

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

Advertisement No. 38-1/2022

Dated: 12.01.2022

Applications are invited for filling up **20 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 **w.e.f. 16<sup>th</sup> January, 2022 to 15<sup>th</sup> February, 2022** and 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 **2<sup>nd</sup> March, 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.

**Name of Post : Clerk under 20% Quota of Limited Direct Recruitment (Post Code -957)**

**The detail of Posts, Eligibility Conditions and Mode of Selection are as under:-**

<b>Sr. No.</b>	<b>Name of Department</b>	<b>Total Posts (Allocated)</b>	<b>Gen. (UR)</b>	<b>SC (UR)</b>	<b>ST (UR)</b>
1.	HP Secretariat Administration Services, Govt. of HP	20	16	03	01
	<b>Total</b>	<b>20</b>	<b>16</b>	<b>03</b>	<b>01</b>

**Eligibility Criteria**

**Regular Class-IV employees 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 or its equivalent qualification 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.

**Mode of Selection-Part –I(Written test of 85 marks)**

1. The Written Objective type Screening test of two hours duration will consist of 170 Multiple Choice Questions (MCQ) of 85 marks as detailed below:-

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	50 Questions
Current Affairs	15 Questions
<b>Total</b>	<b>170 Questions</b>

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.

**Typing Speed on computer**

English	Hindi
30WPM	25WPM

**Part-II (Evaluation of 15 Marks )**

**Evaluation of 15 marks in respect of shortlisted candidates after qualifying written objective screening test and typing skill test will be carried out as per the following criteria:-**

Sr. No.	Detail of Criteria of 15 marks	Marks	Competent authority to issue the certificates
1.	Weightage for the minimum educational qualification, professional educational qualification for technical posts as per the Recruitment & Promotion Rules. (Percentage of marks obtained in the educational qualification would be multiplied by 0.025, For example, an individual has secured 50% marks in the required educational qualifications, he/she will be allowed 1.25 marks (50×0.025=1.25)) In case of aspirants possessing multiple basic professional qualifications, weightage may be given to higher percentage/marks.	2.5 (two & a half)	Concerned University/Board
2.	Belonging to notified Backward Area or Panchayat, as the case may be	1(one)	Concerned SDO(C)/Tehsildar/ Naib Tehsildar.
3.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1(one)	Concerned SDO(C)/Tehsildar/Naib Tehsildar.
4.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)	i) Tehsildars/Niab Tehsildar/ Sub Divisional Officer (Civil)/Additional District Magistrate/ Additional Deputy Commissioner/ Deputy Commissioner ii) The Commissioner/ Additional Commissioner/ Joint Commissioner of the Municipal Corporation/

			Executive Officer of the municipal council/ Secretary of the Nagar Panchayat
5.	Differently abled persons with more than 40% impairment/disability/ infirmity	1(one)	Health & Family Welfare authorities/ Medical Boards.
6.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions	1(one)	Head of Concerned Institution. Certificate of medal winners will be issued by concerned District Youth Services and Sports Officer/Head of Institution.
7.	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time.	2 (two)	<p><b>1. Rural areas:-</b> Concerned BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate) or concerned panchayat Secretary/Sahayak and countersigned by the Pradhan.</p> <p><b>2. Urban areas:-</b></p> <p><b>i) Municipal Corporation:-</b> Commissioner</p> <p><b>ii) Municipal Council:-</b> Executive Officer</p> <p><b>iii) Nagar Panchayats:-</b> Secretary.</p>
8.	Widow/divorced/destitute/single woman	1(one)	<p><b>1. Rural areas:-</b> Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.</p> <p><b>2. Urban areas:-</b></p> <p><b>i) Municipal Corporation:-</b> Commissioner</p> <p><b>ii) Municipal Council:-</b> Executive Officer</p> <p><b>iii) Nagar Panchayats:-</b> Secretary.</p>

9.	Single daughter/Orphan	1(one)	<b>1. Rural areas:-</b> Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. <b>2. Urban areas:-</b> <b>i) Municipal Corporation:-</b> Commissioner <b>ii) Municipal Council:-</b> Executive Officer <b>iii) Nagar Panchayats:-</b> Secretary.
10.	Training of at least 6 months duration related to the post applied for from a recognized University/Institution	1(one)	Competent authority of the concerned University/ Institution.
11.	Experience up to a maximum of 5 years in Govt./semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (two & a half)	Competent authority of the concerned Govt./ Semi Govt. Organization.

**Application Fee :**

**Rs. 360/- for General Category candidates & Rs.120/- for reserved categories.**

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 Evaluation of 15 marks. 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. 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 30<sup>th</sup> April, 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 **Evaluation of 15 marks in respect of shortlisted candidates after qualifying** of typing skill test on computer.
12. **The candidate shall be eligible for appointment, if he/she has passed Matriculation and 10+2 from any school/institution situated within Himachal Pradesh. Provided that this condition shall not apply to Bonafide Himachalis.**
13. 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>).

(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

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) : \_\_\_\_\_

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					

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