

HIMACHAL PRADESH UNIVERSITY
(NAAC Accredited 'A' Grades University)
SUMMER HILL, SHIMLA-171005

Advertisement No. CCS-04/2017/20/2022

Dated: 16.03.2022

ADVERTISEMENT NOTICE

Applications on the prescribed form are invited from eligible candidates for the following posts to be filled up in the Cost of Cultivation Scheme, **Himachal Pradesh University**. Interested candidates may submit their applications, complete in all respects along with fee to the Honorary Director, Cost of Cultivation Scheme, H.P. University, Summer Hill, Shimla 171005, so as to reach on or before 05.04.2022 by post/speeds post up to 5.00 PM. Applications received after the last date will not be considered. The University will not be responsible for postal delay, if any. Online applications will not be accepted. Those who have applied with response to the advertisement notice No. CCS-04/2017/2020 dated 04.09.2020 need not to apply again in the same category and they have not to pay any extra fee. The list of such candidates is available on <http://www.hpuniv.ac.in>

Sr. No.	Name of post & Pay scale	Nos. of Post (s)	Essential Qualifications
Category-C			
1.	Field Assistant (on regular basis) Pay Scale: Rs. 5200-20200+2000GP	Total = 13 Gen = 5 (UR- 3, PWD-1, Ex. SM-1) EWS-1 OBC-3 (UR-2, Ex. SM-1) SC-3 (UR-2, BPL/Antodaya-1) ST-1	➤ Bonafide Himachali with a minimum qualification +2 from an institution recognized by the Govt. of H.P. Having rural /agriculture background. Desirable: Knowledge of Computer
2.	Computer (on contract basis) Pay Scale: Rs. 5200-20200+2000GP	UR-1	➤ Bonafide Himachali with a minimum qualification +2 from an institution recognized by the Govt. of H.P. and having a diploma in Computer Applications recognized by the Govt. of Himachal Pradesh ➤
3.	Clerk (on contract basis) Pay Scale: Rs. 5910-20200+1900GP	UR-2	➤ Bonafide Himachali with a minimum qualification of +2 from an institution recognized by the Govt.

			of H.P. and Should possess a minimum speed of 30 words per minute in English type writing or 25 words per minute in Hindi Type-writing on computer.
Desirable Qualifications for all above mentioned post(s) shall be:			
<ul style="list-style-type: none"> ➤ Knowledge of customs, manners & dialects of Himachal Pradesh & suitability for appointment in the peculiar conditions prevailing in Himachal Pradesh. ➤ Emoluments:- The posts on Regular/contract basis will be as per the rules of the university. 			
<ul style="list-style-type: none"> ➤ ABBREVIATIONS: Gen- General, UR-Un-reserved, SC-Scheduled Castes, ST-Scheduled Tribes, OBC- Other Backward Classes, EWS-Economically Weaker Sections, BPL- Below Poverty Line, IRDP- Integrated Rural Development Programme, Ex-SM- Ex-servicemen. 			

Application form: The prescribed application form can be downloaded from the University website <http://www.hpuniv.ac.in>. Separate applications are to be filled for each post. The in service candidates must send their applications through proper channel. However, an advance copy with fee may be sent to as to reach before the last date. The completed application forms along with self attested photocopies of claims made in the application and applicable fee, should reach the office of the Honorary Director, Cost of Cultivation Scheme, Himachal Pradesh University, Summer Hill, Shimla-171005 (H.P.) through registered/speed post or by hand on or before the last date, accompanied by self addressed envelope of 10x7 inch size with postage stamps worth of Rs. 40/- affixed on it, failing which it will not be considered.

IMPORTANT INSTRUCTIONS:

1. Age:-

The minimum and maximum age limit for post(s) mentioned at sr. no. 1 to 3 is 18 to 45 years, reckoned as on prescribed closing date for submission of application forms. The upper age limit is relaxable by five years for applicants belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Person with Benchmark Disabilities and Children/ Grand Children of Freedom Fighters of Himachal Pradesh. The relaxation in upper age to Ex-Servicemen candidate of H.P. will be as per provisions of relevant rules/ instructions of H.P. Govt.

