HIMACHAL PRADESH UNIVERSITY
(NAAC Accredited 'A' Grade University)
SUMMER HILL, SHIMLA-171005

ADVERTISEMENT NOTICE

Dated: 01-06-2020

Advertisement No.18/2020

Opening Date: *05-06-2020* ***Closing Date:*** *26-06-2020*

Online Applications are invited from eligible and desirous candidates for the recruitment of the following posts of Category B, C & D on regular/contract/daily wages basis in Himachal Pradesh University. The interested candidates may apply through Online Recruitment Portal of the University i.e, http://www.recruitment.hpushimla.in or http://www.hpuuniv.ac.in.The online application can be uploaded from **05-06-2020 to 26-06-2020**. Thereafter the link will be disabled. The applicants are advised to apply well in advance to avoid rush during closing dates.

Sr. No.	Name of post & Pay scale	Nos. of Post(s)	Essential Qualifications
		Category – B	
1.	**Librarian** (on regular basis) Pay Scale: Rs.37400-67000+10000AGP	**Gen** =1(UR)	➢ The Educational qualifications for the posts at **Sr. No. 1 to 3** shall be the same as prescribed by the UGC under Regulations 2018 and adopted by the University vide Notification No: 3-5/78 HPU(Genl.) Vol-VIII Dated- 19-01-2019 and 21-11-2019).The candidate may also referred to UGC website i.e. http://www.ugc.ac.in.
2.	**Assistant Librarian, HPU Main Library** (on regular basis) Pay Scale: Rs.15600-39100+6000AGP	**Gen** =2(UR)	
3.	**Assistant Librarian, RC Dharamshala** (on contract basis) Pay Scale: Rs.15600-39100+6000AGP	**Gen** =1(UR)	
4.	**Medical Officer (Dental)** (on contract basis) Pay Scale: Rs.15600-39100+5400GP	**Gen** =1(UR)	➢ A Bachelor of Dental Surgery Degree from the Institute recognized by the Dental Council of India. ➢ Registered with State Dental Council. **Desirable Qualification(s):** ➢ A Post Graduate Degree (MDS) in Dentistry.
5.	**Medical Officer (Allopathic)** (on contract basis) Pay Scale: Rs.15600-39100+5400GP	**Gen**=1(UR)	➢ **Essential:-** 1. Recognized Medical qualification included in the first or second schedule of part-II of the third schedule other than licentiate qualifications to the Indian Medical Council Act, 1956. The holders of educational qualification included in Part-II of the third schedule should fulfil the conditions stipulated in sub Section (3) of Section 13 of the Indian Medical Council Act, 1956. 2. Completion of compulsory rotating internship. ➢ **Desirable:** 1. Post Graduate Degree or Diploma included in the first or second schedule of part-II of the third schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. The holders of

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			educational qualification included in Part-II of the third schedule should fulfil the conditions stipulated in sub Section (3) of Section 13 of the Indian Medical Council Act, 1956. 2. A post graduate qualification from a recognized institution as mentioned in Appendix-A to the Notification No:Health-AA(3)2/97(Loose) Dated: 09-03-2012 adopted by the University vide Notification No.: 3-9/77-HPU(Genl.) Dated:-14-07-2014 available on University Website.
6.	**Assistant Architect** (on contract basis) Pay Scale: Rs.15600-39100+5400GP	**Gen**=1(UR)	➢ Degree in Architecture or its equivalent from a recognized University or an institute duly recognized by the Central/State Govt. ➢ At least two year experience in the field of Architecture after qualifying for the degree in Architecture. Preference will be given to those Architects who get registration under The Architect Act, 1972.
7.	**Public Relation Officer (PRO)** (on contract basis) Pay Scale: Rs.10300-34800+5000GP	**Gen** =1(UR)	➢ Bachelor of Journalism and Mass Communication or Bachelor of Public Relations or Bachelor of Public Relations & Advertising from a recognized University. **OR** ➢ Post Graduate Degree/Diploma in Journalism and Mass Communications or Post Graduate Degree/Diploma in Public Relations or Post Graduate Degree/Diploma in Public Relations & Advertising from a recognized University. ➢ Three years professional experience in Public Relations/ Journalism/ Mass Communication in any Government Department/ Public Sector Undertaking and Newspaper/ Electronic Media/ organization of standing gained after obtaining essential educational qualifications.
8.	**System Analyst (UIT)** (on contract basis) Pay Scale: Rs. 10300-34800+5000GP	**Gen** =1(UR)	➢ Bachelor's Degree in Computer Science & Engineering/Computer Application/Information Technology or its equivalent from a recognized University or from an Institute duly recognized by the H.P./Central Govt. **OR** ➢ Master Degree in Physics/ mathematics/ economics/ Statistics or its equivalent from a recognized University; and ➢ Post Graduate Diploma of at least one year duration in Computer Application or its equivalent from a recognized University or from an Institute duly recognized by the H.P./ Central Govt.

