

**URGENT/ Time-Bound  
Through Special Messenger**

**No.DPr- B(2)1/2006 (disabilities)-  
Directorate of Prosecution,  
Himachal Pradesh, Shimla-9.**

From

The Director of Prosecution,  
Himachal Pradesh, Shimla-9.

To

The Director,  
Information & Public Relations,  
Himachal Pradesh, Shimla-2.

Dated : Shimla-9, the

Oct, 2023

Subject:

**Advertisement and Requisition for filling up of 01 (One) post of Clerk (on contract basis) and 01 (One) post of Peon (on daily wage basis) from amongst the Persons with disabilities (Blind and Low Vision) in the Prosecution Department.**


Sir,

It is informed that following posts are to be filled up in the Prosecution Department by direct recruitment from amongst the Persons with benchmark disabilities as per following break-up of posts:-

- 1. Clerk = 01 (One) post (on contract basis) from UR category, reserved for Sub-Category Persons with disabilities (from benchmark category (a)-blindness and low vision).**
- 2. Peon = 01 (One) post (on daily wage basis) from UR category, reserved for Sub-Category Persons with disabilities (from benchmark category (a)-blindness and low vision).**

Therefore, please find enclosed herewith a copy of **advertisement, application form alongwith requisition form** for kind information with the request to publish the same in 03 leading newspapers in Himachal Pradesh i.e. 02 in Hindi and 01 in English Edition **within two days positively** as the recruitment process is to be completed by this department before 31.12.2023. The copy of the published advertisement may please be sent to this department.

Yours faithfully,

  
**(Mohinder Chouhan)**  
**Director of Prosecution,**  
**Himachal Pradesh, Shimla-9**  
0177-2623871 [prosecution-hp@nic.in](mailto:prosecution-hp@nic.in)

Encls: As above.

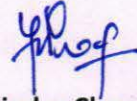
Endst. No. As above. 7939

Dated

30<sup>th</sup> Oct, 2023

Copy forwarded to the following alongwith Advertisement, Application Form and Requisition Form, for information and necessary action:-

1. The Secretary (Home) to the Government of Himachal Pradesh, Shimla-2 for information.
2. The Labour Commissioner-cum-Director of Employment, HP, Shimla-1.
3. The Director, ESOMSA, HP, Shimla-9.
4. The Director, **All India Radio**, Shimla-4 with the request that AIR coverage for knowledge of general public may kindly be taken up on the AIR at regular intervals for sufficient number of time as per procedure.
- ✓ 5. The Incharge of Department's **Website**, NIC, HP Secretariat Shimla-2 with the request to upload the enclosed Advertisement and Application Form (Single PDF) on the Website of the Prosecution Department.
6. The Officer Incharge (Placement), **Special Recruitment Cell** for Persons with Benchmark Disabilities, Directorate of Labour & Employment, HP, Shimla-1.
7. All the Regional Employment Officers/District Employment Officers/Employment Officers/Sub-Employment Officers in H.P. through the Directorate of Labour & Employment, HP, Shimla-1.
8. The General Secretary, National Federation of the Blind, Himachal Pradesh Branch, Kamla Niwas, Near Dhalli Tunnel, Shimla-12.



(Mohinder Chouhan)  
Director of Prosecution,  
Himachal Pradesh, Shimla-9.



Special Recruitment Drive-2023

**Directorate of Prosecution,  
Himachal Pradesh, Shimla-9.  
Himexam.com**

Tel. No. 0177-2624590, 2623871  
Email: [prosecution-hp@nic.in](mailto:prosecution-hp@nic.in)  
Dated \_\_\_\_ October, 2023

Last date of receiving applications:  
For Non-Tribal Areas : 15.11.2023  
and for Tribal Areas : 20.11.2023

**ADVERTISEMENT**

It is notified for information of all the concerned that 01 (One) post of Clerk (on contract basis) and 01 (One) post of Peon (on daily wage basis) are to be filled up in the Prosecution Department by direct recruitment from amongst **Persons with benchmark disabilities (a-blindness and low vision)** for which applications on the **prescribed format** are invited from the desirous and eligible candidates who are **bonafide resident** of Himachal Pradesh. The applicant should possess minimum 40% permanent disability certificate issued by the Competent Medical Board i.e. District Medical Board or above.

**A. The detail of post(s) and eligibility conditions are as under:-**

|   |  |   |  |
|---|--|---|--|
| 1 | Name, Designation and address of the employer    | Mohinder Chouhan, Director of Prosecution, Himachal Pradesh, Block No.22, SDA Complex, Kasumpti Shimla-9. |  |
| 2 | Telephone No. of Employer, if any.               | 0177-2623871, 2624590   |  |
| 3 | Name of Post and number of vacancies             | Clerk = <b>01 Post</b> (on contract basis)<br>Peon = <b>01 Post</b> (on daily wage basis)                 | From UR-Category and reserved for Sub-category of Persons with benchmark disability " <b>Blind and Low Vision</b> ". |
| 4 | Pay and allowances/ emoluments / daily wage rate | Clerk   | 12,120/- as contractual amount or as per instructions of the Government  |
|   |  | Peon  | Rates as prescribed by the Government from time to time.   |
| 5 | Classification of post/ Nature of vacancy        | Clerk   | Ministerial, Class-III/Group-C, Non-Gazetted.  |
|   |  | Peon  | Ministerial, Class-IV/Group-D, Non-Gazetted.   |



|   |  |       |   |
|---|--|-------|---|
| 6 | Physical requirements (i.e. job involved visual accuracy, frequent movement/walking, continuous long hours sitting etc.) | Clerk | S=Sitting, ST=Standing, W=Walking, MF=Manipulation by fingers, RW=Reading & Writing, SE=Seeing, C=Communication.  |
|   |  | Peon  | S=Sitting, ST=Standing, W=Walking, MF=Manipulation with fingers, SE=Seeing, H=Hearing, C=Communication.   |
| 7 | Qualifications required  |       |   |
|   | (i) Essential  | Clerk | <p>1. Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education/University. <b>Himexam.com</b></p> <p>2. Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer. <b>Provided</b> that visually impaired persons recruited under 1% quota shall be imparted necessary basic training including computer training by the Department concerned through Composite Regional Centre (CRC), Sunder Nagar or NIVH, Dehradun or CTC, Ludhiana <b>instead of passing typing test.</b> They shall have to complete the above training during 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. Such Visually Impaired Persons need not to appear in typing test (as required at the time of initial appointment to the post).</p> <p><b>Provided</b> further that physically handicapped persons who are otherwise qualified to hold Clerical post as certified being unable to type, by the Medical Board and Visually Impaired persons are exempted from passing the typing test. The term, physically handicapped persons does not cover those who are hearing impaired but cover only those whose physical disability/ deformity permanently prevents them from typing.</p> |

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|   |  |  |
|---|--|--|
|   |  | <p><b>The</b> above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.</p> <p>3. Should have knowledge of "Word Processing" in Computer as prescribed by the Recruiting Authority.</p>  |
|   |  | <p><b>Peon</b> Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institution.</p> <p>Provided that visually impaired persons who have crossed the age of 35 (Thirty Five) years, competing under 1% quota reserved for visually impaired persons will be <b>exempted from prescribed educational qualification</b> as per instructions of the Government.</p>  |
|   | (ii) Desirable   | Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.  |
| 8 | Essential requirement for recruitment as per DoPHP Notification dated 19.11.2019 | <p>A candidate shall be a Citizen of India and he/she shall be eligible for appointment to Class-III post(s) ie. Clerk, if he/she has passed Matriculation and 10+2 and for Class-IV post(s) i.e. Peon, if he/she has passed Middle or Matriculation from any recognized School/Institution situated within Himachal Pradesh;</p> <p>Provided this condition shall not apply to Bonafide Himachalis<sup>29</sup></p>   |
| 9 | Age limits, if any.  | <p>Between <b>18 to 45 years as on 1<sup>st</sup> January, 2023.</b></p> <p><b>Upper age limit</b> is relaxable by 5 years in respect of Persons with benchmark Disabilities.</p> <p><b>R&amp;P Rules also provides as under:-</b></p> <p>"Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis:</p> <p>Provided further that if a candidate appointed on adhoc or on contract basis had become over-age on the date he/she was appointed as such, he/she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his/her such adhoc or contract appointment:</p> |

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page



|  | <p>Provided further that upper age limit is relaxable for Scheduled Castes/ Scheduled Tribes/ Other Backward Classes and Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:</p> <p>Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were/are subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.”</p>  |                       |  |                    |               |  |                         |                       |   |    |    |  |    |    |   |    |     |
|--|--|-----------------------|--|--------------------|---------------|--|-------------------------|-----------------------|---|----|----|--|----|----|---|----|-----|
| 10   | Whether women are eligible   | No gender bar.        |  |                    |               |  |                         |                       |   |    |    |  |    |    |   |    |     |
| 11   | <p><b>Other documents required to be submitted by the candidate(s) for completion of selection process and weightage as per letter dated 28.08.2017 of the Department of Social Justice &amp; Empowerment, H.P. as under :-</b></p> <table border="1"> <thead> <tr> <th rowspan="2">Weightage of marks</th> <th colspan="2">Maximum Marks</th> </tr> <tr> <th>Class-III<br/>i.e. Clerk</th> <th>Class-IV i.e.<br/>Peon</th> </tr> </thead> <tbody> <tr> <td>(i) Weightage for essential educational qualification as mentioned above or as per the R&amp;P Rules (% of marks obtained in educational qualification prescribed for the posts would be divided by 10)</td> <td>10</td> <td>10</td> </tr> <tr> <td>(ii) Weightage for Maximum disabilities as per Certificate by the Medical Board/Authorities<br/><b>(i.e. Health &amp; Family Welfare Authorities/Medical Board).</b><br/>(40% to 59%) = 2 marks<br/>(60% to 79%) = 4 marks<br/>(80% to 100%) = 6 marks</td> <td>06</td> <td>06</td> </tr> <tr> <td>(iii) Weightage for maximum additional qualification (% of marks obtained would be divided by 25)</td> <td>04</td> <td>---</td> </tr> </tbody> </table> |                       |  | Weightage of marks | Maximum Marks |  | Class-III<br>i.e. Clerk | Class-IV i.e.<br>Peon | (i) Weightage for essential educational qualification as mentioned above or as per the R&P Rules (% of marks obtained in educational qualification prescribed for the posts would be divided by 10) | 10 | 10 | (ii) Weightage for Maximum disabilities as per Certificate by the Medical Board/Authorities<br><b>(i.e. Health &amp; Family Welfare Authorities/Medical Board).</b><br>(40% to 59%) = 2 marks<br>(60% to 79%) = 4 marks<br>(80% to 100%) = 6 marks | 06 | 06 | (iii) Weightage for maximum additional qualification (% of marks obtained would be divided by 25) | 04 | --- |
| Weightage of marks   | Maximum Marks  |                       |  |                    |               |  |                         |                       |   |    |    |  |    |    |   |    |     |
|  | Class-III<br>i.e. Clerk  | Class-IV i.e.<br>Peon |  |                    |               |  |                         |                       |   |    |    |  |    |    |   |    |     |
| (i) Weightage for essential educational qualification as mentioned above or as per the R&P Rules (% of marks obtained in educational qualification prescribed for the posts would be divided by 10)  | 10   | 10                    |  |                    |               |  |                         |                       |   |    |    |  |    |    |   |    |     |
| (ii) Weightage for Maximum disabilities as per Certificate by the Medical Board/Authorities<br><b>(i.e. Health &amp; Family Welfare Authorities/Medical Board).</b><br>(40% to 59%) = 2 marks<br>(60% to 79%) = 4 marks<br>(80% to 100%) = 6 marks | 06   | 06                    |  |                    |               |  |                         |                       |   |    |    |  |    |    |   |    |     |
| (iii) Weightage for maximum additional qualification (% of marks obtained would be divided by 25)  | 04   | ---                   |  |                    |               |  |                         |                       |   |    |    |  |    |    |   |    |     |



