

OFFICE OF THE DEPUTY COMMISSIONER
DISTRICT SHIMLA HIMACHAL PRADESH.

“EMPLOYMENT NOTICE”

No. SML-EA(51)/2017-Misc. 7/17

Dated: 4-5-17

Applications in the prescribed format are invited from the desirous candidates for recruitment to 01 (One) post of Clerk on contract basis and 02 (Two) posts of Peon on daily wage basis in the establishment of Deputy Commissioner, Shimla H.P. (District Cadre). The applicant should possess minimum 40% permanent disability issued by the Competent Medical Board i.e. District Medical Board or above. The detail of vacancy and eligibility criteria is as under:-

Name of Post	Clerk (Class-III) Total post=1 (Contract basis) on contractual amount Rs. 7810/- SC=1 (Visually impaired)
	Peon (Class-IV) Total posts=2 (Daily wage basis) Rs. 210/- (per day) as revised by the Govt. from 01/04/2017. SC-1, OBC-1 (01 each for Visually Handicapped and Hearing Impaired category).
Requirement	Physical requirement of the applicant for the post (as per requirement of the post) is as under:- S- Sitting, ST= Standing, W=Walking, SE= Seeing, MF= Manipulation of Fingers, RW= Reading and Writing, C=Communication
Education Qualification	Clerk= (i). Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University. (ii) Should possess a minimum speed of 30 W.P.M. in English typewriting or 25 W.P.M. in Hindi typewriting on Computer (as per instructions issued vide letter No. Per(AP-B)B(19)-2/2012-Part dated 10 th March, 2017) . (iii) Should have knowledge of “Word processing” in Computer as prescribed by the Recruiting Agency. Peon= Should have passed Matriculation or its equivalent from recognized Board of School Education/Institution.
Desirable Qualification	Knowledge of customs, manner and dialects of H.P. and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
Other eligibility conditions	1. The applicant should possess minimum 40% permanent disability certificate issued by the competent Medical Board i.e District Medical Board or above. 2. He/she should be bonafide resident of Himachal Pradesh. 3. The age of candidate should be between 18 to 45 years as on 01.01.2017, however, upper age limit is relaxable for Physically Handicapped upto 5 years.

Note:-

The application along with the relevant supporting documents on the enclosed application form should reach in the office of the Deputy Commissioner, Shimla District Shimla-171001 on or before 27th May, 2017. The applications received after the last date or found incomplete will be rejected summarily. A separate application form should be filled for each post and only one application may be sent in one envelope. If in case new posts of these category are created/vacated during the calendar year 2017, the same will be filled up from the waiting list prepared at the time of selection of posts being advertised. If there is any decrease or increase in the norms of posts the same will be filled accordingly. The candidates can download the application form from the official website of District Shimla.

(Rohan Chand Thakur) IAS
Deputy Commissioner, Shimla
District Shimla, H.P.
(Tel.No.0177-2655988, 2657011).

APPLICATION FORM TO THE POST OF _____

<p align="center">To</p> <p align="center">The Deputy Commissioner, Shimla.</p>	<p align="center">Self attested latest colored photograph to be pasted</p>																														
1.	Type of disability (Please tick the category) <div style="float: right; margin-left: 20px;"> 1. Orthopaedically Handicapped. 2. Visually Impaired 3. Hearing Impaired </div>																														
2.	Name of the applicant																														
3.	Father's/Husband's Name																														
4.	Date of Birth																														
5.	Percentage of Disability (attach photocopy of the certificate)																														
6.	Name of the issuing authority																														
7.	Category (General/SC/ST/OBC)																														
8.	Education Qualification:- <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:15%;">Examination</th> <th style="width:25%;">Name of the University/ Board</th> <th style="width:20%;">Marks obtained/ total marks</th> <th style="width:20%;">Percentage</th> <th style="width:20%;">Year of passing</th> </tr> </thead> <tbody> <tr> <td>Matriculation</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10+2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Graduation</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Post Graduation</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Others</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Examination	Name of the University/ Board	Marks obtained/ total marks	Percentage	Year of passing	Matriculation					10+2					Graduation					Post Graduation					Others				
Examination	Name of the University/ Board	Marks obtained/ total marks	Percentage	Year of passing																											
Matriculation																															
10+2																															
Graduation																															
Post Graduation																															
Others																															
9.	Permanent Address:-																														
10.	Correspondence Address:-																														
11.	E-mail and Mobile No:-																														
Date:	(Signature of the applicant)																														
Place:	Name in Block letter																														
<p><u>Important Instructions:</u></p> <p><u>List of documents to be attached which are mandatory required:-</u> Copies of education qualification, bonafide certificate, medical disability certificate 40% or above issued by the Medical Board, Category certificate.</p> <p><u>List of documents to be attached (if applicable):</u> (1) Certificate belonging to notified Backward Area or Panchayat (2) Land less family/family having land less than one Hectare to be certified by the concerned Revenue Authority (3) Non employment certificate of whole family (4) Differently able persons more than 40% impairment/ disability/infirmary (5) Certificate regarding NSS (atleast One year)/NCC/ Bharat Scout and Guide Medel winner in National Level sports competition (6) Certificate regarding BPL family (7) Certificate regarding Widow/divorced/ destitute / single woman (8) Experience certificate up to a maximum of five years in Govt./Semi Govt. organization relating to the post applied for (9) Certificate of single daughter/ Orphan (10) Training certificate of at least 6 months duration relating to the post applied for from recognized University/ Institution (for Class-III only)</p>																															