



HIMACHAL PRADESH JUDICIAL ACADEMY
CURZON HOUSE, BOILEAUGANJ, SHIMLA – 171005

[Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November 2005]

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Dated: 28.5.2016

ADVERTISEMENT NOTICE

Applications on the prescribed format are invited for filling-up following posts on the Establishment of the H.P. Judicial Academy, Shimla, from the candidates having requisite qualification and knowledge of customs, manners and dialect of Himachal Pradesh and suitability of appointment in peculiar conditions prevailing in the Pradesh:

Sr. No.	Name of post	Number of Vacancies & Reservation	Pay Band and Grade Pay	Qualifications
1.	Senior Scale Stenographer (On contract basis)	2 (1 Unreserved 1 SC)	Minimum of the Pay Band plus Grade Pay i.e. Rs. 10,300+4400/- = 14,700/- per month	Graduation having speed of 110 W.P.M. in shorthand And Typing test in English having speed of 40 words per minute. Also should have the knowledge of word processing in computer.
2	Clerk (On contract Basis)	1 Unreserved	Minimum of Pay Band plus Grade Pay i.e. 5,910+1,900= 7,810/- per month.	Graduation having typing speed of 30 words per minute in English. Also should have the knowledge of word processing in computer.

The applications in the prescribed format should reach the Academy on or before **15.6.2016.**

The candidates are advised to go through the instructions carefully before applying for the posts.


(Rakesh Kainthla)
Director



INSTRUCTIONS

1. Applications be submitted on the prescribed format only.
2. The candidates should submit their applications in the office of the undersigned alongwith fee in the shape of Cross Indian Postal Order/ Demand Draft in favour Director, H.P. Judicial Academy, Shimla, payable at Shimla. The fee for the posts of Senior Scale Stenographer and Clerk, is Rs.200/- for General categories and Rs.150/- for the reserved categories.
3. Applications received after due date or incomplete or not in accordance with the prescribed format, shall be out-rightly rejected and no correspondence will be entertained in that respect.
4. The words "Application for the post of (Name of post)" should be super-scribed on the top of the envelope containing application form.
5. The candidates are required to submit the self-attested copies of all relevant testimonials, so as to show their qualification etc.
6. The candidates who are already serving in Government/Semi-Government should apply through proper channel.
7. No person shall be eligible for the above posts, if he is below 18 years of age as on 1st day of January, 2016 and more than 45 years of age on that date. However, in the case of candidate's belonging to Scheduled Caste/ Scheduled Tribe/ Other Backward Classes, relaxation in the upper age limit shall be admissible in accordance with Rules/ Instructions issued by the State Government from time to time.
8. The above vacancies are being filled in accordance with Draft Academy Rules, which are under submission to the State Government for approval. Therefore, these posts will be filled up subject to final outcome of the said Rules.
9. The candidates willing to apply for the above posts will not get any call letter or any other correspondence in this behalf and hence, they would be required to visit the Academy website: www.hpsja.nic.in from time to time. However, an alert message may be given on their contact numbers to be supplied by them while applying for the post. The candidates are advised to be very careful regarding correctness of their contact number.
10. No TA/DA shall be admissible to the candidates called for test/ Interview.


(Rakesh Kainthla)
Director


APPLICATION FORMAT
(for the posts of Clerk & Sr. Scale stenographers)

Advt. No. _____

Application for the post of _____

To

The Director,
H.P. Judicial Academy,
Boileauganj, Shimla 171 005.

1.	Name of the Applicant		Self attested passport size photograph	
2.	Father 's Name			
3.	Date of Birth			
4.	Correspondence Address with Pin Code			
5.	Permanent Home Address with Pin Code			
*6.	Contract No.	Mobile No.	e-Mail ID(optional)	
7.	Category which the candidate belongs to:			
8.	Educational Qualifications:			
	Examination passed	% age (OGPA)	Year of passing	Name of Board
9.	Experience, if any			
10.	Adhaar Card No.			
11.	DD/IPO No. with date			

- It is mandatory to fill in column No. 6. Please ensure that contact No. is correctly mentioned.

I hereby declare that I have carefully gone through the instructions and the contents of above application are true and correct to the best of my personal knowledge and belief. I understand that in the event of any information being found false or incorrect, my candidature would be liable to be cancelled and I shall be liable for legal action in accordance with the law.

Signature of the applicant

Date:

Place: