



# HIMACHAL ROAD TRANSPORT CORPORATION SHIMLA-171003

## Special Recruitment Drive - 2023

Tel. No. 0177-2804637  
Email: soadmhrtc@gmail.com  
Dated 27th December, 2023

Last date of receiving applications:  
For Non-Tribal Areas : 31.01.2024  
and for Tribal Areas : 05.02.2024


## **ADVERTISEMENT**

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It is notified for information of all the concerned that 06 (Six) posts of Junior Office Assistant (IT), 01 (One) post of Junior Office Assistant (Accounts) and 01 (One) post of Ledger Keeper/ Day Book Writer (on contract basis) are to be filled up in Himachal Road Transport Corporation by direct recruitment from amongst **Persons with benchmark disabilities** (in different sub categories) 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	Rohan Chand Thakur, IAS, Managing Director Himachal Road Transport Corporation, Old Bus Stand, Shimla-171003
2	Telephone No. of Employer, if any.	0177-2656106, 2804637
3	Name of Post and number of vacancies	<b>i) Junior Office Assistant (IT) = 06 (Six) posts (on contract basis) from UR category, reserved for Sub-Category Persons with disabilities (from benchmark category) 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.</b> <b>ii) Junior Office Assistant (Accounts) = 01 (One) post (on contract basis) from UR category, reserved for Sub-Category Persons with disabilities (from benchmark category (a) blindness and low vision).</b> <b>iii) Ledger Keeper/ Day Book Writer = 01 (one) post (on contract basis) from UR category, reserved</b>

		for Sub-Category Persons with disabilities (from benchmark category (a) blindness and low vision).	
4	Pay and allowances/ emoluments / daily wage rate	JOA (IT)	Rs. 12,360/- as contractual amount or as per instructions of the Government
		JOA (Accounts)	Rs. 12,360/- as contractual amount or as per instructions of the Government
		Ledger Keeper/ DBW	Rs. 12,120/- as contractual amount or as per instructions of the Government
5	Classification of post/ Nature of vacancy	JOA (IT)	 Ministerial, Class-III/Group-C, Non-Gazetted.
		JOA (Accounts)	
		Ledger Keeper/ DBW	
6	Physical requirements (i.e. job involved visual accuracy, frequent movement/walking, continuous long hours sitting etc.)	JOA (IT)	S=Sitting, ST=Standing, W=Walking, MF=Manipulation by fingers, RW=Reading & Writing, SE=Seeing, H=Hearing and C=Communication.
		JOA (Accounts)	
		Ledger Keeper/ DBW	
7	Qualifications required		
	Essential	<b>JOA (IT)</b>	i) Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education/University. OR Matriculation from recognized Board of School Education with one/ two years 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) Should possess a minimum speed

		<p>of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer.</p> <p><b>Provided</b> 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), 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 service 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><b>Explanation:-</b> 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 Computers.</p> <p>Should have knowledge of "Word Processing" in Computer as prescribed by the Recruiting Authority.</p>
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		<b>JOA (Accounts)</b>	i) Bachelor of Commerce (B.Com) from recognized University. (Note:- Candidates having M.Com Qualification must have passed B.Com) ii) At least 01 month certificate/ diploma course in Tally Accounting System from any Institution Govt. registered Computer centre with at least 06 months experience in Tally Accounting System from any registered firm/ company/ institution.
		<b>Ledger Keeper/ DBW</b>	i) Bachelor of Commerce (B.Com) with Six months Computer course from recognized institute.
	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		A candidate shall be a Citizen of India and he/she shall be eligible for appointment to Class-III post(s) i.e. JOA (IT)/ JOA (Accounts) and Ledger Keeper/ Day Book Writer, if he/she has passed Matriculation and 10+2 from any recognized School/Institution situated within Himachal Pradesh; <b>Himexam.com</b> Provided this condition shall not apply to Bonafide Himachalis.
9	Age limits, if any.		Between <b>18 to 45 years as on 1<sup>st</sup> January, 2023.</b> <b>Upper age limit</b> is relaxable by 5 years in respect of Persons with benchmark Disabilities. <b>R&amp;P Rules also provides as under :-</b> “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: 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(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>	
	<b>Weightage of marks</b>	<b>Maximum Marks</b>
		<b>Class-III i.e. JOA (IT), JOA (Accounts) and Ledger Keeper/ Day Book Writer</b>
(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
(ii)	Weightage for Maximum disabilities as per Certificate by the Medical Board/Authorities <b>(i.e. Health &amp; Family Welfare Authorities/Medical Board).</b> (40% to 59%) = 2 marks (60% to 79%) = 4 marks (80% to 100%) = 6 marks	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
(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
(vi)	Non-employment Certificate to the effect that none of the family member is in Government/Semi-	01

