

**DEPARTMENT OF INDUSTRIES, HIMACHAL PRADESH, SHIMLA-171001**

**ADVERTISEMENT**

Applications are invited for filling up of posts of Extension Officer (Class-III), Junior Office Assistant (IT) Class-III, Mining Guard, Class –IV and Mali Beldar Class –IV on contract basis in the Department of Industries, Himachal Pradesh reserved for the Persons with Disabilities as detailed below:-

**Total number of posts: 7**

<b>Sr .No</b>	<b>Name of the post and pay scale</b>	<b>No of Posts</b>	<b>Breakup of the posts</b>
1	Extension Officer( Class-III) Rs.38100/- to 120400/- "Level 10 applicable level for the post of Extension officer of the pay matrix attached with time scale of the post, as per H.P Civil Services (Revised Pay) Rules,2022" Contractual Amount Rs. 22860/- (60% of the First Cell of the applicable level of pay matrix of corresponding cadre, as per H.P, Civil Services (revised Pay) Rules,2022)	1	UR Deaf and hard of hearing
2	Junior Office Assistant (IT),(Class-III) Rs. 20600/- to 65500/- Level 4 applicable level for the post of Junior Office Assistant (IT) of the pay matrix attached with time scale of the post, as per H.P Civil Services (Revised Pay) Rules,2022" Contractual Amount Rs.12,360/- (60% of the First Cell of the applicable level of pay matrix of corresponding cadre, as per H.P, Civil Services (revised Pay) Rules,2022)	1	UR Deaf and hard of hearing
3	Mining Guard(Class-IV) Rs. 18000/- to 56900/- "Level 1 applicable level for the post of Mining Guard of the pay matrix attached with time scale of the post, as per H.P Civil Services (Revised Pay) Rules,2022"  Contractual Amount Rs. 10,800/-(60% of the First Cell of the applicable level of pay matrix of corresponding cadre, as per H.P, Civil Services (revised Pay) Rules,2022)	2	Unreserved 1 locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, 2 Autism, intellectual disability specific learning disability and mental illness.
4	Mali Beldar (Class-IV) Rs. 18000/- to 56900/- "Level 1 applicable level for the post of Mali Beldar of the pay matrix attached with time scale of the post, as per H.P Civil Services (Revised Pay) Rules,2022"  (Contractual Amount Rs. 10,800/-(60% of the	3	Unreserved 1 for Blind and low vision 1 for hard of hearing 1 for locomotor disability/ leprosy cured/ dwarfism/ acid attack victims/ muscular dystrophy/ autism/intellectual disability/ specific learning

First Cell of the applicable level of pay matrix of corresponding cadre, as per H.P, Civil Services (revised Pay) Rules,2022)	disability and mental illness. Multiple disability
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### Terms and condition

#### 1. Education and other qualifications

Extension Officer	Should be a graduate from a recognized University.
Junior Office Assistant (IT)	<p>(i)Should have passed 10+2 Examination from a recognized Board of School Education/ University.</p> <p style="text-align: center;">OR</p> <p>Matriculation from recognized Board of School Education with one/ two year's Diploma/Certificate from an Industrial Training Institute(ITI) in 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 person 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 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 from typing.</p> <p>The above criteria for grant of exemption from passing he typing test shall also be applicable to the skill Test Norms on Computers.</p>
Mining Guard.	Should be matriculate or its equivalent from a recognized Board of School Education/ University.
Mali Beldar	Should have passed Middle standard examination or its equivalent from a recognized Board of School Education/ Institution.