2.Application Processing Fees:-

The detail of application fees for respective categories is as under:-

Sr. No.	Category	Fees
1.	General Category { Including general physically Disabled i.e. Orthopedically disabled, Deaf & Dumb, Hearing Impaired/W.F.F of H.P./Ex-Servicemen of H.P. relieved from Defence Services on their own request before completion of normal tenure}	600/-
2.	S.C. of H.P./S.T. OF H. P./ EWS of H.P./ B.P.L. of H.P. (General-BPL/ SC-BPL/ ST-BPL/ OBC-BPL) {Including S.C./ S.T./ O.B.C. Ex-Servicemen of H.P. relieved from Defence Services on their own request before completion of normal tenure}	300/-

3.	Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure/ Visually Impaired of H.P.	No fee
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3. MODE OF PAYMENT:-

- Fee is to be paid along with application form in the shape of crossed Indian postal orders/bank draft, drawn in favour of the Director, CCS, Himachal Pradesh University, Summer Hill, Shimla 171005, payable at Shimla. The application processing fee once paid will not be refunded (fur of partial) under any circumstances.

4 GENERAL INSTRUCTIONS:

- (i) ***The application form should be filled in by the candidate in his/her own handwriting with blue/black ink ball point pen.***
- (ii) A candidate of reserve category willing to apply against Gen(UR) posts is also required to remit full application fees, if otherwise eligible for the said post under Gen(UR) category.
- (iii) No change in the category shall be allowed after the receipt of application, i.e. SC to OBC/ST and vice versa. The validity of the OBC certificated is of two years from the date of its issuance. The candidates are required to furnish the valid certificates in support of his/her claims.
- (iv) Incomplete applications, e.g. declaration not signed, without photo and enclosures and columns not filled in or applications received after the last date shall be rejected summarily without assigning any reason.
- (v) Any candidate found to have given false/wrong declaration; he/she will be debarred from the employment in the University, and shall also be liable for other legal action under the law.
- (vi) The candidates are advised to given their working mobile number and e-mail ID and ensure their working till the completion of selection process to avoid inconvenience in communication.
- (vii) Date of determining eligibility of all applications in respect of essential qualification and experience, if any etc., shall be the prescribed closing date for submission of application forms.
- (viii) The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned against each post in the advertisement to avoid rejection at later stage. The decision of University in this regard shall be final.
- (ix) Onus of proving that a candidate has acquired requisite essential qualifications 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 acquitting essential qualification. No extra opportunity shall be provided to the candidate to produce any certificates/ documents at the time of evaluation.
- (x) In respect of equivalent clause in essential qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected.
- (xi) The selection process is annexed at annexure "A" of the advertisement.
- (xii) Number of post(s) is/are tentative and may increase or decrease from time to time. The University reserves the right to fill up or not to fill up the advertised post(s) or to call limited

