



H.P. STATE CIVIL SUPPLIES CORPORATION LIMITED.

(A State Government Undertaking)

Head Office: Block No. 16-17, SDA Commercial Complex, Kasumpti, Shimla-171009

(Phone: 0177-2621583, 2621951)

“NOTICE”

The management of the H. P. State Civil Supplies Corporation Ltd. intends to fill-up 2 (Two) posts of Junior Office Assistant (Accounts) reserved for PwDs candidates (1-post for Visual Impaired with Low Vision and 1-post for Deaf and hard of hearing) on contract basis. The essential qualification to the post of Junior Office Assistant (Accounts) is as under: -

1. Age	Between 18 to 45 years Clarifications :- a. Age of candidate shall be reckoned as on 01.01.2023. b. Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Govt. of H.P. including those who have been appointed on adhoc or on contract basis in these offices/institutions; Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxations 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 Caste/ Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order (s) of the Himachal Pradesh Govt.
2. ESSENTIAL QUALIFICATION	a) ESSENTIAL QUALIFICATION(S):- (i) B. Com from recognized University. Desirable Qualification (s):- Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
Essential requirement for a direct recruitment:	A candidate shall be eligible for appointment to Class-III post(s), if he/she has passed Matriculation and 10+2 and for Class-IV post(s), if he/she has passed Middle or Matriculation from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.

The interested candidates filling above qualification and criteria may apply for the post of Junior Office Assistant (Accounts) on the prescribed format which can be downloaded from <https://himapurti.in>. The application should be addressed to the Managing Director, HP State Civil Supplies Corporation Ltd., Kasumpti, Shimla-9. The same must reach in the office of Managing Director, H.P. State Civil Supplies Corporation Ltd., Block 16-17, SDA Commercial Complex, Kasumpti, Shimla-171009 up to 27.01.2024 till 5.00 p.m. after which no application shall be considered. The selection criteria for the same is as detailed below: -

	Remarks	Marks
1	Weightage for essential educational qualification as per the R&P Rules (% of marks obtained in educational qualification prescribed for the posts would be divided by 10)	10
2	Weightage for maximum disabilities as per certificate by the Medical Board/ Authorities (40% to 59%) =2 marks. (60% to 79%) =4 marks. (80% to 100%) =6 marks.	6
3	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	4
4	Belonging to notified Backward Area or Panchayat as the case may be.	1
5	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1
6	Non-employment Certificate to the effect that none of the family member is in Government/Semi Government.	1
7	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time. (Certificates with validity issued by Panchayat Secretary/Pradhan/BDO subject to the condition that valid income certificate with income below Rs. 40,000/- issued competent authority.	2
8	Widow/divorced/destitute/single woman.	1
9	Single daughter/Orphan.	1
10	Training of atleast 6 months duration related to the post applied for from a recognized University/Institution.	1
11	Experience upto a maximum of 5 years in Govt./Semi-Govt. organization relating to the post applied for (0.4 mark only for each completed year in case of Class-III posts and 0.7 mark only for each completed year in case of Class-IV).	2
	Total	

MANAGING DIRECTOR