



# Atal Medical & Research University, H.P.

(A State Govt. University)

(SLBS Govt. Medical College & Hospital Campus, Ner Chowk, Mandi, H.P.)  
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No. AMRU/Rectt./01/2022/-3913-37

Dated:- 22-04-2022

Opening Date : 22-04-2022

Closing Date:- 20-05-2022

## ADVERTISEMENT NOTICE

Online Applications are invited from eligible & desirous candidates for recruitment of the following posts of Group C & D on Contract basis in Atal Medical & Research University, H.P., Mandi at Nerchowk. The interested candidates may apply through Online Recruitment Portal of the University, i.e. <https://erpamruhp.in/employeeApplicantRegistration.htm> The online application can be uploaded from 22-04-2022 to 20-05-2022. Thereafter, the link will be disabled. The applicants are advised to apply well in advance to avoid rush during closing dates.

Sr. No.	Name of Post & Pay Scale	No. of Post(s)	Essential Qualifications
<b>GROUP -C</b>			
01.	<b>Assistant Accountant</b> (on Contract basis) Pay Scale :- Rs. 10300- 34800+4400GP (Pre-Revised)	Gen. (UR) -02  <b>Total = 02</b>	<ul style="list-style-type: none"><li>i. B.Com Degree from a recognised or any institute duly recognized by State/Centre Government.</li><li>ii. Having knowledge of Computer Applications.</li></ul> <p><b>Desirable :-</b></p> <ul style="list-style-type: none"><li>i. M.Com Degree from recognized University or any institute duly recognized by State/Centre Government.</li><li>ii. Knowledge of customs, manners and dialects of Himachal Pradesh.</li></ul> <p>Max. age for direct recruitment : 45 years</p>
02.	<b>Steno Typist</b> (on Contract basis) Pay Scale :- Rs.		<ul style="list-style-type: none"><li>i. Should have passed 10+2 examination or its equivalent from a recognised Board of School Education/University.</li><li>ii. Must possess the following speed in short-hand and typewriting on Computers in both languages i.e. English and Hindi at the time of</li></ul>



5910+20200=2000  
GP

(Pre-Revised)

Gen. (UR) -03

Total = 03

**Steno Typist**  
(on Contract basis)

initial appointment :-

Speed in Short-hand

English: 60 WPM

Hindi : 60 WPM

Speed in typing on Computers

English : 25WPM

Hindi : 25WPM

Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed :

Provided further that the candidate shall have to pass typewriting test in both the languages at the time of initial recruitment.

Providing further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whoever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he/she shall have to pass the test in shorthand in second language within a period of three years and he/she will be eligible to draw his annual increment from due dates and the candidate(s) who qualifies the said test after three years will be eligible to draw his/her first increment only from the date of qualifying the prescribed test.

iii. Should have the knowledge of word processing in computer as prescribed by the recruiting authority.

**Desirable :- Knowledge of customs, manners and dialects of Himachal Pradesh.**

Max. age for direct recruitment : 45 years



03	<p align="center"><b>Junior Office Assistant- IT</b> (on Contract basis)</p> <p align="center">Pay Scale :- Rs. 5910+20200=1950GP <b>(Pre-Revised)</b></p>	<p>Gen. (UR) - 04 SC (UR) - 02 SC (Ex-Serviceman)- 01 OBC- 01 EWS-01</p> <p align="center"><b>Total = 09</b></p>	<p>i. Should have passed 10+2 Examination from a recognized Board of School Education/University.</p> <p align="center"><b>OR</b></p> <p>Matriculation from recognized Board of School Education with one/two year(s) Diploma/ Certificate from an Industrial Training Institute (ITI) in Information Technology (ITES) as notified by Director General of Employment &amp; Training (GoI) from time to time or three years Diploma in Computer Engineering/Computer Science/IT from a Polytechnic as approved by All India Council for Technical Education (AICTE).</p> <p>ii. Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi</p>
<b>GROUP- D</b>			
04.	<p align="center"><b>Peon</b> (on Contract basis)</p> <p>i. Pay Scale for regular incumbents :- Rs. 4900-10680+1300 GP</p> <p>ii. Emoluments for contract employees: <b>Rs. 6200/- as per details given in 15-A</b> <b>(Pre-Revised)</b></p>	<p>Gen. (UR) - 03</p> <p align="center"><b>Total = 03</b></p>	<p><b>Essential Qualifications</b></p> <p>i. Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/University.</p> <p><b>Desirable Qualification(s) :</b></p> <p>ii. Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>