	Government services (issued by SDO(c), Tehsildar/Naib-Tehsildar)		
(vii)	BPL family having family annual income (from all sources) below 40,000/- or as prescribed by the Govt. from time to time (issued by BDO).		02
(viii)	Widow/divorced/destitute/single women (Issue by BDO)		01
(ix)	Single daughter/Orphan (issued by BDO)		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
	<b>Total weightage of marks</b>		<b>30</b>
12	Certificate of bonafide Himachali. (issued by competent authority)		
13	Certificate of category (SC/ST/OBC/EWS) (issued by competent authority)		
14	Employment Registration Certificate		
15	Self addressed envelope alongwith postal stamps		
16	Place of work (Name of town/village and district in which it is situated)	Anywhere in offices in HP	
17	Probable date by which the vacancy will be filled up.	Immediate	
18	Particulars regarding interview/test of applicants Date & time of document verification Designation and address of the person to whom applicant should report	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>Third week of February, 2024.</b>	
19	Any other related information	As per para-18.2 of GoHP instructions dated 22.06.2020, visually impaired persons are exempted from examination fee.	

**(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 Corporation 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 Corporation reserves the right whether to fill up the post or withdraw the advertisement at any point of time.

**(C) Application Form :-**

**Himexam.com**

Application form as prescribed can also be downloaded after 01.01.2024 from the official Website of Himachal Road Transport Corporation. No other application will be accepted.

(Website link:- [https://www.hrtchp.com/hrtc\\_info/](https://www.hrtchp.com/hrtc_info/))

**(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 Managing Director,  
Himachal Road Transport Corporation,  
Old Bus Stand, Shimla-171003**

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 HRTC, Head office, Old Bus stand, Shimla-03, **on or before 31.01.2024** from **Non-Tribal Areas** positively and **on or before 05.02.2024** 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 Corporation; hence, the candidates are advised to visit the Website of the Corporation during the Third week of February, 2024 for Evaluation Schedule.



**APPLICATION FORM FOR THE POST OF**  
..... (NAME OF POST)  
**FROM THE PERSON(S) WITH BENCHMARK DISABILITIES**  
**UNDER “SPECIAL RECRUITMENT DRIVE - 2023” IN**  
**HIMACHAL ROAD TRANSPORT CORPORATION,**  
**SHIMLA-171003**

Self attested <b>latest coloured</b> photograph to be pasted
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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 (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? (Yes or No)							
16	Name of Employment Exchange							
17	Employment Registration No.							
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 (as certified by the Medical Board/Authorities) <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. (Issued by SDO(c)/Tehsildar/Naib Tehsildar). <b>Yes/No</b>					
	v)	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority (Issued by SDO(c)/Tehsildar/Naib Tehsildar) <b>Yes/No</b>					
	vi)	Non-employment Certificate to the effect that none of the family member is in Government/Semi-Government service. (Issued by SDO(c)/ Tehsildar/ Naib Tehsildar). <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. (Issued by the BDO). <b>Yes/No</b>					
	viii)	Widow/divorced/destitute/single woman. (Issued by the BDO) <b>Yes/No</b>					
	ix)	Single daughter/Orphan (Issued by the BDO) <b>Yes/No</b>					
	x)	Training of atleast six months duration related to the post applied for, from a recognized University /institution. <b>Yes/No</b>					
	xi)	Experience upto a maximum of 05 years in Govt./ Semi Govt. organization relating to the post applied for. <b>Yes/No</b>					
22	Certificate of bonafide Himachali (issued by the Competent authority) <b>Yes/No</b>						
23	Certificate of category (SC/ST/OBC/EWS) (issued by the Competent authority) <b>Yes/No</b>						
24	Employment	Registration	Certificate	with	Registration	No.	

	<b>Yes/No</b>	
25	Self addressed envelope alongwith postal stamps <b>Yes/No</b>	
26	If employed, then indicate	Designation..... Department..... Period of services.....
27	List of documents attached	
	1.....	8.....
	2.....	9.....
	3.....	10.....
	4.....	11.....
	5.....	12.....
	6.....	
	7.....	
<b>(Signature of applicant)</b>		
Name in Block letters.....		
Date:     /     / 2024		
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**