



HIMACHAL PRADESH UNIVERSITY, SHIMLA
(NAAC Accredited 'A' Grade University)

Advt. No. Rectt.-12/2017

Dated:08.02.2017

Advertisement Notice

Applications on the prescribed format are invited from eligible bonafide Himachali candidates for filling up following posts in Himachal Pradesh University so as to reach the 'Deputy Registrar, Recruitment Branch, Himachal Pradesh University, Summer Hill, Shimla-171005' on or before 15.03.2017 (till 05:00 p.m.) . However, for the candidates residing in Pangi and Bharmour Sub Division of Chamba District, Dodra Kwar Sub Division of Shimla District, Kinnaur District and Lahul & Spiti District of Himachal Pradesh, the last date for receipt of application by post/speed post (Not by hand or By Courier) is 30.03.2017. The application received after these dates will not be entertained. The University will not be responsible for delay in receipt of applications due to any reasons what so ever.

Online applications are not accepted.

The detail of Posts, Eligibility Conditions and Mode of Selection are given is as under:-

Sr. No.	Name of post/Pay Scale /Pay Band	Number of posts
1	Computer Programmer (On Contract basis) (Rs. 10300-34800+5000 GP + 50% increase in GP= Total emoluments = 17800/- PM)	Gen. (UR)- 1* {H.P.U. Regional Centre Khaniyara Dharamshala} Total= 1
2	Steno Typist (on contract basis) (Rs. 5910-20200+2000 GP+50% increase in GP= Total emoluments = 8910/- PM)	Gen. (UR)- 3, Gen.(Ex-Servicemen)-1, Gen. (Antodya/BPL)-1, OBC (UR) - 1 Total= 6

(*) Note:- Those candidates, who have applied earlier in response to advertisement No. Rectt.-3/2015 dated 19.06.2015 shall apply a fresh in view of amendment in R & P rules alongwith fee of Rs. 200/- for General Category and Rs. 100/- for reserved category of H.P.)

3	<p>Junior Office Assistant (Information Technology) On Contract Basis) at minimum of the pay band of</p> <p>(Rs. 5910-20200+1950 GP+50% increase in GP= Total emoluments = 8835/- PM)</p>	<p>Gen.(UR)-12, Gen.(Ex-Servicemen)-8 Gen. (Antodaya/ BPL)-3, Gen.(WFF)-1 Gen. (Distinguished Sports Personals)- 3 Gen. PWD (Visually impaired-Blind, Low Vision) -2 SC(UR)-5, SC(Ex-Servicemen)-3, SC (Antodaya/ BPL)-1, SC (WFF)-1, SC PWD (Orthopedically impaired-OL, OA, OAL, BL)-1, ST(UR)-2, ST(Ex-Servicemen)-1, OBC(UR)- 5, OBC(Ex-Servicemen)-2, OBC(Antodaya/BPL)-2, OBC PWD (Hearing impaired- Deaf, Partial Deaf)-1</p> <p style="text-align: right;">Total = 53</p>
4	<p>Attendant (Laboratory) (Gr.-IV) (on contract basis) (Rs. 5910-20200+1900 GP+ 50% increase in GP= Total emoluments= 8760/-PM)</p>	<p>OBC(UR)-1, SC(UR)-2, SC(Ex-Servicemen)-1</p> <p style="text-align: right;">Total=4</p>
5	<p>Library Attendant (on contract basis) (Rs. 4900-10680+1650 GP + 50% increase in GP= Total emoluments = 7375/-)</p>	<p>Gen. (UR)=2, SC(UR)=1</p> <p style="text-align: right;">Total=3</p>
6	<p>Cook (on contract basis) 5910-20200+1900 GP+ 50% increase in GP= Total emoluments= 8760/-PM)</p>	<p>Gen. (UR)-2*</p> <p style="text-align: right;">Total=2</p> <p><i>(*) Note:- Those candidates, who have applied earlier in response to advertisement No. Rectt.-6/2015 dated 21.10.2015 shall apply a fresh in view of amendment in R & P rules alongwith fee of Rs. 400/- for General Category and Rs.200/- for reserved category of H.P.)</i></p>
7	<p>Peon/ Sewadar (On daily wages basis, rates as notified by Govt. of H.P. from time to time)</p>	<p>Gen. (UR)- 4*, Gen. (Ant./BPL)-2*, Gen. (Ex-Servicemen)-1*, Gen. (PWD)-1*, OBC (UR)- 2*, SC (UR)-1* , SC (Ex-Servicemen)-1</p> <p style="text-align: right;">Total=12</p> <p><i>(*) Note:- Those candidates, who have applied earlier in response to advertisement No. Rectt.-6/2015 dated 21.10.2015 shall apply a fresh in view of amendment in R & P rules along with requisite fee.</i></p>

