

Instructions in respect of the posts Clerk

SYLLABUS FOR WRITTEN TEST OF CLERKS

Qualifying Marks : 50 marks

1. Essay in English : 20 marks
2. English Grammar : 20 marks
3. General knowledge : 30 marks
4. Translation from Hindi to English : 15 marks
5. Translation from English to Hindi : 15 marks

Total marks : 100

Viva Voce : 20

Note: Typing test will be in English and it will be taken on computer. The candidates are required to type out 30 words per minute, **with special emphasis on accuracy.**

Typing Test will only be qualifying in nature.

Time-Schedule of holding test

Venue of Test/Examination: District Court Complex, Chakkar, Shimla

Sl. No.	Description	Dates
1.	Written Test	04.10.2015 at 11.00 am
2.	Typing Test	18.10.2015 at 11.00 am
3.	Viva Voce	25.10.2015 at 11.00 am
4.	Final Result	On or before 2.11.2015

INSTRUCTIONS FOR THE CANDIDATES:

1. The candidates are required to bring with them the Identity -cum-Admit Card duly filled in by them with a passport size photograph (attested by a Gazetted Officer) pasted thereon, which can be downloaded from our website. In the absence of such Identity-cum-Admit Card, the candidate will not be allowed to take the test.
2. The candidate will not get any call letter for the test etc and they are required to update themselves by visiting our website from time to time. However, for their convenience, an Alert Message will be given to them through SMS on the Contact numbers supplied by them at the time of applying for the post.
3. The candidate will be required to bring with them their own pen, board; they will be provided with Answer sheets only.
4. Qualifying marks for written test would be 50 and the candidates who qualify the written test will only be allowed to take the typing test.
5. The list of successful candidates in the written test will be available on the website by or before **14th October, 2015.**
6. Only six candidates(i.e. 3 times of the available vacancies) on merit will be allowed/called for viva voce. The list of candidates who would be qualifying the typing test will be available on the website as also the list of top six candidates eligible for the viva voce, by or before **23rd October, 2015.**
7. For any clarification, candidates may contact Shri Hitesh Sharma, Protocol Officer on Academy phone- 0177- 2831602.

Instructions in respect of the posts of Senior Scale Stenographer

TIME SCHEDULE OF HOLDING TEST

Venue of the Test: HP Judicial Academy Complex, Boileauganj, Shimla

Sl. No.	Description	Dates
1.	Dictation & typing test	10.10.2015 at 11:00 a.m.
2.	List of successful candidates to displayed on website	27.10.2015
3.	Viva Voce	29.10.2015 at 2:00 p.m.
4.	Final Result to be displayed on the website	On or before 2.11.2015

INSTRUCTIONS:

1. The candidates are required to bring with them the Identity-cum-Admit Card duly filled in by them with a passport size photograph (attested by a Gazetted Officer) pasted thereon, which can be downloaded from our website. In the absence of such Identity -cum- Admit Card, the candidate will not be allowed to take the test.
2. The list of successful candidates in the stenography & typing test will be available on the website by or before **27th October, 2015.**
3. Only six candidates at the maximum (i.e. 3 times of the available vacancies) on merit will be allowed/called for viva voce to be held on **29th October, 2015 at 2.00 p.m.** in the Academy premises.
4. For any clarification, the candidates may contact Shri Hitesh Sharma, Protocol Officer on Academy phone- 0177- 2831602.

Instructions in respect of the posts Driver and Conductor

INSTRUCTIONS FOR THE CANDIDATES:

1. The candidates are required to bring with them the Identity Card duly filled in by them with a passport size photograph (attested by a Gazetted Officer) pasted thereon, which can be downloaded from our website. In the absence of such identity Card, the candidate will not be allowed to take the test.
2. The candidates will not get any call letter for the test etc and they are required to update themselves by visiting our website from time to time. However, for their convenience, an Alert Message will be given to them through SMS on the Contact numbers supplied by them at the time of applying for the post.
3. The candidate will be required to bring with them original testimonials including Driving /Conductor License etc. on the date of test.
4. The list of successful candidates in the practical/written test will be available on the Academy website, therefore, the candidates are advised to follow the website from time to time.
5. Only three candidates at the maximum (i.e. 3 times of the available vacancies) against each post on merit on the basis of the practical test will be allowed to take viva voce.
6. The Date, time and Venue of the test/examination will be intimated on the website very shortly.
7. For any clarification, candidates may contact Shri Hitesh Sharma, Protocol Officer on Academy phone- 0177- 2831602.