2. **Eligibility for recruitment:-** A Candidate shall be eligible for appointment to Class-III post(s), if he/ she has passed Matriculation and 10+2 and Graduate ,and for Class-IV post(s), if he/ she has passed Middle or Matriculation from any School/ Institution situated within Himachal Pradesh:  
Provided this condition shall not apply to Bonafide Himachalis.
3. **Age Limit:-** The age of the applicant should be between 18 and 45 years as on 1.1.2022 . The relaxation in upper age limit is permissible upto 5 years as per instructions of the Government of H.P.
4. **How to Apply:-** The desirous and eligible candidates applying for the post of Extension Officer, Junior Office Assistant(IT), Mining Guard and Mali Beldar on the prescribed application form also uploaded on the Department Website (**website: [emerginghimachal.hp.gov.in](http://emerginghimachal.hp.gov.in)**) alongwith attested copies of all relevant testimonials/ documents so as to show their age/ qualification/ experience etc. The applications should be addressed to the Director of Industries, Himachal Pradesh, Udyog Bhawan, Bemloe, Shimla-171001. The envelope containing application form should be super- scribed as “**application for the post of Extension Officer, Junior Office Assistant (IT), Mining Guard, Mali Beldar (On contract basis)**”
5. **Last Date for Receipt of Applications:-** Application duly complete in all respect must reach to the Director of Industries, Udyog Bhawan Bemloe, H.P, Shimla-171001 upto 24.9.2022 and in case of tribal areas the application must reach upto 9.10.2022
6. **Application Fee:** N.A
7. **Mode of Selection:**  
Selection for appointment to the post shall be made on the basis of merit prescribed Educational Qualification followed by evaluation as specified in Appendix –I. The Appendix –II is the list of Competent Authority for issue of necessary certificates of Appendix-II.
8. **Evaluation :-** Date of evaluation/ verification of documents will be intimated separately.

(Naresh Kumar )  
Joint Director of Industries(Admn)  
Himachal Pradesh.

## **INSTRUCTIONS / GUIDELINES FOR FILLING UP THE APPLICATION FORM**

- 1 The application must be submitted on the prescribed format only and an attested recent passport size photograph must be pasted in the space provided in the application form.
- 2 The candidates must possess requisite essential qualification prescribed for the post.
- 3 The name of the candidate must be registered in the concerned Employment Exchange.
- 4 The applicant should have the documentary proof/ certificate with respect to the Person with Disability issued by the competent authority.
- 5 The application should be sent under registered cover/ speed post addressed to the Director of Industries, Himachal Pradesh, Udyog Bhawan, Bemloe, Shimla-171001. The envelope containing application form should be super - scribed as **“APPLICATION FOR THE POST OF Extension Officer, Junior Office Assistant(IT), Mining Guard and Mali Beldar (On contract basis)**
- 6 The attested photocopies of the following documents/ certificates must be attached with the application:-
  - i) Admit card
  - ii) Age proof
  - iii) Educational Qualification Certificates ( **Note: Matric Pass, 10+2 and Graduation certificates are compulsory**)
  - iv) Bonafide Himachali Certificate.
  - v) Employment Registration Certificate
  - vi) The proof of category i.e. SC/ST/OBC
  - vii) Certificate regarding belonging to notified Backward Area/ Panchayat as the case may be, issued by the SDO (C ) / Tehsildar/ Naib Tehsildar.
  - viii) Certificate regarding Landless family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority.
  - ix) Non- employment certificate to the effect that none of the family members is in Government / Semi Government service issued by the SDO (C )
  - x) Certificate regarding differently abled persons with more than 40% impairment/ disability/ infirmity issued by the Health & Family Welfare authorities/ Medical Boards

- xi) Certificate of BPL family having annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time, issued by the Block Development Officer (BDO)
  - xii) Certificate of Widow/ divorced/ destitute/ single woman issued by the Block Development Officer (BDO)
  - xiii) Certificate of single daughter/ orphan issued by the Block Development Officer (BDO)
  - xiv) Training of at least 6 months duration related to the post applied for from a recognized University/ Institution issued by the competent authority.
  - xv) Certificate of experience upto a maximum of 5 years in Govt./ Semi Govt. organization relating to the post applied for, issued by the competent authority
  - xvi) Self addressed envelope alongwith postal stamps
- 7 Incomplete application or received after due date or not in accordance with the prescribed format shall not be considered. No correspondence will be entertained to that respect.
- 8 The Department will not be responsible for any kind of postal delay.
- 9 No TA/DA will be admissible.
- 10 All the documents/ certificate in original will have to be produced at the time of Evaluation, failing which the candidature of the applicant will be cancelled/ rejected
- 11 Disputes, if any, shall be subject to Court jurisdiction at Shimla.
- 12 Applicant who have passed matriculation from any school/ institution situated with in H.P. can apply for the post. This condition shall not apply to Bonafide Himachalis.

