

**Directorate of Panchayati Raj,
Himachal Pradesh, Shimla-171009**

Telephone No. 0177- 2623820 & 2623814 Email Id: panchayatiraj-hp@gov.in Dated 7 th February, 2024	<u>Last date for receiving application Forms</u> For Non-Tribal Areas: 07-03-2024 For Tribal Areas: 18-03-2024
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It is notified for information of all the concerned that 01 post of Panchayat Inspector (on contract basis) and 02 Posts of Peon (on contract basis) are to be filled up in the Panchayati Raj Department by direct recruitment from amongst Persons with Benchmark Disabilities, 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 & address of Department	Panchayati Raj Department, HP, Block No. 27, SDA Complex Kasumpti Shimla-171009		
2	Telephone No.	0177-2623820 & 2623814		
3	Name of the Post and Pay Scale	No. of Posts	Breakup of the posts, reserved for	
4	Panchayat Inspector (Class-III, Non Gazetted) Pay Matrix (38100-120400) (Contractual Amount per month Rs.22860/-) (60% of the first cell of Level-10 of the pay matrix under HP Civil Services, Rules, 2022)	1	1. Deaf, Hard of Hearing <div style="text-align: center; background-color: yellow; padding: 5px;">Himexam.com</div>	
5	Peon, (Class-IV, Non Gazetted) Pay Matrix (18000-56900) (Contractual Amount per month Rs. 10800/-) (60% of the first cell of Level-1 of the pay matrix under HP Civil Services, Rules, 2022)	2	1. One post for One Leg, One Arm and One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims 1. One post for Autism Spectrum Disorder (M=Mild, Mol= Moderate), ID= Intellectual Disability, Specific Learning Disability, Mental Illness.	
6	Physical requirements (i.e. job involved visual accuracy, frequent movement/ walking, continuous long hours sitting etc.			
	Panchayat Inspector	S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with fingers, Reading and writing, SE=Seeing		
	Peon	S=Sitting, ST=Standing, W=Walking, MF=Manipulation with fingers, SE= Seeing, H=Hearing, C= Communication.		
7	Qualifications required :-			
	(i) Education/Academic	Panchayat Inspector	Should have passed bachelor's degree in Arts or Commerce or Science or its	

		equivalent from a recognized University or an Institutions duly recognized by the Central/ H.P. Government.
	Peon	Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institute.
	(ii) Desirable	He/She should have knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh
8	Essential requirement for recruitment:-	
	The candidate must be a bonafide resident of Himachal Pradesh.	
9	Age Limit :	
	<p>The age of the applicant should be between 18 and 45 years as on 1.1.2024. The relaxation in upper age limit is permissible upto 5 years as per instructions of the Government of H.P.</p> <p>R&P Rules also provides that: "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 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> <p>Provided further that upper age limit is relaxable for Schedule Caste/Scheduled Tribe/ 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 to the Public Sector Corporations/ Autonomous Bodies who were/are subsequently appointed by such Corporation/ Autonomous Bodies and who were/are 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	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 & Empowerment, H.P. as under:-	
	Table-A	
	Weightage of marks	Maximum Marks
		Class-III Class-IV
I.	Weightage for essential education 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 certificate by the medical Board/ Authorities (40% to 59%) = 2 marks	6 6

	(60% to 79%) = 4 marks (80% to 100%) = 6 marks		
III.	Weightage for maximum additional qualification. (% of marks obtained would be divided by 25)	4	0
IV.	Belonging to notified Backward Area of Panchayat, as the case may be. (Issued by SDO (c), Tehsildar/Naib-Tehsildar)	1	1
V.	Landless family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority. (Issued by SDO (c), Tehsildar/Naib-Tehsildar)	1	2
VI.	Non employment Certificate to be effect that none of the family member is in Government/Semi Government. (Issued by SDO (c), Tehsildar/Naib-Tehsildar)	1	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. [Issued by BDO (by taking) the authenticated entries in the 'Parivar Register' as the basis of such certificate]	2	2.5
VIII.	Widow/divorced/ destitute/ single woman. [Issued by BDO (by taking) the authenticated entries in the 'Parivar Register' as the basis of such certificate]	1	1.5
IX.	Single daughter/Orphan. [Issued by BDO (by taking) the authenticated entries in the 'Parivar Register' as the basis of such certificate]	1	1
X.	Training of atleast 6 months duration related to the post applied for from a recognized University/Institution,	1	0
XI.	Experience up to maximum of 5 years in Govt./Semi Govt. organization, relating to the post applied for (0.4 marks only for each complete year in case of Class-III posts and 0.7 marks only for each completed year case of Class-IV)	2	3.5
	Total weightage or marks	30	30
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 Office in Himachal Pradesh.	
17	Probable date by which the vacancy will be filled up.	Immediate	
18	Particulars regarding interview/test of applications a) Date of time of document verification b) Designation and address of the person to whom applicant should report.	Evaluation date(s) will be intimated to the candidate by the department, after scrutiny of the application forms, within three weeks from the last date of receipt of application forms, however, the candidates may contact for the same on telephone numbers as mentioned above.	
19	Application Fee	N/A	

