

**"SAY YES TO LIFE/SAY NO TO DRUGS"**

**CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAY, PALAMPUR  
"RECRUITMENT BRANCH"**



No.QSD.6-55/2020/CSKHPKV(Rectt.)/-

Dated: Palampur, the

53818-927

From

30 SEP 2020

Registrar

To

1. The Secretary to the Chancellor, Raj Bhawan, Shimla- HP.
2. The Principal Secretary (Agri.) to the Govt. of H.P. Shimla-1
3. The Additional Chief Secretary (Agri.) to the Govt. of H.P. Shimla
4. The Registrar, HPU, Shimla/ UHF, Solan HP.

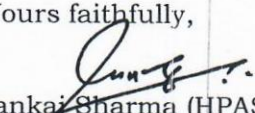
**Subject: - Recruitment of Staff -Advertisement No. 02/2020.**

Sir,

Please find enclosed herewith a copy of Advt. No. 02/2020 for information and wide publicity.

Encls: As above.

Yours faithfully,

  
Pankaj Sharma (HPAS)  
Registrar,  
CSKHPKV, Palampur

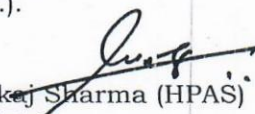
Endst. No. Even.

Dated: Even

30<sup>th</sup> sep/2020

Copy of above advertisement is forwarded to the following for information and wide publicity please:-

1. All the Statutory Officers, CSKHPKV, Palampur
2. All the Heads of the Deptts. CSKHPKV, Palampur.
3. All the Associate Directors/Scientist Incharges/ Programme Coordinators, RRSs/ RSSs/ KVKs of CSKHPKV.
4. The Director Agriculture/Horticulture/Animal Husbandry/Health Govt. of HP.
5. The Director-cum- Chief Warden of Fisheries, HP. at Bilaspur H.P.
6. The Joint, Director (Information & Public Relations), CSKHPKV, Palampur.
7. The Station Director, All India Radio, Shimla/ Dharamshala / Hamirpur, HP for broadcasting.
8. The Chief Medical Officer, University Health Centre, CSKHPKV, Palampur.
9. The Assistant Registrar, (Estt.), CSKHPKV, Palampur.
10. PA to the Vice-Chancellor/PS to Registrar, CSKHPKV, Palampur.
11. All General Secretaries of all Unions/Associations in CSKHPKV, Palampur.
12. The Incharge, UNS, CSKHPKV, Palampur with the request to upload this advertisement on the University Website.
13. All the Assistant Registrars/ Sections Officers/Supdts. of H.Q.
14. File No. QSD.6-55/2020/CSKHPKV (Rectt.).
15. All Notice Boards/Guard File.

  
Pankaj Sharma (HPAS)  
Registrar,  
CSKHPKV, Palampur

**CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAY, PALAMPUR  
"RECRUITMENT BRANCH"**

**Advertisement No. 02/2020**

Applications are invited for filling up of **following non-teaching posts (Category 'C') on Contract Basis** on the enclosed prescribed format. The application will be considered valid only if it is accompanied by a Bank Draft of **prescribed fee of Rs. 460/- (Rupees Four hundred sixty only) for general category candidates and Rs. 115/- (Rupees one hundred and fifteen only) for reserved category candidates (along with attested copies of SC/ST/OBC certificate)** in favour of the **Comptroller, CSKHPKV, Palampur payable at SBI, HPAU, Palampur. The female and PWD candidates of Himachal Pradesh are exempted from paying application fee.** Applications complete in all respects should reach the office of the Assistant Registrar (Rectt.), CSKHPKV, Palampur, Distt. Kangra, HP-176062 latest by **26.10.2020 upto 5.00 PM for Non-Tribal areas and 09.11.2020 upto 5.00 PM for Tribal areas of HP.**

