

HIMACHAL PRADESH HOMEGUARDS AND CIVIL DEFENCE DEPARTMENT

Last date of receiving applications: 31st October

For Non-Tribal Areas: 31st October

For Tribal Areas: 10th November

Advertisement No. 2/2026

Dated 29-09-2026

ADVERTISEMENT

It is notified for information of all the concerned that 01 post of Junior Office Assistant (IT) is to be filled up in the Department of Home Guards, Civil Defence & Fire Services by direct recruitment from amongst the Persons with Disabilities (Orthopedically Handicapped (OH) for which application on the prescribed format are invited from the desirous and eligible Persons of H.P. with benchmark disabilities. The applicant should have minimum 40% or above permanent disability and he/she should also possess a Disability Certificate issued by the Competent Medical Board i.e. District Medical Board, to this effect.

1.	Name and address of Department	Home Guards, Civil Defence & Fire Services, Himachal Pradesh
2.	Telephone No.	0177-2658531
3.	Name of the Post and Pay and allowances	JOA (IT) as Job Trainee for Orthopedically Handicapped (OH), on fixed monthly emoluments of Rs. 12,500/-, as per the Job Trainee Policy of the Government.
4.	Functional Requirement	S-Sitting, ST-Standing, W- Walking, MF-Manipulation by Fingers, RW-Reading & Writing SE-Seeing, H-Hearing, C-Communication.
5.	Qualification required	
	Essential Qualification	I. Should have passed 10+2 Examination from a recognized Board of School Education University. OR Matriculation from recognized Board of School Education with one/two year's Diploma/Certificate from an Industrial Training Institute (ITI) in Information Technology (IT) Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering Computer Science/IT from a Polytechnic as approved by All India Council for Technical Education (AICTE): II. Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. Provided that visually impaired persons selected/ recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/Computer Application/Information Technology and passing of typing test instead they shall be imparted necessary basic training including computer training course by the department concerned through Composite Regional Centre (CRC), Sundernagar, or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated.

		However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training: Provided further that differently abled persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test. Explanation:-The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those who are hearing impaired but cover only those whose physical disability/deformity permanently prevents them from typing. The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.
	Desirable Qualification	Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the HP.
6.	Age Limits, if any	The applicant should not be less than 18 years and not more than 45 years as on last date of receipt of application. The relaxation in upper age limit is permissible upto 5 years as per instructions of the government of HP.

Documents required to be submitted by the candidates for completion of selection process and weightage as per letter dated 28.08.2017 of the Department of Social Justice and Empowerment, H.P. as under:-

Sr. No.	Weight age of marks	Maximum Marks
1.	Weightage for essential educational qualification as mentioned above or as per the R&P Rules (% of marks obtained in educational qualification prescribed for the posts would be divided by 10)	10 (ten)
2.	Weightage for Maximum disabilities as per Certificate issued by the competent authority i.e. District Medical Board or above. (40% to 59%) = 2 marks (60% to 79%) = 4 marks (80% to 100%) = 6 marks	6 (six)
3.	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	4 (four)
4.	Belonging to notified backward Area or Panchayat, as the case may be (Certified by SDO(C), Tehsildar/Naib Tehsildar)	1 (one)
5.	Landless family having land less than 01 Hectare to be certified by the concerned Revenue Authority (SDO(C)/Tehsildar/Naib-Tehsildar)	1 (one)
6.	Non-employment Certificate to the effect that none of the family member is in Government/Semi-Government services (Certified by SDO(c), Tehsildar/Naib-Tehsildar)	1 (one)
7.	BPL family having family annual income (from all sources) below 40,000/- or as prescribed by the Govt. from time to time (BPL Certificate issued by Panchayat Secretary and Income certificate issued by SDO(C)/Tehsildar/Naib-Tehsildar)	2 (two)

8.	Widow/divorced/destitute/single women (Certified by BDO)	1 (one)
9.	Single daughter/Orphan (issued by BDO) on the basis of pariwar register	1 (one)
10.	Training of atleast 6 months' duration related to the post applied for from a recognized University/Institution	1 (one)
11.	Experience upto a maximum of 5 years in Govt/Semi Govt. organization relating to the post applied for (0.4 marks only for each completed year in case of Class-III posts and 0.7 mark(s) only for each completed year in case of Class-IV)	2 (two)
Total Marks		30
12.	Certificate of Bonafide Himachali (Issued by competent authority)	
13.	Certificate of category (SC/ST/OBC/EWS) (Issued by competent authority)	
14.	Employment Registration Certificate.	
15.	Self-addressed envelope along-with postal stamps	
16.	Place of work (Name of town/village and district in which it is situated)	Anywhere in Himachal Pradesh
17.	Probable date by which the vacancy will be filled up.	At the earliest
18.	Particulars regarding interview/test of applications a) Date of time of document verification b) Designation and address of the person to whom applicant should report.	Evaluation date(s) will be intimated to the candidate by the department, however, the candidates may contact on telephone numbers as mentioned above.
19.	Application Fee	NA

