

**HIMACHAL PRADESH STAFF SELECTION COMMISSION
HAMIRPUR DISTRICT HAMIRPUR HP-177001**

Advertisement No. 38-3/2022

Dated: 06.07.2022

Applications are invited for filling up the vacant posts of Clerk under **20% quota of Limited Direct Recruitment** from eligible regular **Class-IV employees of Government Departments of Himachal Pradesh** (excluding the employees of HP Vidhan Sabha, High Court and its Subordinate Offices, HP Administrative Tribunal, HP Public Service Commission, Boards, Corporations and Autonomous Bodies) on the application format alongwith fee for **Post Codes 1008, 1009 w.e.f. 11th July, 2022 to 10th August, 2022** & for the candidates serving in Lahaul & Spiti, Kinnaur District, Pangi & Bharmour Sub-Divisions of Chamba District and Dodra Kwar Sub-Division of Shimla District of HP on or before **25th August, 2022** and for **Post Code 1010 w.e.f. 11th July, 2022 to 10th August, 2022** appended as Annexure "A". The application forms received after these dates will be rejected and the Commission will not be responsible for any delay in receipt of application forms.

1. The detail of Posts, Eligibility Conditions, Mode of Selection and other terms and conditions are as under:-

Sr. No.	Name of Department/ Board/Corporation/Post/ Pay Band	Post Code	Break-up of posts
1.	Various Departments Clerk (LDR) on regular basis Rs. 5910-20200+1900GP	1008	Horticulture :- Gen. (UR)-07 Total=07 Technical Education Vocational & Industrial Training Sundernagar :- Gen. (UR)-05 Total=05 G. Total=12
2.	HP Secretariat Administration Services Clerk (LDR) On regular basis Level-3 of the pay matrix under Himachal Pradesh Civil Services (Revised Pay) Rules, 2022 plus Rs. 800 Secretariat Pay	1009	Gen. (UR)-13, SC (UR)-04 Total=17
3.	HP Board of School Education Dharamshala Clerk (LDR) on regular basis Rs. 5910-20200+1900GP	1010	Gen. (UR)-06, SC (UR)-02, ST (UR)-01 Total=09 (Only for HP Board of School Education Dharamshala Employees)

