

No.Shram(Prastha)12/79-II  
Government of Himachal Pradesh  
Directorate of Labour & Employment

Dated Shimla-171001 October, 2020

From

Commissioner, Labour &  
Employment, H.P.

To

The Director,  
Information and Public Relations,  
Himachal Pradesh, Shimla-171002

Subject:- Regarding publication of advertisement.

Sir,

Please find enclosed herewith a copy of advertisement regarding recruitment of following posts in this department as under:-

1. 2 posts of Junior Office Assistant (IT) on contract basis
2. 2 posts of Clerk on contract basis
3. 3 posts of Peon (Class-IV) on contract basis

It is requested that the advertisement for above mentioned posts may please be got published in two leading newspapers (one each in English and Hindi). The expenditure on account of this advertisement shall be borne by Department. Bill in this regard may please be sent to this office for making payments.

Yours faithfully,

Encls: As above



*Sd/-*  
Amit Kashyap, I.A.S.  
Labour Commissioner-cum-  
Director of Employment, H.P.  
October, 2020

Encl.No. As above, Dated Shimla-171001

Copy to following for information and necessary action please:-

1. The Principal Secretary (Labour & Employment) to the Govt. of H.P. Shimla-2
2. The Director, Empowerment of SCs, OBCs, Minorities. & the Specially Abled, H.P. Shimla-9
3. The Programme Planning Officer, Directorate of Labour & Employment, H.P. with the request to upload advertisement alongwith application form in website of department immediately.

*[Signature]*  
Labour Commissioner-cum-  
Director of Employment, H.P.

## EMPLOYMENT NOTICE

**DEPARTMENT OF LABOUR & EMPLOYMENT, H.P. NEW HIMRUS BUILDING, NEAR HIMLAND HOTEL, SHIMLA-171001**

Applications are invited on prescribed performa for filling up of various categories of posts on contract basis reserved for the Persons with benchmark disabilities in the **DEPARTMENT OF LABOUR & EMPLOYMENT, H.P., NEW HIMRUS BUILDING, NEAR HIMLAND HOTEL, SHIMLA-171001** from the eligible applicants only from Himachal Pradesh as per details given as under:-

Sr No	Name of Post	No. of Post & category of post	Emoluments	Essential Qualification`	Desirable Qualification	Age Limit.
1	Junior Office Assistant (IT) (on contract basis) (Class-III)	2 (Two) (Unreserved)  (One post for Low Vision and One post for Deaf and Hard of Hearing)	Rs. 7860/- p.m.  (For contract appointee)	i) Should have passed 10+2 Examination from a recognized Board of School Education/ University.  OR Matriculation from recognized Board of School Education with one/two year's Diploma/ Certificate from an Industrial Training Institute (ITI) in information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & 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):  ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.  Provided that visually impaired persons selected/ recruited under 1% quota will be exempted from acquiring Diploma in Computer	Knowledge of customs, manners and dialects of Himachal Pradesh and suitability of appointment in the peculiar conditions prevailing in the Himachal Pradesh.	Between 18 to 45 years (as on 01-01-2020).  The upper age limit for appointment to Class-I,II,III & IV posts/ services as prescribed in the respective Recruitment & Promotion rules may be allowed to be relaxed by 5 years in respect of persons with benchmark disabilities.

				<p>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 terms, "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</p>		
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				from typing.  The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.		
2.	Clerk, Class-III	2 (Two) (Unreserved)  (One post for Low Vision and One post for Deaf and Hard of Hearing)	Rs. 7810/- p.m.  (For contract appointee)	<p>i) Should have passed 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 typewriting or 25 words per minute in Hindi typewriting on Computer:</p> <p>Provided that visually impaired persons recruited under 1% quota shall be imparted necessary basic training including computer training by the Department concerned through Composite Regional Centre (CRC) Sundernagar instead of passing typing test. They shall have to complete the above training during 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>(iii) Should have the knowledge of "Word</p>	Knowledge of customs, manners and dialects of Himachal Pradesh and suitability of appointment in the peculiar conditions prevailing in the Himachal Pradesh.	<p>Between 18 to 45 years (as on 01.01.2020).</p> <p>The upper age limit for appointment to Class-I,II,III &amp; IV posts/ services as prescribed in the respective Recruitment &amp; Promotion rules may be allowed to be relaxed by 5 years in respect of persons with benchmark disabilities.</p>

				Processing' in computer as prescribed by the Recruiting Authority.		
3	Peon (Class-IV)	3 (Three) a) One post for Blindness, Low Vision:  b) Two posts for locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims	Rs. 6200/- p.m.  (For contract appointee)	Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institution.	Knowledge of customs, manners and dialects of Himachal Pradesh and suitability of appointment in the peculiar conditions prevailing in the Himachal Pradesh.	Between 18 to 45 years (as on 01-01-2020).  The upper age limit for appointment to Class-I,II,III & IV posts/ services as prescribed in the respective Recruitment & Promotion rules may be allowed to be relaxed by 5 years in respect of persons with benchmark disabilities.

**Note:-** (1) The application on prescribed performa alongwith following relevant supporting documents should reach in the office of the Labour Commissioner-cum-Director of Employment, H.P. Shimla-1 on or before 03.12.2020.


Sr.No.	Documents /Certificates required to be attached with application.
1.	Essential Educational Qualification
2	age proof
4	Bonafide Himachalis
5	Employment Exchange Registration Card
6	Disability Certificate of Medical Board/Authorities
7	Belonging to notified Backward Area or Panchayat as the case may be
8	Landless Family/Family having land less than 1 Hectare to be certified by the concerned Revenue Authority
9	Non-employment Certificate to the effect that none of the family member is Government/Semi Government
10.	BPL Family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the government from time to time
11	Widow/divorced/destitute/single woman

12	Single daughter/Orphan
13	Training of atleast 6 months duration related to the post applied for from a recognized University/institution, if any
14	Experience upto maximum of 5 years in Govt./Semi Govt. Organization relating to the post applied for, if any

The applications received after the last date or found incomplete and not accompanied by certificates mentioned above will be rejected summarily and no correspondence in this regard will be entertained.

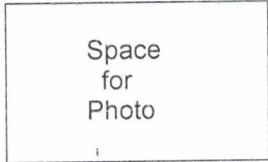
(2) A candidate shall be eligible for appointment to Class-III posts(s), if he/she has passed Matriculation and 10+2 and Class-IV post(s), if he/she has passed Middle or Matriculation from any School/ Institution situated within Himachal Pradesh as per notification no.Per(AP)-C-C(17)2/2018 dated 19.11.2019. However, this condition shall not apply to Bonafide Himachalis.

(3) Candidate should affix his passport size photograph in the prescribed application form.

  
Amit Kashyap., I.A.S.  
Labour Commissioner-cum-  
Director of Employment, H.P.

## Application Proforma

1. Name of post applied for .....
2. Name of Department .....
3. Name of applicant (In Block letters) .....
4. Father's Name .....
5. Category .....
6. Type of Disability .....
7. Percentage of Disability .....
8. Date of Birth .....
9. Permanent Home Address .....
10. Address for correspondence .....
11. E.mail I. D. ....
12. Contact No. ....
13. Whatsapp No. ....
14. Essential Qualification.....
15. (a) Name of Employment Exchange where registered.....  
(b) Registration No.....  
(c) .Registration No. of Special Employment Exchange for Specially abled persons.....



### DECLARATION

I .....hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge & belief in case any information is found to be false my candidature shall be liable to be rejected/cancelled.

Date:  
Place:

Signature of Candidate