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8	Mess Helper (On daily wages basis, rates as notified by Govt. of H.P. from time to time)	Gen. (UR)- 2	Total=2
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Recruitment on Contract Basis under Self Financing Scheme:

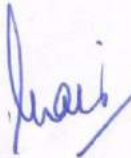
9	Assistant Librarian (Class-III) Non-Gazetted (on contract basis) (Rs. 5910-20200+2400 GP + 50% increase in GP= Total emoluments= 9510/-PM)	Gen.(UR) -1 {University Institute of Information Technology}	Total= 1
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Abbreviations used above stands as:

UR-Un-reserved,
 SC-Scheduled Caste,
 ST-Scheduled Tribes,
 OBC-Other Backward Classes,
 PWD-Persons with disabilities
 WFF-Wards of Freedom Fighter
 B-Blind

LV-Low Vision
 OA-One Arm,
 OAL-One Arm and One Leg,
 D- Deaf
 PD-Partially Deaf
 OL-One Leg,
 BL-Both Legs

1. Essential Qualification

Name of Posts	Minimum Educational & Other Qualifications:
 1 Computer Programmer	(i) 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. (ii) Atleast 6 years experience as Computer Operator /Technical Assistant or its equivalent post from Govt./Semi Government Organization/Private Sector after acquiring essential qualification.

2
Steno Typist

- (i) Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/ University.
- (ii) Must possess the following speed in shorthand and typewriting on computers in both languages i.e. English and Hindi at the time of initial appointment:-

Speed in Shorthand		Speed in Typewriting on Computers:	
English	Hindi	English	Hindi
60 WPM	60 WPM	25 WPM	25 WPM

Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed;

Provided further that the candidates will have to pass typewriting test in both the languages at the time of initial recruitment.

Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whichever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in shorthand test in second language within a period of three years he will be eligible to draw his annual increment from due dates and the candidate(s) who qualifies the said test after three years will be eligible to draw his first increment only from the date of qualifying the prescribed test.

- (iii) Should have the knowledge of word processing in Computer as prescribed by the recruiting authority.

3
Junior Office Assistant
(Information Technology)

- (i) 10+2 from a recognized Board of School Education/University.
- (ii) One year Diploma in Computer Science/ Computer Application / Information Technology from a recognized University/Institution.
- (iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.

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	<p>(i) 10+2 from a recognized Board of School Education/University</p> <p>(ii) 'O' or 'A' level Diploma from National Institute of Electronics & Information Technology (NIELIT).</p> <p>(iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p style="text-align: center;">OR</p> <p>(i) 10+2 from a recognized Board of School Education/University.</p> <p>(ii) Diploma in Information Technology (IT) from a recognized ITI/ Institution.</p> <p>(iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p>
4 Attendant (Laboratory) (Gr.-IV)	XII with Science or any other examination equivalent to XII with science or Matric with Science with 2 years experience in a Science Laboratory.
5 Library Attendant	10+2 with certificate/diploma in library science.
6 Cook	Should have passed Matriculation Examination or its equivalent from the Board /University recognized by the H.P/Centre Government and should possess diploma from Food Craft Institute or equivalent.
7 Peon/ Sewadar	Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/Institution.
8 Mess Helper	Should have passed Middle standard examination

Recruitment on Contract Basis under Self Financing Scheme:

9 Assistant Librarian (Class-III) Non- Gazetted	<p>Should be Graduate in any discipline or its equivalent from a recognized Institute with one year Diploma or certificate in Library science / Library and Information Science from a recognized Board / University.</p> <p style="text-align: center;">OR</p> <p>Graduate in any discipline with Bachelor Degree in Library Science/ Library and information Science.</p>
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2. DESIRABLE QUALIFICATION

1, 2, 3, 7 & 9	<i>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</i>
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3. MODE OF SELECTION

