

No. HFW-H(I)B(2)2/2015-JOA
Health and Family Welfare Department
Himachal Pradesh.

To

The Labour Commissioner-cum-
Director of Employment,
New Himrus Building, Circular Road,
Himachal Pradesh , Shimla-01

Dated: Shimla-171009, the

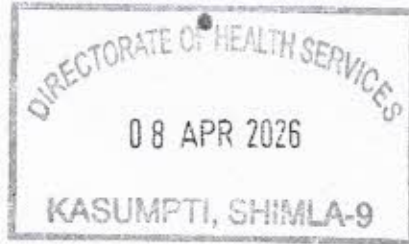
Subject: Regarding filling up 12 post of Junior office Assistant(IT), Job Trainee (PwD) in the Department of Health Services, HP.

Sir,/ Madam

Kindly refer to this Directorate letter of even number dated 04.04.2026 on the subject cited above vide which the requisition for filling up 12 posts of JOA(IT) on Job Trainee Basis was furnished.

In this Context, please find enclosed herewith revised requisition for filling up 12 post of JOA(IT) on Job Trainee Basis amongst the Person With Benchmark Disabilities. Therefore you are requested to sponsor the name of eligible candidates from the Special Cell/ Employment Exchange (for Physically Handicapped) to this Directorate as per eligibility mentioned in the R & P Rules of Junior Office Assistant(IT) notified vide Notification No. Per(AP)-C-A(3)-1/2007-III, dated 28.05.2020 as well as per instruction issued by the Department of Personal vide Notification No.Per(AP)-C-C(17)3/2018 dated 19.11.2019 on the prescribed application form alongwith necessary documents on or before 30.04.2026 till 5:00 PM and in case of Tribal areas the application must reach upto 10.05.2026, so that further action in the matter could be taken accordingly please

Encls. As above.



Yours faithfully,

Director Health Services
Himachal Pradesh
Dated: Shimla-171009, the

Endst. No. As above.

Copy forwarded to :-

1. The Secretary (Health) to the Government of Himachal Pradesh for information please.
2. The Secretary (SJ&E) –cum-State Commissioner for PwDs to the Government of Himachal Pradesh for information please.
3. The Director, Empowerment of SC, OBCs, Minorities & the Specially Abled, HP Shimla-09 for information please.
4. The Superintendent, Medical –V, Dte. H&FW(IT Cell) with the direction to upload the same in the departmental website .
5. Guard File.
6. Sh. Deepak Sharma, President Association of Deaf HP R/o Hari Vatika Below Petrol Pump Vikas Nagar Shimla-09.

Director Health Services
Himachal Pradesh

Revised Requisition to be used for Applicants Person with Disabilities sponsored by the Special Cell for recruitment of 12 post of Junior Office Assistant(IT) as Job Trainee in the Health & Family Welfare Department against vacancies .

