

**DIRECTORATE OF TECHNICAL EDUCATION VOCATIONAL AND INDUSTRIAL
TRAINING HIMACHAL PRADESH SUNDERNAGAR**

APPOINTMENT NOTICE FOR PERSON WITH DISABILITY

Application(s) from the bonafide domicile of HP on the prescribed format, are invited for filling up the following posts amongst the **Persons with Disabilities** (PWD) in the Department of Technical Education & Vocational Industrial Training, HP, so as to reach in the office of the Director, Technical Education, Vocational & Industrial Training, HP, Sundernagar, Distt. Mandi-175018 **on or before 31-08-2020 upto 5.00 PM.** However, for the candidate(s) residing in Lahaul & Spiti District, Kinnaur District, Pangi and Bharmour Sub Division of Chamba District and Dodra Kwar Sub Division of Shimla District of Himachal Pradesh, the last date for receipt of the applications is **15-09-2020 upto 5.00 PM.** The applications received after these dates shall not be considered. The office of Directorate of Technical Education, Vocational and Industrial Training, H.P. will not be responsible for delay in receipt of the applications due to any reasons what-so-ever.

Sr. No	Name of post	No. of Posts	Category	Consolidated amount	Qualification
1.	Computer Assistant on contract basis (Class-III)	01	Visual Impaired (Un-reserved)	Rs. 19800(Rs. 10300+3800GP +150%GP)	<p>(a) Essential Qualification: Regular Course(s) on the following streams from any university/Institution duly recognized by any State/Central Government:- (i) B.E./B.Tech. computer Science/Computer Engineering or Information Technology/MCA/"B" or "C" Level of NIELIT.</p> <p align="center">OR</p> <p>B.E./B.Tech. in other disciplines with one year "A" level of DOEACC (NIELIT)/Post Graduate Diploma in Computer Science/Computer Application/Information Technology.</p> <p align="center">OR</p> <p>Master's Degree in Computer Science /Information Technology (having Mathematics as a subject in Graduation).</p> <p align="center">OR</p> <p>B.Sc. Computer Science or Information Technology or BCA.</p>

					<p>OR</p> <p>Three years Diploma from Polytechnic in computer Science/Engineering</p> <p>ii) Experience of atleast one year in Government/ Corporate/Private Sector as Computer Assistant.</p> <p>(b) Desirable Qualification:</p> <p>Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
2.	Junior Office Assistant (IT) on contract basis (Class-III)	01	Multiple Disabilities (Un-reserved)	Rs. 10,785/ (Rs. 5910+1950 GP+ 150%GP) PM	<p>(a) Essential Qualification:</p> <p>(i) Should have passed 10+2 Examination from a recognized Board of School Education/University</p> <p>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 (IT) & information Technology Enabled Sectors (ITES) as notified by Director General of Employment & 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</p>

					<p>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 services 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>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.</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)Desirable Qualification: Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
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Application must be sent to the Director, Technical Education, Vocational and Industrial Training, Sundernagar, District Mandi, Himachal Pradesh-175018. For detailed

information the desirous candidates may visit the Department of Technical Education Website: www.techedu.hp.gov.in

SCHEME OF EXAMINATION

In view of instructions of the Department of Social Justice & Empowerment Govt. of H.P. for Class-III post, the selection shall be made on the basis of following parameters:

Sr. No.	Details of Criteria of 30 Marks	Maximum Marks	Issuing Authority
1.	Weightage for essential educational qualification as per the R& P Rules (% of marks of obtained in educational qualification prescribed for the posts would be divided by 10)	10(ten)	Concerned University/Board
2.	Weightage for Maximum disabilities as per certificates issued by the Medical Boards/Authority (40%to 59%) = 2 marks (60%to 79%) = 4 marks (80% to 100%) = 6 marks	06 marks	Medical Board/Authority
3.	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	4 (four)	Concerned University/Board
4.	Belonging to notified Backward Area or Panchayat, as the case may be	1(one)	Concerned SDO(c)/Tehsildar/Naib Tehsildar
5.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	1(one)	Concerned SDO(c)/Tehsildar/Naib Tehsildar
6.	Non-employment certificate to the effect that none of the family member is in Government/Semi Government	1(one)	Concerned SDO(c)/Tehsildar/Naib Tehsildar
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(two)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate
8.	Widow/divorced/destitute/single women	1(one)	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.	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
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	2(two)	Competent authority of the concerned Govt./Semi Govt. organization

