No.112-LSA/Estt./Part-XIII/2022/ 301-304 H.P. State Legal Services Authority,

Block No.22, S.D.A. Complex, Kasumpti, Shimla-171 009

Dated

Shimla-9

17.01.2022

"ADVERTISEMENT NOTICE"

The Himachal Pradesh State Legal Services Authority invites online applications from the eligible desirous candidates for filling up **Six posts** of **Steno-Typist** in **ADR Centre(s)**, Bilaspur, Hamirpur, Kinnaur, Sirmaur and Una (under District Legal Services Authorities) and District Legal Services Authority, Kangra, as per the eligibility criterion prescribed hereunder:-

Name of Post	Steno-Typist, Class-III (On Contract Basis)
Number of Posts	6 (Six)
	02 (Two) Un-reserved 01 (One) Scheduled Caste 01 (One) Other Backward Class 01 (One) Schedule Caste (Ex-Servicemen) 01 (One) EWS
Pay Band	₹5910-20200+2000 Grade Pay (Pre-revised) (on fixed contractual emoluments per month or as fixed by the State Government from time to time)
Essential Qualification	 i) Bachelor's Degree or its equivalent from a Recognized University,
	ii) Must possess the following speed in shorthand and typewriting on computers.
	Speed in Shorthand:
	English Hindi
	Speed in Typing on Computer:
	English Hindi
	25 WPM 25 WPM
	Candidate should have the knowledge of 'Word Processing in Computer'.
	Provided that at the times of initial recruitment the candidate shall have to pass shorthand test in English language at the prescribed speed:
	Provided further that the candidates shall have to pass typing test in both the languages at the



	time of initial recruitment:
	Provided further that the incumbent having passed shorthand in English language, at the
	time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language (Hindi) within a period of three
	years from the date of appointment and if he/she qualifies the test in shorthand test in second
	language within a period of three years he will be eligible to draw annual increment from due dates and the candidate(s) who qualifies the said test
	after three years will be eligible to draw first increment only from the date of qualifying the prescribed test.
Desirable Qualification	Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh by way of Practical Test.

The applications are **acceptable only in online mode**. The desirous candidate(s) may use the recruitment web portal link at https://himachal.nic.in/index.php?lang=1&dpt_id=240 as well as another relevant link provided on our website **on or before** 28.02.2022.

For detailed information with regard to the Important Instructions, Rules & Regulations, Syllabus, fee structure, examination schedule and mode of fee payment etc., the candidates are advised to read carefully the relevant information with utmost care which are available at the above given web links on our website before applying through online mode.

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The examination fee for the candidates applying online against the advertised vacancy is ₹340/- (plus GST as applicable) for General (UR) category and ₹190/- (plus GST as applicable) for all other reserved categories to be paid ONLY IN ONLINE MODE. The fee, paid once, shall not be refunded to the candidate, in any case.

Age of the candidate should not be less than **18 years** or more than **45 years** as on **1**st **January**, **2022**. However, in case, the candidate belongs to any reserved category, the relaxation in upper age limit shall be permissible as prescribed by the Govt. of Himachal Pradesh from time to time for entry into service for the candidates belonging to such categories.

The eligible candidates ONLY will be informed through Email and SMS alerts on their registered Email IDs and mobile numbers about the examination schedule etc. No separate

communication/call letters etc. will be sent in **offline mode**. Therefore, the candidates are advised to fill-up their **Email IDs** and **Mobile number(s)** carefully and correctly while applying online. However, the candidate must have to bring along the duly filled-in **ADMIT CARD** which is to be downloaded from our website from their individual login credentials, at the time of appearing in the exams/test as shall be conveyed to him/her, failing which they will not be allowed to appear in the test/exams.

(Prem Pal Ranta)

(District & Sessions Judge)
Member Secretary,
H.P. State Legal Services Authority,
Shimla-171009

Endst. No: As above

Dated Shimla-9 17.01.2022

Copy forwarded to:-

- 1. All the District Employment Officers, in the State of H.P., with the request to sponsor the names of the eligible candidates and inform them to **submit their applications online** as mentioned in the advertisement failing which, they shall not be eligible to appear in screening test notwithstanding the fact that their names have been sponsored by the employment exchanges(s)/sub employment exchange(s).
- 2. The Project State Head, CSC-SPV for information with a request to activate the recruitment web portal log-in link provided at H.P. State Legal Services Authority Website till last date fixed for applying online on and after completion of all necessary updation/changes in software module with respect to the advertisement notice referred to above.
- 3. The Advertisement Managers, **The Tribune (English)** and **Divya Himachal** with the request to publish the same and intimate the date of publication and copy of advertisement. **The advertisement expenses as per rates of Director, Information and Public Relations Department** will be borne and paid by this Authority.
- 4. Notice board of the H.P. State Legal Services Authority.

Member Secretary