

ADVERTISEMENT NO. 02/2021

Applications on the prescribed proforma as per ANNEXURE-I are invited for filling up of vacant Class-III & Class-IV posts reserved for Person with Disabilities(PWDs) under the office establishment of Deputy Commissioner, Hamirpur (HP) from amongst the Person with Disabilities of Himachal Pradesh only. The applicant should possess minimum 40% permanent disability issued by the Competent Medical Board i.e. District Medical Board or above. The application form alongwith all relevant/supporting documents/certificates should reach in the office of the Deputy Commissioner, Hamirpur (HP) on or before 08.10.2021 and for the candidate residing in tribal areas of Himachal Pradesh, the last date of receipt of application is 14.10.2021. The applications received after the last date or found incomplete will be rejected and no correspondence in this regard will be entertained. Candidates can download the detailed **Employment** notice along with application format from the official website of District Hamirpur i.e. <https://hphamirpur.nic.in>

Name of the Post with category	CLERK (Class-III) (Non-Gazetted) Ministerial Services reserved for visually impaired of (Unreserved category)
Total Posts	01 (One) on Contract basis
Pay Band	Rs. 5910-20200 + 1900 Grade Pay + 125% of Grade Pay of GP. The contract appointee will be entitled for increase in contractual amount @ 234/- (3% of minimum of the pay band + Grade pay of the post) for further extended years with revised by the Government from time to time without other allied benefits such as senior/selection scales etc.
Educational Qualification	(a) ESSENTIAL QUALIFICATION i) Applicants should have passed 10+2 examination or its equivalent from a recognized Board/University. ii) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer Provided that visually impaired persons recruited under 1% quota shall be imparted necessary basic training including computer training by the Department


Deputy Commissioner,
Hamirpur (H.P.)


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Educational Qualification	(a) ESSENTIAL QUALIFICATION : i) Applicants should have passed 10+2 examination or its equivalent from a recognized Board/University. ii) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer. Provided that visually impaired persons recruited under 1% quota shall be imparted necessary basic training including computer training by the Department


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	<p>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 incumbent fails to qualify the same his/her services shall be afforded sufficient number of chances to complete the aforesaid training.</p> <p>Provided that visually impaired persons recruited under 1% quota shall be imparted necessary basic training including computer training by the Department concerned through Composite Regional Centre (CRC), Sundernagar or NIVH, Dehradun or CTC, Ludhiana instead of passing typing test. They shall have to complete the above training during which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be afforded sufficient number of chances to complete the aforesaid training. Provided further that physically handicapped 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. The term, physically handicapped persons does not over those who are visually handicapped or who are hearing handicapped but cover only those whose physically disability permanently prevent them from typing</p> <p>iii) Should have the knowledge of "Word Processing" in Computer as prescribed by the Recruiting Authority.</p> <p>(b) DESIRABLE QUALIFICATION Knowledge of customs, manner and dialects of HP and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
Name of the Post with category	JUNIOR OFFICE ASSISTANT (IT) (Class-III) (Non-Gazetted) Ministerial Services reserved for visually impaired of (Unreserved category)
Total Posts	01 (One) on Contract basis
Pay Band	Rs. 5910-20200 + 1950 Grade Pay + 125% of Grade Pay of GP. The contract appointee will be entitled for increase in contractual amount @ 236/- (3% of minimum of the pay band + Grade pay of the post) for further extended years with revised by the Government from time to time without other allied benefits such as senior/selection scales etc.
Educational Qualification	(a) 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


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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).

(ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.

Provided that visually impaired person 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 type 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.

(b) DESIRABLE QUALIFICATION(s) :

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.


Name of the Post with category	PEON (Class-IV) (Non-Gazetted) Ministerial Services reserved for visually impaired of (Unreserved category)
Total Posts	01 (One) on Contract basis
Emoluments	Rs. 300/- per day as revised by the Government from time to time.
Educational	(a) ESSENTIAL QUALIFICATION :


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Qualification	<p>Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/Institution.</p> <p>Provided that visually impaired persons who have crossed the age of 35 (Thirty Five) years, competing under 1% quota reserved for visually impaired persons will be exempted from prescribed education qualification.</p> <p>(b) DESIRABLE QUALIFICATION Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
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OTHER TERMS & CONDITIONS

