

## OFFICE OF THE DEPUTY COMMISSIONER, SIRMAUR AT NAHAN (HP)

No. Stha.B(2)18/2020-

154418

Dated 24 August, 2020

## ADVERTISEMENT NO. 01/2020

Applications on the prescribed form attached on Annexure-I are invited from the eligible applicants for filling up the following vacant Class-III & Class-IV posts (under Person with Disabilities (Pwds) and others) under the District Establishment of Deputy Commissioner, Sirmaur:-

**POSTS UNDER PWDS CATEGORY:-**

1. 02 posts of Junior Office Assistant (Information Technology), Class-III on contract basis.
2. 03 posts of Clerk Class-III on contract basis.
3. 02 post of Peon Class-IV on Contract basis.

**OTHER POSTS**

1. 21 posts of Peon(Class-IV) on Daily Wages
2. 05 posts of Chowkidar (Class-IV) on Daily Wages
3. 03 post of Driver (Class-III) on Daily wages

Name of Post	Junior Office Assistant (Information Technology)
Total Posts	02
Class of Post	Class-III (Non-Gazetted)
Pay Scale of Post JOA (IT) on Contract basis	Pay Band 5910-20200+1950 Grade Pay
Break up of the posts	01 post=Un-reserved with deaf and hard of hearing 01 post=Un-reserved with Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
Minimum Educational and other qualifications for the post of JOA (IT)	<p>(a) <b>ESSENTIAL QUALIFICATION(S):-</b></p> <p>(i) Should have passed 10+2 Examination from a recognized Board of School Education/ University.</p> <p style="text-align: center;"><b>OR</b></p> <p>Matriculation from recognized Board of School Education with one/two years Diploma/Certificate from an Industrial Training Institute (IT) in Information Technology (IT) &amp; Information Technology Enabled Sectors (ITES) as notified by Director General of Employment &amp; 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):</p> <p>(ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p>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.</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><b>Explanation:-</b> The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover</p>

	<p>only those whose physical disability/ deformity permanently prevents them from typing.</p> <p>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><b>(b) DESIRABLE QUALIFICATION (S)</b>  Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar condition prevailing in the Pradesh.</p>
<b>Name of Post</b>	<b>Clerk</b>
<b>Total Posts</b>	03
<b>Class of Post</b>	Class-III (Non Gazetted)
<b>Pay Scale of Post of Clerk on Contract basis</b>	Pay Band 5910-20200+1900 Grade Pay
<b>Break up of the posts</b>	01 post=Un-reserved with deaf and hard of hearing 01 post=Un-reserved with Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy 01 post=Un-reserved with autism, intellectual disability, specific learning disability & mental illness, multiple disabilities from amongst above
<b>Minimum Educational and other qualifications for the post of Clerk</b>	<b>{a) ESSENTIAL QUALIFICATION(S):}</b> Should have passed 10+2 examination from a recognized Board of School Education/ University. Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. Besides this, should have the knowledge of "Word Processing" in computer. <b>(b) DESIREABLE QUALIFICATION(S):}</b> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar condition prevailing in the Pradesh.
<b>Name of Post</b>	<b>Driver</b>
<b>Total Posts</b>	03
<b>Class of Post</b>	Class-III (Non Gazetted)
<b>Emoluments for the post of Driver on Daily Wages basis</b>	Rs. 336/- Per day as revised by the Govt. from time to time
<b>Break up of the posts</b>	02 posts-Un-reserved 01 post-Un-reserved (EWS)
<b>Minimum Educational and other qualifications for the post of Driver</b>	<b>(a) ESSENTIAL QUALIFICATION(S)</b> (i) Should be a Matriculate or its equivalent from recognized Board of School Education/institution. (ii) Must possess valid driving licence for the plying of heavy/light vehicles in Hilly terrain. <b>(b) DESIRABLE QUALIFICATION(S)</b> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar condition prevailing in the Pradesh.
<b>Name of Post</b>	<b>Peon</b>
<b>Total Posts</b>	23 (02 posts under Persons with Disabilities category and 21 posts for others)
<b>Class of Post</b>	Class-IV (Non Gazetted)
<b>Pay Scale of Post (on contract) /Emoluments for the post of Peon on Daily Wages basis</b>	Pay Band 4900-10680+1300 Grade Pay (On contract) Rs. 275/- Per day as revised by the Govt. from time to time (On Daily Wage)
<b>Break up of the posts</b>	<b>Break up of PWDs category post=total 02 posts</b> 01 post=Un-reserved with Locomotor disability including cerebral palsy, leprosy cured,dwarfism, acid attack victims and muscular dystrophy 01 post=Un-reserved with autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst above



