

**HIMACHAL PRADESH STAFF SELECTION COMMISSION HAMIRPUR  
DISTRICT HAMIRPUR HP-177001**

**Advertisement No. 35 -2/ 2019**

**Dated: 30.08.2019**

Applications are invited for filling up 85 posts of Clerk under 20% quota of Limited Direct Recruitment from eligible regular Class-IV employees of government departments of Himachal Pradesh (excluding the employees of HP Vidhan Sabha, High Court and its Subordinate Offices, HP Administrative Tribunal, HP Public Service Commission, Boards, Corporations and Autonomous Bodies) on the application format alongwith fee **w.e.f. 01.09.2019 to 30.09.2019** and for the candidates serving in Lahaul & Spiti, Kinnaur District, Pangi & Bharmour Sub-Divisions of Chamba District and Dodra Kwar Sub- Division of Shimla District of HP on or before **15.10.2019** appended as Annexure "A". The application forms received after these dates will be rejected and the Commission will not be responsible for any delay in receipt of application forms.

**Name of Post : Clerk under 20% Quota of Limited Direct Recruitment ( Post Code -746 )**

**The detail of Posts, Eligibility Conditions and Mode of Selection are as under:-**

Sr.No.	Name of Deptt.	Total Posts (Allocated)	Gen	SC	ST	OBC
1.	Excise & Taxation	03	02	-	01	-
2.	Home Guards & Civil Defence	08	06	01	-	01
3.	D.C.Una	04	04	-	-	-
4.	Technical Education, Vocational & Ind. Training	28	21	04	03	-
5.	Rural Development	05	05	-	-	-
6.	Takniki Shiksha Board Dharamshala	01	01	-	-	-
				Note:- Only the eligible class-IV employees of HP Takniki Shiksha Board Dharmshala are eligible for 01 post and they will not be entitled for option of other departments i.e after selection they can only be posted in their own Board.		
7.	HP Staff Selection Commission	01	01	-	-	-
8.	Treasury & Accounts	29	22	06	01	-
9.	Ayurveda	06	06	-	-	-
	<b>Total</b>	<b>85</b>	<b>68</b>	<b>11</b>	<b>05</b>	<b>01</b>

**Eligibility Criteria**

**Regular Class-IV employees of the Departments of the Government of Himachal Pradesh** (excluding the employees of HP Vidhan Sabha, High Court and its Subordinate Offices, HP Administrative Tribunal, HP Public Service Commission, Boards, Corporations and Autonomous Bodies) **possessing 10+2 or its equivalent qualification having five (05) years regular service or regular combined with continuous service rendered on daily wages or on contract basis, failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.** The date for determining eligibility of all candidates in respect of Essential Qualification(s) and services etc. shall be the prescribed closing date for submission of Application Form.

**Mode of Selection-Part –I(Written test of 85 marks)**

**1. The Written Objective type Screening test of two hours duration will consist of 170 Multiple Choice Questions (MCQ) of 85 marks as detailed below:-**

General English	20 Questions
General Hindi	20 Questions
Logical Reasoning	15 Questions
Everyday Science	20 Questions
HP General Knowledge	30 Questions
General Knowledge India & World	50 Questions
Current Affairs	15 Questions
<b>Total</b>	<b>170 Questions</b>

2. The Typing Skill Test will be of qualifying nature for those who qualify the written objective type screening test.

**Typing Speed on computer**

English	Hindi
25WPM	20WPM

**Part-II (Evaluation of 15 Marks )**

**Evaluation of 15 marks in respect of shortlisted candidates after qualifying written objective screening test and typing skill test will be carried out as per the following criteria:-**