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			OR ➢ Master degree in Information Technology/ Computer Science/ Computer Application (MCA) or its equivalent from a recognized University or from an Institute duly recognized by the H.P. / Central Govt. **OR** ➢ "B" LEVEL course from DOEACC Society/ National Institute of Electronics & Information Technology (NIELIT).
9.	**Computer Programmer** (on contract basis) Pay Scale: Rs. 10300-34800+5000GP	**Total=2** **SC-1**(UR), **OBC-1** (UR)	➢ MCA or B.E./ B.Tech Degree in Information Technology/ Computer Science Engineering from a recognized University or from an Institute duly recognized by the Central/ H.P. Government. OR ➢ 'B' Level course from DOEACC/ NIELIT Society. ➢ Atleast 6 years experience as Computer Operator/ Technical Assistant or its equivalent post from Govt./ Semi Government Organization/ Private Sector after acquiring essential qualifications.
		Category - C	
10.	**Law Officer** (on contract basis) Pay Scale: Rs.10300-34800+4400GP	**Gen** =3(UR)	➢ A professional degree in Law from a recognized University or its equivalent. ➢ At least 5 year experience as an Advocate.
11.	**Assistant Librarian,** (on contract basis) Pay Scale: Rs. 5910-20200+ 2400GP	(i) HPU Model School **Gen**=1(UR) (ii) University Institute of Technology (UIT) **Gen**=1(UR)	➢ Should be graduate in any discipline or its equivalent from a recognized Institute with one year diploma or certificate in Library Science/ Library & Information Science from a recognized Board/ University or Graduate in any discipline with bachelor degree in library science/ Library & Information Science.
12.	**Clerk** (on contract basis) Pay Scale: Rs. 5910-20200+1900GP	**Total =54** **Gen**=25 (UR-15, Ex-SM-6, DSP-3, PBD(AID)-1), **EWS**-8 **SC**=11 (UR-6, Ex-SM-4, WFF-1), **ST**=4 (UR-2, Ex-SM-2), **OBC**=6 (UR-3, Ex-SM-2, Antodaya/ BPL-1)	➢ Bachelor's Degree or its equivalent from a recognized University. ➢ Should possess a minimum speed of 30 words per minute in English type writing or 25 words per minute in Hindi Type-writing on computer.
13.	**Junior Office Assistant (IT)** (on contract basis) Pay Scale: Rs. 5910-	**Total =37** **Gen**=18 {UR-2, Ex-SM-9, DSP-3, PBD-4(1-	➢ Should have passed 10+2 Examination from a recognized Board of School Education/ University.

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	20200+1950GP	BLV, 1-DHH,1-LD,1-AID)}, **EWS-3** **SC=7** (UR-2, Ex-SM-3, Antoydaya/BPL-1, WFF-1), **ST=1**(Ex-SM), **OBC=8** (UR-5, Ex-SM-2, Antoydaya/ BPL-1)	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) & Information Technology 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): ➢ Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.
14.	**Junior Office Assistant (Accounts)** (on contract basis) Pay Scale: Rs. 5910-20200+1950GP	**Total =4** **Gen** =3(UR) **SC**=1(UR)	➢ B.Com with 50 % marks from a recognized University. *Note*: Candidates having M.Com qualification must have passed B.Com at Graduation level. **Desirable Qualifications** ➢ Training and proficiency in use of accounting software's like Talley /SAP /ERP.
15.	**Language Teacher (LT)** (on contract basis) Pay Scale: Rs. 5910-20200+3000GP	HPU Model School **Gen**=1(UR)	(i) B.A. with Hindi as an elective subject and 2-year Diploma in Elementary Education (by whatever name known) OR BA with at least 50% marks with Hindi as an elective subject and 1-year Bachelor in Education (B.Ed.) OR BA with at least 45% marks with Hindi as an elective subject and 1-year Bachelor in Education (B.Ed.) in accordance with the NCTE (Recognition Norms & Procedure Regulations issued from time to time in this regard. OR B.A. with at least 50% marks with Hindi as an elective subject and 1-year Bachelor in Education (B.Ed.) special Education. OR Prabhakar (Honours in Hindi) with 50% marks followed by B.A. Examination (English and one additional subject) with 50% marks from a recognized University and 1-year Bachelor in Education(B.Ed.) OR M.A.(Hindi) with at least 50% Marks from a recognized University and 1-year Bachelor in Education(B.Ed.)

