

Regd. Post

No. HFW-H(I)B(2)2/2015-JOA - 2910
Health and Family Welfare Department
Himachal Pradesh.

To

The Labour Commissioner-cum-
Director of Employment,
New Himrus Building, Circular Road,
Himachal Pradesh, Shimla-01

Dated: Shimla-171009, the

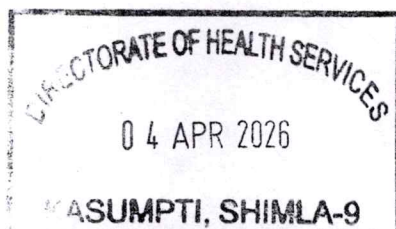
Subject:

Regarding filling up 12 post of Junior office Assistant(IT), Job Trainee (PwD) in the Department of Health Services, HP.

Sir,

I have the honour to submit the requisition (along with the copy of advertisement) for filling up of vacant post of Junior Office Assistant(IT), Job Trainee,(PwBD).

You are, therefore requested to sponsor the name of eligible candidates from the Special Cell/ Employment Exchange (for Physically Handicapped) to this Directorate as per eligibility mentioned in the R & P Rules of Junior Office Assistant(IT) notified vide Notification No. Per(AP)-C-A(3)-1/2007-III, dated 28.05.2020 as well as per instruction issued by the Department of Personal vide Notification No.Per(AP)-C-C(17)3/2018 dated 19.11.2019 copy enclosed, so that further action in the matter could be taken accordingly.



Yours faithfully,

/
Director Health Services
Himachal Pradesh

Dated: Shimla-171009, the

Endst. No. As above.

Copy forwarded to :-

1. The Secretary (Health) to the Government of Himachal Pradesh for information please.
2. The Secretary (SJ&E) -cum-State Commissioner for PwDs to the Government of Himachal Pradesh for information please.
3. The Director, Empowerment of SC, OBCs, Minorities & the Specially Abled, HP Shimla-09 for information please.
4. The Superintendent, Medical -V, Dte. H&FW(IT Cell) with the direction to upload the same in the departmental website .
5. Guard File.
6. S/C

Director Health Services
Himachal Pradesh

	<p>under 1% quota will be exempted from acquiring Diploma in Computer Science/ Computer Application/Information Technology and passing of Typing test instead they shall be imparted necessary basic training including computer training course by the Department concerned through Composite Regional Centre(CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training.</p> <p><u>(b) DESIRABLE QUALIFICATIONS :-</u> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
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Mode of Selection :-The Merit list for the post will be drawn purely on evaluation basis in accordance with the parameters devised by Department of Social Justice & Empowerment vide letter No.SJE-B-B(15)03/2014-dated 28.08.2017 as detailed below:-

Sr. No.	Remarks	Class-III
1.	Weightage for essential educational qualification as per the R&P Rules(%of marks obtained in educational qualification prescribed for the posts would be divided by 10)	10(Ten)
2.	Weightage for maximum disabilities as certificate by the Medical Board Authorities (40% to 59%) =2 Marks (60% to 79%) =4 Marks (80% to 100%) = 6 Marks	6(Six)
3.	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	4(Four)
4.	Belonging to notified Backward Area on Panchayat , as the case may be.	1(one)
5.	Land Less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1(one)
6.	Non- Employment Certificate to the effect that none of the family member is in government/ Semi Government.	1(one)
7.	BPL Family having family annual income (from all source) below Rs. 40,000/- or prescribed by the Govt. from time to time.(Certificates with validity issued by Panchayat Secretary/ Pradhan/ BDO subject to the condition that valid income certificate with income below 40,000	2(two)
8.	Widow/ divorced/ destitute / single woman	1(one)
9.	Single daughter/ orphan	1(one)

10.	Training of at least 6 Months duration related to the post applied for from a recognized University/ Institution.	1(one)
11.	Experience upto a maximum of 5 years in Govt. / Semi Govt. organization relating to the post applied for (0.4 Marks only for each completed year in case of Class-III posts and 0.7 marks only for each completed year in case of Class-IV)	2(Two)
Total		30 (Thirty)

The application should reach in the Directorate of Health and Family Welfare Department, Himachal Pradesh, Shimla-171009 on or before 20.04.2026 till 5:00 PM and in case of Tribal areas the application must reach upto 30.04.2026 . The application forms received after these dates will be rejected and the Department will not be responsible for any delay in receipt application forms. The candidates may download the Application Format from Departmental website www.hphealth.nic.in and submit the application along with one set of self attested copies or requisite certificates mentioned in the form.