**Evaluation of candidate to be made in the following manner:-**

<b>APPENDIX-I FOR CLASS-III AND CLASS-IV POST</b>			
<b>Sr. No</b>	<b>Remarks</b>	<b>Maximum Marks</b>	
		<b>Class-III</b>	<b>Class-IV</b>
1	Weightage for essential educational qualification as per the R&P Rules( % of marks obtained in educational qualification prescribed for the posts would be divided by 10)	10(ten)	10(ten)
2	Weightage for maximum disabilities as certificate by the medical Board / Authorities (40% to 59%) = 2 marks (60%to 79%) =4 marks (80%to 100%) =6 marks	6(six)	6(six)
3	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	4(four)	-----
4	Belonging to notified Backward Area or Panchayat, as the case may be	1(one)	1(one)
5	Land less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1(one)	2(two)
6	Non employment Certificate to be effect that none of the family member is in Government / Semi Government.	1(one)	2.5(two & a half )
7	BPL family having family annual income (from all sources)below 40,000/- or as prescribed by the Govt. from time to time	2(two)	2.5 (two & a half)
8	Widow / divorced / destitute/ single woman.	1(one)	1.5(one & a half )
9	Single daughter / Orphan	1(one)	1(one)
10	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution.	1(one)	
11	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)	2(Two)	3.5 (three & a half )
	<b>Total</b>	<b>30(Thirty)</b>	<b>30(Thirty)</b>

**APPLICATION FORM FOR THE POST OF .....**

Paste your recent  
passport size photograph  
duly attested

**Last Date of receipt of applications:-**

The last date of receipt of application is 24.9.2022 and in case of tribal areas the application should reach upto 9.10.2022

- 1 Name of the applicant (In Capital Letters) : \_\_\_\_\_
- 2 Father's / Husband's Name( In Capital Letters) : \_\_\_\_\_
- 3 Gender(Male / Female) : \_\_\_\_\_
- 4 Date of Birth : \_\_\_\_\_
- 5 Age as on 01.01.2022 : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ days
- 6 Name of the Employment Exchange with Registration No. : Name \_\_\_\_\_  
: No \_\_\_\_\_
- 7 Category to which belong i.e.SC  
(**Proof of the same be attached**) : \_\_\_\_\_
- 8 Nationality : \_\_\_\_\_
- 9 Religion : \_\_\_\_\_
- 10 Himachali Bonafide : \_\_\_\_\_ (Yes/No)
- 11 Moblie No : \_\_\_\_\_
- 12 Detail of Educational Qualification

Name of Examination	Roll No.	Year of passing	Name of Board/ University	Max Marks	Marks obtained	%age

13 Experience relating to the post applied for, if any  
: \_\_\_\_\_(Yes/No)

**(Proof of the same be attached)**

14 Have you ever been debarred or disqualified by any Public Service Commission/  
Recruitment Board from any of the Examination Selection? \_\_\_\_\_( Yes/No)

15 Have you ever been convicted by any court for any  
offence? \_\_\_\_\_(Yes/No)

16 Permanent Home address (with Pin Code)


17 Correspondence address (with Pin Code)


Signature of the Applicant

**Declaration**

I, \_\_\_\_\_ hereby solemnly declare that I am  
a bonafide resident of Himachal Pradesh and all the statements/ particulars furnished by  
me in this application form are correct and true to the best of my knowledge and belief.  
In the event of any information being found false or incorrect, suppressed or ineligibility  
is detected at any stage, my candidature may be cancelled/rejected.

Dated:

Place:

Signature of the Applicant



**ADMIT CARD**

Affix recent passport size  
photograph duly attested.

1 Name of the Candidate

(To be filled in by the candidate)

2 Son of /Daughter of /  
Wife of (to be  
filled by the candidate)

**For Office use only**

3 Roll No.

4 Examination Centre

5 Date and Time of  
Examination

Signature of the Candidate  
(At time of examination)

Signature of the issuing Authority