	<b>Break up of Other 21 posts</b> 05 posts=OBC 01 post=OBC(Antodaya/BPL) 01 post=Un-reserved (Ex-servicemen) 03 posts=SC 01 post=Un-reserved (Sports persons) 01 post-ST (Ex-servicemen) 01 post=Un-reserved (Children/Grand Children of Freedom Fighter) 01 post=SC (Ex-servicemen) 02 posts=Un-reserved (EWS) 05 posts=Un-reserved <b>Total=21 posts</b>
Minimum Educational and other qualifications for the post of Peon	<b>(a) ESSENTIAL QUALIFICATION(S)</b> Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institution. Provided that visually impaired persons who have crossed the age of 35 (Thirty Five) years, competing under 1% quota reserved for visually impaired persons will be exempted from prescribed educational qualification. <b>(b) DESIRABLE QUALIFICATION(S)</b> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar condition prevailing in the Pradesh.
Name of Post	Chowkidar
Total Posts	05
Class of Post	Class-IV (Non Gazetted)
Emoluments for the post of Peon on Daily Wages basis	Rs. 275/- Per day as revised by the Govt. from time to time
Break up of the posts	04 posts =Un-reserved 01 post =SC
Minimum Educational and other qualifications for the post of Peon	<b>a) ESSENTIAL QUALIFICATION(S)</b> Should be Middle Pass or its equivalent from a recognized Board of School Education/Institution. <b>(b) DESIRABLE QUALIFICATION(S)</b> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar condition prevailing in the Pradesh.
The application alongwith relevant supporting documents/certificates should reach in the office of Deputy Commissioner, Sirmour, District Sirmour (HP) on or before 19-09-2020 positively from non tribal areas and from the Tribal areas of HP on or before 30-09-2020. Selected candidates shall be posted under the any subordinate offices under District Establishment of Deputy Commissioner, Sirmour. Candidates can download application format from the official website of District Sirmour i.e. <a href="http://hpsirmour.nic.in">hpsirmour.nic.in</a>	

**TERMS & CONDITIONS:**

- Age of candidates shall be reckoned as on 01.01.2020
- Application fee shall be Rs. 200/- for General candidate and for other category of Rs. 150/-. Application fee shall be deposit in shape of IPOs/Bank Draft issued in favour of the Deputy Commissioner, Sirmour. Ex-Servicemen, Women & Person with Disabilities shall be exempted from the fee.
- As per R&P Rules the minimum age limit is 18 years and maximum 45 years. The upper age is relaxable by five years as per instructions issued vide Memorandum No PER (AP) C-F(4)-1/2020 dated 22nd June, 2020 from the department of personnel of H.P Government in respect of persons with benchmark disabilities. Further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other Backward Classes and Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government.

4. Candidate can obtained application form free of cost by downloading it from the official website of District Sirmaur <http://hpsirmaur.nic.in>
5. Application received after due date shall be rejected straight away without any intimation to the candidate.
6. Any further information about the qualification or job requirements can be taken from the office of the Deputy Commissioner, Sirmaur, HP.
7. No TA/DA shall be paid for appearing in typing test/skill test /screening test etc.
8. Specify the name of post mandatorily with category for which applied i.e. under PWDs or other. The applications form should be filled complete in all respects by giving correct information. Defective and incomplete applications and those with wrong or false information shall be rejected.
9. Candidates who fulfill the conditions to the satisfaction of the Special Recruitment Committee shall be required to appear for screening test in the office of Deputy Commissioner, Sirmaur at their own cost.
10. The list of eligible candidates for class-III posts alongwith schedule and venue for typing test shall be uploaded in the District Sirmaur official website of <http://hpsirmaur.nic.in>
- 11(a) The merit list under PWDs category for Class-III & Class-IV posts shall be drawn purely on evaluation basis in accordance with the parameters devised by Department of Social Justice & Empowerment vide letter No. SJE-B-8(15)-03/2014-I dated 28-08-2017 as detailed below:-