 Dr. Gopal Beri.
 Director Health Services
 Himachal Pradesh
Phone No.0177-2621424
E-mail:-
dirhealthdhs@gmail.com

Address:-

**The Director Health Services, Health and Family Welfare Directorate,
 SDA Complex Kasumpti, Shimla-9.(H.P.)
 Phone no. 0177-2621424
 e-mail- dirhealthdhs@gmail.com**

Requisition to be used for Applicants Person with Disabilities sponsored by the Special Cell for recruitment of 12 post of Junior Office Assistant(IT) as Job Trainee in the Health & Family Welfare Department against vacancies .

1.	Department and Address	Health and Family Welfare Department, Shimla-9.										
2.	Name and Designation of Demanding Officer with telephone number.	Dr. Gopal Beri Director Health Services, HP. 0177-2621424										
3.	Name and Designation of Officer with telephone number to whom applicant should report.	Dr. Gopal Beri Director Health Services, HP. 0177-2621424										
4.	Date time and place of Counseling/ Interview.	Date time and place of counseling will be intimated to the candidates through call letter by the Director Health Services, Himachal Pradesh/ also intimated through Departmental website www.hphealth.nic.in										
5.	(a) Designation of the post to be filled. (b) Monthly fixed amount. (c) Place of work	Junior Office Assistant(IT) ,Job Trainee Rs.12500/- (Twelve Thousand Five Hundred)Per Month. Anywhere in the State.										
6.	(a) No. of posts to be filled. b)Reservation against each category. (c) Probable date by which the vacancies will be filled.	12 <table border="1"> <thead> <tr> <th>Category</th> <th>No. of posts</th> </tr> </thead> <tbody> <tr> <td>(a)UR-OA-One Arm,OL(One Leg) LC(Leprosy Cured) Dw(Dwarfism),AAV(Acid Attack Victim)</td> <td>03</td> </tr> <tr> <td>(b) UR-SLD(Specific/speech learning Disability),MI(Mental Illness)</td> <td>03</td> </tr> <tr> <td>(c) B,(Blind) LV,(Low Vision)</td> <td>03</td> </tr> <tr> <td>(d) MD(Multiple Disorder)</td> <td>03</td> </tr> </tbody> </table> On the availability of the post or any time after holding the interview/ counseling within the live period of the selection panel.	Category	No. of posts	(a)UR-OA-One Arm,OL(One Leg) LC(Leprosy Cured) Dw(Dwarfism),AAV(Acid Attack Victim)	03	(b) UR-SLD(Specific/speech learning Disability),MI(Mental Illness)	03	(c) B,(Blind) LV,(Low Vision)	03	(d) MD(Multiple Disorder)	03
Category	No. of posts											
(a)UR-OA-One Arm,OL(One Leg) LC(Leprosy Cured) Dw(Dwarfism),AAV(Acid Attack Victim)	03											
(b) UR-SLD(Specific/speech learning Disability),MI(Mental Illness)	03											
(c) B,(Blind) LV,(Low Vision)	03											
(d) MD(Multiple Disorder)	03											

7. ELIGIBILITY CRITERIA AND SELECTION PROCESS:-

1.	Essential Education Qualifications:-	As per common R & P Rules of Junior Office Assistant(IT) notified vide Govt. Notification No. Per(AP)-C-A(3)-1/2007-III, dated 28.05.2020 is as under:- (a)ESSENTIAL QUALIFICATION:- (i) (a) Should have passed 10+2 Examination from a recognized Board of School Education/University. OR Matriculation from recognized Board of School Education with one/two year's Diploma/Certificate from an Industrial Training Institute(ITI) in information Technology (IT) & Information Technology Enabled Sectors(ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering/ Computer
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considered relevant.

1. The candidate shall be eligible for appointment, if he/she has passed Matriculation and 10+2 from any school/ institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.
2. Married daughters/grand-daughters of freedom fighters and Ex-serviceman are entitled for reservation under Ward of Freedom Fighter and Ward of Ex-Serviceman category respectively subject to the final outcome of SLP No. 31435/2016 titled as State of HP & ors V/s Neelam Kumari pending before the Hon'ble Supreme Court of India.
3. The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes should be on parental basis, failing which candidature of such candidates will be rejected.
4. 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 Online Recruitment Application. The validity of the certificate is required to be seen at the time of documentation. The candidates are also required to produce the old certificate of the time of filling of the application.
5. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the Competent Authority i.e. DC/ADC/ADM/ SDO (Civil) of the area where the candidate and /or his family resides; and revenue officer not below the rank of Tehsildar. The validity of IRDP/BPL certificate is of six months from the date of its issuance. The candidate is required to furnish the valid certificate including the old certificate of the time of the filling the application in support of his/her claim.
6. The validity of the certificate is required to be seen at the time of documentation. The candidate belonging to unreserved BPL category are not required to submit Income & Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of valid BPL Certificate issued by the competent authority and supplemented by the non-SC-/ST/OBC Certificate. If any BPL candidate applies for the post reserved for EWS category he/she shall have to submit a valid B.P.L. certificate countersigned by the Block Development Officer and also a non SC/ST/OBC certificate issued by the competent authority. The candidate must possess these certificates on prescribed formats at the time counselling
7. If in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of suitable candidate belonging to EWS, such vacancies for that particular year shall not be carried forward to the next recruitment year as backlog. In other words, when an EWS candidate is not available for selection, the post

will be treated automatically as de-reserved and will be filled up from a non-EWS candidate of unreserved category.