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			AND (ii) Pass in Teacher Eligibility Test (TET Language Teacher) duly conducted by HP Board of School Education, Dharamshala. Provided that the incumbents who have already qualified the Teacher Eligibility Test (TET) conducted by the H.P. Subordinate Services Selection Board, Hamirpur shall also be eligible subject to the condition as laid down in Para-II of the guidelines issued by the National Council for Teacher Education vide No. 76-4/2010/NCTE/Acad. Dated 11-02-2011. **Note:** Relaxation up to 5% will be allowed in minimum educational qualifications and also in minimum qualifying marks for TET to the candidates belonging to SC/ST/OBC/PH categories of Himachal Pradesh.
16.	**Data Entry Operator** (on contract basis) Pay Scale: Rs. 5910-20200+1900GP	**Gen** =3(UR)	➢ Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/ University. ➢ Diploma of atleast 06 month duration in Computer or its equivalent from a recognized University or from an Institution duly recognized by the H.P./ Central Govt.
17.	**Junior Engineer (Civil)** (on contract basis) Pay Scale: Rs. 10300-34800+3800GP	**Total =7** **Gen=4** {UR-3,Ex-SM-1} **EWS-1** **SC=1(UR)** **OBC=1(UR)**	➢ Should have passed Matric or 10+2 Examination or its equivalent from a recognized Board of School Education/ University. ➢ Regular full time Diploma in Civil Engineering (03 years) or B.E./ B.Tech. Degree in Civil Engineering from a recognized University or from an institution duly recognized by the Central or State Govt.
18.	**Junior Engineer (Electrical)** (on contract basis) Pay Scale: Rs. 10300-34800+3800 GP	**Total=3** **Gen=3(UR)**	➢ Diploma/ Degree in Electrical Engineering or Electronics Engineering from an Institution recognized by the State Govt./ Central Govt.
19.	**Conductor** (on contract basis) Pay Scale: Rs. 5910-20200+1900 GP.	**Total =2** **SC=1(UR)** **OBC=1(UR)**	➢ 10+2 passed from any Board of School Education/ University recognized by the Govt. of H.P. ➢ Possess valid conductor's license.
20.	**JBT** (on contract basis) Pay Scale: Rs. 5910-20200+3000GP.	HPU Model School **Total=2** **Gen=1(UR),** 1=UR(Ex-SM)	(i) 10+2 with 50% marks or Senior Secondary with 50% marks from a recognized Board of School Education and 2-year Junior Basic (JBT) Teacher's course/ Diploma in Elementary Education (D.El.Ed.) from an institute affiliated to Himachal Pradesh Board of School Education (HPBOSE).

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			OR Senior Secondary (or its equivalent) with at least 50% marks and 2 years Junior Basic Teacher (JBT)/ Diploma in Elementary Education (D.El.Ed.)(by whatever name known). OR Senior Secondary (or it s equivalent) with at least 45% marks and 2 years Junior Basic Teacher (JBT) / Diploma in Elementary Education (D.El.Ed.) (by whatever name known), in accordance with the NCTE (Recognition Norms and Procedure) Regulations, 2002. OR Senior Secondary (or its equivalent) with at least 50% marks and 4 year Bachelor of Elementary Education (B.El.Ed.) OR Senior Secondary (or its equivalent) with at least 50% marks and 2 year Diploma in Education (Special Education). OR Graduation and two years Junior Basic Teacher (JBT)/ Diploma in Elementary Education (D.El.Ed.)(by whatever name known). AND (ii) Pass in the Teacher Eligibility Test (TET) for Class 1-V, to be conducted by an authority designated by H.P. State Government. **Note:** Relaxation upto 5% in the qualifying marks shall be allowed to the candidates belonging to SC/ST/ OBC and PH categories.
21.	**Driver (H/V)** (on contract basis) Pay Scale: Rs.5910-20200+2000GP.	**Total=1** **SC**-1(UR)	➢ Matriculation or its equivalent examination passed from the Board recognized by the H.P. Govt. ➢ Must possess valid driving license for the plying Heavy Transport vehicle with minimum three years driving experience. Provided that heavy transport vehicle license should be further endorsed for driving "public service vehicles bus." ➢ Height 160cms(minimum).
22.	**Driver (L/V)** (on contract basis) Pay Scale: Rs. 5910-20200+2000GP	**Total=5** **Gen**=1(UR), **EWS**=1, **OBC**=1(UR), **SC**=1(UR), **ST**-1(UR).	➢ Should be a Matriculation or its equivalent from a recognized Board of School Education/ Institution. ➢ Must possess valid driving license for the plying heavy/ light vehicles in hilly terrain.
23.	**Auxiliary Nurse Mid Wife** (on contract basis) Pay Scale: Rs.5910-20200+1900GP.	**Gen**-1(UR)	➢ Matriculation or its equivalent with One and Half year Multipurpose Health Worker Training Course from a recognized institution and registered with Himachal Pradesh