**The details of posts, reservation break-up of posts is as under :-**

| Sr. No.  | Detail of Post   | No. of Posts  |
|--|--|---|
| 1.   | <b>Junior Office Assistant (IT)</b><br>on contract basis<br>@ Rs. 10,785/- per month<br>(BP 5910- + 1950 GP +150% of GP)   | SC=9, SC(Ex.SM)=1, SC(BPL)=1, ST=1,<br>ST(Ex.SM)=1, OBC=7, OBC(BPL)=1,<br>OBC(Ex.SM)=1, UR=16, UR(PWD)-Blindness and<br>Low Vision-1, UR(PWD)-Deaf and Hard of Hearing =1,<br>UR(Ex.SM)=4, UR(Distinguished Sports Person)=1,<br>Economically Weaker Section (EWS)=5<br><br><b>Total=50</b> |
| 2.   | <b>Steno Typist</b><br>on contract basis<br>@ Rs. 10,910/- per month<br>(BP 5910- + 2000 GP +150% of GP)                   | Un-reserved=04, SC=01<br><br><b>Total=05</b>  |
| 3.   | <b>Clerk</b><br>on contract basis<br>@ Rs. 10,660/- per month<br>(BP 5910- + 1900 GP +150% of GP)                          | Un-reserved(PWD)-Deaf and Hard of Hearing =01,<br>Un-reserved(Ex.SM)=01, Economically Weaker<br>Section(EWS)=01, OBC=1<br><br><b>Total=04</b>   |
| 4.   | <b>Field Assistant</b><br>on contract basis<br>@ Rs. 10,660/- per month<br>(BP 5910- + 1900 GP +150% of GP)                | Un-reserved=5, SC=2, OBC=1, UR (Ex-<br>serviceman)=1, Economically Weaker Sections<br>(EWS)=1<br><br><b>Total=10</b>  |
| 5.   | <b>Junior Professional Assistant</b><br>on contract basis<br>@ Rs. 19,300/- per month<br>(BP 10300- + 3600 GP +150% of GP) | Un-reserved=1<br><br><b>Total=01</b>  |
| 6.   | <b>Library Assistant</b><br>on contract basis<br>@ Rs. 10,660/- per month<br>(BP 5910- + 1900 GP +150% of GP)              | Un-reserved=2<br><br><b>Total=02</b>  |
| <b>Abbreviation:</b> SC= Scheduled Caste, SC(BPL)= Scheduled Caste (Below Poverty Line), ST=Scheduled Tribe, OBC= Other Backward Class, OBC(BPL)= Other Backward Class (Below Poverty Line) UR= Un-reserved, EWS- Economically Weaker Section, PWD (Persons with Benchmark Disabilities) |  |   |



**NOTE:** The candidates who have earlier applied for the post of Junior Office Assistant (IT) (Sr. No. 1) above against Advertisement No. 06/2016 and Advt. No. 03/2017 by closing date(s) of receipt of application(s) against the said advertisements and fulfil the educational qualifications mentioned below for this post in this advertisement need not to apply again, however, they may submit additional information, if any on or before the prescribed last date(s).

| <b>POST-WISE ESSENTIAL QUALIFICATION:</b> |                                     |   |
|---|-------------------------------------|---|
| <b>1.</b>                                 | <b>Junior Office Assistant (IT)</b> | <p><b>a) ESSENTIAL QUALIFICATIONS:</b></p> <p>i) Should have passed 10+2 Examination from a recognized Board of School Education/ University.</p> <p style="text-align: center;"><b>OR</b></p> <p>Matriculation from recognized Board of School Education with one/two year's Diploma/Certificate from a Industrial Training Institute (ITI) in Information Technology (IT) &amp; Information Technology Enabled Sectors (ITES) as notified by Director General of employment &amp; 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);</p> <p>ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p>Provided that visually impaired persons 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.</p> <p>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 typing test.</p> <p>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.</p> <p>The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.</p> <p><b>b) DESIRABLE QUALIFICATION(S) :</b></p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p> <p><b>Note:</b> A candidate shall be eligible for appointment to the post of Junior Office Assistant (IT), if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.</p> |
| <b>2.</b>                                 | <b>Steno Typist</b>                 | <p><b>ESSENTIAL QUALIFICATIONS:-</b></p> <p>i) Should have passed 10+2 Examination or equivalent from a recognized Board of School Education/University.</p> <p>ii) Must possess the following speed in shorthand and typewriting on Computers in both languages i.e. English and Hind at the time of appointment</p>   |