Note: The final merit shall be prepared solely on the basis of documents (as may be applicable in your case) presented by you on your application form and no further opportunity to present these documents shall be given.

INSTRUCTIONS:-

1. Application must be submitted on the prescribed format only.
2. Application received after due date or incomplete application forms or without complete documents shall be out-rightly rejected and no correspondence will be entertained in this regard.
3. The words "Application for the post of Computer Assistant/JOA(IT) should be super scribed on the top of the envelope containing application form.
4. The candidates are required to submit self attested copies of educational qualifications and all relevant testimonials.
5. No person shall be eligible for engagement on daily wages basis if he is below 18 years of age as on the first day of year (01.01.2020) in which the posts are advertised for inviting applications. However, in the case of the candidate belonging to Scheduled Caste, Scheduled Tribe, Other Backward Class upper age limit shall be applicable as per the instructions issued by the State Government from time to time.
6. The selected candidates shall be offered appointment on contract basis.
7. No TA/DA shall be admissible to the candidates called for the verification of original certificates.

ANNEXURE-"B"**APPLICATION FORMAT**

Advertisement No.- ESTT/07/2020

Post applied for -----

To

The Director,

Technical Education,
Vocational and Industrial Training,
Himachal Pradesh, SundernagarAffix latest passport
size photograph duly
self attested

1. Name of the candidate (in capital letters)-----
2. Gender Male-----Female -----
3. Son/Daughter/Wife of Shri -----
4. Category to which belongs(Gen./SC/ST/OBC/others(Please specify)-----
5. Category of Disability -----
6. Date of Birth (DD/MM/YY) (in words and figures) -----
7. Qualification.

(Attach self attested copies)

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

8. 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

9. Disability Certificate (Attach Certificate) .
10. Whether candidate belongs to the notified Backward Area or Panchyat as the case may be (Attach Certificate)

11. Whether candidate belongs to land less family/family having less than 1 Hectare land duly certified by the concerned Revenue Authority, if yes, attach certificate.
12. 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.
13. Whether applicant belongs to BPL family having annual income (from all sources below 40,000/-or as prescribed by the Govt. from time to time (Attach certificate of revenue Authority).
14. Whether widow/Divorced/destitute/single women(Attach certificate).
15. Whether single daughter/orphan (Attach certificate).
16. Whether applicant is having experience in Govt./Semi Govt. organization related to the post applied for (Attach certificate).
17. Whether the applicant has done training of at least 6 months duration related to the post applied for (Attach certificate).
18. Permanent Address -----
(Mention Pin Code also)-----
19. Correspondence Address -----
(Mention Pin Code also)-----
20. Bonafide Himachali Certificate (attach certificate) -----
21. Latest character certificate duly issued by the Executive Magistrate.
22. Unique Identity card Number/Adhaar Card Number -----

DECLARATION

I ----- the above named candidate solemnly affirm and declare that all the details given by me in the application format are true and correct and nothing has been concealed therein. If any discrepancy found in any application formation or false at any stage then I shall be liable for all consequential actions including cancellation of my candidature.

Signature of the applicant

Date: _____

Place: _____

No.PER(AP) C-1(12)-3/2017
Government of Himachal Pradesh
Department of Personnel (AP-III).

Dated: Shimla-171002, the 22nd June, 2017

OFFICE MEMORANDUM

Subject: Reservation for the Persons with benchmark Disabilities.