Other terms and conditions:-

1. The application must be submitted on the prescribed format only and self attested recent passport size photograph must be pasted in the space provided in the application form.
2. The candidates/applicant should be bonafide resident of Himachal Pradesh certified by the Sub-Divisional Officer(Civil)/Tehsildare/Naib-Tehsildar.
3. The date of determining the eligibility of candidate in terms of essential qualification etc. shall be reckoned as on the closing/last date fixed for submission of applications.
4. The candidates are required to submit self-attested photocopies of the abovementioned latest Certificates/documents with their application form (serial no. 1-15) and accordingly merit will be prepared. The candidates will be called for evaluation/screening in the ratio of 1:10 for the first post and thereafter in the ratio of 1:5 for each subsequent post, and so on
5. The applicant should possess minimum 40% permanent Disability Certificate issued by the competent Medical Board i.e. Medical Board or above. Such certificate in the event of selection for the post will be subject to verification by the competent authority.
6. Applications which are incomplete or are received after due date or not found in accordance with the prescribed format shall not be considered and will be rejected straightaway without any intimation to the candidate. No correspondence will be entertained in this regard. Therefore, the candidates are advised to ensure their eligibility for the post and submission of complete application form alongwith all relevant documents/certificates.

7. It is mandatory for all the applicants (including those being sponsored by the Special Employment Exchange) to submit the relevant self attested certificate/documents (Sr. No.1-11) alongwith the application form, which shall be examined/scrutinized and accordingly merit shall be prepared.
8. The Department will not be responsible for any kind of postal delay.
9. No TA/DA will be admissible.
10. All the documents/certificates in original will have to be produced at the time of verification of documents, failing which the candidature of the applicant will be cancelled/rejected.
11. The Department reserves the right whether to fill up the post or withdraw the advertisement at any point of time.
12. Disputes, if any, shall be subject to Court jurisdiction at Shimla.
13. Candidates are requested to attach all relevant documents with the application form as no documents will be entertained after the closing date of receipt of application.

Application Form:-

Application form as prescribed can be obtained from the Office of the Commandant General, Home Guards, Civil Defence & Fire Services, US Club, Himachal Pradesh, Shimla-1.

Mode of Selection:-

Selection for appointment to the post will be made purely on the basis of the documents submitted by the applicants along with the application form. No documents issued or submitted after the last date for receipt of applications will be entertained. **No additional documents/certificates shall be entertained/accepted on the date of evaluation/screening.**

The merit list will be prepared on the basis of the weightage of marks as prescribed in the Department of Social Justice & Empowerment, HP letter No. SJE-B-B(15)-03/2014-1 dated 28 August 2017. The date of evaluation/verification of documents will be intimated separately through post and the same will also be made available on the official Website of the Department.

How to apply:-

The application must be submitted on prescribed format only along with passport size latest photograph pasted thereon. Application form dully filled in all respect along-with self-attested photocopies of all relevant/ requisite documents/certificates as mentioned above, be sent through REGISTERED POST/BY HAND only to the following address:-

Address of the Department:-

The Director General, Home Guards & Civil Defence, US Club, Shimla, Himachal Pradesh 171001.

The envelope containing application form should be super-scribed as follows:-
"Application for the post of... (name of the post)."

Prescribed application form for post of JOA(IT) (OH)

Self attested latest coloured photograph to be pasted						
1.	Type of Disability : Orthopedically Handicapped					
2.	Name of the Applicant :					
3.	Father's/Husband's Name :					
4.	Date of Birth:					
5.	Percentage of disability : (Attach photocopy of certificate)					
6.	Name of Issuing authority:					
7.	Category (General/SC/ST/OBC):					
8.	Educational Qualification & Other required documents, if any					
	Examination	Name of University/Board	Subjects	Marks Obtained/Total Marks	Percentage	Year of passing
	Matriculation					
	10+2					
	Additional Qualification if any					
	Other documents required for completion of selection process					
	Certificate of disabilities as certified by the Medical Board/Authorities (i.e. Health & Family welfare authorities/Medical Board)					
	Certified copy of belonging to notified backward Area of Panchyat, as the case may be (Issued by SDO(c)/ Tehsildar / Naib Tehsildar,) <u>Yes/No</u>					
	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) <u>Yes/No</u>					

	Non-employment Certificate to the effect that none of the family member is in Government/Semi Government, (issued by SDO(c)/ Tehsildar / Naib Tehsildar)	<u>Yes/No</u>
	BPL Family having family annual income (from all sources) below Rs.40000/- or as per prescribed by the Govt.form time to time (issued by BDO)	<u>Yes/No</u>
	Widow/divorced /destitute/single women (issued by BDO)	<u>Yes/No</u>
	Single daughter/orphan/ (issued by BDO)	<u>Yes/No</u>
	Certificate of Category (SC/OBC) and bonafide Himachali, (issued by competent authority)	<u>Yes/No</u>
	Certificate of training of at least 6 months duration related to the post applied for from a recognized University/Institution,	<u>Yes/No</u>
	Certificate of experience upto maximum of 5 years in Govt./Semi Govt.organization relating to the post applied for,	<u>Yes/No</u>
9.	Permanent Address :	
10	Correspondence Address :	
11	E-mail and Mobile No. :	
12	List of documents attached (copies of educational qualifications, bonafide certificate, medical disability certificate 40% or above issued by Medical Board, Category certificate, others)	
(Signature of the applicant) Name In block letters Date: Place:		

Note:-

1. The number of post as indicated above may increase or decrease,
2. The application Form alongwith detail is also available on this Department's Official Website <https://himachal.nic.in/homeguard>.The candidates are advised to go through the detailed advertisement carefully from the website prior to filling up application forms. They are further advised to regularly visit the website for updates, if any,
3. Only OH (Orthopedically Handicapped) Candidate should apply for this Post.