*June*

|                |                        |  |                |              |        |        |                |              |        |        |
|----------------|------------------------|--|----------------|--------------|--------|--------|----------------|--------------|--------|--------|
|                |                        | <p align="center"><u>Speed in Shorthand</u></p> <table border="0"> <tr> <td><u>English</u></td> <td><u>Hindi</u></td> </tr> <tr> <td>60 WPM</td> <td>60 WPM</td> </tr> </table> <p align="center"><u>Speed in typewriting on Computers</u></p> <table border="0"> <tr> <td><u>English</u></td> <td><u>Hindi</u></td> </tr> <tr> <td>25 WPM</td> <td>25 WPM</td> </tr> </table> <p>Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either language i.e. Hindi or English at the prescribed speed.</p> <p>Provided further that the candidates will have to qualify typewriting in both the languages at the time of recruitment.</p> <p>Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English, whichever may be as prescribed supra within a period of three years from the date of appointment.</p> <p>The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test of shorthand in second language within a period of three years and if he qualifies the test in shorthand test in second language within a period of three years he will be eligible to draw his annual increment from due dates and the candidate(s) who qualifies the said test after three years will be eligible to draw his first increment only from the date of qualifying the prescribed test.</p> <p>iii) Should have the knowledge of word processing in Computer as prescribed by the recruiting authority.</p> <p>b) <b>DESIRABLE QUALIFICATIONS:-</b><br/>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p> <p><b>Note:</b> A candidate shall be eligible for appointment to the post of Steno Typist, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.</p> | <u>English</u> | <u>Hindi</u> | 60 WPM | 60 WPM | <u>English</u> | <u>Hindi</u> | 25 WPM | 25 WPM |
| <u>English</u> | <u>Hindi</u>           |  |                |              |        |        |                |              |        |        |
| 60 WPM         | 60 WPM                 |  |                |              |        |        |                |              |        |        |
| <u>English</u> | <u>Hindi</u>           |  |                |              |        |        |                |              |        |        |
| 25 WPM         | 25 WPM                 |  |                |              |        |        |                |              |        |        |
| 3.             | <b>Clerk</b>           | <p><b>ESSENTIAL QUALIFICATIONS:-</b></p> <p>i) 10+2 Examination or its equivalent from a recognized Board of School Education/University.</p> <p>ii) Should possess a minimum speed of 30 words per minute in English or 25 words per minute in Hindi typing on computer.</p> <p><b>DESIRABLE QUALIFICATION(S)</b><br/>Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in Himachal Pradesh.</p> <p><b>Note:</b> A candidate shall be eligible for appointment to the post of Clerk, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.</p>   |                |              |        |        |                |              |        |        |
| 4.             | <b>Field Assistant</b> | <p><b>ESSENTIAL QUALIFICATIONS:-</b></p> <p>At least 2<sup>nd</sup> class Matric with Science.</p> <p><b>Note:</b> A candidate shall be eligible for appointment to the post of Field Assistant, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.</p>   |                |              |        |        |                |              |        |        |

*J. V. S.*

|    |                                      |  |
|----|--------------------------------------|--|
| 5. | <b>Junior Professional Assistant</b> | <p><b>ESSENTIAL QUALIFICATIONS:-</b></p> <ol style="list-style-type: none"> <li>1. M.A. with Bachelor of Library Science or M. Lib. Science<br/>OR<br/>B. A. with Library Science with 3 years working experience as Semi Professional Assistant</li> <li>2. Fair knowledge of typing.</li> </ol> <p><b>Note:</b> A candidate shall be eligible for appointment to the post of Junior Professional Assistant, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.</p>  |
| 6. | <b>Library Assistant</b>             | <ol style="list-style-type: none"> <li>1. Matric with Diploma/Certificate in Library Science.</li> <li>2. Candidate shall have to qualify type test with a speed of 30 W.P.M. in English or in Hindi within a period of one year failing which he/she shall not to eligible to earn annual increment. Financial benefit to those who qualify after one year will commence from the date of qualifying the test.</li> </ol> <p><b>Note:</b> A candidate shall be eligible for appointment to the post of Library Assistant, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.</p> |