With a view to consolidating the existing instructions, bringing them in line with the Rights of Persons with Disabilities Act, 2016 and clarifying certain issues including procedural matters, the following instructions are issued with regard to reservation for persons with disabilities in posts and services under the State of Himachal Pradesh. If the guidelines contained in this Memorandum come in conflict with the provisions of any other executive instructions issued by this Department on this subject, the same shall be deemed to be modified to the extent provided herein.

2. **QUANTUM OF RESERVATION:** Four percent of the posts/cadre in case of direct recruitment to Class-I, II, III & IV posts/services shall be reserved for persons with benchmark disabilities of which one per-cent each shall be reserved for persons with benchmark disabilities detailed below as a), b) & c) and one per-cent for persons with benchmark disabilities under clauses d) and e):

- a) blindness and low vision;
- b) deaf and hard of hearing;
- c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d) autism, intellectual disability, specific learning disability and mental illness;
- e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.

3. **EXEMPTION FROM RESERVATION:** Any establishment, in consultation with the State Commissioner, may, having regard to the

type of work carried out in any Government establishment, by notification and subject to such conditions, if any, as may be specified in such notifications exempt any Government establishment from providing reservation to persons with benchmark disabilities. However, the State Government has exempted the posts of Drivers (Light and Heavy Vehicles) in all departments/Himachal Road Transport Corporation, Police Constables and Firemen in Civil Defence & Home Guards for the purpose of reservation to the Persons with Disabilities vide letter No.Karmik (NI-II)B(12)-11/76, dated 20.02.1982.

4. IDENTIFICATION OF JOBS/POSTS AND ANNUAL REPORT:-

- (i) Every Government establishment shall (i) identify posts in the establishments which can be held by respective category of persons with benchmark disabilities in respect of the vacancies reserved in accordance with para-2 above; (ii) constitute an expert committee with representation of persons with benchmark disabilities for identification of such posts; and (iii) undertake periodic review of the identified posts at an interval not exceeding three years.
- (ii) Every appointing authority/establishment shall send annual report regarding representation of Persons with Disabilities, showing position as on first of January every year to the Social Justice and Empowerment Department who will compile the data being the Nodal Department.

5. RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES:

If a post is identified suitable only for one category of disability, reservation in that post shall be given to persons with that disability only. Reservation of 4% shall not be reduced in such cases and total reservation in the post will be given to persons suffering from the disability for which it has been identified. Likewise in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible.

6. **APPOINTMENT AGAINST UNRESERVED VACANCIES:** In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus, a person with disability can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disabilities of the relevant category. The provision of identification of posts does not in any way debar or preclude a person with benchmark disabilities from applying and competing for any unreserved post subject to his/her eligibility and clearing the written test/interview successfully, without any relaxation.
7. **ADJUSTMENT OF CANDIDATES SELECTED ON THEIR OWN MERIT:** There is no own merit concept for the candidates competing under horizontal reservation. The candidates belonging to reserved categories falling under horizontal reservation i.e. Persons with benchmark Disabilities, Ex-servicemen/Wards of Ex-servicemen, Wards of Freedom Fighters, Distinguished Sportspersons and Antodaya/B.P.L. who acquire merit/marks at par with the purely general candidates shall not be selected/appointed against general/unreserved posts and will be adjusted against the post reserved for respective category falling under horizontal reservation.
8. **DEFINITIONS OF DISABILITIES:** Definitions of categories of benchmark disabilities for the purpose of this Office Memorandum are as per **Annexure-A**, appended to this O.M.
9. **DEGREE OF DISABILITY FOR RESERVATION:** Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent of the relevant disability. A person who wants to avail benefit of reservation would have to submit a Disability Certificate issued by a competent authority. At the time of initial appointment against a vacancy reserved for persons with benchmark disabilities, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

10. COMPUTATION OF RESERVATION: In view of directions of the Hon'ble Apex Court in the matter of Civil Appeal No.9096 of 2013 (arising out of SLP (C) No.7541 of 2009) titled as Union of India & Anr. Vs. National Federation of Blind & Ors, reservation for persons with disabilities in case of direct recruitment to Class-I,II,III and IV posts/services, shall be computed on the basis of total number of posts in the cadre.