Sr.No	Detail of Criteria of 15 marks	Marks	Competent authority to issue the certificates
1.	Weightage for the minimum educational qualification as per the Recruitment & Promotion Rules. (Percentage of marks obtained in the educational qualification would be multiplied by 0.025, For example, an individual has secured 50 % marks in the required educational qualifications, he /she will be allowed 1.25 marks (50 X 0.025 = 1.25) {(i)For technical posts, professional educational qualification prescribed in the R & P Rules shall be taken into consideration e.g. for the post of JE (Civil) Diploma (three year's) in Civil Engineering or B.E/B.Tech. Degree in Civil Engineering, for TGT –B.Ed and for Junior Office Assistant (IT) one year Diploma in Computer Science/Computer Application /IT etc. will be given the prescribed weightage. In the case candidates possessing multiple basic professional qualification, weightage will be given to higher percentage / marks. (ii) In the case of non technical posts and where professional Degree/Diploma etc is not required, the educational qualification as prescribed in the recruitment rules of the post shall be taken into account. }	2.5 (two & a half)	Concerned University / Board
2.	Belonging to notified Backward Area or Panchayat, as the case may be	1(one)	Concerned SDO(C) / Tehsildar/ Naib Tehsildar.

3.	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority	1(one)	Concerned SDO(C) / Tehsildar/ Naib Tehsildar.
4.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)	Concerned SDO (C)/ Tehsildar / Naib Tehsildar or concerned Panchayat Secretary /Sahayak and counter signed by concerned Gram Panchayat Pradhan/Up Pradhan.
5.	Differently abled persons with more than 40% impairment / disability / infirmity	1(one)	Health & Family Welfare authorities / Medical Boards.
6.	NSS (atleast one year), certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions	1(one)	Concerned Head of Institution. Certificate of medal winners will be issued by concerned District Youth Services and Sports Officer/Head of Institution.
7.	BPL family having family annual income (from all sources) below Rs. 40,000 /- or as prescribed by the Govt. from time to time.	2 (two)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate or concerned Panchayat Secretary /Sahayak and countersigned by concerned Gram Panchayat Pradhan.
8.	Widow /divorced/destitute /single woman	1(one)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate.
9.	Single daughter/Orphan	1(one)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate.
10.	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution	1(one)	Competent authority of the concerned University /Institution.
11.	Experience up to a maximum of 5 years in Govt. / semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (two & a half)	Competent authority of the concerned Govt. /Semi Govt. Organization.

**The name of the candidates will be recommended for appointment to different departments on the basis of merit –cum- option exercised by them at the time of evaluation of 15 marks.**

**Application Fee :**

Rs. 360/- for General Category candidates & Rs.120/- for reserved categories.

The fee should be paid either through a Crossed Bank Draft or Crossed Indian Postal Order drawn in favour of the **Secretary, H.P. Staff Selection Commission Hamirpur. The Demand draft should be payable at any Bank branch**

**located at Hamirpur.** Payment of fee in cash or by any other mode other than prescribed or after closing date of applications will not be acceptable.

**General Instructions:**

**The candidates are advised to read carefully the following instructions before filling in the application format :-**

1. Recent passport size photograph of the candidate affixed in relevant column of the application format.
2. The Certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes certificates should be on parental basis, failing which candidature of such candidates will be rejected.
3. The candidates belonging to OBC of HP Category must produce OBC certificate(s) on the prescribed format, which should not be more than one year old at the time of last date fixed for submission of Application Form. The validity of the certificate is required to be seen at the time of Evaluation of 15 marks. The candidates are also required to produce the old certificate of the time of filling of the application.
4. The candidate must fulfil the requirement of passing the essential qualifications on or before the submission of application form.
5. The applications received without photograph, undertaking/certificate of head of office & examination fee etc. and incomplete in any respect including unsigned one shall not be entertained and rejected.
6. The application format is appended as Annexure-'A' with this advertisement and candidates are advised to apply on this format only on A-4 size paper. Candidates can download this format from the website (<http://www.hpsssb.hp.gov.in>). Applications received in any other format except the Annexure-'A' will be rejected out rightly.
7. No interim correspondence will be made and entertained by the Commission with the candidates at any stage till the examination process is over.
8. Candidates should also attach oneself addressed envelope of 9"X4" (inch) size alongwith Rs. 5/- postage stamp pasted on it with the application form.
9. **Class-IV employees of HP Vidhan Sabha, High Court and its Subordinate Offices, HP Administrative Tribunal, HP Public Service commission, Boards, Corporations and Autonomous Bodies are not eligible.**
10. **No. of post(s) is/ are tentative and may increase or decrease from time to time for different categories of posts. Any fresh requisitions received from any requisitioning authorities for the post of Clerk under 20 % LDR Quota shall be included in the present number of posts upto 30.11.2019 or the date of written objective screening test whichever is earlier. Therefore, all the candidates are requested to apply under their respective category (s) as the post of any reserved category can be included to be filled up on the basis of this advertisement. The number of vacancies & reservation of post is liable to be altered without any notice.**
10. The original certificates/testimonials will be seen at the time of **Evaluation of 15 marks in respect of shortlisted candidates after qualifying** of typing skill test on computer.
11. For further details candidates may contact the facilitation desk of Commission on telephone No. 01972-222211,222204 and Toll Free No. 1800-180-8095. This advertisement is also available on the website. (<http://www.hpsssb.hp.gov.in>).