**Mode of Selection/Screening Test:-**

|                           |                                     |   |                           |                             |                       |                       |                     |                     |
|---------------------------|-------------------------------------|---|---------------------------|-----------------------------|-----------------------|-----------------------|---------------------|---------------------|
| 1.                        | <b>Junior Office Assistant (IT)</b> | <ol style="list-style-type: none"> <li>1. Objective type Screening test Multiple Choice Questions (MCQ) of having 70% syllabus relating to Computer Science/Computer Application/ Information Technology (IT) /Information Technology Enabled Sectors (ITES)/Information Practices (IP) and 30% syllabus relating to General Knowledge including General Knowledge of Himachal Pradesh, Current affairs, Every day Science, Logic, General English and General Hindi of Matric standard<br/><b>=85 Marks</b></li> <li>2. Type skill test on computer of qualifying nature in prescribed speed of 30 words per minute in English or 25 words per minute in Hindi typing for those who qualify objective type screening test with minimum percentage of marks as mentioned in the guidelines available on the University website.</li> <li>3. Evaluation and verification of original documents credentials based on the parameters devised by the HP Govt. vide notification dated 17.4.2017, notified by the University on 27.9.2017, available on University website of those who qualify objective type Screening test and skill test.<br/><b>=15 Marks</b></li> </ol>  |                           |                             |                       |                       |                     |                     |
| 2.                        | <b>Steno Typist</b>                 | <ol style="list-style-type: none"> <li>1) Objective type screening test consisting of Multiple Choice Question from General English of 10+2 standard and Hindi of Matric standard, general knowledge including general knowledge of Himachal Pradesh, everyday science, social science, current affair and logic.<br/><b>=85 Marks</b></li> <li>2) Skill test in shorthand in either of language i.e. Hindi or English and typewriting in the both the languages at the initial recruitment with fulfilling speeds for those who qualify objective type of screening test.<br/><br/> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>Speed in Shorthand</u></td> <td style="text-align: center;"><u>Speed in Typewriting</u></td> </tr> <tr> <td style="text-align: center;"><u>English</u> 60 WPM</td> <td style="text-align: center;"><u>English</u> 25 WPM</td> </tr> <tr> <td style="text-align: center;"><u>Hindi</u> 60 WPM</td> <td style="text-align: center;"><u>Hindi</u> 25 WPM</td> </tr> </table> </li> <li>3) Evaluation and verification of original documents credentials based on the parameters devised by the HP Govt. vide notification dated 17.4.2017, notified by the University on 27.9.2017, available on University website of those who qualify objective type Screening test and skill test.<br/><b>= 15 Marks</b></li> </ol> | <u>Speed in Shorthand</u> | <u>Speed in Typewriting</u> | <u>English</u> 60 WPM | <u>English</u> 25 WPM | <u>Hindi</u> 60 WPM | <u>Hindi</u> 25 WPM |
| <u>Speed in Shorthand</u> | <u>Speed in Typewriting</u>         |   |                           |                             |                       |                       |                     |                     |
| <u>English</u> 60 WPM     | <u>English</u> 25 WPM               |   |                           |                             |                       |                       |                     |                     |
| <u>Hindi</u> 60 WPM       | <u>Hindi</u> 25 WPM                 |   |                           |                             |                       |                       |                     |                     |

*[Handwritten Signature]*

|    |                                      |  |
|----|--------------------------------------|--|
| 3. | <b>Clerk</b>                         | <p>1) Objective type screening test consisting of Multiple Choice Question from General English of 10+2 standard and Hindi of Matric standard, general knowledge including general knowledge of Himachal Pradesh, everyday science, social science, current affair and logic.<br/><b>=85 Marks</b></p> <p>2) Type skill test on computer of qualifying nature in minimum prescribed speed of 30 WPM in English or 25 WPM in Hindi Typing for those who qualify objective type screening test.</p> <p>3) Evaluation and verification of original documents credentials based on the parameters devised by the HP Govt. vide notification dated 17.4.2017, notified by the University on 27.9.2017, available on University website of those who qualify objective type Screening test and skill test.<br/><b>= 15 Marks</b></p> |
| 4. | <b>Field Assistant</b>               | <p>1) Objective type screening test Multiple Choice Question (MCQ) syllabus of concerned subject, general knowledge including general knowledge of Himachal Pradesh, everyday science, social science, current affair and logic, General English and General Hindi of Matric standard.<br/><b>= 85 Marks</b></p> <p>2) Evaluation and verification of original documents credentials based on the parameters devised by the HP Govt. vide notification dated 17.4.2017, notified by the University on 27.9.2017, available on University website of those who qualify objective type Screening test.<br/><b>= 15 Marks</b></p>   |
| 5. | <b>Junior Professional Assistant</b> | <p>1) Objective type screening test Multiple Choice Question (MCQ) syllabus of concerned subject, general knowledge including general knowledge of Himachal Pradesh, everyday science, social science, current affair and logic, General English and General Hindi.<br/><b>= 85 Marks</b></p> <p>2) Evaluation and verification of original documents credentials based on the parameters devised by the HP Govt. vide notification dated 17.4.2017, notified by the University on 27.9.2017, available on University website of those who qualify objective type Screening test.<br/><b>= 15 Marks</b></p>  |
| 6. | <b>Library Assistant:</b>            | <p>1) Objective type screening test Multiple Choice Question (MCQ) syllabus of concerned subject, general knowledge including general knowledge of Himachal Pradesh, everyday science, social science, current affair and logic, General English and General Hindi of Matric standard.<br/><b>= 85 Marks</b></p> <p>2) Evaluation and verification of original documents credentials based on the parameters devised by the HP Govt. vide notification dated 17.4.2017, notified by the University on 27.9.2017, available on University website of those who qualify objective type Screening test.<br/><b>= 15 Marks</b></p>   |