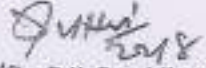
S.N.	Remarks	Maximum Marks	
		Class-III	Class-IV
i	Weightage for essential educational as per the R&P Rules (% of marks obtained in educational qualification prescribes for the post would be divided by 10.)	10 (Ten)	10 (Ten)
ii	Weightage for maximum disabilities as certificate by the medical authority (40 to 59%) = 02 marks (60 to 79%) = 04 marks (80 to 100%) = 06 marks	06 (Six)	06 (Six)
iii	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	04 (four)	--
iv	Belonging to notified Backward Area or Panchayat at the case may be	01 (One)	01 (One)
v	Land less family/family having land less than 01 Hectare to be certified by the concerned Revenue Authority	01 (One)	02 (Two)
vi	Non-employment certificate to the effect that none of the family member is in Govt./semi-Govt. service.	01 (One)	2.5 (Two & half)
vii	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. time to time.	02 (Two)	2.5 (Two & half)
viii	Widow/divorced/destitute/single woman	01 (One)	1.5 (One & half)
ix	Single daughter/orphan	01 (One)	01 (One)
x	Training of atleast 06 months duration related to the post applied for from a recognized university/institution.	01 (One)	--
xi	Experience upto a maximum of 5 years in Govt./semi-Govt. organization relating to the post applied for (0.4 marks only for each completed year in case of Class-III posts and 0.7 mark only for each completed year in case of Class-IV).	02 (Two)	3.5 (Three & half)
	<b>TOTAL</b>	<b>30 (Thirty)</b>	<b>30 (Thirty)</b>

- 11(b) The merit list other than PWDs category for Class-III & Class-IV post shall be drawn purely on evaluation basis in accordance with the parameters devised by Department of Personnel, HP vide letter No. PER(AP)C-A(3)-5/2013 dated 08<sup>th</sup> June, 2017 as detailed below:-



S.N.	Remarks	Maximum Marks	
		Class-III	Class-IV
1	Percentage of marks obtained in written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.5	85	-
2	Merit of minimum educational qualification, in terms of the Recruitment & Promotion Rules, shall be calculated as under:- Percentage of marks obtained in prescribed educational qualification to be calculated out of 85 marks. For example, a candidate getting 50% marks in Matric will be given 42.5 marks).	-	85
<b>Evaluation of candidates to be made in the following manner:-</b>			
1	Weightage for the minimum educational qualification prescribed in the R&P 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 qualification, he/she will be allowed 1.25 marks (50x0.025=1.25)	2.5	-
2	Belong to notified Backward Area or Panchayat, as the case may be	01	01
3	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01	02
4	Non-employment Certificate to the effect that none of the family members is in Government/Semi-Government service	01	2.5
5	Differently abled persons with more than 40% impairment disability/infirmity	01	01
6	NSS (atleast one year)/certificate holders in NCC The Bharat Scout and Guide/Medal winner in National Level sports competitions	01	01
7	BPL family having annual income (from all sources) below 40,000/-or as prescribed by the Govt. from time to time	02	2.5
8	Widow/divorced/destitute/single woman	01	1.5
9	Single daughter/Orphan	01	01
10	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01	-
11	Experience upto a maximum of 5 years in Govt./Semi-Govt. Organization relating to the post applied for (0.5 marks only for each completed year)	2.5	2.5
<b>TOTAL MARKS</b>		<b>15</b>	<b>15</b>

