

Registered

DIRECTORATE OF TECHNICAL EDUCATION
VOCATIONAL AND INDUSTRIAL TRAINING
HIMACHAL PRADESH SUNDERNAGAR

No: STV(TE)HB(5)requisition /Class-IV/ - 83809

Dated: 26/9/18

To

The Director
Information and Public Relation Department
H.P., Shimla -171002

Subject: **Appointment Notice.**

Sir,

I am enclosing herewith an Appointment Notice for the posts of Class-IV in different categories (shown in Annexure-A) from the domicile of H.P. to be filled purely on **Contract Basis** in the Department of Technical Education, Vocational and Industrial Training, H.P, Sundernagar which may please be advertised in all the leading News Paper in Hindi and English as well in the Weekly Giriraj/Published by the State Government through at least two insertion at an early date.

All Districts and Local Units of your Department may please be requested to give it wide publicity even in the remotest Corner of the State.

It is also requested that frequently Radio Broadcasts in the appropriate Regional Programmers in various dialects of all India Radio, Shimla Doordarshan may kindly be arranged.

This may please be treated as Most Urgent and given top priority.

Encls. As above

Yours faithfully



Director
Technical Education
Vocational & Industrial Training
Himachal Pradesh, Sundernagar

Enat. No. STV(TE)HB(5)requisition /Class-IV/ - 23810-988 Dated 26/1/18
Copy:-

1. The Principal Secretary (TE) to the Govt. of Himachal Pradesh, Shimla for information please.
2. The Station Director, DOORDARSHAN RADIO, Shimla. He is requested to kindly make it convenient for arranging broadcasting of appointment Notice on different days upto the last date of the receipt of the application forms.
3. All the Regional/Districts Employment Exchanges in the State with the request that all the employment exchanges/local Units of your Department may please be requested to give it wide publicity and sponsor the name of eligible candidates to this office.
4. All the Director/Principals, Govt. Engineering Colleges/Pharmacy Colleges/Polytechnics/ITI,s in Himachal Pradesh for information and with a direction to display on the institution Notice Board.
5. All the Branch Incharges (Internal)for information.
6. Notice Board.


Director

Technical Education
Vocational & Industrial Training
Himachal Pradesh, Sundernagar

DIRECTORATE OF TECHNICAL EDUCATION,
VOCATIONAL & INDUSTRIAL TRAINING,
HIMACHAL PRADESH, SUNDERNAGAR.

Advertisement No.

Dated:

CLOSING DATE FOR SUBMISSION OF OFFLINE RECRUITMENT APPLICATIONS IS UPTO **30/10/2018** HOWEVER, FOR THE CANDIDATE(S) RESIDING IN LAHAUL & SPITI DISTRICT, KINNAUR DISTRICT, PANGI AND BHARMOUR SUB DIVISION OF CHAMBA DISTRICT AND DODRA KAWAR SUB DIVISION OF SHIMLA DISTRICT OF HIMACHAL PRADESH, THE LAST DATE FOR RECEIPT OF THE APPLICATIONS IS **15/11/2018** TILL 5:00 PM AFTER WHICH THE APPLICATION(S) WILL NOT BE ACCEPTED.

OFFLINE APPLICATIONS FROM THE DOMICILE OF H.P ARE INVITED FROM DESIROUS AND ELIGIBLE CANDIDATES, FOR RECRUITMENT TO THE POST(S) OF (CLASS-IV) IN VARIOUS INSTITUTIONS OF TECHNICAL EDUCATION, VOCATIONAL AND INDUSTRIAL TRAINING DEPARTMENT, HIMACHAL PRADESH.

Name of Post(S)	Number of Vacancies	Consolidated amount	Qualification (S)
1) Lab Attendant (Class-IV) on contract basis.	1) <u>13 (Thirteen)</u> UR-06 SC-03 OBC-02 OBC(IRDP)-01 ST (IRDP)-01	Rs. 7500/- P.M.	a) Essential Qualification(s) :- For Post 1 and 2 Should be at least Middle Pass from recognized Board of School Education. b)Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
2) Store Attendant. (Class-IV) on contract basis.	2) <u>02 (Two)</u> UR-01 SC-01	Rs. 7500/- P.M.	a) Essential Qualification(s) for Post 3 Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/Institution. b)Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
3) Peon (Class-IV) on contract basis.	1) <u>04 (Four)</u> UR-01 SC-01 ST-01 OBC (IRDP)-01	Rs. 7500/- P.M.	a) Essential Qualification(s) for Post 3 Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/Institution. b)Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

