

Himachal Pradesh University
"Recruitment Branch"

Advertisement No. 2/2010 Dated: **12th August, 2010**

Applications on the prescribed form are invited for the 23 posts of **Clerks** to be filled on **Contractual basis** from those Himachalis domicile fulfilling essential educational, technical qualification and other conditions mentioned below and whose names are registered on the live Register of any of Employment Exchange of Himachal Pradesh on the last date of application. Duly filled in application form should reach the Office of the Assistant Registrar, Recruitment Section, Himachal Pradesh University, Shimla-5 latest by **15th September, 2010** along with fee of Rs.300/- (Rs.75/- for SC/ST candidates) in the shape of Indian Postal Orders drawn in favour of Finance Officer, Himachal Pradesh University, Shimla -5 payable at Shimla.

The prescribed application forms can be obtained from the office of the Assistant Registrar, Recruitment Branch, H. P. University, Shimla-5 either personally on payment of Rs.50/- in cash or by sending a Indian Postal Order of Rs.50/- drawn in favour of Finance Officer, Himachal Pradesh University, Shimla-5 payable at Shimla accompanied by self addressed envelope of 23 x 10 cm size with postage stamps worth Rs.10/- affixed on it. Incomplete application and application received after due date will not be entertained.

Breakup of 23 posts are as under:

(Initial of the Pay Band Rs. 5910/- + Rs.1900 Grade pay = Rs.7810/-)

<i>Category</i>	<i>General</i>	<i>Ex-Serviceman</i>	<i>Antodya / BPL</i>	<i>Children / Grand Children of Freedom Fighter</i>	<i>Distinguished Sports persons</i>	<i>Total</i>
<i>U.R.</i>	--	04	01	01	01	07
<i>SC</i>	05	--	01	--	--	06
<i>ST</i>	01	01	01	--	--	03
<i>OBC</i>	03	02	02	--	--	07
<i>Total</i>	09	07	05	01	01	23

Essential Qualifications & other conditions:

10+2 examination from a recognized University/ Board and Possess a speed of 30 WPM in English or 25 WPM in Hindi typewriting with knowledge of Computer Application related to office work (Word Processing, Electronic Spreadsheet).

Provided that the condition of qualifying in the typewriting test will not apply in case of Physically handicapped person who are otherwise eligible for appointment to the post of Clerk in the University under these rules and who are certified as being unable to type by the Medical Officer of the University or by a Civil Surgeon.

Desirable: Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Himachal Pradesh. Candidates already in service should sent their applications through proper channel.

Age Limit: Candidate must not be less than 18 years of age and not more than 45 years of age as on the last date for the receipt of application form i.e. 15th September, 2010.

Provided that relaxation in upper age will be admissible in case of candidates belonging to SC, ST and Physically Handicapped etc. as per Himachal Pradesh Government instructions issued from time to time. Provided further that the condition of upper age will not be applicable in case of candidates already in the employment of the University / Government

The selection will be made on the basis of performance in written test, type writing test and personal interview.

The applicants are advised to attach attested copies of certificates in support of his qualification along with application form. The applicants are not required to attach copies of other documents in support of their claim against the post applied for but only self declaration will be sufficient. However, in case, any candidate found to have given false / wrong declaration he will be debarred from employment as also for other legal action under the relevant provision of the Law.

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 payable for attending written test/ typing test /interview.

Registrar
H.P. University,
Shimla-171 005. .

File No. 3-3/2010-HPU (Rectt.)-

Dated: 12th August, 2010

Copy for favour of wide publicity to:

1. All the Regional Employment Officers/ District Employment Officer/ Employment Offices / Incharge –sub-Employment Exchanges in Himachal Pradesh.
2. All the Principals of the Colleges affiliated to HPU.
3. The Labour Commissioner-cum-Director of Employment, H.P. Shimla-1.
4. The Employment, Information & Guidance Bureau, H.P. University, Shimla-5.
5. The Public Relations Officer, H.P. University, Shimla-5 for necessary action along with Five copies of Advt. No. 2/2010 for publication in Giriraj News Paper.
6. The Chairman / Chairperson of the concerned Teaching Departments, HPU, Shimla-5.
7. The Director, 'Rojgar Samachar' AIR, Shimla through Public Relation Officer with the request that it may be broadcast in the 'Rojgar Samachar' bulletin at least two / three times.
8. The Director, Labour and Employment Department (Disability Cell), Himachal Pradesh, Shimla-1.
9. The Director, Social Justice and Empowerment –cum- Joint Commissioner (Disabilities) H.P. Shimla-9.
10. The Sectary, Sanik Welfare Board , Hamirpur, Himachal Pradesh.
11. The Director, ICDEOL, HPU, Shimla-5.
12. The Director, H.P. University Regional Centre, Dharamshala. HP.
13. The Principal, HPU Centre for Evening Studies, The Mall, Shimla-171 001.
14. The Finance Officer/ Deputy Registrar (Estt.)/ Assistant Registrar (Admn), HPU, Shimla-5.
15. SPS to Vice-Chancellor/ SPS to Dean of Studies / SPS to Registrar, HPU, Shimla-5.
16. Guard File / Notice Board.

Registrar
H.P. University,
Shimla-171 005.