

Himachal Pradesh University, Shimla-171005
“Recruitment Branch”

Advertisement No: 2/2013

Dated: 11.09.2013

Applications are invited on the prescribed form for filling up of 43 posts of Clerk (on Contract Basis) in the pay band of ₹ 5910-20200+1900 Grade Pay (consolidated fixed contractual amount @ ₹ 7,810/- PM) from those eligible Himachalis domicile candidates fulfilling essential educational qualifications and other conditions mentioned below and whose names are registered on the live Register of any of Employment Exchange of Himachal Pradesh on the date of application. Duly filled in completed application form should reach the Deputy Registrar, Recruitment Branch, Himachal Pradesh University, Summer Hill, Shimla-171005 latest by **11th October, 2013**. However, for the candidates residing in Lahul & Spiti District, Kinnaur District, Pangi and Bharmour Sub-Divisions of Chamba District and Dodra Kwar Sub-Division of Shimla District of Himachal Pradesh, the last date for receipt of application is **28th October, 2013**. The Applications received after these dates will not be entertained. The University will not be responsible for delay in receipt of application due to any reasons what so ever.

Breakup of 43 Posts of clerk are as under:

Gen (UR)-3, Gen(Ex.Serviceman)-8, Gen(Antodya/BPL)-5, Gen(Children/Grand Children of Freedom Fighter)-1, Gen(Sports persons)-2, Gen(Persons with disabilities-2(1-Visual Impaired, 1-Hearing Impaired) **Total = 21**

SC(UR)-3, SC(Ex.Serviceman)-2, SC(Antodya/BPL)-2, SC(Children/Grand Children of Freedom Fighter)-1 **Total = 8**

ST(UR)- 2, ST(Ex.Serviceman)-1, ST(Antodya/BPL)-1 **Total = 4**

OBC(UR)-7, OBC(Ex.Serviceman)-1, OBC(Antodya/BPL)-1, OBC(Children/Grand Children of Freedom Fighter)-1 **Total=10**

Essential Qualifications:-

Should have passed 10+2 examination from a recognized University/Board and Possesses a speed of 30 W.P.M. in English OR 25 W.P.M. in Hindi typewriting with knowledge of Computer Application related to office work (Word Processing, Electronics Spreadsheet).

Provided that the condition of qualifying in the typewriting test will not apply in case of Physically Handicapped Persons who are otherwise eligible for appointment to the post of Clerk in the University under these rules and who are certified as being unable to type by the Medical Officer of the University or by a Civil Surgeon.

Desirable:

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh. Candidates already in service should send their applications through proper channel.

Age:

The applicant should be between 18-45 years as on last date of receipt of application. Provided that relaxation in upper age will be admissible in case of candidates belonging to SC, ST, OBC and person with disabilities of Himachal Pradesh. The upper age relaxation is also available to Ex-Serviceman candidates of H.P. as per provisions of relevant rules/instructions of HP Govt. Provided further that the condition of upper age will not be applicable in case of candidates already in the employment of the University/Government.

Application Forms:

The prescribed application forms can be obtained from the office of the Deputy Registrar, Recruitment Branch, Himachal Pradesh University, Shimla-171005 on payment of Rs. 100/- in cash or by sending Indian Postal Orders of Rs. 100/- drawn in favour of Finance Officer, Himachal Pradesh University, Shimla-171005 payable at Shimla accompanied by self-addressed envelope of 10x7 inch size with postage stamps worth Rs. 10/- affixed on it. The candidates can also apply by downloading application form available on the University website www.hpuniv.nic.in & www.hpuniv.in. However, candidates applying on downloaded application forms are required to pay additional fee as cost of application form ₹100/-.

Application Fee (Non-Refundable):

The application fee ₹ 300/- for General Category candidates including Ward of Freedom Fighter/Sports Persons/ Persons with disabilities and ₹ 75/- for SC/ST/OBC/BPL-Antodaya candidates/WFF. The Ex-Service men candidates are exempted from paying fee. However, Ex-Serviceman released on their own request are not entitled for fee exemption. The candidates applying on downloaded application form have to pay additional fee as cost of application form ₹ 100/- along with prescribed application fee i.e. ₹ 400/- General Category and ₹175/- for others. The application fee must be deposited in the shape of Indian Postal Orders drawn in favour of Finance Officer, Himachal Pradesh University, Shimla-171005.