|                                 |  |   |           |
|---------------------------------|--|---|-----------|
| (iv)                            | Belonging to notified backward Area or Panchayat, as the case may be <b>(issued by SDO(c), Tehsildar/Naib-Tehsildar)</b>   | 01  | 01        |
| (v)                             | Land Less family/ family having land less than 01 Hectare to be certified by the concerned Revenue Authority <b>(issued by SDO(c), Tehsildar/Naib-Tehsildar)</b>   | 01  | 02        |
| (vi)                            | Non-employment Certificate to the effect that none of the family member is in Government/Semi-Government services <b>(issued by SDO(c), Tehsildar/Naib-Tehsildar)</b>  | 01  | 2.5       |
| (vii)                           | BPL family having family annual income (from all sources) below 40,000/- or as prescribed by the Govt. from time to time <b>(issued by BDO)</b> .  | 02  | 2.5       |
| (viii)                          | Widow/divorced/destitute/single women <b>(Issue by BDO)</b>  | 01  | 1.5       |
| (ix)                            | Single daughter/Orphan <b>(issued by BDO)</b>  | 01  | 01        |
| (x)                             | Training of atleast 6 months duration related to the post applied for from a recognized University/Institution.  | 01  | ---       |
| (xi)                            | 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(s) only for each completed year in case of Class-IV). | 02  | 3.5       |
| <b>Total weightage of marks</b> |  | <b>30</b>   | <b>30</b> |
| 12                              | Certificate of bonafide Himachali. <b>(issued by competent authority)</b>  |   |           |
| 13                              | Certificate of category (SC/ST/OBC/EWS) <b>(issued by competent authority)</b>   |   |           |
| 14                              | Employment Registration Certificate  |   |           |
| 15                              | Self addressed <b>envelope</b> alongwith postal <b>stamps</b>  |   |           |
| 16                              | <b>Place of work (Name of town/village and district in which it is situated)</b>   | Anywhere in offices in HP and Legal Cell, New Delhi.  |           |
| 17                              | <b>Probable date by which the vacancy will be filled up.</b>   | Immediate   |           |
| 18                              | <b>Particulars regarding interview/test of applicants</b><br>a) <b>Date &amp; time of document verification</b><br>b) <b>Designation and address of the person to whom applicant should report</b>   | Evaluation date(s) will be intimated to the candidate by the Department; however, the candidates may contact on telephone numbers as mentioned above during <b>second week of December.</b> Himexam.com |           |
| 19                              | <b>Any other related information</b>   | As per para-18.2 of GoHP instructions dated 22.06.2020, visually impaired persons are exempted from examination fee.  |           |

Y.P. Singh



**B. Other Eligibility Conditions:-**

1. The candidates are advised to submit photocopies of latest Certificates as mentioned above.
2. The date of determining the eligibility of candidate in terms of essential qualification etc shall be reckoned as on the closing/last date.
3. The applicant should possess minimum 40% permanent Disability Certificate issued by the competent Medical Board i.e. District Medical Board or above. Such Certificate **in the event of selection for the post will be subject to verification** by the competent authority.
4. The candidate/applicant should be bonafide resident of Himachal Pradesh.
5. Incomplete application or received after due date or not in accordance with the prescribed format shall not be considered and will be rejected straightway without any intimation to the candidate. No correspondence will be entertained in this regard. Therefore, the **candidates are advised to ensure their eligibility for the post and submission of complete application form alongwith relevant documents/ certificates.**
6. The Department will not be responsible for any kind of postal delay.
7. No TA/DA will be admissible.
8. **All the documents/certificates in original will have to be produced at the time of Evaluation,** failing which the candidature of the applicant will be cancelled/rejected.
9. In case of any objection, the decision of the Special Selection Committee shall be final.
10. The Department reserves the right whether to fill up the post or withdraw the advertisement at any point of time.
11. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

**C. Application Form:-**

Application form as prescribed can also be downloaded after 02.11.2023 from the official Website of the Prosecution Department. No other application will be accepted.

