

HIMACHAL PRADESH HIGH COURTInstructions to the candidates for the Screening Test for the posts of
Clerks and Junior Office Assistant (IT)The candidate must read the following instructions:

1. (a) Before downloading the **Hall Ticket/Admit Card**, from his individual Profile under '**My Account**' at the appropriate link provided therefor, the candidate should check very carefully discrepancies, if any, and bring to the notice of the H.P. High Court without loss of time, through mail. He must bring his admission letter to the examination hall failing which he will not be allowed to sit in the examination.
(b) The candidate is warned that he is responsible for the safe custody of admission letter and that in the event of his admission letter being used by any other person for securing admission to the examination, the onus lies on the candidate to prove that he has not procured the services of an impersonator.
(c) **A candidate is allowed to appear only in the Centre, in the Batch and time slot allotted to him.**
(d) The candidate is required to paste a passport size latest attested photograph in the space provided on the **Hall Ticket/Admit Card**. No candidate will be allowed to appear in the examination without **Hall Ticket/Admit Card** and latest passport size attested photograph duly pasted on it.
2. The candidate must note that his admission is strictly provisional and on the basis of claims made by him on the application form. The High Court will take up the verification of eligibility conditions and reservation claims etc. with reference to original documents only at the time of applying for the Main Examination of candidates who qualify on the basis of the result of (Preliminary) written examination.
3. If ineligibility is detected at any stage before or after the preliminary and main examination or if the conditions prescribed in the Rules and instructions given in the Advertisement notice for the examination are not complied with or any additional information / documents called for at any stage are not furnished within the time specified therein, he will not be allowed to take the examination(s) / viva - voce test.
4. The candidate shall enter the examination hall/ room 30 minutes before the scheduled time for the commencement of the examination and **the carbonless OMR Answer Sheet** will be given 10 minutes before the commencement of examination. The OMR Answer Sheet should be handled carefully. It should not be mutilated or torn.
5. No candidate shall be admitted to the examination hall after **10 minutes** of the commencement of examination. No candidate will be permitted to leave the examination hall until the expiry of full allotted time.
6. Bags, Mobile phones, pagers, books or any other electronic equipment capable of being used as communication or calculation devices, etc. should not be allowed to be taken inside the Examination centre. So, arrangement for their safe custody cannot be assured.

The candidates will be allowed to take with them **only** the admit card, identity proof, pen, ball point pen, pencil and clip board.

7. The High Court will not supply any article of Stationery except authorized OMR Answer Sheet. Working Sheet for rough work in the examination will be available at the end of Question Booklets.

8. The candidate must write his name (in capital letters), Roll number, category, name of examination, date of examination and the name of the examination centre in the prescribed squares / columns at the top of the OMR Answer Sheet with ball point pen in the space provided therein. The squares and circles provided in the OMR Answer Sheet are to be filled-in / encoded with blue or black ball point pen only.

9. The candidate should ensure that in case the question booklet or answer sheet is found mutilated, he should immediately report the matter to the invigilator and get the test booklet / answer sheet replaced. Nothing should be written on the Question Booklet except his Roll Number. Instructions on the Question Booklet & OMR Answer Sheet must be read carefully.

10. No candidate shall be allowed to use white fluid / rubber to change / erase their responses on the OMR Answer Sheet.

11. No T.A. / D.A. will be paid by the High Court for taking this examination.

12. The **Hall Ticket/Admit Card** (along with latest passport size photo duly attested, affixed on the space provided for the purpose), should be handed over to invigilator on the commencement of examination.

13. In the Test Booklets there will be **100** objective type (multiple choice) questions in the paper of **two hours** duration. For each question there will be four responses given in the question booklet itself.

14. In this objective type of examination, the candidate has to choose one of the most suitable response from amongst four given choices in the question booklet. For example, in case of mentioning proper name of the Capital of Himachal Pradesh against four suggestions viz. (a) Mandi, (b) Shimla, (c) Bilaspur, (d) Chamba, the most appropriate response containing circle (b) is to be blackened / encircled with ball point pen in the OMR Sheet , as follows:-

A	B	C	D
○	●	○	○

15. (a) In case candidate has any objection with respect to the conduct of exam or paper, he is advised to give a representation addressed to the Registrar Recruitment, H.P. High Court, Shimla, in writing, through the Centre Superintendent immediately after the examination is over. No representation whatsoever will be entertained thereafter.

(b) Re-checking/ re-evaluation, for the written examination(s)/ Screening Tests will not be allowed in any case.

(c) However, the candidates shall not make any noise or create any unruly scene at the Exam centre in this regard. If any candidate is found to have violated this instruction, then he may be held disqualified by the Hon'ble Recruitment Committee

for that very exam and also debarred from taking any other examination to be conducted by the High Court of H.P. in future.

