

## REQUISITION FORM

1.	Name and address of the employer	The Deputy Secretary(SA) to the Government of Himachal Pradesh, Shimla-171002
2.	Telephone number of employer, if any	0177-2020672
3.	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	<ol style="list-style-type: none"> <li>Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University.</li> <li>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 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.</li> <li>Should have knowledge of "word Processing "in Computer as prescribed by the Recruiting Agency.</li> </ol>
	(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, however, upper age limit is relaxable upto 5 years.
	(e) Whether women are eligible	No gender bar
4	Number of vacancies (a) Regular (b) Temporary	<p>06(Six) UR=-2, SC=02 &amp; OBC=02 OH(OL, OA, BL, OLA), VI(B, LV) &amp; HI(HI)</p> <p>(All the posts are to be filled up on CONTRACT BASIS)</p> <p>Oh=Orthopaedically Handicapped OL=One Leg, OA= One Arm, BL=Both legs, OLA=One leg and one arm,</p>

*Handwritten signature/initials*

			VI=Visually Impaired, B=Blind, LV=Low Vision, HI=Hearing Impaired.
5.		Pay and allowances	Rs.7810/- only as contractual amount
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	

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