Name of Post	Scope and Sequence of Tests								
1 Computer Programmer	<p>1. Objective type screening test(MCQ) consisting of syllabus of subject/ field concerned, General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Every day Science, Logic, Social Science, General English & General Hindi of Matric standard. = 200 Marks</p> <p>2. Interview of those who qualify objective type screening test = 30 Marks</p> <p>{Candidates will be called for personal interview as per merit of screening test (1:5 ratio)}.</p>								
2 Steno Typist	<p>1. Objective type screening test(MCQ) consisting of General English and Hindi up to Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Social Science, Current affair & Logic. = 100 Marks</p> <p>2. Skill test in Shorthand in English and typewriting respectively on computer of prescribed speed of English for those who qualify objective type of screening test = 100 Marks</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Division of Marks</th> </tr> </thead> <tbody> <tr> <td>i) Shorthand (English) :</td> <td>60 Marks</td> </tr> <tr> <td>ii) Typewriting Test (English):</td> <td>40 Marks</td> </tr> <tr> <td>iii) Additional Knowledge typing in Hindi:</td> <td>25 WPM (Qualifying Nature)</td> </tr> </tbody> </table> <p>3. Interview of those who qualify Shorthand and typing skill test. = 30 Marks</p> <p>{Candidates will be called for personal interview as per merit of skill test (1:3 ratio)}.</p> <p>Note:- In case Less number of applications, skill test and interview will be conducted as per above criteria)</p>	Division of Marks		i) Shorthand (English) :	60 Marks	ii) Typewriting Test (English):	40 Marks	iii) Additional Knowledge typing in Hindi:	25 WPM (Qualifying Nature)
Division of Marks									
i) Shorthand (English) :	60 Marks								
ii) Typewriting Test (English):	40 Marks								
iii) Additional Knowledge typing in Hindi:	25 WPM (Qualifying Nature)								

<p style="text-align: center;">3 Junior Office Assistant</p>	<ol style="list-style-type: none"> 1. Objective type screening test (MCQ) consisting of General English of 10+2 standard, General Hindi of Matric standard, Everyday Science, General knowledge including General Knowledge of Himachal Pradesh, Social Science, Current affair & Logic. = 200 Marks 2. Type skill test on computer of qualifying nature in prescribed speed 30 WPM in English or 25 WPM in Hindi for those who qualify objective type screening test. 3. Interview of those who qualify in typing skill tests. = 30 Marks <p>{Candidates will be called for personal interview as per merit of skill test (1:3 ratio)}.</p>
<p style="text-align: center;">4 Lab. Attendant (Gr.-IV) &</p>	<ol style="list-style-type: none"> 1. Objective type screening test(MCQ) consisting of syllabus of subject/ field concerned, General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Every day Science, Logic, Social Science, General English & General Hindi of Matric standard. = 200 Marks 2. Interview of those who qualify objective type screening test = 30 Marks <p>{Candidates will be called for personal interview as per merit of skill test (1:3 ratio)}.</p>
<p style="text-align: center;">5, 6, 7 & 8 (Library Attendant Cook, Peon/Sewadar & Mess Helper)</p>	<p>Selection for appointment to these posts shall be made on the basis of viva-voce test if the H.P. University, so consider necessary or expedient by a written test or practical test, the standard syllabus etc. of which will be determined by the H.P. University</p>

Recruitment on Contract Basis under Self Financing Scheme:

<p style="text-align: center;">9 Assistant Librarian (Class-III) Non-Gazetted</p>	<ol style="list-style-type: none"> 1. Objective type screening test(MCQ) consisting of syllabus of subject/ field concerned, General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Every day Science, Logic, Social Science, General English & General Hindi of Matric standard. = 200 Marks 2. Interview of those who qualify objective type screening test = 30 Marks <p>{Candidates will be called for personal interview as per merit of skill test (1:3 ratio)}.</p>
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4. Age:-

The applicant should be between 18-45 years as on 01.01.2017. The upper age limit is relaxable by five years for candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Persons with disabilities & Children/ Grand Children of Freedom Fighters of Himachal Pradesh. The Upper age relaxation is also available to Ex-servicemen candidates of H.P. as provisions of relevant rules/instructions of H.P. Government.

5. Application processing Fee:-

The detail of fee for respective categories is as under:-

Sr. No.	Category	Fee
1	General Category {including general Physically Disable, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/W.F.F. of H.P./Ex-Servicemen of H.P. relieved from Defence Service on their own request before completion of normal tenure}	Rs. 600/-
2	S.C. of H.P./S.T. of H.P./O.B.C. of H.P./Antodaya/B.P.L. of H.P. {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.	Rs. 300/-
3	Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)/Blind of H.P. /Visually Impaired of H.P.	No Fee

Application processing fee once paid will not be refunded (Full or partial) under any circumstances.

6. Application Forms:

The Prescribed application form can be downloaded from the University website <http://www.hpuniv.nic.in> and <http://www.hpuniv.in>. Separate applications are to be filled for each post. The completed application forms along with self attested photocopies of claims made in application and applicable fee should reach **Deputy Registrar, Recruitment Branch, Himachal Pradesh University, Summer Hill, Shimla -171005 (HP)** through Registered/Speed post or by hand before the last date failing which it will not be considered.