1. The age of candidates shall be reckoned as on 01-01-2020.
2. As per R & P Rules the minimum age limit is 18 years and maximum 45 years. But the upper age limit for appointment to Class-III posts/services as prescribed in the respective Recruitment & Promotion Rules may be allowed to be relaxed by five years in respect of persons with benchmark disabilities by the vide office memorandum No. PER(AP)-C-B(12)-3/2017 dated 22-06-2017.
3. No TA/DA will be paid for appearing in typing test/evaluation process.
4. The candidates must read the instruction/other terms and conditions carefully, which are mentioned in this advertisement before submit/filling up application form.
5. Application form submitted incomplete, without relevant documents, certificates, photograph, signature etc. will be rejected straightway.
6. Applicant(s) must ensure to enclose xerox copies of valid certificate(s) alongwith their applications. No certificate(s) are accepted during the scrutiny of their applications as well as last date of submission of application.
7. Date of determining eligibility of all candidate in respect of essential qualification(s) and experience, if any etc. shall be prescribed closing date for submission of application form.
8. Original certificates will have to be produced at the time of evaluation. If any claims of the candidates is found to be incorrect; besides rejection they may render themselves liable to disciplinary action.
9. All the terms and condition as laid down in the R & P Rules of the Clerk, JOA (IT) & Peon shall be applicable.
10. Incumbent can be posted in anywhere in District Hamirpur according to PWDs Act, 2016.
11. The Deputy Commissioner, Hamirpur, District Hamirpur reserves the right whether to fill up the post or withdraw the advertisement at any point of time.
12. The Recruiting Authority reserves the right to change any other terms & conditions of the advertisement or to rectify the inadvertent/technical errors at any stage.
13. In case of any objection, the decision of the selection committee will be final.


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14. The merit list will be drawn purely on evaluation basis in accordance with the parameters devised by Department of Social Justice & Empowerment vide letter No. SJB-B(15)-03/2014-I dated 28-08-2017 as detailed below :-

Sr. No.	Description	Class-III	Class-IV
i)	Weightage of essential educational qualification as per the R & P Rules (% of marks obtained in educational qualification prescribes for the post would be divided by 10).	10	10
ii)	Weightage for maximum disabilities as certificate by the medical authority (40% to 59%) = 02 Marks (60% to 79%) = 04 Marks (80% to 100%) = 06 Marks	06	06
iii)	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	04	--
iv)	Belonging to notified Backward Area or Panchayat, as the case may be	01	01
v)	Landless family/family having less than 01 Hectare to be certified by the concerned Revenue Authority	01	02
vi)	Non employment certificate to the effect that none of the family member is in Government/Semi Government service.	01	2.5
vii)	BPL families having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Government from time to time	02	2.5
viii)	Widow/divorced/destitute/single woman	01	1.5
ix)	Single daughter/orphan	01	01
x)	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01	--
xi)	Experience up to a maximum of five 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.	02	3.5
	Total	30	30

14. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of application.

15. Original certificates will have to be produced at the time of evaluation. If any claim of the candidates is found to be incorrect. The claim of any candidate found to be incorrect will to be rejected and they may render themselves liable to disciplinary action

16. Any amendment in R&P Rules if made in due course of time by the competent authority will be applicable in this recruitment in just and equitable manner.

17. Attached self address envelop dully stamped Rs. 5/-


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The applications form alongwith the relevant supporting documents as mentioned in the application form should reach in the office of the Deputy Commissioner, Hamirpur, District Hamirpur (HP) on or before ~~08.10.2021~~ and for the candidate residing in tribal areas of Himachal Pradesh, the last date of receipt of application is 14.10.2021. The applications received after the last date or found incomplete will be rejected and no correspondence in this regard will be entertained. Candidates can download the detailed Employment notice along with application format from the official website of District Hamirpur i.e. <https://hphamirpur.nic.in>

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2398-2333

Endst. No. DCH/Estt./Recruitment(PWDs)/~~2398-2333~~ Dated : 09 September, 2021
Copy forwarded to the following for information and necessary action to :-

1. The Principal Secretary-cum-F.C. (Revenue) to the Government of Himachal Pradesh, Shimla.
2. The Divisional Commissioner, Mandi Division, Mandi (HP).
3. The Labour Commissioner-cum-Director, Special Employment Exchange for Physically Handicapped, Directorate of Labour Employment, HP New Himrus Building, Shimla. He is requested to sponsor the names of suitable candidates for the above post to this office on or before 30-09-2021
4. All the Deputy Commissioner in Himachal Pradesh.
5. The Director, Information and Public Relation, HP Shimla.
6. The Director, All India Radio, Shimla/Dharamshala with request to announce the advertisement on the News Bulletins.
7. All the Sub Divisional Officer (Civil) in District Hamirpur (HP).
8. All the Tehsildars/Naib Tehsildars in District Hamirpur (HP).
9. The DIO, NIC Hamirpur with the request to upload advertisement alongwith proforma/application form on the official website of this office.
10. The District Public Relation Officer, Hamirpur for wide publicity.

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Evaluation form
Criteria of evaluation for marks for the post of Clerk, Junior Office Assistant (IT)
and Peon under Person with Disabilities category only)
(To be filled by the candidate)

Sr. No.	Remarks	Maximum Marks		Marks claimed by the candidate for the post
		Class - III	Class - IV	
i)	Weightage of essential educational qualification as per the R & P Rules (% of marks obtained in educational qualification prescribes for the post would be divided by 10).	10	10	
ii)	Weightage for maximum disabilities as certificate by the medical authority (40% to 59%) = 02 Marks (60% to 79%) = 04 Marks (80% to 100%) = 06 Marks	06	06	
iii)	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	04	--	
iv)	Belonging to notified Backward Area or Panchayat, as the case may be	01	01	
v)	Landless family/family having less than 01 Hectare to be certified by the concerned Revenue Authority	01	02	
vi)	Non employment certificate to the effect that none of the family member is in Government/Semi Government service.	01	2.5	
vii)	BPL families having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Government from time to time	02	2.5	
viii)	Widow/divorced/destitute/single woman	01	1.5	
ix)	Single daughter/orphan	01	01	
x)	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01	-	
xi)	Experience up to a maximum of five 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 marks only for each completed year in case of Class-IV	02	3.5	
	Total	30	30	

Note :- Wherever marks are claimed, candidates is required to attached attested/self attested copies of marks sheet/certificates and show the original when called to do so.

