

Template for collecting Advertisement Related Information for Various Criteria

1. **Type of Recruitment** - Direct Recruitment (by way of Competitive Examination).
2. **Advt. Number** - No. HHC/Admn.2(21)/82-VII- **Dated:** 05.09.2023
3. **Name of the Post** – Stenographer (Mode-d)–(on the establishment of High Court)
4. **Essential Qualification Required:**

Sr. No	Qualification Type	Degree Name	Subject Name	Duration of course Required	Minimum Percentage Required
1	Graduation with three (3) years as Steno typist or Judgment Writer or Stenographer in any Government office or reputed organization.	Graduation in any stream	N.A.	N.A.	N.A.
AND					
2	<ul style="list-style-type: none"> Speed of 100 W.P.M., in English Stenography Typing speed in English at 50 W.P.M. 	-	N.A.	N. A	N. A

5. **Posts Available** - 5 (Five) all posts are meant for Unreserved category.
6. **Mention all the categories with number of vacancies** - As per following detail:

Category	Vacancies (On Regular basis)		Total
	Clear Cut	Anticipated	
UR	05	0	05
TOTAL	05	0	05

7. **If there is NO post for ANY RESERVED CATEGORY /to ANY ONE RESERVED CATEGORY but there is post for UNRESERVED CATEGORY, in that case, whether candidates from RESERVED category can apply (Please write in Brief):** In case there is no vacancy for any reserved category (ies), then such candidate may apply against the vacant post of Unreserved category and for that post he will be considered only under the General (UR) category.

If YES age and fees criteria for the same:

- (i) **Details mentioned against the column head 'Age and Fees Required' for UR:** No relaxation for age criteria for reserved category candidates, however, age relaxation of 5 years admissible to H.P. Govt. Employees. Fees relaxation is applicable i.e., 190/- for reserved categories of Himachal Pradesh only.
8. **Do Differently abled candidates (Physically handicapped- PH) eligible to apply (YES/NO)?** Yes, provided following conditions, but they will be considered against UR category: (upload PH Certificate)

Reservation in direct recruitments, for various categories and classes of posts on the Establishment with respect to Scheduled Castes, Scheduled Tribes, Economically Weaker Sections (EWS) and other categories shall be in accordance with the orders issued by Hon'ble the Chief Justice from time to time, having due regard to the prevailing policies of the Government.

However, 4% reservation to the differently abled persons shall be provided (as per Government of Himachal Pradesh Instructions dated 22.06.2020) to the following categories of posts at the entry level.

Reservation shall be provided to the candidates suffering from loco-motor disability; (**Note:** Person with normal upper limb can also be considered).

9. **Mention Required Experience:** Three (3) years as Steno typist or Judgment Writer or Stenographer in any Government office or reputed organization. **(Upload Experience Certificate)**
10. **Mention Additional Question that needs to ask to candidate with its required answer:**
Yes, i.e., "Do you have any experience of Steno typist or Judgment Writer or Stenographer in any government office or reputed organization?" Only candidates selecting "YES" upload document and allowed to apply online. If selected "No" candidate may not be allowed to submit their online application. **(Upload Graduation Certificate)**
11. **Mention the Date on which Maximum Age needs to be calculated – 31.08.2023**
12. **Application Start Date** : **05.09.2023**
13. **Application Closing Date** : **30.09.2023**
14. **Do you want to provide Examination Centre selection facility in application form (YES/NO)? No**
15. **Do you want to provide preferred district selection for appointment, if yes how many Districts? (YES/NO)? No**
16. **Mention Category wise Age and Fees Required**

Name of the Advt.	As mentioned at the top of template form			
Sl. No.	Category	Fees plus Commission	Min Age	Max Age
1	General (UR)	340	18	45
2	SC, ST, OBC & EWS of HP	190	18	45
3	Differently abled person of HP	190	18	45
4	All other categories than above mentioned	340	18	45
5	H.P. Government Employees	As per category	18	50

Note: That while creating profile, if an option under the relevant tab regarding experience is not available then the same may be added in relevant fields of online application module.