**Age Limit:-** Not below 18 years.

**General Instructions and Conditions:**

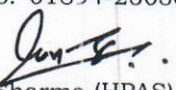
1. Applications complete in all respects should reach the office of the Assistant Registrar (Recruitment), CSKHPKV, Palampur, Distt. Kangra (H.P.) -176062 latest by **26.10.2020 upto 5.00 PM**, however, for the candidates residing in Lahaul & Spiti District, Kinnaur District, Pangi & Bharmour Sub-Divisions of Chamba District and Dodra Kwar Sub-Division of Shimla District of Himachal Pradesh, the last date for receipt of applications is **09.11.2020 upto 5.00 PM**.



2. The applications received after these dates will not be entertained. The University shall not be responsible for delay in receipt of applications due to any reasons what so ever.
3. The candidates must ensure their eligibility in respect of category, essential qualification(s) etc. as mentioned against concerned post in the advertisement to avoid rejection at later stage.
4. The candidates, who wish to apply for more than one post, should apply separately for each post and will have to pay the requisite fees for each post in the prescribed manner.
5. The candidates belonging to disabled categories with disability of 40% or more (visually impaired) of Himachal Pradesh are allowed extra time for examination i.e. 20 minutes per hour of examination.
6. A candidate shall be eligible for appointment to above post(s), if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalies.
7. While submitting the Application Forms, the candidates shall not enclose any original or certified/attested copies of the certificates/ diplomas /degrees/ testimonials thereof with the Application Form. But he /she shall give details thereof in the columns provided in the Application Form. The candidate is only required to enclose along-with the Application, the Bank Drafts / Bankers Cheque as prescribed vide which the fee has been remitted. **However, the reserved category candidates are required to submit a copy of the certificate of their belonging to these categories.**
8. If suitable candidate(s) belonging to Economically Weaker Section is/are not found, the vacancy(s) earmarked for EWS will be treated as de-reserved and will be filled up from a non-EWS candidate of unreserved category.
9. The Application Forms on cash payment shall not be sold by the University.
10. Candidate must fulfill requisite qualifications/conditions on the last date of receipt of applications i.e. on **26.10.2020** for candidates from Non Tribal Areas and on **09.11.2020** for tribal areas of H.P.
11. The candidate must be citizen of India.
12. The candidates selected for appointment to the above posts on contract basis will have to execute a contract agreement with this University i.e. CSKHPKV, Palampur as per rules.
13. The selected candidate shall be paid fixed contractual emoluments per month and shall not be entitled for other allowances and service benefits as are admissible to regular employees of the University.
14. The application form shall be submitted by the applicant through **Registered Post**. The same can be deposited in the office of the Assistant Registrar (Rectt.), CSKHPKV, Palampur on any working day from 10.00 AM to 5.00 PM within the period specified for the receipt of applications.
15. The incomplete application forms or those received after the last date for receipt of applications shall not be entertained and shall be liable to be rejected without making any reference.
16. Fee once deposited shall neither be refunded nor adjusted.
17. The vacancies shown in the advertisement are tentative and can be increased/decreased depending upon the need and circumstances.
18. The reserved category candidates belonging to other States will be treated as **GENERAL CATEGORY CANDIDATES** and benefit of reservation and fee concession will not be admissible to such candidates.
19. The persons with disabilities of **Himachal Pradesh** are exempted from paying application fee. But they are required to attach a copy of the certificate issued by the competent authority alongwith application form otherwise their candidature will be rejected straightway.
20. The female candidates are also exempted from paying application fee.
21. The canvassing direct or indirect shall amount to disqualification.
22. The University reserves the right to fill up or not to fill up the post(s) advertised.
23. The application without prescribed fee/less fee shall not be accepted.
24. The candidate must write his/her telephone/ Mobile Phone No. below his/ her signature at the end of the application form.



25. For further details, candidates may contact the Assistant Registrar (Recruitment), CSKHPKV, Palampur on any working day on phone No. 01894-230367- Extn. 150 between 10.00 AM to 5.00 PM.

  
Pankaj Sharma (HPAS)  
Registrar  
CSKHPKV, Palampur