(d) The detailed particulars of such candidates will be uploaded on the website of the High Court to blacklist such debarred candidates.

16. The Answer key of this Preliminary Examination shall be displayed on the official website of the High Court **after freezing the Answer Sheets**. The Objections, if any, received through online within three days, will only be entertained. Except this, no other correspondence of any kind will be entertained.

17. Attention of the candidates is invited to laws relating to prevention of use of unfair means. Use of unfair means is an offence. Any examinee found of using unfair means shall be dealt with under the provisions of relevant law in addition to debarring him from the present as well as future examinations.

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HIMACHAL PRADESH HIGH COURT

Instructions to the candidates for the Screening test for the posts of Process Servers

The candidate must read the following instructions:

1. (a) Before downloading the **Hall Ticket/Admit Card**, from his individual Profile under '**My Account**' at the appropriate link provided therefor, the candidate should check very carefully discrepancies, if any, and bring to the notice of the H.P. High Court without loss of time, through mail. He must bring his admission letter to the examination hall failing which he will not be allowed to sit in the examination.
(b) The candidate is warned that he is responsible for the safe custody of admission letter and that in the event of his admission letter being used by any other person for securing admission to the examination, the onus lies on the candidate to prove that he has not procured the services of an impersonator.
(c) **A candidate is allowed to appear only in the Centre, in the Batch and time slot allotted to him.**
(d) The candidate is required to paste a passport size latest attested photograph in the space provided on the **Hall Ticket/Admit Card**. No candidate will be allowed to appear in the examination without **Hall Ticket/Admit Card** and latest passport size attested photograph duly pasted on it.
2. The candidate must note that his admission is strictly provisional and on the basis of claims made by him on the application form. The High Court will take up the verification of eligibility conditions and reservation claims etc. with reference to original documents only at the time of applying for the Main Examination of candidates who qualify on the basis of the result of (Preliminary) written examination.
3. If ineligibility is detected at any stage before or after the preliminary and main examination or if the conditions prescribed in the Rules and instructions given in the Advertisement notice for the examination are not complied with or any additional information / documents called for at any stage are not furnished within the time specified therein, he will not be allowed to take the examination(s) / viva - voce test.
4. The candidate shall enter the examination hall/ room 30 minutes before the scheduled time for the commencement of the examination and **the carbonless OMR Answer Sheet** will be given 10 minutes before the commencement of examination. The OMR Answer Sheet should be handled carefully. It should not be mutilated or torn.
5. No candidate shall be admitted to the examination hall after **10 minutes** of the commencement of examination. No candidate will be permitted to leave the examination hall until the expiry of full allotted time.
6. Bags, Mobile phones, pagers, books or any other electronic equipment capable of being used as communication or calculation devices, etc. should not be allowed to be taken inside the Examination centre. So, arrangement for their safe custody cannot be assured.

The candidates will be allowed to take with them **only** the admit card, identity proof, pen, ball point pen, pencil and clip board.

7. The High Court will not supply any article of Stationery except authorized OMR Answer Sheet. Working Sheet for rough work in the examination will be available at the end of Question Booklets.

8. The candidate must write his name (in capital letters), Roll number, category, name of examination, date of examination and the name of the examination centre in the prescribed squares / columns at the top of the OMR Answer Sheet with ball point pen in the space provided therein. The squares and circles provided in the OMR Answer Sheet are to be filled-in / encoded with blue or black ball point pen only.

9. The candidate should ensure that in case the question booklet or answer sheet is found mutilated, he should immediately report the matter to the invigilator and get the test booklet / answer sheet replaced. Nothing should be written on the Question Booklet except his Roll Number. Instructions on the Question Booklet & OMR Answer Sheet must be read carefully.

10. No candidate shall be allowed to use white fluid / rubber to change / erase their responses on the OMR Answer Sheet.

11. No T.A. / D.A. will be paid by the High Court for taking this examination.

12. The **Hall Ticket/Admit Card** (along with latest passport size photo duly attested, affixed on the space provided for the purpose), should be handed over to invigilator on the commencement of examination.

13. In the Test Booklets there will be **50** objective type (multiple choice) questions in the paper of **one hours** duration. For each question there will be four responses given in the question booklet itself.

14. In this objective type of examination, the candidate has to choose one of the most suitable response from amongst four given choices in the question booklet. For example, in case of mentioning proper name of the Capital of Himachal Pradesh against four suggestions viz. (a) Mandi, (b) Shimla, (c) Bilaspur, (d) Chamba, the most appropriate response containing circle (b) is to be blackened / encircled with ball point pen in the OMR Sheet , as follows:-

A	B	C	D
O	●	O	O

15. (a) In case candidate has any objection with respect to the conduct of exam or paper, he is advised to give a representation addressed to the Registrar Recruitment, H.P. High Court, Shimla, in writing, through the Centre Superintendent immediately after the examination is over. No representation whatsoever will be entertained thereafter.

