



Himachal Pradesh University,
Summerhill, Shimla-171005

Advt. No. Rectt.-3/2015

Dated: 19 JUN 2015

Advertisement Notice

Applications on the prescribed format are invited for filling up the following posts under Himachal Pradesh University from those eligible Himachalis domicile candidates fulfilling essential education qualifications and other conditions mentioned below and whose names are registered on the live Register of any of the Employment Exchange of Himachal Pradesh on the date of application. Duly filled in completed application form should reach the Assistant Registrar, Recruitment Branch, Himachal Pradesh University, Summer Hill, Shimla-171005 latest by **21st July, 2015** (till 05:00 p.m.). However, for the candidates residing in Pangi and Bharmour Sub Division of Chamba District, Kinnaur District, Dodra Kwar Sub Division of Shimla 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 **4th August, 2015**. 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.

Sr. No.	Name of post/ Pay Scale/Pay Band	No. of posts
1.	Computer Programmer (On Contract Basis) at minimum of the pay band of Rs. 10300-34800+ 5000 GP (Fixed Contractual Amount=Rs. 15300/- per month) for Regional Centre Khanyara, Dharamshala	1 Gen (UR)
	Minimum Educational & other Qualifications : Should have bachelor degree in Computer Science or Engineer/ Electronics Engineering with specialization in Computer programming or MCA from recognized University.	
2.	Junior Office Assistant (Information Technology) (On Contract Basis) at minimum of the pay band of Rs. 5910-20200+ 1950 GP (Fixed contractual amount Rs. 7860/- per month)	Total= 48 Nos. Gen(UR)-17, Gen (Ex.Serviceman)-4, General (Antodya/BPL)-5, General (Sportspersons)-1, General PWD(Visual Impaired- Blind/ Low Vision)-1, SC(UR)-8, SC(Ex-Serviceman)-1, SC(Antodya/BPL)-1, ST(UR)-1, ST(Ex-Serviceman)-1, OBC(UR)-6, OBC (Ex-Serviceman)-1, OBC(Antodya/BPL)-1

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<p>Minimum Educational & other Qualifications :</p> <p>(a) ESSENTIAL QUALIFICATION:-</p> <ul style="list-style-type: none">(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. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">(i) 10+2 from a recognized Board of School Education/ University(ii) 'O' or 'A' level Diploma from National Institute of Electronics & Information Technology (NIELIT).(iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">(i) 10+2 from a recognized Board of School Education/ University.(ii) Diploma in Information Technology (IT) from a recognized ITI/ Institution.(iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. <p>(b) DESIRABLE QUALIFICATION(S):- Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>

2. Age:

Between 18-45 years. The upper age limit is relaxable by five years for candidates belonging to SC of H.P./ ST of H.P. / OBC of H.P. /Persons with disabilities of H.P. and Children/Grand Children of Freedom Fighter of H.P. For H.P. Govt. Employees and Ex-Servicemen of H.P., age relaxation is as per instructions issued by State Government from time to time.

Age of a candidate shall be reckoned as on 01.01.2015.

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3. Fee:

The application processing fee is Rs. 400/- for General Category candidates and Rs. 200/- for SC of H.P./ ST of H.P./OBC of H.P./BPL-Antodya candidates of H.P./WFF of H.P. The fee is required to be paid alongwith application form in the shape of **crossed Indian Postal Order only** in favour of **Finance Officer, Himachal Pradesh University, Shimla-171005** payable at Shimla. The application processing fee once paid will not be refunded (Full or partial) under any circumstances.

Note:- Ex-Servicemen of HP and Visual Handicapped candidates of HP are exempted from application processing fee. However, Ex-Servicemen released on their own request are not entitled for fee exemption.

4. Application Forms:

The prescribed application forms can be downloaded from the University website <http://www.hpuniv.in>. The application form must be filled in by the candidate in his/her own handwriting with blue/black ink ball point pen (Not scanned/ computerized) and submit the same along with requisite fee and other relevant copies of certificates in support of qualifications, experience, age, reservations, etc. to the Assistant Registrar, Recruitment Branch, Himachal Pradesh University, Shimla-171005 either personally or by post upto the last date.

