HIMACHAL ROAD TRANSPORT CORPORATION SHIMLA-171003					
NOTIFICATION OF VACANCY					
The applications are hereby invited from the suitable candidates to fill up the following posts by direct recruitment from amongst the Persons with benchmark disabilities and the application complete in all respects on the prescribed proforma duly supported by attested copies of certificates and testimonials alongwith disability certificate should reach in HRTC, Head office, Old Bus Stand, Shimla on or before 31.01.2024 (05.02.2024 for Tribal areas) :-					
01 Name of Post and numbe of vacancies	 Junior Office Assistant (IT) = 06 (Six) posts (on contract basis) from UR category, reserved for Sub-Category Persons with benchmark disabilities i.e. 02 (Two) posts for 				
	persons with blindness and low vision, 02 (Two) posts for deaf and hard of hearing. 01 (One) post for locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy and 01 (one) post for autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons referred above. ii) Junior Office Assistant (Accounts) = 01 (One) post (on contract basis) from UR category, reserved for Sub-Category Persons with benchmark disabilities (a) blindness and low vision). iii) Ledger Keeper/ Day Book Whter = 01 (one) post (on contract basis) from UR				
	category, res	category, reserved for Sub-Category Persons with benchmark disabilities (a) blindness and low vision).			
02 Pay and allowances emoluments / daily water	/ JOA(IT)		Rs. 12,360/- as contractual amount or Government	as per instructions of the	
rate	JOA (Account	ts)	Rs. 12,360/- as contractual amount or	as per instructions of the	
	Ledger Keepe	er/D8W	Rs. 12,120/- as contractual amount or Government	as per instructions of the	
03 Qualifications required					
Essential	JOA (IT)		ave passed 10+2 Examination or its eq chool Education/University.	uivalent from a recognized	
Himexam.co	om	Matriculation from recognized Board of School Education with one/ two year Diploma/ Certificate from an Industrial Training Institute (ITI) in Informati			
	AOL	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) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer. Provided that visually impaired persons selected/ recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/ Computer application/ IT 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). Sundemagar 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 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. 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 critera for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers. Should have knowledge of "Word Processing" in Computer as prescribed by the Recruiting Authonity. JOA			
	(Accounts)	(Note:-Can ii) At least from any Ir experience institution i) Bachelor	didates having M. Com Qualification must 01 month certificate/ diploma course in stitution Govt, registered Computer cert in Talty Accounting System from any of Commerce (B. Com) with Six month	sthave passed B. Com) in Talty Accounting System thre with at least 06 months registered firm/ company/	
04 Whether women are eligible. No gender bar. Application form as prescribed can be downloaded after 01.01.2024 from the official website of Himachal Road Transport Corporation(Website link:-https://www.hrtchp.com/). No other application will be accepted. The publication charges/bill raised will be borne by the HRTC at its own.					
Note:- 1. The candidate must have knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in Himachal Pradesh. 2. The age of candidate must be between 18-50 years.					
The percentage of disability should not be less than 40% Incomplete applications or those received after due date will not be entertained. Advt. No. 1050/23-24 (Vivek Chauhan) HPAS Executive Director HRTC. Shimla-171003					