2. Minimum Essential Qualifications as per R&P Rules.

Post Code 1008	Regular Class-IV officials of the Departments of the Government of Himachal Pradesh (excluding the employees of HP Vidhan Sabha, High Court and its Subordinate Offices, HP Administrative Tribunal, HP Public Service Commission, Boards, Corporations and Autonomous Bodies) possessing 10+2 qualification having five (05) years regular service OR regular combined with continuous service rendered on daily wages or on contract basis, failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The eligible Class-IV officials will also qualify the typing test with the minimum speed of 25 words per minute in English Typewriting OR 20 words per minute in Hindi Typewriting on Computer. The date for determining eligibility of all candidates in respect of Essential Qualification(s)
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	and services etc. shall be the prescribed closing date for submission of Application Form.																				
Post Code 1009	Regular Class-IV officials of the Departments of the Government of Himachal Pradesh (excluding the employees of HP Vidhan Sabha, High Court and its Subordinate Offices, HP Administrative Tribunal, HP Public Service Commission, Boards, Corporations and Autonomous Bodies) possessing a Bachelor's Degree from a recognized University having five (05) years regular service OR regular combined with continuous service rendered on adhoc/daily wage/contract basis, failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The eligible Class-IV officials will also qualify the typing test with the minimum speed of 30 words per minute in English Typewriting OR 25 words per minute in Hindi typewriting. The date for determining eligibility of all candidates in respect of Essential Qualification(s) and services etc. shall be the prescribed closing date for submission of Application Form.																				
Post Code 1010	Regular Class-IV official of HP Board of School Education, Dharamshala possessing the 10+2 qualification. The eligible Class-IV employees will also qualify the typing test with the minimum speed of 30 words per minute in English Typewriting OR 25 words per minute in Hindi Typewriting as is applicable in case of direct recruitment. The date for determining eligibility of all candidates in respect of Essential Qualification(s) and services etc. shall be the prescribed closing date for submission of Application Form.																				
3. Mode of Selection (Written test of 100 marks)																					
Post Code 1008	<p>1. The Written Objective type Screening test of two hours duration will consist of 200 Multiple Choice Questions (MCQ) of 100 marks as detailed below:-</p> <table border="1"> <tr> <td>General English</td> <td>20 Questions</td> </tr> <tr> <td>General Hindi</td> <td>20 Questions</td> </tr> <tr> <td>Logical Reasoning</td> <td>15 Questions</td> </tr> <tr> <td>Everyday Science</td> <td>20 Questions</td> </tr> <tr> <td>HP General Knowledge</td> <td>30 Questions</td> </tr> <tr> <td>General Knowledge India & World</td> <td>80 Questions</td> </tr> <tr> <td>Current Affairs</td> <td>15 Questions</td> </tr> <tr> <td>Total</td> <td>200 Questions</td> </tr> </table> <p>2. The Typing Skill Test will be of qualifying nature in one of the language i.e. English OR Hindi for those who qualify the written objective type screening test.</p> <p style="text-align: center;"><u>Typing Speed on computer</u></p> <table border="1"> <tr> <td>English</td> <td>Hindi</td> </tr> <tr> <td>25WPM</td> <td>20WPM</td> </tr> </table>	General English	20 Questions	General Hindi	20 Questions	Logical Reasoning	15 Questions	Everyday Science	20 Questions	HP General Knowledge	30 Questions	General Knowledge India & World	80 Questions	Current Affairs	15 Questions	Total	200 Questions	English	Hindi	25WPM	20WPM
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The name of the candidates for post code 1008 will be recommended for appointment to different departments on the basis of merit –cum- option exercised by them at the time of documentation.																					

Application Fee :

Rs. 360/- for General Category candidates & Rs.120/- for reserved categories. (No fee for female candidates).

The fee should be paid either through a Crossed Bank Draft or Crossed Indian Postal Order drawn in favour of the **Secretary, H.P. Staff Selection Commission Hamirpur. The Demand draft should be payable at any Bank branch located at Hamirpur.** Payment of fee in cash or by any other mode other than prescribed or after closing date of applications will not be acceptable.

General Instructions:

The candidates are advised to read carefully the following instructions before filling in the application format :-

1. Recent passport size photograph of the candidate affixed in relevant column of the application format.
2. The Certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes certificates should be on parental basis, failing which candidature of such candidates will be rejected.
3. The candidates belonging to OBC of HP Category must produce OBC certificate(s) on the prescribed format, which should not be more than one year old at the time of last date fixed for submission of Application Form. The validity of the certificate is required to be seen at the time of documentation. The candidates are also required to produce the old certificate of the time of filling of the application.
4. The candidate must fulfil the requirement of passing the essential qualifications on or before the submission of application form.
5. The applications received without photograph, undertaking/certificate of head of office & examination fee etc. and incomplete in any respect including unsigned one shall not be entertained and rejected.
6. The application format is appended as Annexure-'A' with this advertisement and candidates are advised to apply on this format only on A-4 size paper. Candidates can download this format from the website (<http://www.hpsssb.hp.gov.in>). Applications received in any other format except the Annexure-'A' will be rejected out rightly.
7. No interim correspondence will be made and entertained by the Commission with the candidates at any stage till the examination process is over.
8. Candidates should also attach one self addressed envelope of 9"X4" (inch) size alongwith Rs. 5/- postage stamp pasted on it with the application form.
9. **Class-IV employees of HP Vidhan Shaba, High Court and its Subordinate Offices, HP Administrative Tribunal, HP Public Service commission, Boards, Corporations and Autonomous Bodies are not eligible.**
10. **No. of post(s) is/are tentative and may increase or decrease from time to time for different categories of posts, if any fresh requisitions received from any requisitioning authorities for the post of Clerk under 20% LDR Quota shall be included in the present number of posts upto 30th November, 2022 or the date of written objective screening test whichever is earlier. Therefore, all the candidates are requested to apply under their respective category (s) as the post of any reserved category can be included to be filled up on the basis of this advertisement. The number of vacancies & reservation of post is liable to be altered without any notice.**
11. The original certificates/testimonials will be seen at the time of **documentation in respect of shortlisted candidates after qualifying** of typing skill test on computer.
12. For further details candidates may contact the facilitation desk of Commission on telephone No. 01972-222211,222204 and Toll Free No. 1800-180-8095. This advertisement is also available on the website. (<http://www.hpsssb.hp.gov.in>).