(Website link:- [https://himachal.nic.in/index.php?lang=1&dpt\\_id=173](https://himachal.nic.in/index.php?lang=1&dpt_id=173))



**D. How to apply:-**

The application must be submitted on the **prescribed format only** alongwith passport size latest **photograph** pasted thereon. Application form duly filled in all respect alongwith **self-attested photocopies of all relevant/requisite documents/certificates** as mentioned above, be sent through REGISTERED POST/BY HAND to the following address:-

**The Director of Prosecution,  
Himachal Pradesh, Block No.22,  
SDA Complex, Kasumpti, Shimla-9.**

The envelope containing application form should be super-scribed as follows:-  
"Application for the post of .....(name of the post)".

**E. Last Date for applications:-**

The applications alongwith relevant supporting/essential documents should reach in the Directorate of Prosecution, Himachal Pradesh, Block No.22, SDA Complex, Kasumpti, Shimla-9, **on or before 15.11.2023** from **Non-Tribal Areas** positively and **on or before 20.11.2023** from **Tribal Areas** of Himachal Pradesh. The applications received after the last date and incomplete applications shall be rejected summarily.

**F. Mode of Selection/ Selection Procedure:-**

Selection for appointment to the post(s) being filled up shall be made on the basis of weightage/merit of evaluation process as mentioned in Table-A above as per the Department of Social Justice & Empowerment, HP letter No. SJE-B(15)-03/2014-I dated 28<sup>th</sup> August 2017. The date of evaluation/verification of documents will be intimated separately through post and the same will also be made available on the official Website of the department; hence, the candidates are advised to visit the Website of the Department during the second week of December, 2023 for Evaluation Schedule. [Himexam.com](http://Himexam.com)

Y.P.  
Jain







**APPLICATION FORM FOR THE POST OF .....**  
 (NAME OF POST) FROM THE PERSON(S) WITH BENCHMARK  
 DISABILITIES UNDER "SPECIAL RECRUITMENT DRIVE-2023" IN THE  
 PROSECUTION DEPARTMENT, HIMACHAL PRADESH, SHIMLA-9.

Self attested  
 latest coloured  
 photograph to  
 be pasted

|    |   |                                    |
|----|---|------------------------------------|
| 1  | Name of applicant (in CAPITAL letters)                    |                                    |
| 2  | Father's/Husband's name (in capital letters)              |                                    |
| 3  | Mobile No.  |                                    |
| 4  | Email id  |                                    |
| 5  | Date of birth<br>(as per matriculation certificate)       |                                    |
| 6  | Age as on 01.01.2023                                      | ..... Years .....Months ..... days |
| 7  | Permanent home address with pin code                      |                                    |
| 8  | Correspondence address with pin code                      |                                    |
| 9  | Category (General/SC/ST/OBC/EWS etc.) (Proof be attached) |                                    |
| 10 | Nature of disability                                      |                                    |
| 11 | Percentage of disability (40% & above)                    |                                    |
| 12 | Male/Female   |                                    |
| 13 | Nationality   |                                    |
| 14 | Religion  |                                    |
| 15 | Whether Himachali Bonafide?<br>(Yes or No)                |                                    |
| 16 | Name of Employment Exchange                               |                                    |
| 17 | Employment Registration No.                               |                                    |