1.	Department and Address	Health and Family Welfare Department, Shimla-9.										
2.	Name and Designation of Demanding Officer with telephone number	Dr. Gopal Beri Director Health Services, HP. 0177-2621424										
3.	Name and Designation of Officer with telephone number to whom applicant should report.	Dr. Gopal Beri Director Health Services, HP. 0177-2621424										
4.	Date time and place of Counseling/ Interview.	Date time and place of counseling will be intimated to the candidates through call letter by the Director Health Services, Himachal Pradesh/ also intimated through Departmental website www.hphealth.nic.in										
5.	(a) Designation of the post to be filled. (b) Monthly fixed amount. (c) Place of work	Junior Office Assistant(IT) ,Job Trainee Rs.12500/- (Twelve Thousand Five Hundred)Per Month. Anywhere in the State.										
6.	(a) No. of posts to be filled. b)Reservation against each category. (c) Probable date by which the vacancies will be filled.	<p>12</p> <table border="1"> <thead> <tr> <th>Category</th> <th>No. of posts</th> </tr> </thead> <tbody> <tr> <td>(a) B,(Blind)LV,(Low Vision)</td> <td>03</td> </tr> <tr> <td>(b) Deaf and Hard Hearing</td> <td>03</td> </tr> <tr> <td>(c) OA,(One Arm),BA(Both Arm),OL(One Leg), BL(Both Leg),OAL(One Arm and One Leg), CP(Cerebral Palsy),LC(Leprosy Cured) Dw(Dwarfism),AAV(Acid Vicitms Attack), Mdy(Muscular Dystrophy)</td> <td>03</td> </tr> <tr> <td>(d) ASD(M)(Autism Spectrum Disorder(M=Mild), SLD(Special Learning Disability), MI(Mental Illness), and (e) MD(Multiple Disabilities) involving (a) to(d)</td> <td>03</td> </tr> </tbody> </table> <p>On the availability of the post or any time after holding the interview/ counseling within the live period of the selection panel.</p>	Category	No. of posts	(a) B,(Blind)LV,(Low Vision)	03	(b) Deaf and Hard Hearing	03	(c) OA,(One Arm),BA(Both Arm),OL(One Leg), BL(Both Leg),OAL(One Arm and One Leg), CP(Cerebral Palsy),LC(Leprosy Cured) Dw(Dwarfism),AAV(Acid Vicitms Attack), Mdy(Muscular Dystrophy)	03	(d) ASD(M)(Autism Spectrum Disorder(M=Mild), SLD(Special Learning Disability), MI(Mental Illness), and (e) MD(Multiple Disabilities) involving (a) to(d)	03
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<p>4 Any other information considered relevant.</p>	<p>IMPORTANT CONDITIONS :-</p> <ol style="list-style-type: none"> 1. The candidate shall be eligible for appointment, if he/she has passed Matriculation and 10+2 from any school/ institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis. 2. Married daughters/grand-daughters of freedom fighters and Ex-serviceman are entitled for reservation under Ward of Freedom Fighter and Ward of Ex-Serviceman category respectively subject to the final outcome of SLP No. 31435/2016 titled as State of HP & ors V/s Neelam Kumari pending before the Hon'ble Supreme Court of India. 3. The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes should be on parental basis, failing which candidature of such candidates will be rejected. 4. The candidates belonging to OBC of HP Category must produce OBC certificate(s) on the prescribed format, which should not be more than one year old at the time of last date fixed for submission of Online Recruitment Application. The validity of the certificate is required to be seen at the time of documentation. The candidates are also required to produce the old certificate of the time of filling of the application. 5. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the Competent Authority i.e. DC/ADC/ADM/ SDO (Civil) of the area where the candidate and /or his family resides; and revenue officer not below the rank of Tehsildar. The validity of IRDP/BPL certificate is of six months from the date of its issuance. The candidate is required to furnish the valid certificate including the old certificate of the time of the filling the application in support of his/her claim. 6. The validity of the certificate is required to be seen at the time of documentation. The candidate belonging to unreserved BPL category are not required to submit Income & Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of valid BPL Certificate issued by the competent authority and supplemented by the non-SC-/ST/OBC Certificate. If any BPL candidate applies for the post reserved for EWS category he/she shall have to submit a valid B.P.L. certificate countersigned by the Block Development Officer and also a non SC/ST/OBC certificate issued by the competent authority. The candidate must possess these certificates on prescribed formats at the time counselling 7. If in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of suitable candidate belonging to EWS, such vacancies for that particular year shall not be carried forward to the next recruitment year as backlog. In other words, when an EWS candidate is not available for selection, the post will be treated automatically as de-reserved and will be filled up from a non-EWS candidate of unreserved category. 8. The candidates are required to submit their requisite documents in support of their eligibility for the concerned post(s) at the time of documentation.
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9. The candidates are advised to visit the Health Department's official website hphealth.nic.in from time to time for updates in their own interest.

10. **SUBMISSION OF CERTIFICATES/DOCUMENTS:-** Proforma alongwith necessary original certificates and self attested photocopies will have to be produced at the time of documentation.

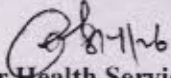
11. **CATEGORY CLAIMS:-** The category once claimed by the candidate(s) will not be allowed to be changed at any stage. The S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ WFF of Himachal Pradesh / Ex Servicemen of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made while applying for the concerned post(s). The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category and submit the applicable certificates only on the prescribed formats at the time of documentation.

12. **ELIGIBILITY CONDITIONS:-** (i) The date of determining the eligibility of all candidates in terms of Essential Qualifications, experience etc. shall be reckoned as on the closing date for submitting the names from the concerned employment/ sub-employment exchange. (ii) The decision of the Department regarding eligibility etc. of a candidate will be final. (iii) Onus of proving that a candidate has acquired requisite degree/ essential qualifications by the stipulated date is on the candidate and in the absence of proof the date as mentioned on the face of certificate/ degree or the date of issue of certificate / degree shall be taken as date of acquiring essential qualification. (IV) The concerned Employment Exchange Officer(s) / Incharge will ensure that only the candidates of the concerned subject be sponsored upto dates(s) given against each category **only if the % of disability is 40% or more than this**. In case of any deviation they shall be personally responsible. Further they may also ensure that the list of eligible candidates be sent once.

13. **DOCUMENTATION ETC.:-** , The date recorded on the original "Detailed Marks Certificate" of final professional examination of the candidate by the concerned university/ Institution shall be deemed as the date for reckoning the batch of the candidate. The batch-wise merit of a particular batch shall be determined on the basis of marks obtained in the degree. In case, the marks obtained in degree/ diploma by two or more candidates are same, the inter-merit shall be decided on the basis of marks obtained in 10+2 level and if there still a tie, the candidates senior in age shall be placed above.

Supplementary list one after another will also not be accepted by this Department in this regard the employment officers/ Incharge

	<p>sub employment office shall be personally responsible for the candidates registered in their exchanges and this Department shall neither be responsible nor answerable if the candidature of any candidate is not considered for reasons that his /her name is sponsored in supplementary list which is not permissible in terms of this requisition or where the name of the candidate is not sponsored by the employment exchanges for reason best known to them without any fault on the part of the candidates. The Department will also not be responsible or answerable to the candidates or employment exchanges for no fault on the part of this Department.</p>
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Director Health Services
Himachal Pradesh