

Government of Himachal Pradesh
Department of Personnel
(Secretariat Administration Service-I)

Telephone No. 0177-2620672

Fax No. 0177-2621154

SHORT ADVERTISEMENT

Dated Shimla-2

4th January, 2019

In supersession of this Department Short Advertisement dated 5.12.2016, applications in the prescribed format are invited from the desirous candidates for recruitment to the 06(Six) posts of clerk in H.P. Secretariat on Contract basis. The applicant should possess minimum 40% permanent disability certificate issued by the Competent Medical Board i.e. District Medical Board or above. The candidates shall not be less than 18 years of age and shall not be more than 45 years of age as on 1st January, 2016. There shall be upper age relaxation of 5 years for the candidates belonging to Physically Handicapped persons.

The category-wise vacancy position is as follows:-

CATEGORY-WISE VACANCY POSITION

Name of the post	UR	SC	OBC	Total	Consolidated monthly remuneration
Clerk	02	02	02	06	Rs.7810/- as contractual amount.

The applications along with relevant supporting documents should reach in the office of the Deputy Secretary(SA) to the Government of Himachal Pradesh Room No.407, Armsdale Building, H.P. Secretariat, Shimla-171002 on or before 25.01.2019 from Non Tribal Areas positively and the candidates of Tribal Areas of Himachal Pradesh shall be given an additional time of 06 days to submit their applications i.e. on or before 31.01.2019.

The applications of the candidates who have already applied for the said post w.r.t. advertisement issued on 5.12.2016 shall be entertained and they need not to apply afresh for the said post.

NOTE:-

1. The number of posts as indicated above may increase or decrease.
2. For details, please visit our website [www.himachal.nic.in/Secretariat Administration](http://www.himachal.nic.in/Secretariat%20Administration).
The candidates are advised to go through the detailed advertisement carefully from the web-site prior to filling of Application Forms. They are further advised to regularly visit the web-site for updates, if any.


Deputy Secretary(SA) to the
Govt. of Himachal Pradesh.

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ADVERTISEMENT

Applications are hereby invited from the persons with disability, who are bonafide residents of Himachal Pradesh, to fill up the following posts on **CONTRACT BASIS**:-

Name of the post	Class	No. of Posts	Pay Scale and monthly emoluments	Remarks
Clerk	Class-III(Non-Gazetted)	06(Six) (UR=02 SC=02 OBC=02)	Rs.7810/- as contractual amount	02 each for OH, VI & HI (OH=Orthopaedically Handicapped, VI=Visually Impaired, HI=Hearing Impaired) categories. Physical requirement of the applicant for the post is as under:- S=Sitting, W=Walking, SE-Seeing, MF=Manipulation of fingers, RW=Reading and Writing, C=Communication

1. Minimum Qualification(s):-

Educational Qualification(s)	<ol style="list-style-type: none"> Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University. Should possess a minimum speed of 30 W.P.M. in English typewriting or 25 W.P. M. in Hindi Typewriting on Computer. However, the physically handicapped (who are otherwise qualified to hold clerical post as certified being unable to type by the medical Board) and Visually impaired persons are exempted from passing typing test. Should have knowledge or "word Processing" in Computer as prescribed by the Recruiting Agency.
Desirable Qualification	Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

[Handwritten signature]

2. Other Eligibility Conditions:-

1. The applicant should possess minimum 40% permanent Disability Certificate issued by the competent Medical Board i.e. District Medical Board or above.
2. He/she should be bonafide resident of Himachal Pradesh.
3. The applicant should have the knowledge of customs, manners and dialects of Himachal Pradesh.
4. The age of candidate should be between 18 and 45 years as on 01.01.2016, however upper age limit is relaxable for Physically handicapped upto 5 years.

3. How to apply:-

The application form duly filled alongwith requisite documents be sent through registered post to the following address:-

The Deputy Secretary(SA) to the
Government of Himachal Pradesh
Room No.407(Armsdale Building)
H.P. Secretariat, Shimla-171002.

4. Last Date:-

The applications along with relevant supporting documents should reach in the office of the Deputy Secretary(SA) to the Government of Himachal Pradesh Room No.407, Armsdale Building, H.P. Secretariat, Shimla-171002 on or before 25.01.2019 from Non Tribal Areas positively and the candidates of Tribal Areas of Himachal Pradesh shall be given an additional time of 06 days to submit their applications i.e. on or before 31.01.2019. The applications received after the last date and incomplete applications shall be rejected summarily.

5. Selection Procedure:-

On the basis of acquiring minimum qualification as mentioned at Para (1) and as per marks distribution conveyed by Department of SJ&E letter No. SJE-B(15)-03/2014-I dated 28th August 2017 as well as letter No. 4-1/-(4)-2015-Wel-(Reservation) IV dated 15.11.2016 except Sr. No.8 issued by the Director, SC, OBC & Minority Affairs, Himachal Pradesh.