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			Nursing Council or any other recognized Nursing Council.
		Category-D	
24.	**Peon** (on daily wages basis, rates as notified by Govt. of H.P.)	**Total=92** **Gen**=41 {UR-26, Ex-SM-8, PBD-4, DSP-3}, **EWS**-10, **SC**=20 {UR-13, Ex-SM-3, WFF-1, Antyodaya/ BPL-3} **ST**=5 {UR-3, Ex-SM-1, Antyodaya/ BPL-1}, **OBC**= 16 {UR-11, Ex-SM-2, Antyodaya/ BPL-3}	➢ Should have passed Matric examination or its equivalent from recognized Board of School Education/ Institution.
25.	**Chowkidar** (on daily wages basis, rates as notified by Govt. of H.P.)	**Total =28** **Gen**=13 {UR-8, Ex-SM-3,WFF-1, PBD-1}, **EWS**-3 **SC**=6(UR), **ST**=1(Ex-SM), **OBC**=5(UR-4, Antyodaya/ BPL-1)	
26.	**Mali** (on daily wages basis, rates as notified by Govt. of H.P.)	**Total = 7** **Gen**=4 UR-3, UR(Ex-SM-1), **EWS**-1, **SC**=1(UR), **OBC**=1(UR)	
27.	**Beldar** (on daily wages basis, rates as notified by Govt. of H.P.)	**Total =2** **Gen** =(Ex-SM-1), **ST**=1(UR)	➢ Should have passed middle standard Examination.
28.	**Mess Helper** (on daily wages basis, rates as notified by Govt. of H.P.)	**Total = 6** **Gen**=2 (UR), **EWS**-1 **SC**=1(Ex-SM), **ST**=1(UR), **OBC**=1(UR)	
29.	**Sewerman** (on daily wages basis, rates as notified by Govt. of H.P.)	**Total = 3** **Gen**-3(UR)	

Desirable Qualifications for all the above mentioned post(s) shall be:

- Knowledge of customs, manners & dialects of Himachal Pradesh & suitability for appointment in the peculiar conditions prevailing in Himachal Pradesh.
- **Emoluments:**-The posts on Regular/Contract/ Daily wages basis will be as per the rules of the University.
- **ABBREVIATIONS: Gen-** General, **UR**-Un-reserved, **SC**-Scheduled Castes, **ST**-Scheduled Tribes, **OBC**-Other Backward Classes, **EWS**-Economically Weaker Sections, **BPL**- Below Poverty Line, **IRDP**- Integrated Rural Development Programme, **Ex-SM**-Ex-

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Servicemen, **WFF**-Children and grand children of freedom fighter, **DSP**-Distinguished Sports Persons, **PH**-Physically Handicapped, **PBD**-Persons with Benchmark Disabilities {(i) **BLV**-Blind and low vision, (ii) **DHH**-Deaf and Hard of Hearing (iii) **LD**-Locomotors Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy,(iv) **AID**- Autism, intellectual disability, specific learning disability and mental illness, (v) **MD**- Multiple Disability from amongst persons under clauses (i) to (iv) including Deaf-blindness in the posts indentified for each disabilities}.

IMPORTANT INSTRUCTIONS:

1. **Age:-**
   The minimum and maximum age limit for post(s) mentioned at sr. no. 4 to 29 is 18 to 45 years, reckoned as on prescribed closing date for submission of application forms. The upper age limit is relaxable by five years for applicants belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Person with Benchmark Disabilities and Children/ Grand Children of Freedom Fighters of Himachal Pradesh. The relaxation in upper age to Ex-Servicemen candidate of H.P. will be as per provisions of relevant rules/ instructions of H.P. Govt.
2. **Reservation:-**
   The benefit of reservation for various post(s) will be admissible only to the applicants, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., E.W.S., B.P.L., Ex-Servicemen, WFF and Persons with disabilities (Loco motor Disabled / Visually Impaired/ Hearing Impaired) etc. No change of category shall be allowed after receipt of application, i.e. from SC to OBC/ST etc. etc…
3. **Application Processing Fess:-**
   The detail of ***application fees*** for respective categories is as under:-