12. The eligible candidates for Junior Office Assistant (IT) and Clerk posts shall have qualify the typing test as per provision contained in R&P Rules. Merit list as per para 11 shall be prepared thereafter in respect of those only who have qualify the typing test. The merit list shall be uploaded in the official website of District Sirmaur <http://hpsirmaur.nic.in>
13. Selection for appointment to the post of Driver shall be made on the basis of written test and practical test for driving and maintenance skill of the candidate. Addl. fees, for practical test, if any, shall be bear by the candidate.
14. The Deputy Commissioner, Sirmaur reserves the right whether to fill up the post or withdraw the advertisement at any point of time.
15. In case of any objection, the decision of the Selection Committee shall be final.
16. Application should reach in the office of the Deputy Commissioner, Sirmaur, District Sirmaur, HP before 05.00 PM on the due date or the next working day, if the due date happens to be a holiday.
17. Attached a blank envelope duly stamped of Rs 5-00.

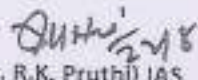
  
 (Dr. R.K. Pruthi) IAS  
 Deputy Commissioner  
 District Sirmaur (HP)

Endst. No.

Dated 24 August, 2020

Copy is forwarded to the following for information and necessary action:-

1. The Principal Secretary-cum-F.C.(Revenue) to the Government of HP Shimla-2
2. The Divisional Commissioner, Shimla Division Shimla.
3. The Labour Commissioner-cum-Director, Special Employment Exchange for Physically Handicapped, Directorate of Labour Employment, H.P, New Himrus Building, Shimla. He is requested to sponsor the names of suitable candidates for the above post to this office on or before
4. All the Deputy Commissioners in Himachal Pradesh.
5. The Director, Information and Public Relations, HP Shimla-2.
6. All the Sub Divisional Officers (Civil) in District Sirmaur.
7. All the Tehsildars/ Naib Tehsildars in District Sirmaur.
8. The DIO, NIC Sirmaur to upload advertisement along with proforma/application format on the official website of this office.
9. The District Public Relation Officer, Sirmaur for wide publicity.
10. The Editor, The Tribune, Divya Himachal to publish the advertisement in newspaper.
11. Notice Board, D.C. Office, Sirmaur.

  
(Dr. R.K. Pruthi) IAS  
Deputy Commissioner  
District Sirmaur (HP)

APPLICATION FORMAT FOR THE POST OF JR. OFFICE ASSISTANT (IT)/CLERK/DRIVER/PEON/  
CHOWKIDAR

Affixed the  
Self  
attested  
photo here

1. Name of post applied (with category) :
2. Name of the applicant (IN BLOCK LETTERS) :
3. Father's/Husband Name (IN BLOCK LETTERS):-
4. Date of Birth :
5. Category (GEN./SC/ST/OBC) :
6. Sub-Category i.e. Ex-men/WFF/EWS etc. :
7. Sex :
8. Contact No. :
9. Correspondence Address :
10. Permanent Address :
11. No. of IPO/Bank Draft & name of bank :
12. Educational Qualification : Attach the attested copies of the certificates

S.N.	Name of Examination	Name of the Board/University	Year of passing exam	Total Marks	Mark obtained	Percentage
1	Middle					
2	Matriculation					
3	10+2					
4	BA/B.com/B.Sc etc.					

13. Experience, if any : Attach the attested copies of the certificates



14 Whether attach the all relevant document : Yes/No. Attach the attested copies of the all relevant certificates

15 Marks claimed by the candidate against post: \_\_\_\_\_

16. Declaration

I \_\_\_\_\_ Son/Daughter/Wife of Sh. \_\_\_\_\_  
hereby declare that the information particulars, documents and certificates mentioned herein above are correct and true to the best of my Knowledge and nothing has been concealed therein. If any of the information particulars, documents & certificates mentioned herein above and enclosed by me with the application form are found false/fake or fraud at any later stage, I shall be liable to be terminated from the Govt. Service without any notice besides legal action/criminal proceeding in the matter against me under prevailing laws.