- applicants for evaluation of documents'/personality test/interview. No TA/DA will be paid for attending written/skill test/evaluation of documents/personality test/interview etc.
- (xiii) In service (regular) applicants may apply along with requisite fee with information to their Head of the Departments/employer for issuing NOC. Such candidates are required to produce No Objection Certificate (NOC) from the Employer at the time of evaluation of documents/personality test/interview etc.
 - (xiv) The shortlisted applicants are required to produce original documents and NOC from the employer at the time of evaluation/interview/personality test.
 - (xv) In case of any inadvertent mistake/error in process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the applicants.
 - (xvi) All the applicants belonging to reserved categories are also required to go through the relevant instructions issued from time to time by the Government of Himachal Pradesh, in order to ensure that they are eligible under a particular category.
 - (xvii) The applicants belonging to EX-Servicemen of Himachal Pradesh will have to furnish discharge certificate and full detail in respect of their PPO No., Rank, and date of retirement from the defense Services to claim the benefit of concession for the category of Ex-Serviceman of Himachal Pradesh.
 - (xviii) Applications belonging to OBC of H.P. Category must produce OBC certificate on the prescribed format valid till the relevant term of the Financial Year (1st April to 31st March) as notified by the Government of Himachal Pradesh (in the Department of Revenue) in Rajpatra dated 09th January, 2012. Applicants must have valid OBC Certificates covering the entire period from last date of submission of applications till date of evaluation along with an undertaking that her/his status as OBC has not changed and she/he has not been excluded from the category of OBC of H.P. on account of being covered under creamy layer.
 - (xix) Applicants belonging to BPL of H.P. category must produce BPL certificate(s) on the prescribed proforma, which should not be more than six months old on the last date prescribed for submission applications. Applicants must possess valid BPL Certificate (s) covering the entire period from last date of submission of applications till date of evaluation failing which their candidature may be rejected.
 - (xx) Applicants belonging to EWS of H.P. category must produce EWS certificate (s) on the prescribed proforma as per instructions of the H.P. Government issued vide letter No. PER (AP)-C-B(12)-1/2019 dated 11.06.2019 adopted by the University vide Notification No. 3-1/78-HPU(Genl.)Vol.-XX dated 19.06.2020 on the last date prescribed for submission of application.
 - (xxi) Any clarification/guidance/information regarding his application/fee can be had on telephone No. 0177-2831769.
 - (xxii) The University reserves the right to dispense with the written examination in respect of category B post(s) keeping in view the number of applications viz-a-viz vacancies and other circumstances.
 - (xxiii) The University reserves the right to dispense with/change any examination centre, if the strength of the applicants is inadequate.
 - (xxiv) As per instructions of the H.P. Govt. dated 11.06.2019 when an economically Weaker Section (EWS) candidate is not available for selection, the posts(s) will be treated automatically as de reserved and will be filled from a non-EWS candidate of General category.

The applicants are advised to visit the University website <http://www.hpuniv.ac.in> from time to time for updates in their own interest.

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(Hon. Director CCS)
H.P. University, Shimla-5

Ends. No.

Dated: 16-03-2022

Copy for favour of wide publicity to:-

1. The Secretary to Governor (Chancellor), H.P. Raj Bhawan, Shimla-171 002.
2. The Principal Secretary (Higher Education) to the Govt. of Himachal Pradesh, Shimla.
3. The Director of Higher Education, Himachal Pradesh Shimla-171 002.
4. The Dean of Studies /DSW/ Dean CDC/Dean Planning / Chief Warden, HPU, Shimla
5. The Employment, Information & Guidance Bureau, H.P. University, Shimla-5
6. The Labour Commissioner-cum-Director of Employment, H.P. Shimla- 171001
7. The Director, Labour and Employment Department (Disability Cell), Himachal Pradesh, Shimla.
8. The Director, Social Justice and Employment-cum-Joint Commissioner (Disabilities), H.P. Shimla-9
9. The Director, H.P. University Regional Centre Khaniyara, Dharamshala (HP)
10. The Finance Officer/Deputy/Assistant Registrar (Estt./Admn.), HPU, Shimla-5
11. The Public Relations Officer, H.P. University, Shimla-5 with the request that the contents of the advertisement notice be got published in at least two leading daily newspaper for wide publicity and also get the contents be broadcasted from All India Radio Shimla/Dharamshala. Hamirpur, Doordarshan Kendra Shimla and in 'Rojgar Samachar' bulletin at least three to five times.
12. The web-Incharge, H.P. University, Shimla-5. He is requested to upload and make available the above advertisement on the University Website.
13. The Secretary to VC/SPS to Vice-Chancellor/ PS to Registrar, HPU, Shimla-5
14. Guard File/Notice Board.

-sd-
(Hon. Director CCS)
H.P. University, Shimla-5

Selection Process

1. Selection Process for the post (s) of category 'C' at Sr. No. 1 to 3:-

Sr. No.	Process of Selection	Marks	Remarks
(i)	Written objective type examination	85 marks	➤ The applicants belonging to disabled categories with disability of 40% or more are allowed extra time of minimum one hour for examination of three hours duration i.e. 20 minute per hour. In case of visually impaired applicants making request for the scribes, he/she will have to submit a written request for the same to the Central Superintendent immediately after receipt/ uploaded of her/his Roll Number.
(ii)	Typing/ Skill Test	Qualifying Nature	➤
(iii)	Evaluation of Documents	15 Marks	As determined by the State Govt. of Himachal Pradesh vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 and adopted by the University vide Notification No. 3-38/96-HPU(Genl.)Vol. III Dated 07-09-2017 and 3-1/78-HPU(Genl.) Vol. XXI Dated 13-12-2019. As same has been break up on next page.