Encls. 1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

Signature of candidate

APPLICATION FORM TO THE POST OF CLERK, JUNIOR OFFICE ASSISTANT (IT) (CLASS-III) AND PEON (CLASS-IV) IN THE OFFICE OF THE DEPUTY COMMISSIONER, HAMIRPUR, DISTRICT HAMIRPUR (HP)

1. Name of the post applied for _____
2. Name of the Applicant (in Capital Letters) _____
3. Father's/Husband Name (in Capital Letters) _____
4. Date of Birth
- | | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |
5. Gender (Male/Female) _____
6. Category (Gen./SC/ST/OBC) _____
7. Sub-Category (UR/BPL/WFF) _____
8. Aadhar No. (Copy attached) _____
9. Mobile No. _____
10. Marital Status (Married/Unmarried) _____
11. Employment Exchange Registration No. _____ Date of Registration _____
12. Name of Employment Exchange _____
13. Permanent Home Address
- Village _____
- Post Office _____
- Tehsil _____
- District _____
14. Correspondence Address _____
- _____
- _____

Self Attested
Passport Size
photograph to
be affixed by
the candidate

15. Bonafide Himachalis Yes/No. If yes, attached self attested copy of certificate duly issued by the concerned SDO (C), Tehsildar/Naib Tehsildar.
16. Educational Qualification(s): Attached attested copies of certificates.

Sr. No.	Name of Examination	Name of the Board/University	Year of passing exam	Marks obtained	Total marks	Percentage
1	Matriculation					
2	10+2					
3	BA/B.Com./B.Sc.					
4						

17. Experience if any.		Attached attested copy(s).		
Sr. No.	Name of Employer	Post held	Pay drawn with pay band	Period
1				
2				

18. Differently abled person with more than 40% impairment/disability /infirmity **(Yes/No)**
If yes, attached self attested copy of disability certificate duly issued by the Competent Medical Board i.e. District Medical Board or above.
19. Whether belongs to notified Backward area or Panchyat **(Yes/No)**
If yes, attached self attested copy of certificate duly issued by the concerned SDO (C), Tehsildar/Naib Tehsildar.
20. Whether belongs to land less family / family having land less than 01 Hectare **(Yes/No)**
If yes, attached self attested copy of certificate duly issued by the concerned Revenue Authority.
21. Whether any family member of candidate is in Govt. service/Semi. Govt. Job **(Yes/No)**
If No, attached self attested copy of certificate non employment to the effect that none of the family member is in Govt. to the issued by the concerned SDO (C), Tehsildar/Naib Tehsildar.
23. Whether belongs to Widow/divorced/destitute/single woman **(Yes/No)**
If yes, attached self attested copy of certificate duly issued by the concerned BDO (by taking the authenticate entries in the Parivar Register as the basis of such certificate).
24. Whether belongs to Single daughter/orphan **(Yes/No)**
If yes, attached self attested copy of certificate duly issued by the concerned BDO (by taking the authenticate entries in the Parivar Register as the basis of such certificate).
25. Training of atleast 06 months duration related to the post applied for from a recognized University/Institution **(Yes/No)**
If yes, attached self attested copy.
26. Experience upto a maximum of 05 years in Govt./Semi Govt. organization relating to the post applied for. **(Yes/No)**
If yes, attached with self attested copy of experience certificate issued by the head of the office clearly indicating period of experience with date of joining and nature of work performed during the intervening period.

DECLARATION

I _____ Son/Daughter/Wife of Shri _____ hereby declare that the information, particulars, documents and certificates mentioned herein above are correct and true to the best of my Knowledge and nothing has been concealed therein. If any of the information particulars, documents & certificates mentioned herein above and enclosed by me with the application form are found false/fake or fraud at any later stage, I shall be liable to be terminated from the Govt. Service without any notice besides legal action/criminal proceeding in the matter against me under prevailing laws.

That I have never been arrested/prosecuted or involved in any criminal case or convicted by a Court of Law (if otherwise, please details separately).

Dated _____

Place _____

Signature of the Candidate

ADMIT CARD

(For JOA (IT), Clerk only)

(Sr. No. 1 & 2 to be filled candidate only)

1. Name of the Candidate _____

2. S/O, D/O, W/O Sh. _____

Self Attested
Passport Size
photograph to
be affixed by
the candidate

Sr. No. 3 to 5 to be assigned by office

3. Roll No. _____

4. Place/Venue of Typing Test _____

5. Date and Time of Typing Test _____

Signature of Candidate

Signature of Issuing Authority