B. Other Eligibility conditions:-

1. The application must be submitted on the prescribed format only and self-attested recent passport size photograph must be pasted in the space provided in the application form.
2. The eligibility of candidate for selection shall be reckoned as on last date of application.
3. The applicant should possess minimum 40% permanent Disability Certificate issued by the competent Medical Board i.e. 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 must be a bonafide resident of Himachal Pradesh.
5. Incomplete application or received after due or not in accordance with the prescribed format shall not be considered and will be rejected straightway without any information to the candidate. No correspondence will be entertained to that respect. Therefore, the candidates are advised to ensure their eligibility for the post and submission of complete application form along-with 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/certificate 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 any objection, the decision of the Special Selection Committee shall be final.
10. The Departmental 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 from Himexam.com of Panchayati Raj Department (hppanchayat.nic.in). No other application will be accepted.

D. How to apply:-

The application must be submitted on prescribed format only, alongwith passport size photograph pasted thereon. Application Form dully filled in all respect alongwith self-attested photocopies of all relevant/ requisite documents/certificate as mentioned above, be sent through registered post/by Hand to the following address:-

**Director, Panchayati Raj Department, H.P.
Block No-27, SDA Complex Kasumpti, Shimla-171009.**

The envelope containing Application Form should be super-scribed as follows:-

“Application for the post of(Name of the post). (On contract basis)”

E. Last date for application:-

The application alongwith relevant supporting/essential documents should reach in the office of Director, Panchayati Raj Department, Himachal Pradesh, Block No-27, SDA Complex Kasumpti, Shimla-171009 on or before 07-03-2024, from Non-Tribal Areas and 18-03-2024, from Tribal Areas of Himachal Pradesh. Application Forms received after last dates and incomplete Application Forms 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 letter No. SJE-B(15) -03/2014-I dated 28th August, 2017 of Department of Social Justice & Empowerment HP. 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 candidate are advised to visit the official website of Department for Evaluation Schedule, after three weeks from the last date of receipt of Application Forms.

Director,
Panchayati Raj Department,
Himachal Pradesh, Shimla-9

990-1067

Endst. No: PCH-HB(15)5/81-IV-

Shimla-171009

07 February, 2024

Copy forwarded to information and necessary action please:-

1. The Director, Labour and Employment, H.P. Shimla.
2. The Director, SJ&E, H.P. Shimla-9.
3. The Director, SCs, OBC and Minority Department. H.P. Shimla-9
4. The Director, Employment, Himachal Pradesh Shimla, alongwith spare copy.
5. The Director, HP Public Relation Department, Shimla-2 with the request to publish the same in 02 leading newspapers (Hindi & English) in Himachal Pradesh.
6. The Station Director, All India Radio Shimla for wide publicity.
7. The Additional Director (Publication) information and Public Relation Department Shimla-5 with the request to publish it in "Giri Raj" at the earliest.
8. The Officer on Special Duty, Director of Saink Welfare, Himachal Pradesh at Hamirpur.
9. The Labour Commissioner-cum-Director of Employment, H.P. Special Employment Exchange for Person with Disability, Directorate of Labour & Employment, H.P. Himrus Bhawan, Near Himland Hotel Shimla.
10. The Regional Employment Officer, Regional Employment Exchange Shimla/ Mandi and Dharmshala, H.P.
11. The District Employment Officer, Distt. Employment Exchange Shimla, Bilaspur, Chamba, Hamirpur, Kullu, Kaza, Keylong, Nahan, Reckongpeo, Solan, Una, Mandi, Dharmashala, HP.
12. Incharge Employment Exchange Theog, Rampur, Jubbal, Suni, Chopal, Palampur, Nurpur, Lambagaon, Nagrota Bagwan, Nagrota Suryan, Baijnath, Indora, Sunder Nagar, Joginder Nagar, Karsog, Sarkaghat, Anni, Banjar, Arki, Nalagarh, Kasuali, Bhoranj, Nadaun, Ghumarwin, Rohru, Kumarsain, Gohar, Jawali, Dehra, Amb, Chirgaon, Lahaul & Spiti, Mashobra, Barsar, Bharwain & Dodra Kwar, H.P.
13. Computer Programmer O/o Directorate of Panchayati Raj Department with the direction to upload the same on departmental website alongwith Application Form.
14. Office Notice Board.
15. Guard file.