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5. General Instructions:

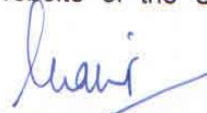
- (i) The application may be submitted on the prescribed format only.
- (ii) Date of determining the eligibility of all candidates in terms of essential qualifications, experience, etc. shall be reckoned as on the closing date for submitting the application forms.
- (iii) Separate application form should be used for each post & only one application may 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 candidates 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) In-service candidates may apply to the H.P. University alongwith requisite fee with information to their Head of Departments/ Employer for issuing NOC. No in-service candidate will be interviewed unless he/ she brings NOC from the concerned employer.
- (ix) 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.
- (x) 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.
- (xi) 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 (Orthopaedically Disabled/ Visually Impaired/ Blind/ Hearing Impaired/ Deaf and Dumb) etc.
- (xii) 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.
- (xiii) 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.
- (xiv) No change of category shall be allowed after receipt of application, i.e., from SC to OBC/ST and vice-versa.
- (xv) Eligibility for vacancies in Sub-category of SPORTSMAN shall be as per the norms framed by Deptt. of Youth Services and Sports.
- (xvi) Married daughters/granddaughters of Freedom Fighters are not entitled for reservation under Ward of Freedom Fighter sub-category.
- (xvii) The Applicants are advised to attach attested copies of all the certificates in support of his/her qualification, caste, category, etc. alongwith the prescribed

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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.

This advertisement is also available on the website of the University:
www.hpuniv.in & www.hpuniv.nic.in


(Dr. Pankaj Lalit)
Registrar
H.P. University, Shimla
Shimla-171005

Ends. No.2-21/2015-HPU(Rectt.)

Dated: 19 JUN 2015

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 Chairman/Chairperson of the Teaching Departments, HPU, Shimla-5.
5. The Director, Labour and Employment Department (Disability Cell), Himachal Pradesh, Shimla.
6. The Director, Social Justice and Employment-cum-Joint Commissioner (Disabilities) H.P. Shimla-9.
7. The Secretary, Sainik Welfare Board, Hamirpur Himachal Pradesh.
8. The Director, ICDEOL, HPU, Shimla-5.
9. The Director, H.P. University Regional Centre, Dharamshala, H.P.
10. The Principal, HPU Centre for Evening Studies, The Mall-Shimla.
11. The Principals of all the affiliated colleges of H.P. University.
12. The Finance Officer/Assistant Registrar (Estt.)/Assistant Registrar (Admn.), HPU, Shimla-5.
13. The Public Relations Officer, H.P. University, Shimla-5 for necessary action alongwith Five copies of advertisement notice for publication in 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.
14. 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.
15. The 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.
H.P. University,
Shimla-171005.

11. Permanent Address : _____

Pin Code _____ Mobile. No. _____
E-mail:- _____

12.(a) Name of the Employment Exchange where registered _____
(Attach photo copy of the registration card)
(b) Registration No. _____

13. Province of Domicile: _____
(Attach domicile certificate from 1st Class Magistrate)

14. (a) Academic Qualifications* from Matriculation/ High School Examination onwards.

Sr. No.	Exam Passed	Year of passing	Subject(s)	Division with Percentage of marks obtained/ Grade	Name of Board/ University
i)	Matric / High School				
ii)	10+2/ Inter./ H.S.C.				
iii)	Graduation				
iv)	Post-graduation				
v)	M. Phil.				
vi)	Ph.D.				

(* Attach self-attested copies of above mentioned degrees/ certificates/ testimonials).

14.(b) Professional /Technical Qualifications*:-

Sr. No.	Exam Passed	Name of University/ Board	Year of Passing	Division with Percentage of marks obtained/ Grade	Specialization

(* Attach self-attested copies of above mentioned documents/certificates/ testimonials).

15. Teaching/ Administrative/Work Experience* (Total):Year(s)

Sr. No.	Name of the Organization	Designation	Pay Scale with GP	Period		Job Description
				From	To	

(* Attach self-attested copies of above mentioned degrees/ certificates/ testimonials).

16. Any other information relevant to the job:

17. **Present Employer details:**
 Please indicate, whether you are currently employed: Yes/ No
 (If yes, give details and attach self attested copy of appointment letter)
 Organization Name: Position Held

Date of appointment:
 Status (Permanent/ Temporary/ Adhoc/ Contract).....

18. Have you at any time convicted by court for any criminal offence? Yes/ No
 If yes, specify _____

19. Have you ever discharged or dismissed from any previous employment ? Yes/ No.
 If yes, specify _____

20. Miscellaneous Information:
 Computer Skills (e.g., Word Processing, Spreadsheet, Data Basis or any other specific software with familiarity level of Basic/ intermediate/ advanced)

ICT/Skills	Specialized packages' / software's	Familiarity

21. Mentioned the list of documents attached with the form.

1.	2.
3.	4.
5.	6.
7.	8.

Note: If the sheets above are not sufficient, please attach extra sheets, wherever necessary.

DECLARATION

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aged do hereby declare that the statements made and documents enclosed with the application form are true to the best of my knowledge and belief. If any information is found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal /disciplinary proceedings

Dated

Signature of Candidate

Place

For Office Use

Discrepancy(ies) if any:

Eligible/ Ineligible :

- 1.
- 2.
- 3.

Signature of the Screening Committee:

- 1. _____
- 2. _____
- 3. _____