

**H.P. STATE CIVIL SUPPLIES CORPORATION LTD.**

(A STATE GOVERNMENT UNDERTAKING)

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

(Phone: 0177:2621583, 2621951)

**"NOTICE"**

The management of H. P. State Civil Supplies Corporation Ltd. intends to fill-up 1 (one) post of Junior Office Assistant (IT) reserved for PwDs candidates (Visual Impaired with Low Vision) on contract basis. The essential qualification to the post of Jr. Office Assistant (IT) is as under:

1.	<b>Age</b>	<b>Between 18 to 45 years</b> <b>Clarifications: -</b> 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.	<b>ESSENTIAL QUALIFICATION</b>	<b>a) ESSENTIAL QUALIFICATION (S)</b> (i) Should have passed 10+2 Examination from a recognized Board of School Education/ University OR 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) (ii) Computer Typing Speed of 30 words per minute in English or 25 words per minute in Hindi. 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 Department concerned through Composite Regional Centre (CRC), Sunder Nagar 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 service shall be afforded sufficient number of chances to complete the aforesaid training. Provided further those 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. 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. The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computer. <b>b) Desirable Qualification: -</b> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar prevailing in the Pradesh.
	<b>Essential requirement for a direct recruitment</b>	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 (IT) 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, 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 30.12.2023 till 5.00 p.m. after which no application shall be considered. The selection criteria for the same is as detailed below: -

	<b>Remarks</b>	<b>Marks</b>
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/desitute/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
	<b>Total</b>	<b>30</b>