8. The candidates are required to submit their requisite documents in support of their eligibility for the concerned post(s) at the time of documentation.

9. The candidates are advised to visit the Health Department's official website hphealth.nic.in from time to time for updates in their own interest.

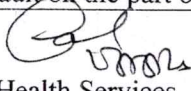
10. **SUBMISSION OF CERTIFICATES/DOCUMENTS:-** Proforma alongwith necessary original certificates and self attested photocopies will have to be produced at the time of documentation.

11. **CATEGORY CLAIMS:-** The category once claimed by the candidate(s) will not be allowed to be changed at any stage. The S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ WFF of Himachal Pradesh / Ex Servicemen of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made while applying for the concerned post(s). The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category and submit the applicable certificates only on the prescribed formats at the time of documentation.

12. **ELIGIBILITY CONDITIONS:-** (i) The date of determining the eligibility of all candidates in terms of Essential Qualifications, experience etc. shall be reckoned as on the closing date for submitting the names from the concerned employment/ sub-employment exchange. (ii) The decision of the Department regarding eligibility etc. of a candidate will be final. (iii) Onus of proving that a candidate has acquired requisite degree/ essential qualifications by the stipulated date is on the candidate and in the absence of proof the date as mentioned on the face of certificate/ degree or the date of issue of certificate / degree shall be taken as date of acquiring essential qualification. (IV) The concerned Employment Exchange Officer(s) / Incharge will ensure that only the candidates of the concerned subject be sponsored upto dates(s) given against each category **only if the % of disability is 40% or more than this**. In case of any deviation they shall be personally responsible. Further they may also ensure that the list of eligible candidates be sent once.

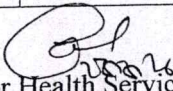
13. **DOCUMENTATION ETC.:-** , The date recorded on the original "Detailed Marks Certificate" of final professional examination of the candidate by the concerned university/ Institution

	<p>shall be deemed as the date for reckoning the batch of the candidate. The batch-wise merit of a particular batch shall be determined on the basis of marks obtained in the degree. In case, the marks obtained in degree/ diploma by two or more candidates are same, the inter-merit shall be decided on the basis of marks obtained in 10+2 level and if there still a tie, the candidates senior in age shall be placed above.</p> <p>Supplementary list one after another will also not be accepted by this Department in this regard the employment officers/ Incharge sub employment office shall be personally responsible for the candidates registered in their exchanges and this Department shall neither be responsible nor answerable if the candidature of any candidate is not considered for reasons that his /her name is sponsored in supplementary list which is not permissible in terms of this requisition or where the name of the candidate is not sponsored by the employment exchanges for reason best known to them without any fault on the part of the candidates. The Department will also not be responsible or answerable to the candidates or employment exchanges for no fault on the part of this Department.</p>
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Director Health Services
Himachal Pradesh

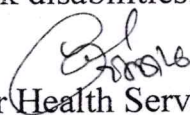
Mode of Selection :-

Awarding Marks to the candidates appearing before the selection Committee as per following parameters as per instruction of Principal Secretary (SJ&E) to the Govt. of HP vide Letter No. SJE-B-B(15)-03/2014-I dated 28.08.2017		
Sr. No.	Remarks	Class-III
1.	Weightage for essential educational qualification as per the R&P Rules of marks obtained in educational qualification prescribed for the posts would be divided by 10	10
2.	Weightage for maximum disabilities as certificate by the Medical Board Authorities (40% to 59%) =2 Marks (60% to 79%) =4 Marks (80% to 100%) = 6 Marks	6
3.	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	4
4.	Belonging to notified Backward Area on Panchayat , as the case may be. (Issued or countersigned by Naib Tehsildar)	1
5.	Land Less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1
6.	Non- Employment Certificate to the effect that none of the family member is in government/ Semi Government. (Issued or countersigned by Naib Tehsildar)	1
7.	BPL Family having family annual income (from all source) below Rs. 40,000/- or prescribed by the Govt. from time to time. (Certificates with validity issued by Panchayat Secretary/ Pradhan/ BDO subject to the condition that valid income certificate with income below 40,000/- issued or countersigned by Naib Tehsildar or above.)	2
8.	Widow/ divorced/ destitute / single woman (Certificate of Widow/ divorced/ destitute / single woman Issued by Naib Tehsildar)	1
9.	Single daughter/ orphan (Certificate of Single Daughter/ orphan issued by Naib Tehsildar)	1
10.	Training of at least 6 Months duration related to the post applied for from a recognized University/ Institution	1
11.	Experience upto a maximum of 5 years in Govt. / Semi Govt. organization relating to the post applied for (0.4 Marks only for each completed year in case of Class-III posts and 0.7 marks only for each completed year in case of Class-IV)	2
Total		30