IMPORTANT INSTRUCTIONS:-

1. Applications must be addressed to The Director of Technical Education, Vocational and Industrial Training, Himachal Pradesh, Sundernagar, District Mandi-175018.
2. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of applications.
3. The candidates must read the INSTRUCTIONS CAREFULLY BEFORE APPLYING, which are available on the website of the Technical Education Department i.e. **www.techeduhp.gov.in** ; before filling up Application Forms for the above post.
4. The candidates must ensure their eligibility in respect of category, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection at any later stage.
5. Application Forms submitted incomplete, without photograph & signature will be rejected straightway.
6. The benefit of reservation will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh.
7. The candidates must be registered with the employment exchange in Himachal Pradesh.
8. In service candidates may apply to the Department with information to their Head of Departments/ Employer for issuing NOC. No in service candidate will be evaluated unless he/she brings NOC from the concerned employer.
9. Disputes, if any, shall be subject to Court jurisdiction at Shimla.
10. The candidate(s) are required to submit processing fees (Non-Refundable) by way of bank raft drawn in favour of the Director Technical Education Vocational & Industrial Training, Sundernagar Distt. Mandi H.P. payable at Sundernagar as under:-
 - (i) Candidates belonging to General Category = Rs. 200/-
 - (ii) Candidates belonging to Category SC/ST/OBC = Rs. 100/-
 - (iii) Candidates belonging to Ex-Serviceman (Full service) = Nil
 - (iv) Candidates belonging to Person with disability (PWD) = Nil

ELIGIBILITY CONDITIONS

1	AGE	Between 18 years and 45 years. Clarification:- a. Age of a candidate shall be reckoned as on 01-01-2018. b. Five years relaxation in upper age limit is admissible only to the bonafide SC of H.P. / ST of H.P. / OBC of H.P. /WFF of H.P. / Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and ExServicemen of H.P.; age relaxation is as per Government's instructions issued from time to time
2	Essential Qualification(s)	(a) <u>Essential Qualification(s) For Post 1 and 2</u> Should be at least Middle Pass from recognized Board of School Education. (b) <u>Essential Qualification(s) For Post 3</u> Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/Institution. (c) <u>Desirable Qualification(s):</u> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

NOTE :

- ❖ The decision of the Department regarding eligibility etc. of a candidate for selection will be final and no correspondence / personal enquiries will be entertained.
- ❖ Onus of proving that a candidate has acquired essential qualification(s) by the stipulated date, is on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of certificate/ degree or the date of issue of certificate / degree shall be taken as date of acquiring essential qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of evaluation.

HOW TO APPLY:- The Candidates must apply offline mode of submission of application. Applications received through any other mode would not be accepted and would be summarily rejected.

- ❖ NOTE:- Those who are having only Middle/ Matriculation qualification(s) are advised to fill the form as under:

Educational Qualification

E. Q	.Board/University	Subject	%age	Year
Middle	Actual	Actual	Actual	Actual
Matric	Actual	Actual	Actual	Actual
10+2	NA	NA	NA	
Graduation or its Equivalent	NA	NA	NA	

3.PROCESSING FEES:-

The candidate(s) are required to submit processing fees (Non-refundable) by way of Bank Draft drawn in favour of the Director Technical Education Vocational & Industrial Training, Sundernagar Distt. Mandi H.P. payable at Sundernagar as under:-

- (i) Candidates belonging to General Category = Rs. 200/-
- (ii) Candidates belonging to Category SC/ST/OBC = Rs. 100/-
- (iii) Candidates belonging to Ex-Serviceman (Full service) = Nil
- (iv) Person with disability (PWD) = Nil

4 FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

In case of any guidance/information/clarification regarding their recruitment applications, candidature etc, candidates can contact Department's Reception Counter in person or on following Telephone Numbers: 01907-266722.

(All queries will be attended on working days between 10:00 AM to 5:00 PM.)

SCHEME OF EXAMINATION

In view of Government of Himachal Pradesh Department of Personnel Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 for Class-IV posts the selection shall be made on the basis of 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 followed by evaluation, based on the following parameters:

CRITERIA OF EVALUATION FOR 100 MARKS FOR VARIOUS CLASS-IVPOSTS

Sr. No	Detail of Criteria of 100 marks	Marks	Competent authority to issue the certificates *
i	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
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.	2(two)	Concerned SDO(C), Tehsildar/ NaibTehsildar
iv	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
v	Differently abled persons with more than 40% permanent impairment / disability / infirmity .	1(one)	Health & Family Welfare authorities /Medical Boards
vi	NSS (atleast one year) certificate holders, 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 30,000/- 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
viii	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
ix	Single daughter/Orphan	1(one)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate
x	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.