Dated :

Signature of the Candidate

Place:

**ADMIT CARD**

(For JOA(IT), Clerk & Driver only)

(Sr.No. 1 & 2 to be filled by candidate & 3 to 5 by office)

1. Name of the candidate: \_\_\_\_\_

2. S/o, D/o, W/o : \_\_\_\_\_

3. Roll No. : \_\_\_\_\_

4. Venue of Typing  
Test/Skill Test : \_\_\_\_\_

5. Date & time of test : \_\_\_\_\_

Signature of candidate

Signature of issuing Authority

Self  
attested  
photo



**EVALUATION FORM**

CRITERIA OF EVALUATION FOR MARKS FOR THE POST OF JR. OFFICE ASSISTANT (IT)/CLERK & PEON  
UNDER PERSON WITH DISABILITIES CATEGORY ONLY

(TO BE FILLED BY THE CANDIDATE)

S. N.	Remarks	Maximum Marks		Marks claimed by the candidate for the post
		Class-III	Class-IV	
i	Weightage for essential educational as per the R&P Rules (% of marks obtained in educational qualification prescribes for the post would be divided by 10.)	10	10	
ii	Weightage for maximum disabilities as certificate by the medical authority (40 to 59%) = 02 marks (60 to 79%) = 04 marks (80 to 100%) = 06 marks	06	06	
iii	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	04	--	
iv	Belonging to notified Backward Area or Panchayat at the case may be	01	01	
v	Land less family/family having land less than 01 Hectare to be certified by the concerned Revenue Authority	01	02	
vi	Non-employment certificate to the effect that none of the family member is in Govt./semi-Govt. service.	01	2.5	
vii	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. time to time.	02	2.5	
viii	Widow/divorced/destitute/single woman	01	1.5	
ix	Single daughter/orphan	01	01	
x	Training of atleast 06 months duration related to the post applied for from a recognized university/institution.	01	--	
xi	Experience upto a maximum of 5 years in Govt./semi-Govt. organization relating to the post applied for (0.4 marks only for each completed year in case of Class-III posts and 0.7 mark only for each completed year in case of Class-IV).	02	3.5	
	<b>TOTAL</b>	<b>30</b>	<b>30</b>	

**Note:-** Wherever marks are claimed, candidate is required to attached attested/self attested copy of Marks sheet/certificates and show the original when called to do so.

Encl: 1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

Signature of the Candidate

**EVALUATION FORM**  
**CRITERIA OF EVALUATION FOR MARKS FOR THE POST OF DRIVER/PEON/CHOWKIDAR**  
**(TO BE FILLED BY THE CANDIDATE)**

S. N.	Remarks	Maximum Marks		Marks claimed by the candidate for the post
		Class-III	Class-IV	
1	Percentage of marks obtained in written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.5	85	-	
2	Merit of minimum educational qualification, in terms of the Recruitment & Promotion Rules, shall be calculated as under:- Percentage of marks obtained in prescribed educational qualification to be calculated out of 85 marks. For example, a candidate getting 50% marks in Matric will be given 42.5 marks).	-	85	
<b>Evaluation of candidates to be made in the following manner:-</b>				
1	Weightage for the minimum educational qualification prescribed in the R&P 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 qualification, he/she will be allowed 1.25 marks (50x0.025=1.25)	2.5	-	
2	Belong to notified Backward Area or Panchayat, as the case may be	01	01	
3	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01	02	
4	Non-employment Certificate to the effect that none of the family members is in Government/Semi-Government service	01	2.5	
5	Differently abled persons with more than 40% impairment disability/infirmity	01	01	
6	NSS (atleast one year)/certificate holders in NCC The Bharat Scout and Guide/Medal winner in National Level sports competitions	01	01	
7	BPL family having annual income (from all sources) below 40,000/-or as prescribed by the Govt. from time to time	02	2.5	
8	Widow/divorced/destitute/single woman	01	1.5	
9	Single daughter/Orphan	01	01	
10	Training of atleast 06 months duration related to the post applied for from a recognized University/institution	01	-	
11	Experience upto a maximum of 5 years in Govt./Semi-Govt. Organization relating to the post applied for (0.5 marks only for each completed year)	2.5	2.5	
<b>TOTAL</b>		<b>15</b>	<b>15</b>	

**Note:-** Wherever marks are claimed, candidate is required to attached attested/self attested copy of Marks sheet/certificates and show the original when called to do so.

Encl: 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_

Signature of the Candidate