 Director Health Services
 Himachal Pradesh

CERTIFICATE:-

"It is certified that the requirements of the 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016' which has become effective from 19th April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition of Junior Office Assistant, Job Trainee. The vacancies reported in this requisition fall at point no. 1 of cycle no. 1 (1-26) point reservation roster out of which 12 number of vacancy are reserved for persons with benchmark disabilities.


Director Health Services
Himachal Pradesh

**Department of Health and Family Welfare,
Himachal Pradesh, SDA Complex, Shimla-9,**

**Application form for the post of Junior Office Assistant(IT)(PwD) JOB TRAINEE
BIO –DATA**

*Self
Attested
Passport
size
Photograph*

1	Name of the post applied for	
2	Full Name in CAPITAL letters (English)	
3	Father's Name	
	Husband's Name	
4	Date of Birth	
5	Age as on.....Year.....Month.....Days
6	Category (GEN/SC/ST/OBC/EWS) <i>Attach photocopy of valid certificate.</i>	
7	Subcategory (Nature of disability and percentage) <i>Attach photocopy of valid certificate issued by competent authority.</i>	
8	Name of Employment Exchange Registration No./ Physically Handicapped Cell registration No.	
9	Permanent Address	
10	Correspondence Address	
11	Mobile Number	

12	E-Mail(ID)	
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13. Minimum Education and other qualification required as per R&P Rules of the post and other :

Sr. NO.	Essential Qualification(s)	Name of University/ Board/ Institute	Subject	Month and Year of Passing	Maximum Marks	Marks Obtained	% of Marks
1.	10 th						
2.	10+2						
3.	One/ Two year's Diploma/ Certificate from an Industrial Training Institute(IT) in Information Technology(IT) & Information Technology Enabled Sectors(ITES) as notified by Director General of Employment & Training(Govt. of India) and Three Years Diploma in Computer Engineering/ Computer Science/IT from a Polytechnic as approved by All India Council for Technical Education (AICTE).						

14. Additional qualification (if any)

Sr. NO.	Education Qualification	Name of University/ Board/ Institute	Subject	Month and Year of Passing	Maximum Marks	Marks Obtained	% of Marks
1.							
2.							
3.							

15. Certificate of Belonging to notified Backward Area on Panchayat , as the case may be.

Yes / NO.Date.....

16. Certificate of Land Less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority. Yes / NO.

.....Date.....

17. Non- Employment Certificate to the effect that none of the family member is in government/ Semi Government.

18. Certificate of BPL Family having family annual income (from all source) below Rs. 40,000/- or prescribed by the Govt. from time to time

Yes / NO.Date.....

19. Certificate of Widow/ divorced/ destitute / single woman

Yes / NO.Date.....

20. Certificate of Single daughter/ orphan

Yes / NO.Date

21. Certificate of Training of at least 6 Months duration related to the post applied for from a recognized University/ Institution

Yes / NO.Date.....

22. Experience upto a maximum of 5 years in Govt. / Semi Govt. organization relating to the post applied for (if any)

Yes / NO.

Sr. NO.	Name of Govt. / Semi Govt. organization	Experience year
1.		
2.		
3.		

23. Copy of Character Certification from Executive Magistrate.

Yes/ NO.Date.....

24 . DECLARATION

1. I..... have/had ever been debarred or disqualified by any Recruitment Board/ Public Service Commission from any of the Examination Selection?

Yes/ NO.....Date

2. I..... have/ had ever been convicted by any court for any offence?..Yes/ No.....Date.....

3. I.....solemnly affirm and declare that all the details given by me are true and correct and nothing has been concealed therein. All the documents submitted by me are

correct and obtained from the competent authority or Education Qualification passed from recognized Educational Institution/ Board/University. If any discrepancy is found in my application form or any information is found falls at any stage then I shall be liable for all consequential actions including cancellation of candidature.

Place: _____

Date: _____

Signature of Candidate

(For office use only)

25. Eligible / Not eligible

26. Remarks of Screening Committee (if any).....

.....

Member

Member

Member

Chairman