* **Note:-** For item no. (ii) to (ix) the authority competent to issue certificate is as per letter No. Per (AP-B) B(15)5/2014-loose-I dated 18-07-2017 issued by ACS (Personnel) to the Govt. of H.P.

ADMISSION/ REJECTION:-

All candidates will have to submit copy of application along with EVALUATION FORM appended below duly filled & signed and attested/ self attested copies of relevant certificates/documents in the office of Director, Technical Education, Vocational & Industrial Training, Sundernagar in support of their eligibility on or before the closing date . The requisite documents submitted by the candidates, will be scrutinized and a list of proposed rejected candidates, if any, will be uploaded on the website of the Department for information of all concerned. No separate intimation in this regard will be sent by post.

Seven day's time will be given to file representation(s) along with supporting documents against the proposed rejections, if any, from the date of notifying the list of rejected candidates on the website of the Department failing which no representation will be entertained thereafter.

Candidates are advised to visit the Department's website from time to time for updates in their own interest.

Note: Original certificates will have to be produced at the time of Evaluation. If any of their claims is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Department.

- The false/fake claims or any information given by the candidate(s) will be viewed seriously] and he/she will be debarred for recruitment to any post to be advertised either by this Department or any other recruiting agency of H.P. State Government for a period of three years from the date of submission of Application(s) by such candidate(s).
- The detailed particulars of such candidates will be uploaded on the website of the Department to black list such debarred candidates to make it easily available to other recruiting agencies.

CATEGORY CLAIMS:-

The category once claimed by the candidate(s) will not be allowed to be changed after the evaluation.

The O.B.C. of Himachal Pradesh must possess such certificates(s) in support of their claims made in the application(s), while applying for these posts / services. **The benefit of reservation will be admissible on parental basis only.** All the candidates belonging to reserved categories are also required to go through the relevant instructions issued from time to time by the Government of Himachal Pradesh, in order to ensure that they are eligible under a particular category.

1. OBC of H.P. (OTHER BACKWARD CLASSES OF HIMACHAL PRADESH)

Candidates belonging to OBC of H.P. category must produce OBC certificate on the prescribed format valid till the relevant term of the Financial Year (1st April to 31st March) as notified by the Government of Himachal Pradesh (in the Department of Revenue) in Rajpatra dated 09th January, 2012. Candidates must have valid OBC Certificates covering the entire period from last date of submission of online applications till date of evaluation along with an undertaking that his/her status as OBC has not changed and he/she has not been excluded from the category of O.B.C. of H.P. on account of being covered under creamy layer.

OTHER CONDITIONS:-

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications directly to the Department. Persons already in regular Government service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for a particular post. In case, a communication is received from their employer by the Department withholding permission to any candidate applying for said post his/her application(s) will be liable to be rejected.
2. Casual/ adhoc / daily rated/ work charged/contractual employees do not need to produce NOC from the concerned employer.
3. In Government service (regular service) candidates may apply to the Department with information to their Head of Departments / Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be evaluated unless he/she produces NOC from the concerned employer.
4. Furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application; comes to the notice at any time during the service of a person, his/her service would be liable to be terminated.
5. The desirous candidate must be registered with the employment exchange in Himachal Pradesh.
6. The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions to attend evaluation process. Their admission for Evaluation will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or during evaluation process, it is found that they do not fulfill any of the eligibility conditions; their candidature for the evaluation will be cancelled by the Department of Technical Education.

7. Candidate who is or has been declared by the Department of Technical Education, Vocational and Industrial Training, Sundernagar to be guilty of:-
 - a. Obtaining support for his/her candidature by the following means, namely:-
 - offering illegal gratification to, or
 - applying pressure on, or
 - blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
 - b. impersonating, or
 - c. procuring impersonation by any person, or
 - d. submitting fabricated documents or documents which have been tampered with, or
 - e. making statements which are incorrect or false or suppressing material information, or
 - f. harassing or doing bodily harm to the staff employed by the Department for the conduct of evaluation process, or
 - g. attempting to commit or as the case may be abetting the Department of Technical Education of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable to be disqualified by the Department of Technical Education, Vocational & Industrial Training, Sundernagar from the examination for which he/she is a candidate and/or
 - h. to be debarred either permanently or for specified period:-
 - by the Department of Technical Education, Vocational & Industrial Training, Sundernagar from any examination or selection held by them.
 - by the Central/State Government from any employment under them, and
 - i. he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after:-
 - giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
 - taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration

DISQUALIFICATIONS FOR ADMISSION TO EVALUATION PROCESS:

No candidate will be eligible for admission to the evaluation process:-

- a. If he/ she has been dismissed from any previous service;
- b. If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred / disqualified from appearing in any examination or selection;
- c. If he / she is found either directly or indirectly influencing the selection process in any manner;
- d. If a male candidate who has more than one living wife and if a female candidate, who has married a man already having another wife; or

EVALUATION FORM

DIRECTORATE OF TECHNICAL EDUCATION, VOCATIONAL AND INDUSTRIAL TRAINING, HIMACHAL PRADESH

CRITERIA OF EVALUATION FOR 100 MARKS FOR THE POST OF PEON (CLASS-IV) (TO BE FILLED BY CANDIDATE)

SNo.	Detail of Criteria of 100 marks	Marks	Marks Claimed by the Candidate
i	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)	
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.	2(two)	
iv	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	2.5(Two & half)	
v	Differently abled persons with more than 40% permanent impairment / disability / infirmity .	1(one)	
vi	NSS (atleast one year) certificate holders, 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. 30,000 /- or as prescribed by the Govt. from time to time.	2.5 (Two& half)	
viii	Widow /divorced/destitute /single woman.	One& half)	
ix	Single daughter/Orphan	1(one)	
x	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)	
	Total	100(Hundred)	

Note:- Wherever marks are claimed, candidate is required to attach attested/ self-attested copy of marks sheet/certificate and to show the original to Directorate of Technical Education, Vocational & Industrial Training, Sundernagar when called to do so.

Encls: 1. 2.
3. 4.
5. 6.
7. 8.

Signature of the Candidate
Name _____
Address _____

ANNEXURE-B

APPLICATION FORMAT

Advertisement No.....Dated

Post applied for.....(mention year).....Dated

To

The Director,
Technical Education,
Vocational and Industrial Training,
Himachal Pradesh:Sundernagar.

for latest passport size
photograph duly self
attested

1. Name of the candidate (in capital letters).....Gender
M.....F.....

2. Son/Daughter/Wife of
Shri.....

3. Date of Birth (DD/MM/YY) (in words and
figures).....

4. Qualification (Middle/Matric onwards)
(Attach self attested copies)

Sr. No.	Name of Exam Passed	Year of passing	Board/University	% age of Marks	Subjects

5. If in service give details as under:-

Name of Office where working	Post on which working/worked	Duration of service	Pay scale	Present Basic Pay

6. The candidate(s) are required to submit processing fees (Non-Refundable) by way of Bank Draft drawn in favour of the Director, Technical Education, Vocational & Industrial Training, Sundernagar Distt. Mandi H.P. payable at Sundernagar as under:-

- (i) Candidates belonging to General Category = Rs. 200/-
(ii) Candidates belonging to Category SC/ST/OBC = Rs. 100/-
(iii) Candidates belonging to Ex-Serviceman (Full service) = Nil
(iv) Persons with disability (PWD) = Nil

7. Whether candidate belongs to the notified Backward Area or Panchyat as the case may be (Attach Proof)
8. Whether candidate belongs to land less family/family having less than 1 Hectare land duly certified by the concerned Revenue Authority, if yes, attach proof.
9. Whether any member of family is employed in Govt./Semi Govt. service, if not, attach Non-employment certificate to the effect that none of the family members is in Govt./Semi Govt. employment.
10. Whether applicant is differently abled person with more than 40% impairment/disability/infirmity (If yes, attach certificate of appropriate medical authority).
11. Whether applicant is NSS (attach one year) certificate holder, NCC. The Bharat Scout & guide, medal winner in national level sports competitions (Attach Certificate).
12. Whether applicant belongs to BPL family having annual income (from all sources) below 30,000/- or as prescribed by the Government from time to time (Attach proof).
13. Whether Widow/Divorced/destitute/Single women (Attach proof).
14. Whether single daughter/orphan (Attach proof).
15. Whether applicant is having experience in Govt./Semi Govt. organization related to the post applied for (Attach Proof).
16. Permanent Address
(Mention Pin Code also)
17. Correspondence Address
(mention Pin Code also)
18. Whether Bonafide domicile of H.P. or not Yes.....No.....
19. Unique Identity Card Number//Adhaar Card Number

Signature of the Candidate.