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|   |  |   |          |                 |                              |                |             |               |
|---|--|---|----------|-----------------|------------------------------|----------------|-------------|---------------|
| 18  | Detail of Educational qualification:-  |   |          |                 |                              |                |             |               |
|   | Sr. No.  | Examination   | Roll No. | Year of passing | Board/ University/ Institute | Marks obtained | Total marks | %age          |
|   | i)   | 8 <sup>th</sup> or its equivalent   |          |                 |                              |                |             |               |
|   | ii)  | 10 <sup>th</sup> or its equivalent  |          |                 |                              |                |             |               |
|   | iii)   | 10+2 or its equivalent  |          |                 |                              |                |             |               |
|   | iv)  | higher, if any  |          |                 |                              |                |             |               |
|   | v)   |   |          |                 |                              |                |             |               |
| <b>Note: Self attested copies of education certificates to be attached.</b> |  |   |          |                 |                              |                |             |               |
| 19  | Have you ever been debarred or disqualified by any Public Service Commission/Recruitment Board etc from any of the Examination Selection? Yes or No, detail if yes |   |          |                 |                              |                |             |               |
| 20  | Have you ever been convicted by any court for any offence? (Yes or No)   |   |          |                 |                              |                |             |               |
| 21  | <b>Whether Other additional document(s) attached as under:-</b>  |   |          |                 |                              |                |             |               |
|   | i)   | Essential Educational qualification as mentioned above or as per R&P Rules  |          |                 |                              |                |             | <b>Yes/No</b> |
|   | ii)  | Certificate of disabilities from Persons with benchmark disabilities with more than 40% disability <b>(as certified by the Medical Board/Authorities)</b>             |          |                 |                              |                |             | <b>Yes/No</b> |
|   | iii)   | Certificate(s) of maximum additional qualification  |          |                 |                              |                |             | <b>Yes/No</b> |
|   | iv)  | Certificate of belonging to notified Backward Area or Panchayat, as the case may be. <b>(Issued by SDO(c)/Tehsildar/Naib Tehsildar).</b>                              |          |                 |                              |                |             | <b>Yes/No</b> |
|   | v)   | Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority <b>(Issued by SDO(c)/Tehsildar/Naib Tehsildar)</b>         |          |                 |                              |                |             | <b>Yes/No</b> |
|   | vi)  | Non-employment Certificate to the effect that none of the family member is in Government/Semi-Government service. <b>(Issued by SDO(c)/Tehsildar/Naib Tehsildar).</b> |          |                 |                              |                |             | <b>Yes/No</b> |
|   | vii)   | BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time. <b>(Issued by the BDO).</b>             |          |                 |                              |                |             | <b>Yes/No</b> |
|   | viii)  | Widow/divorced/destitute/single woman. <b>(Issued by the BDO)</b>   |          |                 |                              |                |             | <b>Yes/No</b> |

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|        |                            |  |                            |
|--------|----------------------------|--|----------------------------|
|        | ix)                        | Single daughter/Orphan (Issued by the BDO)   | Yes/No                     |
|        | x)                         | Training of atleast six months duration related to the post applied for, from a recognized University/institution. | Yes/No                     |
|        | xi)                        | Experience upto a maximum of 05 years in Govt./Semi Govt. organization relating to the post applied for.           | Yes/No                     |
| 22     |                            | Certificate of bonafide Himachali (issued by the Competent authority)  | Yes/No                     |
| 23     |                            | Certificate of category (SC/ST/OBC/EWS) (issued by the Competent authority)  | Yes/No                     |
| 24     |                            | Employment Registration Certificate with Registration No.  | Yes/No                     |
| 25     |                            | Self addressed envelope alongwith postal stamps  | Yes/No                     |
| 26     | If employed, then indicate | Designation.....<br>Department.....<br>Period of services.....   |                            |
| 27     | List of documents attached |  |                            |
|        | 1.....                     |  | 8.....                     |
|        | 2.....                     |  | 9.....                     |
|        | 3.....                     |  | 10.....                    |
|        | 4.....                     |  | 11.....                    |
|        | 5.....                     |  | 12.....                    |
|        | 6.....                     |  |                            |
|        | 7.....                     |  |                            |
|        |                            |  | (Signature of applicant)   |
|        |                            |  | Name in Block letters..... |
| Date:  | /                          | / 2023   |                            |
| Place: |                            |  |                            |

#### Declaration

I, ..... S/D/W/o Sh. .... hereby solemnly declare that I have read and understand all the conditions as per advertisement and I am a bonafide resident of Himachal Pradesh and all the statements/particulars/documents/certificate furnished by me in this application form are correct and true to the best of my knowledge and belief and nothing has been concealed therein. 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 without any notice besides legal action/criminal proceeding in the matter under prevailing laws.

