

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

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ADVERTISEMENT

Dated Shimla-2

29th January, 2021

It is notified for the information of all the concerned that 06(Six) posts of Clerk in H.P. Secretariat reserved for the Persons with Disabilities which were earlier advertised through the leading newspapers on 08.01.2019 and 09.01.2019 and cancelled on 02.06.2020 due to technical problem. Further, in supersession of all previous process in this regard, fresh applications in the prescribed format are invited from the desirous candidates with disability, who are bonafide residents of Himachal Pradesh, for recruitment to 06(Six) posts of clerk in H.P. Secretariat on Contract basis.

1. The detail of post(s) and eligibility conditions

1.		Name and address of the employer	The Under Secretary(SA) to the Government of Himachal Pradesh, Shimla-171002
2.		Telephone number of employer, if any	0177-2628481
3.		Number of vacancies	06(Six), {2(VI), 02(OH) & 02(HI)} VI(B, LV), OH(OL, OA, BL, OLA) & HI(HI) (All the posts are to be filled up on CONTRACT BASIS) VI=Visually Impaired, B=Blind, LV=Low Vision OH=Orthopaedically Handicapped OL=One Leg, OA= One Arm, BL=Both legs, OLA=One leg and one arm, HI=Hearing Impaired.
4.		Pay and allowances	Rs.7810/- only as contractual amount
5.		Nature of Vacancy	Clerk, Ministerial, Class-III(Non-Gazetted)
	(a)	Type of workers required (Designation)	Clerk
	(b) (i)	Description of duties	Ministerial
	(ii)	Physical requirements(i.e. job involved visual accuracy, frequent movement/ walking, continuous long hours sitting etc.)	S=Sitting, ST=Standing, W=Walking, SE=Seeing, MF=Manipulation of Fingers, RW= Reading and Writing, C=Communication
	(c)	Qualifications required	
		(i) Essential	1. Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University. 2. 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 physical handicapped(who

			<p>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; provided that visually impaired persons recruited, shall be imparted necessary basic training though Composite Regional Centre(CRC) Sundernagar instead of passing typing test. They shall have to complete the above training during which three chances will be afforded. If the incumbent fails to qualify the same, his/her services shall be terminated.</p> <p>3. Should have knowledge of "word Processing "in Computer as prescribed by the Recruiting Agency.</p>
		(ii) Desirable	Knowledge of customs, manners and dialects of Himachal Pradesh and Suitability for appointment in the peculiar conditions prevailing in the Pradesh.
	(d)	Age limits, if any	18-45 years as on 1 st January, 2016, however, upper age limit is relaxable upto 5 years.
	(e)	Whether women are eligible	No gender bar
	(f)	Other documents required for completion of selection process, if any	
	(i)	Additional qualification, if any	
	(ii)	Certificate of disabilities as certified by the Medical Board/Authorities (i.e. Health & Family welfare authorities/Medical Board)	
	(iii)	Certified copy of belonging to notified backward Area or Panchayat, as the case may be. (Issued by SDO(c)/ Tehsildar/ Naib Tehsildar.)	
	(iv)	Land Less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority. (Issued by SDO(c)/ Tehsildar/Naib Tehsildar.)	
	(v)	Non-employment Certificate to the effect that none of the family member is in Government/Semi Government. (Issued by SDO(c)/ Tehsildar/ Naib Tehsildar.)	
	(vi)	BPL Family having family annual income (from all sources) below Rs. 40,000/- or as per prescribed by the Govt. from time to time.	

		(issued by BDO)	
	(vii)	Widow/ divorced/destitute/ single women (issued by BDO)	
	(viii)	Single daughter/ orphan (issued by BDO)	
	(ix)	Certificate of Category (SC/OBC) and bonafide Himachali. (issued by competent authority)	
	(x)	Certificate of training of at least 6 months duration related to the post applied for from a recognized University/ Institution.	
	(xi)	Certificate of experience upto a maximum of 5 years in Govt./Semi Govt. organization relating to the post applied for.	
6.		Place of work(Name of town/village and district in which it is situated)	H.P. Secretariat, Shimla-171002.
7.		Probable date by which the vacancy will be filled up.	Immediate
8.		Particulars regarding interview/test of applicants (a) Date & time of document verification (b) Designation and address of the person to whom applicant should report	Will be intimated to the candidate by the Department
9.		Any other related information	

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. Mode of Selection:- The total selection process is of 30 marks with following distribution, as under:-

1. Weightage for essential educational qualification i.e. 10+2(% of marks obtained would be divided by 10)=10 marks
2. Weightage for maximum disabilities as certified by the Medical Board/Authorities.
(40% to 59%=2 marks) (60% to 70%=4 marks) (80% to 100 %=6 marks)

3. Weightage for maximum additional qualification(% of marks obtained would be divided by 25)= 4 marks.
4. Belonging to notified backward Area/Panchayat=1 mark
5. Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority=1 mark
6. Non-Employment certificate to the effect that none of the family member is in Govt. /Semi Govt. service=1 mark.
7. BPL family having family annual income from all sources below 40,000/- or as prescribed by the Govt. from time to time=2 marks
8. Widow/divorced/destitute/Single Woman=1 mark
9. Single daughter/Orphan= 1mark
10. Training of at least 6 months duration related to the post applied for from a recognized University/institute=1 mark
11. Experience upto maximum of 5 years in Govt./Semi Government organization relating to the post applied for(0.4 mark only for each completed year)=2 marks.

4. **Application Form:-**

Application form can be downloaded from the official website of Secretariat Administration i.e. himachal.nic.in/sa. No other application will be accepted.

5. **How to apply:-**

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

**The Under Secretary(SA) to the
Government of Himachal Pradesh
Room No.307(Armsdale Building)
H.P. Secretariat, Shimla-171002.**

6. **Last Date:-**

The applications along with relevant supporting documents should reach in the office of the Under Secretary(SA) to the Government of Himachal Pradesh Room No.307, Armsdale Building, H.P. Secretariat, Shimla-171002 on or before 06.03.2021 from Non Tribal Areas positively and the candidates of Tribal Areas of Himachal Pradesh shall be given an additional time to submit their applications i.e. on or before 15.03.2021. The applications received after the last date and incomplete applications shall be rejected summarily

7. **Selection Procedure:-**

On the basis of acquiring minimum qualification as mentioned at Para (2) 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.