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(Dr. Jitender Kanwar)HPAS  
Secretary,  
HP. Staff Selection Commission,  
Hamirpur.

Annexure- 'A'

**HIMACHAL PRADESH STAFF SELECTION COMMISSION HAMIRPUR (HP)-  
177001**

**APPLICATION FORM FOR LIMITED DIRECT RECRUITMENT FROM ELIGIBLE REGULAR**

**CLASS- IV EMPLOYEES FOR PROMOTION TO THE POST OF CLERK POST CODE-746**

1. Candidate's Name(in Capital Letters) as per Matric Certificate. \_\_\_\_\_
2. Father's Name(in Capital Letters) \_\_\_\_\_
3. Permanent Home Address of the candidate (in Capital Letters) \_\_\_\_\_
4. Correspondence Address of the candidate (in Capital Letters) \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. i) Candidate's present Department. \_\_\_\_\_
- ii) Present post/designation of the Candidate in department. \_\_\_\_\_
7. Category of candidate(write appropriate Category in the column)(Gen/SC/ST/OBC) \_\_\_\_\_

Paste here recent photograph attested by Head of Office.

8. Education Qualification:

Sr.No.	Name of Examination Passed	Name of Board/University	Name of the Institute	Year of Passing	Subjects Studied	Percentage of marks obtained
1	Matric					
2.	10+2					
3.	Any other qualification					

9. Examination Fee:
  - i) Amount \_\_\_\_\_
  - ii) Bank Draft No. & Date \_\_\_\_\_
  - iii) IPO NO. & Date \_\_\_\_\_

**UNDERTAKING/CERTIFICATE**

It is certified that Sh. /Smt. \_\_\_\_\_ S/o,D/o,W/o  
 Sh. \_\_\_\_\_ R/o Vill. \_\_\_\_\_  
 P.O. \_\_\_\_\_ Tehsil \_\_\_\_\_  
 Distt. \_\_\_\_\_ HP presently working as Class-IV employee on regular basis to the  
 post of \_\_\_\_\_ (mention the name of post) in the department of  
 \_\_\_\_\_ office \_\_\_\_\_ from \_\_\_\_\_ to  
 \_\_\_\_\_.

**It is also certified that the above said official has completed five years regular service OR regular combined with continuous service rendered on daily wage or on contract basis on or before the day of submission of application forms.**

Dated:

Signature of the Head of Office  
along with office seal  
Name :

Designation:

**Note:- The service rendered by the official/incumbents who were initially working on daily wage basis in Board and Corporation and subsequently appointed in Govt. Departments as class-IV, their services as daily wage in Board and Corporation cannot be taken for eligibility criteria of 5 years prescribed in the Rules/ instructions because of the reason that they are treated as fresh entrant in the Govt. Department as per letter No. Per(AP)-C-A(3)2/80 dated 28.1.2011 issued by the department of personnel, Govt. of HP Shimla.**

**Declaration**

I, the above named candidate solemnly affirm and declare that all the details given by me in the application format are true and correct and nothing has been concealed therein. If any discrepancy found in my application format or false at any stage then I shall be liable for all consequential actions including cancellation of candidature.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of the Candidate**