

Himachal Pradesh Subordinate Services Selection Board Hamirpur, District Hamirpur-177001**Advertisement No. 29/2014****Dated: 03.09.2014**

Applications are invited for filling up 230 posts of clerk under 20% quota of limited direct recruitment from eligible regular Class-IV employees of government departments of Himachal Pradesh (excluding HP Vidhan Sabha, Judicial Services, Boards, Corporations and Autonomous Bodies) on the application format appended as Annexure "A". The applications on prescribed format alongwith fee should reach in the office of **Secretary, Himachal Pradesh Subordinate Services Selection Board, Hamirpur (Himachal Pradesh) PIN-177001** on or before **7.10.2014** and for the candidates serving in Lahaul & Spiti District, Kinnaur District, Pangi & Bharmaur Sub-Divisions of Chamba District and Dodra Kwar Sub- Division of Shimla District of HP on or before **21.10.2014**. The application forms received after these dates will be rejected and the Board will not be responsible for any delay in receipt of application forms. The department wise detail is as under:-

Sr.No.	Name of Deptt.	Total Posts (Allocated)	Gen	SC	ST	OBc
1.	Labour Commissioner-cum-Director of Employment	02	02	-	-	-
2.	Commissimoer Tribal Development	02	01	01	-	-
3.	Director of Horticulture HP Shimla	11	06	02	-	03
4.	Economic Advisor	03	03	-	-	-
5.	Director, Youth Services & Sports HP	02	02	-	-	-
6.	Director Agriculture	38	31	06	01	-
7.	DC Bilaspur	13	07	03	01	02
8.	D.C.Chamba	21	18	03	-	-
9.	D.C.Shimla	31	18	05	02	06
10.	Divisional Commissioner,Shimla	01	-	-	-	01
11.	D.C.Mandi	29	23	04	02	-
12.	D.C. Kinnaur at R/Peo	02	-	02 (SC of Distt. Kinnaur only)	-	-
13.	Director Prosecution	03	01	-	01	01
14.	Director Food Civil Supplies & Consumer Affairs HP Shimla	13	06	06	01	-
15.	Director Ayurveda	16	10	01	01	04
16.	Director Town & Country Planning	05	04	01	-	-
17.	D.C. Una	06	04	01	-	01
18.	Director Animal Husbandry	19	16	02	01	-
19.	Divisional Commissioner Kangra	01	-	01	-	-
20.	Director Panchayati Raj	05	04	01	-	-
21.	D.C.Hamirpur	07	-	04	01	02

NOTE:- Number of post(s) is / are tentative and may increase or decrease if any requisition received from any department for the above mentioned posts received up to 30.11.2014. The same will be included in the present number of posts.

1. Eligibility Criteria

Regular Class-IV employees of the Departments of the Government of Himachal Pradesh (excluding HP Vidhan Sabha, Judicial Services, Boards, Corporations and Autonomous Bodies) possessing 10+2 qualification having five (05) years regular service OR regular combined with continuous service rendered on daily wage or on contract basis on the day of submission of application forms .

1. Application Fee :

₹ **360** for General Category candidates & ₹ **120** for reserved categories such as SC,ST,OBC,BPL/IRDP and WFF & Ward of Ex-man

Note:- Ex-serviceman and Visually handicapped candidates are exempted from examination fee. However Ex Servicemen released on their own request are not entitled for fee exception.

The fee should be paid either through a Crossed Bank Draft or Crossed Indian Postal Order drawn in favour of the Secretary, H.P. Subordinate Services Selection Board. The Demand draft should be payable at any Bank branch located at Hamirpur. Payment of fee in cash or by any other mode is not acceptable.

2. Mode of Selection

1. Objective type (Multiple choice questions) screening test consisting General English of 10+2 standard, Hindi of Matric standard, General knowledge including GK of Himachal Pradesh, Current affairs, Everyday Science, and logic. Total = 200 questions. =200 Marks
2. Typing skill test on computer with minimum speed of 25 words per minute in English or 20 words per minute in Hindi. =20 Marks.

The name of the candidates will be recommended for appointment to different departments on the basis of merit –cum- option exercised by them at the time of computer efficiency/typing skill test.

3. Documents to be sent with the application Form

1. One window envelope (made available in the packet of application form) after affixing postal stamps of Rs. 6/- or of prevalent rate.
2. One passport size recent photograph of the candidate pasted on prescribed box in the application form.
3. Acknowledgement Card (made available in the packet of application form) after affixing postal stamps of Rs. 6/- or of prevalent rate after writing self-address thereon.

4. 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. Married daughters/grand daughters are not covered under ward of freedom fighters and ward of ex-serviceman category.
3. Scheduled Caste, Scheduled Tribe, Other Backward Classes and Ward of Freedom Fighters certificates should have been issued on parental basis.
4. The validity of OBC certificate is two years from the date of its issuance, the candidates are required to furnish the valid certificate in support of his/her claim.
5. The candidate must fulfil the requirement of passing the academic qualification on or before last date of submission of application form.
6. 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.
7. 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 webpage <http://himachal.nic.in/hpssb>. Applications received in any other format except the Annexure-'A' will be rejected out rightly.
8. No interim correspondence will be made and entertained by the Board with the candidates at any stage till the examination process is over.
9. Candidates should also attach oneself addressed envelope of 9"X4" (inch) size along with ₹ 6/- (Six) postage stamp pasted on it with the application form.
10. **Class-IV employees of HP Vidhan Shabha, Judicial Services, Boards, Corporations and Autonomous Bodies are not eligible.**
11. The original certificates/testimonials will be seen at the time of typing skill test on computer.
12. For further details candidates may contact the facilitation desk of Board on telephone No. 01972-221841. This advertisement is also available on the webpage <http://himachal.nic.in/hpssb>.


Secretary
HP Subordinate Services
Selection Board, Hamirpur

**HIMACHAL PRADESH SUBORDINATE SERVICES SELECTION BOARD
HAMIRPUR (HP)-177001**

**APPLICATION FORM FOR LIMITED DIRECT RECRUITMENT FROM ELIGIBILITY REGULAR
CLASS- IV EMPLOYEES FOR PROMOTION TO THE POST OF CLERK**

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. i) Candidate's present Department. _____
ii) Present post/designation of the
Candidate in department. _____
7. Category of candidate(write appropriate
Category in the column)(Gen/SC/ST/OBC)

8. Education Qualification:

Paste here recent
photograph
attested by Head
of Office.

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.	Any other qualification					

9. 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
office _____ from _____ to _____

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

Dated:

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

Designation:

Note:- 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.

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