Sd/-
(Dr. Jitender Kanwar) HPAS
Secretary,
HP. Staff Selection Commission,
Hamirpur

HIMACHAL PRADESH STAFF SELECTION COMMISSION HAMIRPUR (HP)-177001
APPLICATION FORM FOR LIMITED DIRECT RECRUITMENT FROM ELIGIBLE
REGULAR CLASS- IV EMPLOYEES FOR PROMOTION TO THE POST OF CLERK Post
Code

1. Candidate's Name(in Capital Letters) : _____
as per Matric Certificate.
2. Father's Name(in Capital Letters) : _____
3. Permanent Home Address : _____
of the candidate (in Capital Letters) : _____
4. Correspondence Address of the candidate : _____
(in Capital Letters) _____
5. Date of Birth : _____
6. Mobile No. : _____
7. i) Candidate's present Department. : _____
- ii) Present post/designation of the
Candidate in department/Post held. : _____
- iii) Date from which served on daily/contract
basis in Govt. Department. : from _____ to _____
- iv) Date from which serving on regular basis : _____
8. Category of candidate (write appropriate
Category in the column)(Gen/SC/ST/OBC) : _____

Paste here recent
photograph
attested by Head
of Office.

9. Educational Qualification:

Sr. No.	Name of Examination Passed	Name of Board/ University	Name of the Institute	Year of Passing	Subjects Studied	Percentage of marks obtained
1	Matric					
2.	10+2					
3.	Graduation					
4.	Any other qualification					

10. Examination Fee :

- i) Amount _____
ii) Bank Draft No. & Date _____
iii) IPO No. & Date _____

UNDERTAKING/CERTIFICATE

It is certified that Sh./Smt. _____ S/o,D/o,W/o Sh.
_____ R/o Vill. _____ P.O.
_____ Tehsil _____ Distt. _____

HP presently working as Class-IV employee on regular basis to the post of _____
(mention the name of post) in the department of _____ and as per his/her
service record his/her date of regularization is _____.

It is also certified that the above said official has completed five years regular service OR regular combined with continuous service rendered on daily wages or on contract basis in Govt, department on or before the day of submission of application forms .

Dated:

Signature of the Head of Office
along with office seal
Name :
Designation:

Note:- i) The service rendered by the official/incumbents who were initially working on daily wage basis in Board and Corporation and subsequently appointed in Govt. departments as class-IV, their services as daily wage in Board and Corporation cannot be taken for eligibility criteria of 5 years prescribed in the Rules/instructions because of the reason that they are treated as fresh entrant in the Govt. Department as per letter No. Per(AP)-C-A(3)2/80 dated 28.1.2011 issued by the department of personnel, Govt. of HP Shimla.

ii) The eligibility criteria of the employees working in HIMUDA and HP State Pollution Control Board taken into account for computing 5 years as mentioned in existing R & P Rules of the concerned department.

Declaration

I, the above named candidate solemnly affirm and declare that all the details given by me in the application format are true and correct and nothing has been concealed therein. If any discrepancy found in my application format or false at any stage then I shall be liable for all consequential actions including cancellation of candidature.

Place: _____ Date: _____

Signature of the Candidate