Sr. No.	Category	Fees	
		Category B	Category C&D
1	**General Category** {including general Physically Disabled i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/W.F.F. of H.P./Ex-Servicemen of H.P. relieved from Defence Services on their own request before completion of normal tenure}	2000/-	1200/-
2	**S.C. of H.P./S.T. of H.P./O.B.C. of H.P./ EWS of H.P./ B.P.L. of H.P.** (General-BPL/ SC-BPL/ ST-BPL/ OBC-BPL) { including S.C./ S.T./ O.B.C. Ex-Servicemen of H.P. relived from Defence Services on their own request before completion of normal tenure and SC/ ST/ OBC wards of Ex-SM of H.P.	1000/-	600/-
3	**Ex-Servicemen of H.P.** (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)/ Visually Impaired of H.P.	No Fee	

4. **MODE OF PAYMENT:-**
   - The desirous & eligible applicants shall have to pay requisite application fee online by debit/credit card or internet banking, as the case may be, on or before the prescribed closing date for submission of online application. ***No other mode except online payment is acceptable for application processing fee.***
   - Application fees once paid will not be refunded. The applicants claiming fee exemption should possess a valid certificate of the respective category as on the last date of submission of online application.
5. A candidate shall be eligible for appointment to Category-C post(s), if she/he has passed Matriculation and 10+2 and for Category-D post(s), if she/ he has passed Middle or Matriculation from any School/Institutions situated within Himachal Pradesh. However, this condition shall not apply to Bonafide Himachalis.

GENERAL INSTRUCTIONS:

1. The candidates must read the ***IMPORTANT INSTRUCTIONS*** **GENERAL INSTRUCTIONS/Other Terms and Conditions CAREFULLY** before uploading the online application form for the relevant post.

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2. The candidates are advised to note down the **USER ID and PASSWORD** and this User ID and Password will be applicable for all future references/ correspondences regarding the written examination/ test, downloading Roll Nos./Call letters for documentation/ entering fee detail etc.
3. The candidate should enter her/his particulars i.e. Name, Father's Name, Mother's Name and Date of Birth as per her/his Matric Certificate and uploaded scanned photograph and signature. The size of scanned photograph should be less than **50kb** and size of scanned signature should be less than **30kb** only. Otherwise the application will not move to next step.
4. The candidates are required to apply separately for each post with requisite application processing fee. The candidates belonging to reserve category (for **B** category posts) from other state, their candidature shall be treated in General category only and required to submit full application fees of General category. Further, a candidate of reserve category willing to apply against Gen(UR) posts is also required to remit full application fees, if otherwise eligible for the said post under Gen(UR) category.
5. The candidates are advised to give their working mobile Number and e-mail ID, used by them in the Online Application (OA) and ensure their working till the completion of selection process to avoid inconvenience. There will be no other means of contacting them except their e-mail & Mobile numbers.
6. The candidates shall fill up their complete and correct particulars in the online application forms to avoid rejection of candidature.
7. Date for determining eligibility of all applicants in respect of essential qualification and experience, if any, etc., shall be the prescribed closing date for submission of online application forms i.e.**26-06-2020**.
8. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned against each post in the advertisement to avoid rejection at later stage. The decision of University in this regard shall be final.
9. Onus of proving that a candidate has acquired requisite essential qualifications by the stipulated date is on the candidate and in the absence of proof to the contrary, 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. No extra opportunity shall be provided to the candidate to produce any certificates/ documents at the time of evaluation.
10. In respect of equivalent clause in essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected.
11. The selection process is annexed at annexure **"A"** of the advertisement.
12. Eligibility for vacancies in sub-category of SPORTSMAN shall be as per the norms framed by Department of Youth Services and Sports, Himachal Pradesh.
13. Number of post(s) is/ are tentative and may increase or decrease from time to time. The University reserves the right to fill up or not to fill up the advertised post(s) or to call limited applicants for evaluation of documents/ personality test/ interview. No **TA/DA** will be paid for attending written/skill test/ evaluation of documents/ personality test/ interview etc.
14. In service (regular) applicants may apply along with requisite fee with information to their Head of the Departments/ Employer for issuing NOC. Such candidates are required to produce No Objection Certificate (NOC) from the Employer at the time of evaluation of documents/ personality test/ interview etc..
15. If a candidate is registered with the Employment Exchange in Himachal Pradesh, she/ he should mention the Registration No. in the Online Application form.
16. The shortlisted applicants are required to produce original documents and self attested photocopies of educational qualifications, age, category and NOC from the employer alongwith the hardcopy of online application form at the time of Evaluation/ Interview/ Personality test.
17. The applicants for the post(s) of Librarian and Asstt. Librarian mentioned at sr. no. 1 to 3 must submit their hardcopy of online application form along with relevant documents in support of the information uploaded in the online application by **26-06-2020** upto **05:00 p.m.** However, the candidate residing in Andaman and Nicobar Islands, Lakshadweep, Ladakh, Assam, Tripura, Meghalaya, Nagaland, Manipur, Mizoram Arunachal Pradesh, Pangi and Bharmour Sub Division of Chamba District, Dodra Kwar Sub Division of Shimla District, Kinnaur Districts and Lahul & Spiti Districts of Himachal Pradesh, the last date for receiving of hardcopy of online application form shall be **11-07-2020** Upto **05:00 p.m.,**