(ii) Syllabus For Written Objectives Type examination

Sr. No.	Syllabus	No of Questions	Marks	Remarks
1.	General English	20	20	The examination for the post(s) mentioned at sr. no. 1 and 3 shall be of 10+2 standard
2.	General Hindi	20	20	
3.	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	25	25	
4	Logical, Numerical reasoning and Technical knowledge as per the requirement of posts concerned.	20	20	
Total		85	85	

- The Written Test Examination will be of **One & half hours** duration.
- Applicants in the ratio of 20 times of total number of posts (category-III clerks) will be declared qualified in the written Objective type screening test(MCQ) and will be called for typing/ Skill test, wherever required and thereafter the candidates who qualify typing/ Skill test, such qualified candidates will be called for evaluation of documents in the ratio of 1:3.

(iii) Evaluation of documentation is based on the parameters devised by the Department of Personnel for **category-C** post(s) mentioned at sr. no. **1 to 3** shall be as determined by the Department of Personnel, Govt. of HP vide Notification No. Per (AP.B)B(15)-5/2014 dated 17 April, 2017as under:-

Sr. No.	Detail of Criteria of 15 marks	Maximum Marks
i	Weightage for the minimum educational qualification, professional educational qualifications (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 X0.025 = 1.25)	2.5 (two and half)
ii	Belonging to notified Backward Area or Panchayat, as the case may be.	1 (one)
iii	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1(one)
iv	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)
v	Differently abled persons with more than 40% impairment / disability / infirmity.	1(one)
vi	NSS (at least one year) certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions.	1(one)
vii	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)
viii	Widow /divorced/destitute /single woman.	1(one)
ix	Single daughter/Orphan.	1(one)
x	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution.	1(one)
xi	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 and half)
Total		15 (Fifteen)

6. Sex (Male/Female): _____

7. Marital Status: _____

8. Category (SC/ST/OBC/PWD/Gen): _____

9. ADHAR No. of Candidate: _____

10. Address for Correspondence in Capital Letters :

Pin Code _____ Mobile No. _____

E-mail: _____

11. Permanent Address in Capital Letters :

Pin Code _____ Mobile No. _____

E-mail: _____

12. Province of Domicile: _____

13. (a) Educational Qualifications (Please attach one set of all attested copies along with original application).

Sr. No.	Exam Passed	Year of Passing	Subjects	Division with percentage of marks obtained/Grade	Name of Board/University
i)	Matric				
ii)	10+2/Inter./H.S.C.				
iii)	Graduation				

iv)	Post Graduation	Subject:			
		Specialization:			
v)					

13 (b) Professional / Technical Qualifications (Please attach one set of self attested copies along with original applications)

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

13 (c) Work Experience* (Total) _____ year(s)

Sr. No.	Name of the Organization	Designation	Pay Scale with GP	Period	Field of Specialization

(* Attach self-attested copies of above mentioned (Certificates/Testimonials).

14. Any other information relevant to the job _____

15. 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 _____

16. Have you at any time convicted by court for any criminal offence Yes/No

If yes, specify _____

17. Have you ever discharged or dismissed from any previous employment Yes/No

18. Miscellaneous Information:

Computer Skills (e.g., Word processing, Excel worksheets, Data Basis or any other specific software with familiarity level of Basic/Intermediate/advanced)

ICT/Skills	Specialized packages'/Software's	Familiarity

19. Mentioned the list of documents attached with the form

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

DECLARATION

I,.....S/o, D/o, W/o Sh.....solemnly
Declare that:

- i) The forgoing information is complete and correct. 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.
- ii) I have never been dismissed either from Government of from University, College or other Public or Private Organization service.
- iii) I have never been prosecuted, kept under detention or bound down/ fined, convicted by the court of Law for any offence.

Place: _____

Signature of the Applicant

Date: _____

For Office Use

Discrepancy (ies) if any:

Eligible/Ineligible:

- 1.
- 2.
- 3.

Signature of the Screening Committee:

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