

REQUISITION FORM

1.	Name and address of the employer	The Under Secretary(SA) to the Government of Himachal Pradesh, Shimla-171002.
2.	Telephone number of the employer, if any	0177-2880806/2621157
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"> Should have passed 10+2 examination or its equivalent from a recognised 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. Should have knowledge of "Word Processing" in Computer as prescribed by the Recruiting Agency.
	(ii) Desirable	Knowledge of customs, manner 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	Yes
4.	Number of vacancies	
	(a) Regular	06 (Six) UR=02, SC=02, & OBC=02
	(b) Temporary	OH(OL,OA, BL, OLA), VH(LV) & HI (HI) (All the posts are to be filled up on CONTRACT BASIS) OH=Orthopaedically Handicapped. OL= One Leg, OA= One Arm, BL=Both Legs, OLA= One Leg and one arm, VH= Visually Handicapped, 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	Immediate
8.	Particulars regarding interview/test of applicants	

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	(a) Date of interview/test	Will be intimated to the candidates by the Department.
	(b) Time of interview/test	
	(c) Place of interview/test	
	(d) Designation and address of the person to whom applicants should report	
9.	Any other related information	

**Under Secretary(SA) to the
Government of Himachal Pradesh.**