11. NON-DISCRIMINATION OF PERSONS WITH DISABILITIES IN GOVERNMENT EMPLOYMENT:

- (i) No Government establishment shall discriminate against any person with disability in any matter relating to employment.

Provided that the appropriate Government may, having regard to the type of work carried on in any establishment, by notification and subject to such conditions, if any, exempt any establishment from the provisions of this section.

- (ii) No promotion shall be denied to a person merely on the ground of disability.

- (iii) No Government establishment shall dispense with or reduce in rank, an employee who acquires a disability during his or her service. Provided that, if an employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits. Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.

12. RELAXATION IN AGE LIMIT: The upper age limit for appointment to Class-I,II,III&IV posts/services as prescribed in the respective Recruitment & Promotion Rules may be allowed to be relaxed by 5 years in respect of persons with benchmark disabilities. This relaxation in upper age limit is also available to the persons with benchmark disabilities in the H.P. Administrative Services, H.P. Police

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Services and H.P. Judicial Services, to which the upper age limit is regulated under separate service Rules.

13. AFFECTING RESERVATION:

- (i) Where the point falls to the share of persons with benchmark disabilities in proportion to the prescribed percentage of reservation provided to this category in direct recruitment posts/services, 1st point in each cadre shall be earmarked for persons with benchmark disabilities. While making recruitment against 4% reservation provided to the persons with benchmark disabilities, the reservation roster shall now be divided into 4 blocks as under:-

1st Block -point No.1 to point No.25
2nd Block -point No.26 to point No.50
3rd Block -point No.51 to point No.75
4th Block -point No.76 to point No.100

- (ii) The roster points 1,26,52 and 76 of the roster shall be earmarked reserved for persons with benchmark disabilities, one point each for benchmark disabilities as detailed in para-2 above. The purpose of keeping points 1,26,52 and 76 as reserved is to fill up the first available suitable vacancy from 1 to 25, first available suitable vacancy from 26 to 50, first available suitable vacancy from 51 to 75 and first available suitable vacancy from 76 to 100 by persons with benchmark disabilities. It is also clarified that the 1st point in the roster may be given to the persons with benchmark disabilities only in such cadres where the cadre consists of 25 or more posts.
- (iii) The head of the establishment shall decide the categories of disabilities for which the points 1, 26, 52 and 76 will be reserved keeping in view all relevant facts. If the number of vacancies in a year is such as to cover only one block or two, discretion as to which category of the disabled should be accommodated first shall vest in the head of the establishment, who shall decide on the basis of the nature of post, the level of



representation of the specific disabled category in the concerned grade/post etc.

- (iv) The first Appendix to Annexure-"B" and Annexure-"C" of the instructions issued vide this department's letter No.PER(AP)-C-B(12)-1/98, dated the 20th August, 1998 and instructions issued vide letter No.Per(AP)-C-B(12)-3/2010, dated the 2nd May, 2012 may be deemed to have been amended to this extent.

14. HORIZONTALITY OF RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES:

- (i) Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for categories such as persons with benchmark disabilities etc. is called horizontal reservation. The horizontal reservation cuts across vertical reservation (what is called interlocking reservation) and persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/ General candidates, depending upon the category to which they belong in the roster meant for General/SCs/ STs/OBCs. To illustrate, if in a given year there are two vacancies reserved and advertised for the persons with disabilities and out of two persons with disabilities appointed, one belongs to Scheduled Caste and the other to general category then the disabled SC candidate shall be adjusted against the SC point in the reservation roster and the general candidate against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the disabled candidate belonging to SC shall be adjusted in future against the next available vacancy reserved/earmarked for SCs in the roster.
- (ii) Since the persons with benchmark disabilities have to be placed in the appropriate category viz. SC/ST/OBC General in the roster meant for reservation of SCs/STs/OBCs, the




application form for the post should require the candidates applying under the quota reserved for persons with benchmark disabilities to indicate whether they belong to SC/ST/OBC or General category.

15. EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:

- (i) Reservation for each of the four categories of persons with benchmark disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies may be interchanged among the four categories with the approval of the Social Justice & Empowerment Department and reservation may be determined and vacancies filled accordingly.
- (ii) If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall be carried forward to the subsequent recruitment year.
- (iii) In the subsequent recruitment year the carried forward vacancy shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the four categories of disabilities. In case no suitable person with benchmark disabilities is available for filling up the post in the subsequent year also, the employer may fill up the vacancy by appointment of a person other than a person with disability.

16. NOTICE OF VACANCIES:

- (i) In order to ensure that persons with disabilities get a fair opportunity in consideration for appointment to an identified post, while making recruitments to Class-III&IV posts/services, the concerned department would send the requisition to the "Special
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Cell" constituted for the placement of persons with benchmark disabilities in the Directorate of Labour, Empowerment & Training, Himachal Pradesh for the posts which are reserved for the Persons with benchmark Disabilities. While sending requisition to this "Cell" it may specifically be made clear that from which category of the persons with benchmark disabilities the post(s) in-question is required to be filled.

- (ii) While making recruitments to Class-I&II posts/services, the requisition will be sent by the concerned department to the H.P. Public Service Commission/any other recruiting agency, as the case may be, as per roster points earmarked to the persons with benchmark disabilities, by making it specifically clear that to which category of persons with benchmark disabilities, the post(s) in-question is required to be filled in by direct recruitment.

17. LIAISON OFFICER FOR PERSONS WITH DISABILITIES: Liaison Officers appointed to look after reservation matters for SCs/STs/OBCs and other reserved categories shall also work as Liaison Officers for reservation matters relating to persons with disabilities and shall ensure compliance of these instructions.

18. PROTECTION TO THE PERSONS WITH DISABILITIES BELONGING TO STATE OF HIMACHAL PRADESH:

- (i) In order to give proper weightage to the persons with disabilities of Himachal Pradesh, while filling up the posts reserved for persons with disabilities in respect of Class-I,II,III and IV, by direct recruitment, the persons with disabilities of Himachal Pradesh should only be considered eligible for applying for such reserved posts under the services of State Government.
- (ii) The visually impaired persons are provided the facilities of an extra time of 20 minutes, exemption from examination fee and exclusion of Geometry and Mathematics from curriculum and prescribing of some alternative questions in lieu of Geometry and Mathematics for visually impaired candidates.



19. All the Departments/Public Sector Undertakings/Corporation/Boards/Universities etc. are requested to bring the above instructions to the notice of all appointing authorities under their control.



(Tarun Shridhar) 22.6.2017

Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh.

Tele.No.2622382

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Divisional Commissioners in Himachal Pradesh.
3. All the Heads of the Departments in Himachal Pradesh.
4. All the Deputy Commissioners in Himachal Pradesh.
5. All the Chairmen/Managing Directors/Secretaries and Registrars of all the PSUs/Corporations/Boards/Universities in H.P.
6. The Secretary, H.P. Vidhan Sabha, Shimla-4.
7. The Registrar, H.P. High Court, Shimla-1.
8. The Secretary, H.P. Public Service Commission, Shimla-2.
9. The Special Secretary (GAD) to the Government of Himachal Pradesh, Shimla-2 w.r.t. item no.39 of CMM dated 05.06.2017.
10. The Secretary, H.P. SSS Commission, Hamirpur.
11. The All Section Officers in H.P. Secretariat, Shimla-2.
12. Spare Copies (100).