Director,
Panchayati Raj Department,
Himachal Pradesh, Shimla-9

APPLICATION FORM FOR THE POST OF(Name of the post)
FROM THE PERSON(S) WITH BENCHMARK DISABILITIES UNDER, "SPECIAL
RECRUITMENT DRIVE-2023" IN THE PANCHAYATI RAJ DEPARTMENT, HIMACHAL
PRADESH SHIMLA-171009

Paste your
recent
passport size
photograph
self-attested

1	Name of applicant <i>(In Capital Letters)</i>							
2	Father's/Husband's Name <i>(In Capital Letters)</i>							
3	Gender (Male/Female)							
4	Date of Birth							
5	Age as on 01.01.2024		: _____ Years _____ Months _____ Days					
6	Name of Employment Exchange Office with Registration No.		Name _____ No. _____					
7	Category to which belong i.e. SC/ST/OBC <i>(Proof of the same be attached)</i>							
8	Nationality							
9	Religion							
10	Whether Himachali Bonafide (Yes/No)							
11	Mobile No							
12	Nature of Disability							
13	Percentage of disability (40% & above)							
14	Email id							
15	Detail of Education Qualification							
	Sr. No.	Name of Examination passed	Roll No.	Year of passing	Name of Board/ University/ Institute	Max Marks	Marks obtained	%age
	i	8 th or its equivalent						
	ii	10 th or its equivalent						
	iii	12 th or its equivalent						
	iv	Bachelor's degree						
	v	Higher, if any						
	vi							
	Note:- Self attested copies of educational qualification certificates to be attached.							
16	Experience relating to the post applied for, if any (Yes/No). <i>(Proof of the same be attached)</i>							
17	Have you ever been debarred or disqualified by any Public Service Commission/ Recruitment Board from any of the Examination Selection? (Yes/No) detail if yes.							
18	Have you ever been convicted by any court for any offence? (Yes/No)							
19	Permanent Home address. (with Pin Code)							
20	Correspondence address. (with Pin Code)							

21	Whether other additional document(s) attached as under:-		
	i)	Essential education qualification certificate, as mentioned above or as per R&P Rules. (Matriculation Examination certificate is compulsory)	Yes/No
	ii)	Certificate of disability from Person with Benchmark disabilities with more than 40% disability. (As certified by the Medical Board/Authorities)	Yes/No
	iii)	Certificate(s) of maximum additional qualification.	Yes/No
	iv)	Certificate of belonging to notified backward Area or Panchayat as the case may be. (Issued by SDO(c) /Tehsildar/Naib Tehsildar)	Yes/No
	v)	Certificate of Landless family/family having land less than 1 Hectare, as certified by the concerned revenue authority. [Issued by SDO(c)/Tehsildar/Naib Tehsildar]	Yes/No
	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]	Yes/No
	vii)	BPL family having family annual income (from all sources) below Rs.40000/- or as prescribed by the Govt. from time to time. [Issued by BDO (by taking) the authenticated entries in the 'Parivar Register' as the basis of such certificate]	Yes/No
	viii)	Widow/divorced/ destitute/ single woman. [Issued by BDO (by taking) the authenticated entries in the 'Parivar Register' as the basis of such certificate]	Yes/No
	ix)	Single daughter/Orphan. [Issued by BDO (by taking) the authenticated entries in the 'Parivar Register' as the basis of such certificate]	Yes/No
	x)	Training of at least 6 months duration, related to the post applied for from a recognized University/Institution.	Yes/No
	xi)	Experience up to maximum of 5 years in Govt./Semi Govt. organization, relating to the post applied for.	Yes/No
	xii)	Admit Card.	Yes/No
22	Certificate of bonafide Himachali. (Issued by competent authority)		Yes/No
23	Certificate of category. (SC/ST/OBC/EWS) (Issued by competent authority)		Yes/No
24	Employment registration certificate with registration No.		Yes/No
25	Self-Addressed envelope alongwith pin code.		Yes/No
26	If employed, than indicate:-	Designation..... Department..... Period of Services.....	
27	List of documents attached:		
	1.....	6.....	
	2.....	7.....	
	3.....	8.....	
	4.....	9.....	
	5.....	10.....	

Signature of the Applicant

Declaration

I, _____ S/D/W/o Sh. _____ do hereby solemnly declare that I have read and understood all the conditions as per advertisement and I am a bonafide resident of Himachal Pradesh and all the statements/ particulars 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 any 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

Name in block letters.....

ADMIT CARD

Paste your recent
passport size
photograph duly
attested

1 Name of Candidate :

(To be filled in by the candidate)

2 Son of/Daughter of/Wife of :

(To be filled in by the candidate)

3 Permanent Address :

Pin Code

For Office use only

4 Roll No. :

5 Document Evaluation Centre :

6 Date and Time :

Signature of the Candidate
(At the time of Document Evaluation) :

Signature of the issuing Authority