7. Tentative Examinations Schedule for conducting written type objective screening test:

Sr. No.	Name of post(s)	Tentative date of written/ screening test
1.	Steno Typist	23.04.2017 (Sunday)
2.	Junior Office Assistant (IT)	23.04.2017 (Sunday)

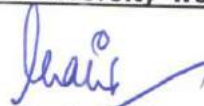
3.	Computer Programmer	30.04.2017 (Sunday)
4.	Attendant (Laboratory)	30.04.2017 (Sunday)
5.	Assistant Librarian (Class-III, Non-Gazetted)	07.05.2017 (Sunday)

8. General Instructions:-

- i) The application be submitted on the prescribed format only.
- ii) Date of determining the eligibility of all candidates in terms of essential qualification, experience, etc. shall be reckoned as on the closing date for submitting the application forms.
- iii) Separate application form should be used for each post & only one application be sent in one envelope.
- iv) Onus of proving that a candidate has acquired requisite degree/ essential qualification 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 appropriate certificates at the time of interview.
- v) The decision of Himachal Pradesh University regarding eligibility etc. of a candidate for Personality test or Selection will be final and no correspondence/ personal enquiries will be entertained.
- vi) The candidate shall write his/her name as per Matriculation Certificate in the relevant Column of the application form.
- vii) The application forms should be filled in by the candidate in his/ her own handwriting. Incomplete applications, e.g., declaration not signed, without photo and enclosures, etc. not attached and columns not filled in or applications received after the due date shall be rejected summarily without assigning any reason.
- viii) The candidates selected for appointment to various posts on contract basis will have to execute a contract with the H.P. University as per provision of Recruitment & Promotion Rules of the posts.
- ix) The candidates claiming fee exemption should possess a valid certificate of the respective category as on the last date of submission of application and the copy of the certificate is required to be enclosed with the application form.
- x) The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., Ex-Servicemen, W.F.F. and Physically Disabled (Orthopedically Disabled/Visually Impaired/ Blind/ Hearing Impaired/ Deaf and Dumb) etc.
- xi) The candidates must ensure their eligibility in respect of category, experience, age and essential qualifications etc., as mentioned against each posts in the Advertisement to avoid rejection at any later stage.
- xii) The University reserves the right to fill up or not to fill up the post(s) or to call limited candidates for test/ interview. The number of posts likely to be filled may vary. No TA/DA will be paid for attending written test/typing test/interview.
- xiii) No change of category shall be allowed after receipt of application, i.e. from SC to OBC/ST and vice-versa.
- xiv) Eligibility for vacancies in Sub-category of SPOTSMAN shall be as per the norms framed by Department of Youth Services and Sports H.P.
- xv) Married daughters/ grand-daughters of Freedom Fighters are not entitled for reservation under Wards of Freedom Fighter sub-category.

- xvi) The Applicants are advised to attach attested copies of all the certificates in support of his/her qualification, caste, category, etc. alongwith the prescribed application form. However, in case, any candidate found to have given false/wrong declaration, he/she will be debarred from employment in the University, and also liable for others legal action under the law.

The candidates are advised to visit the University website from time to time for updates in their own interest.



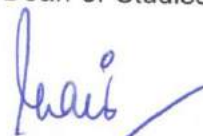
(Dr. Pankaj Lalit)
Registrar
HPU, Shimla-171005

Ends. No.3-2/2014-HPU(Rectt.)Vol.IV

Dated: 08.02.2017

Copy for favour of wide publicity to:-

1. All the Regional Employment Officers/District Employment Officer/Employment Officers/Incharge Sub-Employment Exchanges in Himachal Pradesh.
2. The Employment, Information & Guidance Bureau, H.P. University, Shimla-5
3. The Labour Commissioner-cum-Director of Employment, H.P. Shimla- 171001
4. The Director, Labour and Employment Department (Disability Cell), Himachal Pradesh, Shimla.
5. The Director, Social Justice and Employment-cum-Joint Commissioner (Disabilities), H.P. Shimla-9
6. The Director, H.P. University Regional Centre Khaniyara, Dharamshala (HP)
7. The Finance Officer/Deputy/Assistant Registrar (Establishment/General Administration), HPU, Shimla-5
8. The Public Relations Officer, H.P. University, Shimla-5 for necessary action alongwith Five copies of advertisement notice for publication in leading Newspapers of Himachal Pradesh and Giriraj Newspaper and also get the contents of advertisement broadcast from All India Radio/Doordarshan, Shimla in 'Rojgar Samachar' bulletin at least three to five times.
9. The Incharge, Computer Centre (B.Tech.)/C.C.E.W.-Web Incharge, H.P. University, Shimla-5. He is requested to upload and make available the above advertisement alongwith application form on the University website.
10. The Secretary to VC/SPS to Vice-Chancellor/SPS to Dean of Studies/ SPS to Registrar, HPU, Shimla-5
11. Guard File/Notice Board.



Registrar
H.P. University, Shimla