



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

NOTICE

Advertisement No.18/2020

Dated: 25 JUL 2020

Reference Advertisement No. 18/2020 dated 01-06-2020 for the recruitment of Non-Teaching posts in category 'B', 'C' and 'D', the Vice-Chancellor on the recommendations of the Committee constituted for the purpose, is pleased to approve the amendment in the selection process issued with the above advertisement under Sr. No. 11 of General Instructions as Annexure 'A'.

The revised selection process and syllabus for different categories of Non-Teaching posts is appended herewith as Annexure 'A' for information of all the concerned.

(Suneel Sharma), HAS
REGISTRAR

Ends. No.2-70/2020-HPU(Rectt.)

Dated: 25 JUL 2020

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-171 001.
4. The Dean of Studies /DSW/ Dean CDC/Dean Planning & Teachers Matters/ Chief Warden, HPU, Shimla
5. All the Regional Employment Officers/District Employment Officer/Employment Officers/Incharge Sub-Employment Exchanges in Himachal Pradesh.
6. The Employment, Information & Guidance Bureau, H.P. University, Shimla-5
7. The Labour Commissioner-cum-Director of Employment, H.P. Shimla- 171001
8. The Director, Labour and Employment Department (Disability Cell), Himachal Pradesh, Shimla.
9. The Director, Social Justice and Employment-cum-Joint Commissioner (Disabilities), H.P. Shimla-9
10. The Director, H.P. University Regional Centre Khaniyara, Dharamshala (HP)
11. The Finance Officer/Deputy/Assistant Registrar (Estt./Admn.), HPU, Shimla-5
12. The Public Relations Officer, H.P. University, Shimla-5 with the request that the contents of the notice be got published/ broadcasted through leading daily newspapers All India Radio and Doordarshan Kendra.
13. The Incharge Computer Centre, HPU Shimla with the request to upload the above notice on Online Recruitment Portal and also send the SMS regarding revised selection process accordingly to all the candidates who had applied for the different Non-Teaching posts through online portal.
14. The web-Incharge, H.P. University, Shimla-5. He is requested to upload and make available the above notice on the University Website.
15. The Secretary to VC/SPS to Vice-Chancellor/ PS to Registrar, HPU, Shimla-5
16. Guard File/Notice Board.

REGISTRAR
H.P. University, Shimla

Selection Process

Sr. No.	Name of Post	Syllabus																																
Category ‘B’																																		
1.	Librarian,	The Educational qualifications for the posts at Sr. No. 1 to 3 shall be the same as prescribed by the UGC under Regulations 2018 and adopted by the University vide Notification No. 3-5/78 HPU(Genl.) Vol-VIII Dated- 19-01-2019 and 21-11-2019).The candidate may also referred to UGC website i.e. http://www.ugc.ac.in .																																
2.	Assistant Librarian, HPU Main Library																																	
3.	Assistant Librarian, RC Dharamshala																																	
4.	Medical Officer (Dental)																																	
5.	Medical Officer (Allopathic)																																	
6.	Assistant Architect																																	
7.	Public Relation Officer (PRO)																																	
8.	System Analyst (UIT)																																	
9.	Computer Programmer																																	
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			Current Affairs, Everyday Science and Social Science		
		4.	Logical, Numerical reasoning and Technical knowledge as per the requirement of posts concerned.	20	20
			Total	85	85
		5.	Typing Test (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 services may be terminated.)	Qualifying Nature (with the typing speed of 30WPM in English and 25 WPM in Hindi language)	
		6.	Evaluation of Documents		15
			Grand Total		100
13.	Junior Office Assistant (IT)	Sr. No.	Syllabus	No. of Questions	Marks
		1	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	25	25
		2	Knowledge of Computer/Computer Application/ Information Technology/ Information Technology Enabled Sectors(ITES)/ Information Practices(IP) etc.	60	60
			Total	85	85
		3	Typing Test (Visually impaired persons selected/recruited under stipulated quota will be exempted from acquiring Diploma in Computer Science/ Computer Application/ Information Technology and passing of typing test instead they may 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 may be terminated. 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.)	Qualifying Nature (with the typing speed of 30WPM in English and 25 WPM in Hindi language)	

		4	Evaluation of Documents	15			
		Grand Total		100			
14.	Junior Office Assistant (Accounts)	Sr. No.	Syllabus	No. of Questions	Marks		
		1	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	25	25		
		2	Syllabus as per degree of B.Com and Tally	60	60		
		Total		85	85		
		3	Evaluation of Documents		15		
		Grand Total			100		
15.	Language Teacher (LT)	Sr. No.	Syllabus	No. of Questions	Marks		
		1	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	25	25		
		2	Knowledge of Hindi Language and teaching of Hindi	60	60		
		Total		85	85		
		3	Evaluation of Documents		15		
		Grand Total			100		
3	16.	Data Operator	Entry	Sr. No.	Syllabus	No. of Questions	Marks
				1.	General English	10	10
				2.	General Hindi	10	10
				3.	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	20	20
				4.	Logical, Numerical reasoning and Technical knowledge of Computer	45	45
				Total		85	85
				5.	Typing test	Qualifying Nature (with the typing speed of 30WPM in English and 25 WPM in Hindi language)	
				6.	Evaluation of Documents		15
				Grand Total			100
17.	Junior Engineer (Civil)	Sr. No.	Syllabus	No. of Questions	Marks		
		1	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	25	25		
		2	Syllabus as per degree/ diploma in Civil Engineering.	60	60		
		Total		85	85		
		3	Evaluation of Documents		15		
		Grand Total			100		