General Instructions:

- (i) The Candidates must fulfil all the required essential educational and other conditions on the last date fixed for submission/receipt of application forms.
- (ii) The Applicants are advised to attach attested copies of all the certificates in support of his/her qualification, caste, category, etc. along with the prescribed application form. However, in case, any candidate found to have given false/wrong declaration, he/she will be debarred from employment in the University, and also liable for others legal action under the law.
- (iii) The application forms should be filled in by the candidate in his/her own handwriting. Incomplete applications, e.g., declaration not signed, without photo and enclosures etc. not attached and columns not filled in or applications received after the due date shall be rejected summarily without assigning any reason.
- (iv) The candidate shall write his/her name as per the matriculation certificate in the relevant column of the application form.
- (v) The candidates selected for the post of Clerk on contract basis will have to execute a contract with the University as per provision of Recruitment and Promotion Rules/Instructions of H.P. Govt.
- (vi) The University reserves the right to fill up or not to fill up the post(s) or to call limited candidates for test/interview. The number of posts likely to be filled may vary. No TA/DA will be payable for attending written test/typing test/interview.
- (vii) No change of category shall be allowed after receipt of application, i.e., from SC to OBC/ST and vice-versa.
- (viii) Eligibility for vacancies in Sub-category of SPORTSMAN shall be as per the norms framed by Deptt. of Youth Services and Sports.
- (ix) The validity of Anotodaya/BPL certificate is of six months from the date of its issuance. The candidates are required to furnish the valid certificate in support of his/her claim. Similarly the validity of OBC certificate is of two years from the date of its issuance. The candidates are required to furnish the valid certificate in support of his/her claim.
- (x) Married daughters/grand daughters of Freedom Fighters are not entitled for reservation under Ward of Freedom Fighter sub-category.

Note: Those candidates who have already applied for the posts of clerk in response to Advertisement No. 2/2012 dated 13.07.2012 need not apply again,

however, the applications which have been found incomplete and liable to be rejected for specific reasons are being informed separately, can apply afresh, if otherwise eligible.

This advertisement is also available on the website of the University:
www.hpuniv.nic.in & www.hpuniv.in.

Registrar
H.P. University,
Shimla-171005

Ends. No.3-4/2012-HPU(Rectt.)

Dated:

Copy for favour of wide publicity to:

1. All the Regional Employment Officers/District Employment Officer/Employment Officers/Incharge Sub-Employment Exchanges in Himachal Pradesh.
2. The Employment, Information & Guidance Bureau, H.P. University, Shimla.
3. The Labour Commissioner-cum-Director of Employment, H.P. Shimla-171001
4. The Public Relations Officer, H.P. University, Shimla-5 for necessary action alongwith Five copies of advertisement notice for publication in leading Newspapers of Himachal Pradesh and Giriraj Newspaper and also get the contents of advertisement broadcast from All India Radio, Shimla in ‘Rojgar Samachar’ bulletin at least three to five times.
5. The Chairman/Chairperson of the Teaching Departments, HPU.
6. The Director, ‘Rojgar Samachar’ AIR, Shimla with the request that it may be broadcast in the ‘Rojgar Samachar’ bulletin at least three to five times.
7. The Director, Labour and Employment Department (Disability Cell), Himachal Pradesh, Shimla.
8. The Director, Social Justice and Employment-cum-Joint Commissioner (Disabilities) H.P. Shimla-9.
9. The Secretary, Sainik Welfare Board, Hamirpur Himachal Pradesh.
10. The Director, ICDEOL, HPU, Shimla-5.
11. The Director, H.P. University Regional Centre, Dharamshala, H.P.
12. The Principal, HPU Centre for Evening Studies, The Mall-Shimla.
13. The Finance Officer/Assistant Registrar (Estt.)/Assistant Registrar (Admn.), HPU.
14. SPS to Vice-Chancellor/SPS to Dean of Studies/SPS to Registrar, HPU, Shimla-5.
15. The Incharge, University Website, with the request to host the advertisement on University website.
16. Guard File/Notice Board.

Sd/-
Registrar
H.P. University,
Shimla-171005.