken into consideration.

B.

Criterion for awarding marks for Educational Qualifications

(i)
(ii)
(iii)

C.

Criterion for awarding marks for Experience

<u>Sl. No.</u>
(i)
(ii)
(iii)
(iv)
(v)
(vi)
(vii)
(viii)
(ix)
(x)

Schedule-IV
HIGH COURT OF HIMACHAL PRADESH, SHIMLA -171001.

**ONLINE APPLICATION FORM FOR APPOINTMENT IN THE COURTS SUBORDINATE
 TO THE H.P. HIGH COURT.**

Roll No.	<i>(shall be auto-generated by the System)</i>	Application No.	<i>(shall be auto-generated by the System)</i>
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Note: Fields marked with asterisk (*) sign are mandatorily to be filled in.

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Signature of the Candidate

HIGH COURT OF HIMACHAL PRADESH, SHIMLA - 171 001.

ADMIT CARD

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Signature of the Candidate

Schedule-V