

**OFFICE OF THE DIVISIONAL COMMISSIONER,
SHIMLA DIVISION, SHIMLA-171 002
HIMACHAL PRADESH.**

No. Div. Commr. (SML)B(2)1/2017-

Dated:

“EMPLOYMENT NOTICE”

Applications on the prescribed format are invited from the eligible incumbents for recruitment to 01 (One) Post of Peon (Unreserved) purely on daily wages basis in the office of the Divisional Commissioner, Shimla Division, Shimla-2 Himachal Pradesh. The detail of vacancies and eligibility criteria is as under:	
Name of the Post (s) with category	➤ Peon (Class-IV) Unreserved Category.
Total Post (s)	01 (One) - On daily wages basis.
Emoluments	₹ 250/- per day as revised by the Govt. from time to time.
Educational Qualification	Should have passed Matriculation for the post of Peon or its equivalent from recognized Board of School Education/Institution. A candidate shall be eligible for Class IV post (s), if he/she has passed Middle or Matriculation from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.
Desirable Qualification	Knowledge of customs, manner and dialects of H.P. and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
Other eligibility criteria	1. The age of candidates should be between 18 to 45 years as on 01-01-2019. 2. Provided further that upper age limit is relaxable for Scheduled Castes/Schedule Tribes/Other categories of persons to the extent permissible under the general or special order (s) of the Himachal Pradesh Govt.
Terms and Conditions	All the terms and conditions as laid down in the R&P Rules of the Peon shall be applicable.
Note: The application from along with the relevant supporting documents as mentioned in the application form should reach in the office of the Divisional Commissioner, Shimla Division Shimla-171 002 on or before 05-01-2020 . However, for the candidate residing in District Lahaul & Spiti, District Kinnaur, Pangi and Bharmaur Sub-Division of District Chamba and Dodra-Kwar Sub-Division of District Shimla of H.P., the last date for receipt of the application is 09-01-2020 . The applications received after the last date or found incomplete will be rejected summarily. The candidates can download the application form and other instructions from the official website of Revenue Department of Himachal Pradesh (www.himachal.nic.in/revenue)	

Sd/-

**Assistant Commissioner to the
Divisional Commissioner,
Shimla Division, Shimla-2.
0177-2623759**

APPLICATION FORM TO THE POST _____

Self attested
latest colored
photograph to be
pasted

To

The Divisional Commissioner,
Shimla Division, Chotta Shimla.
Shimla-171002.

1.	NAME OF THE APPLICANT (IN CAPITAL LETTERS)				
2.	FATHER'S /HUSBAND'S NAME				
3.	DATE OF BIRTH:		DD/MM/YY		
4.	CATEGORY (GENERAL/SC/ST/OBC)				
5.	SEX (MALE/FEMALE)				
6.	EDUCATIONAL QUALIFICATION				
	Examination	Name of Board	Marks Obtained/ total marks	Percentage	Year of Passing
	Matriculation				
7.	Permanent Address:				
8.	Correspondence Address:				
9.	Name of employment Exchange where registered _____ (a) Registration No. _____ (b) Renewal Date _____				
10.	Contact Number				

Documents to be attached with the application form

Sr. No	Certificates	Yes	No.
1.	Certificate of Matriculation.		
2.	Certificate belonging to the Notified Backward Area or Panchayat		
3.	Landless family/family having less than 1 hectare land certified by the concerned Revenue Authority		
4.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service issued by the competent authority		
5.	Certificate regarding disability having more than 40% issued by the competent authority.		
6.	Certificate regarding NSS (at least one year)/NCC holder/Bharat Scout & Guide/Medal winner in National level Sports competitions.		
7.	BPL families having annual income from all sources) below Rs.40,000/- or as prescribed by the Government from time to time.		
8.	Widow/divorced/destitute/single woman.		
9.	Single daughter/Orphan		
10.	Experience up-to a maximum of 5 years in Govt/Semi Govt. organization relating to the post.		
11.			

(SIGNATURE OF THE APPLICANT)

(NAME IN BLOCK LETTER)

DATE: _____

PLACE: _____

Mode of Selection:- Selection will be done strictly on the basis of parameters fixed by the Govt. of H.P. vide Notification No. Per (AP.B) B(15)5/2014 dated 17th April, 2017, as under:-

1	Merit of minimum educational qualification i.e. matriculation for the post of Peon shall be calculated as under:- (Percentage of marks obtained in 10 th standard will be calculated out of 85 marks. For example a candidate getting 50% marks in Middle standard will be given 42.5 marks)	85 Marks
2.	<p>Evaluation of candidates to be made in the following manner:-</p> <ul style="list-style-type: none"> i) Belonging to notified backward Area or Panchayat. =01 mark ii) Landless family/family having landless than 1 hectare to be certified by concerned Revenue Authority. =02 marks iii) Non-employment Certificate to the effect that none of the family members is in Government/ Semi Government service. =2.5 marks iv) Differently abled persons with more than 40% impairment/disability/infirmity. =01 mark v) NSS (at least one year)/ Certificate holders in NCC/The Bharat Scout and Guide/Medal winner in national level Sports competitions. =01 mark vi) BPL family having annual income (from all sources) below ₹ 40,000/- or as prescribed by the Govt. from time to time. =2.5 marks vii) Widow/divorced/destitute/single woman. =1.5 marks viii) Single daughter/orphan. =01 mark ix) Experience up-to a maximum of 5 years in Govt./ Semi-Govt. organization relating to the post for (0.5 marks only for each completed year) =2.5 marks 	15 Marks

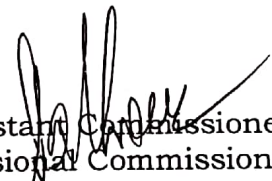
Documents to be attached with the application form:-

- a) Attested/self attested copies of date of birth certificate, academic qualification certificate, Bonafide Himachal Certificate.
- b) A certificate belonging to notified Backward Area or Panchayat, Landless family/family having less than 1 hac. Land, non-employment etc., issued by the competent authority.
- c) A certificate of BPL, widow/divorced/destitute/single woman, single daughter/orphan etc. issued by the competent authority.
- d) A certificate of differently abled person issued by the competent authority.

- e) A certificate of NCC/NSs/Scouts & Guides and Medal winners of National level sports competition issued by the competent authority.
- f) A certificate of experience, if any, issued by competent authority.

General Instructions:-

1. The candidate must apply on the prescribed application form with this advertisement and candidates are advised to apply on this format only on A-4 size paper. Application received in any other format except the prescribed application form will be rejected out rightly.
2. The application form should be filled in by the candidate in his/her own handwriting with blue/black ink ball point pen.
3. The candidate must fulfill all the required essential educational and other qualifications on the last date fixed for the submission/receipt of application forms.
4. Incomplete application forms e.g. declaration not signed, without photo and enclosures not attached and columns not filled in or applications received after due date shall be rejected summarily without assigning any reason.
5. The originals certificates/testimonials will be seen at the time of evaluation.
8. For further details the candidates may contact on telephone No. 2623758.


Assistant Commissioner to the
Divisional Commissioner,
Shimla Division, Shimla-2.