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addressed to **The Deputy Registrar, Recruitment Branch, H.P. University, Gyan Path, Summer Hill, Shimla-171005(H.P.).** The University will not be responsible for any postal delay. No extra opportunity shall be provided to the applicants to produce appropriate certificates at later stage.

18. In case of any legal proceedings against the University, the territorial jurisdiction shall be restricted to the District/ Hon'ble High Court of Himachal Pradesh at Shimla.
19. In case of any inadvertent mistake/ error in process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the applicants.
20. **CATEGORY CLAIMS & ELIGIBILITY CONDITIONS:-**
    The category of the candidate claimed in the application form for the post shall be treated as final. **S.C's** of Himachal Pradesh/ **S.T's** of Himachal Pradesh/ **O.B.C's** of Himachal Pradesh/ Ex-Servicemen of H.P. and Physically Disabled of H.P. applicants must possess such certificate(s) in support of their claims made in the application(s), while applying for these posts. All the applicants belonging to reserved categories are also required to go through the relevant instructions issued from time to time by the Government of Himachal Pradesh, in order to ensure that they are eligible under a particular category.

- **EX-SERVICEMEN OF HIMACHAL PRADESH:-**The applicants belonging to Ex-Servicemen of Himachal Pradesh will have to furnish discharge certificate and full detail in respect of their PPO No., Rank, and date of retirement from the Defence Services to claim the benefit of concession for the category of Ex-Serviceman of Himachal Pradesh.
- **OBC of H.P. (OTHER BACKWARD CLASSES OF HIMACHAL PRADESH):-** Applicants belonging to OBC of H.P. category must produce OBC certificate on the prescribed format valid till the relevant term of the Financial Year (1st April to 31st March) as notified by the Government of Himachal Pradesh (in the Department of Revenue) in Rajpatra dated 09th January, 2012. Applicants must have valid OBC Certificates covering the entire period from last date of submission of applications till date of evaluation along with an undertaking that her/his status as OBC has not changed and she/he has not been excluded from the category of O.B.C. of H.P. on account of being covered under creamy layer.
- **BPL of Himachal Pradesh:-**Applicants belonging to BPL of H.P. category must produce BPL certificate(s) on the prescribed proforma, which should not be more than six months old on the last date prescribed for submission of applications. Applicants must possess valid BPL Certificate(s) covering the entire period from last date of submission of applications till date of evaluation failing which their candidature may be rejected.
- **EWS of Himachal Pradesh:-**Applicants belonging to EWS of H.P. category must produce EWS certificate(s) on the prescribed proforma as per instructions of the H.P. Government issued vide letter No. PER (AP)-C-B(12)-1/2019 dated 11.06.2019 adopted by the University vide Notification No: 3-1/78-HPU(Genl.)Vol.-XX dated:19-06-2019 on the last date prescribed for submission of application.

21. Any clarification/guidance/information regarding online application/fee can be had on telephone No. **0177-2833648.** The clarification / information regarding qualification and eligibility criteria can be obtained on telephone No. **0177-2833510.**

The applicants are advised to visit the University website *http://www.hpuniv.ac.in* from time to time for updates in their own interest.