(b) Re-checking/ re-evaluation, for the written examination(s)/ Screening Tests will not be allowed in any case.

(c) However, the candidates shall not make any noise or create any unruly scene at the Exam centre in this regard. If any candidate is found to have violated this instruction, then he may be held disqualified by the Hon'ble Recruitment Committee

for that very exam and also debarred from taking any other examination to be conducted by the High Court of H.P. in future.

(d) The detailed particulars of such candidates will be uploaded on the website of the High Court to blacklist such debarred candidates.

16. The Answer key of this Preliminary Examination shall be displayed on the official website of the High Court **after freezing the Answer Sheets**. The Objections, if any, received through online within three days, will only be entertained. Except this, no other correspondence of any kind will be entertained.

17. Attention of the candidates is invited to laws relating to prevention of use of unfair means. Use of unfair means is an offence. Any examinee found of using unfair means shall be dealt with under the provisions of relevant law in addition to debarring him from the present as well as future examinations.

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ANNEXURE-CHIMACHAL PRADESH HIGH COURTInstructions to the candidates for the Steno / Judgment Writer ExamThe candidate must read the following instructions.

1. (a) Before downloading the **Hall Ticket/Admit Card**, from his individual Profile under '**My Account**' at the appropriate link provided therefor, the candidate should check very carefully discrepancies, if any, and bring to the notice of the H.P. High Court without loss of time, through mail. He must bring his admission letter to the examination hall failing which he will not be allowed to sit in the examination.
(b) The candidate is warned that he is responsible for the safe custody of admission letter and that in the event of his admission letter being used by any other person for securing admission to the examination, the onus lies on the candidate to prove that he has not procured the services of an impersonator.
(c) **A candidate is allowed to appear only in the Centre, in the Batch and time slot allotted to him.**
(d) The candidate is required to paste a passport size latest attested photograph in the space provided on the **Hall Ticket/Admit Card**. No candidate will be allowed to appear in the examination without **Hall Ticket/Admit Card** and latest passport size attested photograph duly pasted on it.
2. The candidate must note that his admission is strictly provisional and on the basis of claims made by him on the application form. The High Court will take up the verification of eligibility conditions and reservation claims etc. with reference to original documents lateron, before making appointments.
3. If ineligibility is detected at any stage before or after the examination or if the conditions prescribed in the Rules and instructions given in the Advertisement notice for the examination are not complied with or any additional information / documents called for at any stage are not furnished within the time specified therein, he will not be allowed to take the examination.
4. The candidate shall enter the examination hall/ room 30 minutes before the scheduled time for the commencement of the examination. No candidate shall be admitted to the examination hall once the examination has commenced. No candidate will be permitted to leave the examination hall until the expiry of full allotted time.
5. Bags, Mobile phones, pagers, books or any other electronic equipment capable of being used as communication devices, etc. shall not be allowed to be taken inside the Examination centre, as arrangement for their safe custody cannot be assured. The candidates will be allowed to take with them **only** the admit card, identity proof, pen, pencil and clip board.
6. The High Court will supply the shorthand notebooks for taking dictation.
7. The candidate must write his name (in capital letters), Roll number, category, name of examination and date of examination at the top of the shorthand notebook. He shall also type it in the computer when transcribing the dictation part and the type to type test.

- No candidate shall be allowed to use white fluid / rubber to change / erase the transcribed matter or typed matter.
9. No T.A. / D.A. will be paid by the High Court for taking this examination.
 10. The **Hall Ticket/Admit Card** (along with latest passport size photo duly attested, affixed on the space provided for the purpose), should be handed over to invigilator on the commencement of examination.
 11. 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.
 12. The time for dictation as well as typing test shall be **ten (10) minutes** each.
 13. (a) In case candidate has any objection with respect to the conduct of exam or paper, he is advised to give a representation addressed to the Registrar Recruitment, HP High Court, in writing, through the Centre Superintendent immediately after the examination is over. No representation whatsoever will be entertained thereafter.
(b) However, the candidates shall not make any noise or create any unruly scene at the Exam centre in this regard. If any candidate is found to have violated this instruction, then he may be held disqualified for that very exam and taking into account the aforesaid misconduct, also debarred from taking any other examination to be conducted by the High Court in future.
(c) The detailed particulars of such candidates will be uploaded on the website of the High Court to blacklist such debarred candidates.
 14. Attention of the candidates is invited to laws relating to prevention of use of unfair means. Use of unfair means is an offence. Any examinee found of using unfair means shall be dealt with under the provisions of relevant law, in addition to debarring him from the present as well as future examinations.

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