Dated:

Place:

Signature of the applicant



### REQUISITION FORM

|   |  |  |  |
|---|--|--|--|
| 1 | Name, Designation and address of the employer  | Mohinder Chouhan, Director of Prosecution,<br>Himachal Pradesh, Block No.22, SDA Complex, Kasumpti Shimla-9. |  |
| 2 | Telephone No. of Employer, if any.   | 0177-2623871, 2624590  |  |
| 3 | Name of Post and number of vacancies   | Clerk = <b>01 Post</b> (on contract basis)   | From UR-Category and reserved for Sub-category Persons with benchmark disability " <b>Blind and Low Vision</b> ".  |
|   |  | Peon = <b>01 Post</b> (on daily wage basis)  |  |
| 4 | Pay and allowances/emoluments / daily wage rate  | Clerk  | 12,120/- as contractual amount or as per instructions of the Government  |
|   |  | Peon   | Rates as prescribed by the Government from time to time.   |
| 5 | Classification of post/ Nature of vacancy  | Clerk  | Ministerial, Class-III/Group-C, Non-Gazetted.  |
|   |  | Peon   | Ministerial, Class-IV/Group-D, Non-Gazetted.   |
| 6 | Physical requirements (i.e. job involved visual accuracy, frequent movement/walking, continuous long hours sitting etc.) | Clerk  | S=Sitting, ST=Standing, W=Walking, MF=Manipulation by fingers, RW=Reading & Writing, SE=Seeing, C=Communication.   |
|   |  | Peon   | S=Sitting, ST=Standing, W=Walking, MF=Manipulation with fingers, SE=Seeing, H=Hearing, C=Communication.  |
| 7 | Qualifications required  |  |  |
|   | (i) Essential  | Clerk  | <ol style="list-style-type: none"> <li>Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education/University.</li> <li>Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer. <b>Provided</b> that visually impaired persons recruited under 1% quota shall be imparted necessary basic training including computer training by the Department concerned through Composite Regional Centre (CRC), Sunder Nagar or NIVH, Dehradun or CTC, Ludhiana <b>instead of passing typing test</b>. They shall have to complete the above training during 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. Such Visually</li> </ol> |

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|   |  |  |
|---|--|--|
|   |  | <p>Impaired Persons need not to appear in typing test (as required at the time of initial appointment to the post).</p> <p><b>Provided</b> further that physically handicapped persons who are otherwise qualified to hold Clerical post as certified being unable to type, by the Medical Board and Visually Impaired persons are exempted from passing the typing test. The term, physically handicapped persons does not cover those 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>3. Should have knowledge of "Word Processing" in Computer as prescribed by the Recruiting Authority.</p> |
|   |  | <p><b>Peon</b> Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institution.</p> <p>Provided that visually impaired persons who have crossed the age of 35 (Thirty Five) years, competing under 1% quota reserved for visually impaired persons will be <b>exempted from prescribed educational qualification.</b></p>  |
|   | (ii) Desirable   | Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.  |
| 8 | Essential requirement for recruitment as per DoPHP Notification dated 19.11.2019 | <p>A candidate shall be a Citizen of India and he/she shall be eligible for appointment to Class-III post(s) ie. Clerk, if he/she has passed Matriculation and 10+2 and for Class-IV post(s) i.e. Peon, if he/she has passed Middle or Matriculation from any recognized School/Institution situated within Himachal Pradesh;</p> <p>Provided this condition shall not apply to Bonafide Himachalis.</p>   |
| 9 | Age limits, if any.  | <p>Between <b>18 to 45 years as on 1<sup>st</sup> January, 2023.</b></p> <p><b>Upper age limit</b> is relaxable by 5 years in respect of Persons with benchmark Disabilities.</p> <p><b>R&amp;P Rules also provides as under:-</b></p> <p>"Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of</p>  |