(Ghanshyam Chand),HAS
REGISTRAR

Ends. No.2-70/2020-HPU(Rectt.) Dated: 01-06-2020

Copy for favour of wide publicity to:-

1. The Secretary to Governor (Chancellor), H.P. Raj Bhawan, Shimla-171 002.
2. The Principal Secretary (Higher Education) to the Govt. of Himachal Pradesh, Shimla.
3. The Director of Higher Education, Himachal Pradesh Shimla-171 002.
4. The Dean of Studies /DSW/ Dean CDC/Dean Planning / Chief Warden, HPU, Shimla
5. All the Regional Employment Officers/District Employment Officer/Employment Officers/Incharge Sub-Employment Exchanges in Himachal Pradesh.
6. The Employment, Information & Guidance Bureau, H.P. University, Shimla-5
7. The Labour Commissioner-cum-Director of Employment, H.P. Shimla- 171001

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8. The Director, Labour and Employment Department (Disability Cell), Himachal Pradesh, Shimla.
9. The Director, Social Justice and Employment-cum-Joint Commissioner (Disabilities), H.P. Shimla-9
10. The Director, H.P. University Regional Centre Khaniyara, Dharamshala (HP)
11. The Finance Officer/Deputy/Assistant Registrar (Estt./Admn.), HPU, Shimla-5
12. The Public Relations Officer, H.P. University, Shimla-5 with the request that the contents of the advertisement notice be got published in at least two leading daily newspaper for vide publicity and also get the contents be broadcasted from All India Radio Shimla/Dharamshala. Hamirpur, Doordarshan Kendra Shimla and in 'Rojgar Samachar' bulletin at least three to five times.
13. The web-Incharge, H.P. University, Shimla-5. He is requested to upload and make available the above advertisement on the University Website.
14. The Secretary to VC/SPS to Vice-Chancellor/ PS to Registrar, HPU, Shimla-5
15. Guard File/Notice Board.

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Annexure-A

Selection Process

1. The Selection process for the posts category 'B' mentioned at Sr. No. **1 to 3** shall be the same as prescribed by the UGC vide Regulation 2018 adopted by University vide Notification No. 3-5/78HPU(Genl.) Vol. VIII dated 19-01-2019 and 21-11-2019.

2. **SELECTION PROCESS** for the post(s) of category 'B' at Sr. No. **4 to 9:-**

(i) **Scheme of Examination:**

Sr. No.	Process of Selection	Marks
(i)	Objective type written test in General Knowledge	40 marks
	Subject aptitude test (SAT) in the concerned field and as per requirement of the post(s)	100 marks
(iii)	Interview/ Personality test	60 marks
Total		200 marks

(ii) **Syllabus For Written Objective Type Examination:**

Sr. No.	Syllabus	No of Questions	Marks
1.	General Knowledge (GK of Himachal Pradesh, India and International GK, the division of marks shall be 20,10,10 respectively)	40	40
2.	Subject aptitude test (SAT)	100	100
3.	Personality test/ Interview	-	60
Total		**140**	**200**

- The Written Test Examination will be of **two and half hours** duration.
- The candidate's qualified written test will be called for interview/ personality test in the ratio of 1:6+3 for each additional post.

3. **SELECTION PROCESS** for the post(s) of category **'C'** at Sr. No. **10 to 23:-**

(i) **Scheme of Examination:**

Sr. No.	Process of Selection	Marks	Remarks
(iii)	Written objective type examination	85 marks	➢ The applicants belonging to disabled categories with disability of 40% or more are allowed extra time of minimum one hour for examination of three hours duration i.e. 20 minute per hour. In case of visually impaired applicants making request for the scribes, he/she will have to submit a written request for the same to the Central Superintendent immediately after receipt/ uploaded of her/his Roll Number.
(ii)	Typing/ Skill Test	Qualifying Nature	➢ **For the post of Junior Office Assistant (IT)only**: 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 University through Composite Regional Centre (CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH),

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			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. Further 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 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. ➢ **For the post of Clerks only:** Provided that visually impaired persons recruited under 1% quota may be imparted necessary basic training including computer training by the Department concerned through 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 incumbents fail to qualify the same his/her service may be terminated.
(iii)	Evaluation of documents	15 marks	As determined by the State Govt. of Himachal Pradesh vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 and adopted by the University vide Notification No. 3-38/96-HPU(Genl.)Vol. III Dated 07-09-2017 and 3-1/78-HPU(Genl.) Vol. XXI Dated 13-12-2019.
Total		**100 marks**	

(ii) Syllabus For Written Objective Type Examination:

Objective type screening test consisting of 85 Multiple Choice Questions of 85 marks (each questions will be 1mark each) as under:-

Sr. No.	Syllabus	No of Questions	Marks	Remarks
1.	General English	20	20	The examination for the post(s) mentioned at sr. no. 10,11,12,14 and 15 shall be of Graduation standard, for the post(s) mentioned at sr. no. 16 to 20 shall be of 10+2 standard and for the post(s) mentioned at sr. no. 21 to 23 shall be of 10th standard.
2.	General Hindi	20	20	
3.	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	25	25	
4	Logical, Numerical reasoning and Technical knowledge as per the requirement of posts concerned.	20	20	
Total		**85**	**85**	