18.	Junior Engineer (Electrical)	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Syllabus</th> <th>No. of Questions</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science</td> <td>25</td> <td>25</td> </tr> <tr> <td>2</td> <td>Syllabus as per degree/ diploma in Electrical and Electronics Engineering.</td> <td>60</td> <td>60</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td>85</td> <td>85</td> </tr> <tr> <td>3</td> <td>Evaluation of Documents</td> <td></td> <td>15</td> </tr> <tr> <td colspan="3" style="text-align: center;">Grand Total</td> <td>100</td> </tr> </tbody> </table>	Sr. No.	Syllabus	No. of Questions	Marks	1	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	25	25	2	Syllabus as per degree/ diploma in Electrical and Electronics Engineering.	60	60	Total		85	85	3	Evaluation of Documents		15	Grand Total			100												
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		2.	General Hindi	20	20
		3.	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	25	25
		4.	Simple Arithmetic and Technical knowledge as per the requirement of post concerned.	20	20
			Total	85	85
		5.	Skill Test/ Driving Test	Qualifying Nature	
		6.	Evaluation of Documents		15
			Grand Total		100
23.	Auxiliary Nurse Mid Wife				
		Sr. No.	Syllabus	No. of Questions	Marks
		1	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	25	25
		2	Syllabus as per Multipurpose Health Worker Training Course.	60	60
			Total	85	85
		3	Evaluation of Documents		15
			Grand Total		100

- The objective multiple choice type Written Test Examination will be of **One & half hours** duration.
- The candidates declared qualified in the written Objective type screening test (MCQ) will be called for typing/ Skill test, wherever applicable, in the ratio of 1:20 and thereafter qualified candidates in the typing/ skill test 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 vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17 April, 2017.

Evaluation based on the parameters devised by the Department of Personnel to the Govt. of Himachal Pradesh for Category-C post(s) vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 is as under:

Sr. No	Detail of Criteria of 15 marks	Maximum Marks	Competent authority to issue the certificates
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 X 0.025 = 1.25)	2.5 (two & half)	Concerned University/ Board.
ii	Belonging to notified Backward Area or Panchayat, as the case may be.	1 (one)	Concerned SDO(C) Tehsildar/ NaibTehsildar
iii	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1(one)	Concerned SDO(C), Tehsildar/ NaibTehsildar
iv	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)	Concerned SDO(C), Tehsildar/ NaibTehsildar
v	Differently abled persons with more than 40% impairment / disability / infirmity.	1(one)	Health & Family Welfare authorities /Medical Boards
vi	NSS (at least one year) certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions.	1(one)	Concerned Head of Institution. Certificate of medal winners in

			National level sports competitions shall be issued by concerned District Youth Services and Sports Officer/ Head of Institution.
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)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. (Income Certificates: concerned SDO(C), Tehsildar/ NaibTehsildar).
viii	Widow /divorced/destitute /single woman.	1(one)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
ix	Single daughter/Orphan.	1(one)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
x	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution.	1(one)	Competent authority of the concerned University/ Institution.
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)	Competent authority of the concerned Govt./ semi Govt. organization.
TOTAL		15 (Fifteen)	

Category 'D'

Evaluation based on the parameters devised by the Department of Personnel to the Govt. of Himachal Pradesh for Category-D post(s) vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 is as under:-

Sr. No.	Detail of Criteria of 100 marks	Marks	Competent Authority to issue the certificate *
1.	Percentage of marks obtained in qualifying examination to be calculated out of 85. (For example, a candidate getting 50% marks in Matric will be given 42.5 marks.)	85 (Eighty Five)	Concerned University/Board
2.	Belonging to notified Backward Area or Panchayat, as the case may be.	1(One)	Concerned SDO(C), Tehsildar/ NaibTehsildar.
3.	Land Less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	2 (two)	Concerned SDO(C), Tehsildar/ NiabTehsildar.
4.	Non-employment Certificate to the effect that none of the family members is in Government/ Semi Government.	2.5(Two & half)	Concerned SDO(C), Tehsildar/ NaibTehsildar
5.	Differently abled persons with more than 40% permanent impairment / disability / infirmity.	1(One)	Health & Family Welfare authorities, Medical Boards
6.	NSS (atleast one year) certificate holders in NCC/ The Bharat Scout and Guide. Medal winner in National level	1(one)	Concerned Head of Institution. Certificate

	sports competitions.		of medal winners in National level sports competitions shall be issued by concerned District Youth Services and Sports Officer/ Head of Institution.
7.	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time.	2.5 (Two & half)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. (Income Certificates: concerned SDO(C), Tehsildar/ NaibTehsildar).
8.	Widow/ divorced/ destitute/ single woman	1.5 (One & half)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
9.	Single daughter/ Orphan	1(one)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
10.	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 & half)	Competent authority of the concerned Govt./ semi Govt. Organization.
<ul style="list-style-type: none"> The shortlisted candidates on the basis of merit of qualifying examination will be called for evaluation of documents in the ratio of 1:3. The final selection shall be based on the parameters determined by the Department of Personnel, Govt. of HP vide Notification No. Per (AP.B)B(15)-5/2014 dated 17 April, 2017. 			

- 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.
- The University reserves the right to dispense with/change any examination centre, if the strength of the applicants is inadequate.

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