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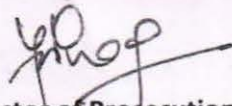


the Government including those who have been appointed on adhoc or on contract basis:  
 Provided further that if a candidate appointed on adhoc or on contract basis had become over-age on the date he/she was appointed as such, he/she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his/her such adhoc or contract appointment:  
 Provided further that upper age limit is relaxable for Scheduled Castes/ Scheduled Tribes/ Other Backward Classes and Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:  
 Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were/are subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/ Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies."

|      |   |                                 |                               |
|------|---|---------------------------------|-------------------------------|
| 10   | Whether women are eligible  | No gender bar.                  |                               |
| 11   | <b>Other documents required to be submitted by the candidate for completion of selection process and weightage as per letter dated 28.08.2017 of the Department of Social Justice &amp; Empowerment, H.P. as under :-</b>                   |                                 |                               |
|      | <b>Weightage of marks</b>   | <b>Maximum Marks</b>            |                               |
|      |   | <b>Class-III<br/>i.e. Clerk</b> | <b>Class-IV i.e.<br/>Peon</b> |
| (i)  | 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                              | 10                            |
| (ii) | Weightage for Maximum disabilities as per Certificate by the Medical Board/Authorities (i.e. <b>Health &amp; Family Welfare Authorities/Medical Board</b> ).<br>(40% to 59%) = 2 marks<br>(60% to 79%) = 4 marks<br>(80% to 100%) = 6 marks | 06                              | 06                            |



|                                 |  |  |           |
|---------------------------------|--|--|-----------|
| (iii)                           | Weightage for maximum additional qualification (% of marks obtained would be divided by 25)  | 04   | ---       |
| (iv)                            | Belonging to notified backward Area or Panchayat, as the case may be <b>(issued by SDO(c), Tehsildar/Naib-Tehsildar)</b>   | 01   | 01        |
| (v)                             | Land Less family/ family having land less than 01 Hectare to be certified by the concerned Revenue Authority <b>(issued by SDO(c), Tehsildar/Naib-Tehsildar)</b>   | 01   | 02        |
| (vi)                            | Non-employment Certificate to the effect that none of the family member is in Government/Semi-Government services <b>(issued by SDO(c), Tehsildar/Naib-Tehsildar)</b>  | 01   | 2.5       |
| (vii)                           | BPL family having family annual income (from all sources) below 40,000/- or as prescribed by the Govt. from time to time <b>(issued by BDO)</b> .  | 02   | 2.5       |
| (viii)                          | Widow/divorced/destitute/single women <b>(Issue by BDO)</b>  | 01   | 1.5       |
| (ix)                            | Single daughter/Orphan <b>(issued by BDO)</b>  | 01   | 01        |
| (x)                             | Training of atleast 6 months duration related to the post applied for from a recognized University/Institution   | 01   | ----      |
| (xi)                            | 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 marks only for each completed year in case of Class-IV). | 02   | 3.5       |
| <b>Total weightage of marks</b> |  | <b>30</b>  | <b>30</b> |
| 12                              | Certificate of bonafide Himachali. <b>(issued by competent authority)</b>  |  |           |
| 13                              | Certificate of category (SC/ST/OBC/EWS) <b>(issued by competent authority)</b>   |  |           |
| 14                              | Employment Registration Certificate  |  |           |
| 15                              | Self addressed envelope alongwith postal stamps  |  |           |
| 16                              | <b>Place of work (Name of town/village and district in which it is situated)</b>   | Anywhere in offices in HP and Legal Cell, New Delhi.   |           |
| 17                              | <b>Probable date by which the vacancy will be filled up.</b>   | Immediate  |           |
| 18                              | <b>Particulars regarding interview/test of applicants</b><br>a) Date & time of document verification<br>b) Designation and address of the person to whom applicant should report   | Will be intimated to the candidate by the Department   |           |
| 19                              | <b>Any other related information</b>   | As per para-18.2 of GoHP instructions dated 22.06.2020, visually impaired persons are exempted from examination fee. |           |

  
**Director of Prosecution,**  
**Himachal Pradesh, Shimla-9**