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The scheme of examination for the post JOA(IT) at Sr. No.13 shall be as under:

1	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	**25**	**25**	The examination for the post(s) mentioned at sr. no. 13 shall be of 10+2 standards.
2	Knowledge of Computer / Computer Application/ Information Technology/ Information Technology Enabled Sectors(ITES)/ Information Practices(IP) etc.	**60**	**60**	
	Total	**85**	**85**	

- The Written Test Examination will be of **One & half hours** duration.
- Applicants in the ratio of 20 times of total number of posts (category wise) will be declared qualified in the written Objective type screening test(MCQ) and will be called for typing/ Skill test, wherever required and thereafter the candidates who qualify typing/ Skill test, such qualified candidates will be called for evaluation of documents in the ratio of 1:3. The final selection will be based on the parameters devised by the Department of Personnel, Govt. of HP vide Notification No. Per (AP.B)B(15)-5/2014 dated 17 April, 2017.

(iii) Evaluation of documentation is based on the parameters devised by the Department of Personnel for **category-C** post(s) mentioned at sr. no. **10 to 23** shall be as determined by the Department of Personnel, Govt. of HP vide Notification No. Per (AP.B)B(15)-5/2014 dated 17 April, 2017as under:-

Sr. No.	Detail of Criteria of 15 marks	Maximum Marks
i	Weightage for the minimum educational qualification, professional educational qualifications (for Technical posts) as per the Recruitment & Promotion Rules. (Percentage of marks obtained in the educational qualification would be multiplied by 0.025, For example, an individual has secured 50 % marks in the required educational qualifications, he /she will be allowed 1.25 marks (50 X0.025 = 1.25)	2.5 (two and half)
ii	Belonging to notified Backward Area or Panchayat, as the case may be.	1 (one)
iii	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1(one)
iv	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)
v	Differently abled persons with more than 40% impairment / disability / infirmity.	1(one)
vi	NSS (at least one year) certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions.	1(one)
vii	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time.	2(two)
viii	Widow /divorced/destitute /single woman.	1(one)
ix	Single daughter/Orphan.	1(one)
x	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution.	1(one)
xi	Experience up to a maximum of 5 years in Govt./ semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (two and half)
	Total	**15 Fifteen)**

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4. Criteria for evaluation of 100 marks for selection of category-**D** post(s) (mentioned at Sr. No. **24 to 29)** shall be as per the instructions determined by the Department of Personnel, Govt. of HP vide Notification No. Per (AP.B)B(15)-5/2014 dated 17 April, 2017 as under:-

Sr. No.	Detail of Criteria of 100 marks	Marks
1.	Percentage of marks obtained in qualifying examination to be calculated out of 85. (For example, a candidate getting 50% marks in Matric will be given 42.5 marks.)	85 (Eighty Five)
2.	Belonging to notified Backward Area or Panchayat, as the case may be.	1(One)
3.	Land Less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	2 (two)
4.	Non-employment Certificate to the effect that none of the family members is in Government/ Semi Government	2.5(Two & half)
5.	Differently abled persons with more than 40% permanent impairment / disability / infirmity.	1(One)
6.	NSS (atleast one year) certificate holders in NCC/ The Bharat Scout and Guide. Medal winner in National level sports competitions.	1(one)
7.	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time.	2.5 (Two& half)
8.	Widow/ divorced/ destitute/ single woman	1.5 (One& half)
9.	Single daughter/ Orphan	1(one)
10.	Experience up to a maximum of 5 years in Govt. /semi-Govt. Organization relating to the post applied for (0.5 mark only for each completed year).	2.5(Two & half)
➢ The shortlisted candidates on merit will be called for evaluation of documents in the ratio of 1:3. The final selection shall be based on the parameters determined by the Department of Personnel, Govt. of HP vide Notification No. Per (AP.B)B(15)-5/2014 dated 17 April, 2017.		

5. The University reserves the right to dispense with the written examination in respect of category B post(s) keeping in view the number of applications viz-a-viz vacancies and other circumstances.
6. The University reserves the right to dispense with/change any examination centre, if the strength of the applicants is inadequate.
7. As per instructions of the HP Govt. dated 11.06.2019 when an Economically Weaker Section(EWS) candidate is not available for selection, the post(s) will be treated automatically as de-reserved and re-advertised and will be filled from a non-EWS candidate of General category.

REGISTRAR
H.P. University, Shimla

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