

Annexure-A

Selection Process

1. The Selection process for the posts category 'B' mentioned at Sr. No. **1 to 3** shall be the same as prescribed by the UGC vide Regulation 2018 adopted by University vide Notification No. 3-5/78HPU(Genl.) Vol. VIII dated 19-01-2019 and 21-11-2019.

2. **SELECTION PROCESS** for the post(s) of category 'B' at Sr. No. **4 to 9**:-

(i) **Scheme of Examination:**

| Sr. No. | Process of Selection | Marks |
|---------|--|-----------|
| (i) | Objective type written test in General Knowledge | 40 marks |
| | Subject aptitude test (SAT) in the concerned field and as per requirement of the post(s) | 100 marks |
| (iii) | Interview/ Personality test | 60 marks |
| Total | | 200 marks |

(ii) **Syllabus For Written Objective Type Examination:**

| Sr. No. | Syllabus | No of Questions | Marks |
|---|--|-----------------|------------|
| 1. | General Knowledge (GK of Himachal Pradesh, India and International GK, the division of marks shall be 20,10,10 respectively) | 40 | 40 |
| 2. | Subject aptitude test (SAT) | 100 | 100 |
| 3. | Personality test/ Interview | - | 60 |
| Total | | 140 | 200 |
| <p>➤ The Written Test Examination will be of two and half hours duration.</p> <p>➤ The candidate's qualified written test will be called for interview/ personality test in the ratio of 1:6+3 for each additional post.</p> | | | |

3. **SELECTION PROCESS** for the post(s) of category 'C' at Sr. No. **10 to 23**:-

(i) **Scheme of Examination:**

| Sr. No. | Process of Selection | Marks | Remarks |
|---------|------------------------------------|-------------------|---|
| (iii) | Written objective type examination | 85 marks | <p>➤ 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.</p> |
| (ii) | Typing/ Skill Test | Qualifying Nature | <p>➤ For the post of Junior Office Assistant (IT)only: 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 University through Composite Regional Centre (CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH),</p> |

| | | | |
|--------------|-------------------------|------------------|---|
| | | | <p>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. Further 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. 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>➤ For the post of Clerks only: Provided that visually impaired persons recruited under 1% quota may 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 incumbents fail to qualify the same his/her service may be terminated.</p> |
| (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. |
| Total | | 100 marks | |

(ii) **Syllabus For Written Objective Type Examination:**

Objective type screening test consisting of 85 Multiple Choice Questions of 85 marks (each questions will be 1mark each) as under:-

| Sr. No. | Syllabus | No of Questions | Marks | Remarks |
|--------------|---|-----------------|-----------|---|
| 1. | General English | 20 | 20 | The examination for the post(s) mentioned at sr. no. 10,11,12,14 and 15 shall be of Graduation standard, for the post(s) mentioned at sr. no. 16 to 20 shall be of 10+2 standard and for the post(s) mentioned at sr. no. 21 to 23 shall be of 10 th 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 scheme of examination for the post JOA(IT) at Sr. No.13 shall be as under: | | | | |
|--|--|-----------|-----------|---|
| 1 | General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science | 25 | 25 | The examination for the post(s) mentioned at sr. no. 13 shall be of 10+2 standards. |
| 2 | Knowledge of Computer / Computer Application/ Information Technology/ Information Technology Enabled Sectors(ITES)/ Information Practices(IP) etc. | 60 | 60 | |
| Total | | 85 | 85 | |
| <ul style="list-style-type: none"> ➤ The Written Test Examination will be of One & half hours duration. ➤ Applicants in the ratio of 20 times of total number of posts (category wise) 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. The final selection will be based on the parameters devised by the Department of Personnel, Govt. of HP vide Notification No. Per (AP.B)B(15)-5/2014 dated 17 April, 2017. | | | | |

- (iii) Evaluation of documentation is based on the parameters devised by the Department of Personnel for **category-C** post(s) mentioned at sr. no. **10 to 23** 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, 2017 as 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 |