

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

**Advertisement No. 38-4/2022**

**Dated: 25.07.2022**

Applications are invited for filling up **01 vacant post of Junior Office Assistant (IT)** on contract basis reserved for **General (Ortho Handicapped)** in the HP Staff Selection Commission, Hamirpur on the application format appended as **Annexure "A"** so as to reach the office of the **Secretary HP Staff Selection Commission, Hamirpur-177001** by post or in person on or before **28<sup>th</sup> August, 2022** & for the candidates residing 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 **12<sup>th</sup> September, 2022**. 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.

**Eligibility Criteria**

The eligibility criteria for the candidates of Locomotors disabilities including cerebral palsy, leprosy cured and dwarfism acid attack victims and muscular dystrophy is as under:-

- 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 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:

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.

**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.

The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.

**Note :-** A candidate shall be eligible for appointment of this post, 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.

**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.**

**Desirable Qualification**

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

**Mode of Selection (Written test of 100 marks)**

**Objective type screening test of two hours duration consisting of 200 Multiple Choice Questions from :-**

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- i) Syllabus relating to Computer Science/Computer Application/Information Technology (IT)/ Information Technology Enabled Sectors (ITES)/Information Practices (IP) prescribed as essential qualification(s) in the R&P Rules and as notified in the advertisement. **=140 questions**
- ii) General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Logic, Social Science, General English & General Hindi of Matric standard. **= 60 questions**
- i) Skill test on computer with minimum typing speed of 30 words per minute in English or 25 words per minute in Hindi for those who qualify objective type of screening test.

**Skill test will be of qualifying nature.**

The candidates belonging to disabled categories with disability of 40% or more alongwith Medical Certificate issued by the Competent Authority will be allowed the facility of scribe and extra time as per Govt. Instructions.

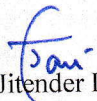
**Application Fee :**

General Physically Handicapped = 120/-

**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 candidate must fulfil the requirement of passing the essential qualifications on or before the submission of application form.
3. The applications received without photograph, undertaking and incomplete in any respect including unsigned one shall not be entertained and rejected.
4. 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.
5. No interim correspondence will be made and entertained by the Commission with the candidates at any stage till the examination process is over.
6. 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.
7. **List of certificates/document to be enclosed with the application form :-**
  - a) Matriculation Certificate
  - b) 10+2/ITI/Diploma in Computer Engineering/CSC/IT as the case may be.
  - c) Certificate of Physical disability (Ortho)
  - d) Application fee in shape of Bank Draft/IPO worth Rs. 120/-
8. The original certificates/testimonials will be seen at the time of **documentation in respect of shortlisted candidates after qualifying** of typing skill test on computer.
9. 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 THE POST OF JUNIOR OFFICE ASSISTANT (IT) RESERVED**  
**FOR GENERAL (ORTHO HANDICAPPED) CATEGORY (Locomotors disabilities including**  
**cerebral palsy, leprosy cured and dwarfism acid attack victims and muscular dystrophy).**

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. Category of candidate : \_\_\_\_\_
8. Sub category : \_\_\_\_\_
9. Educational Qualification:

Paste here recent  
passport  
photograph

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/ITI/ Diploma					

10. Mode of payment :  
Bank draft/IPO No. \_\_\_\_\_ Date \_\_\_\_\_ Name of Bank/Post Office \_\_\_\_\_

**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