

**Himachal Pradesh Subordinate Services Selection Board Hamirpur, District Hamirpur- 177001**

**Advertisement No. 22/2011**

**Dated: 13.12.2011**

Applications on the prescribed Proforma, in sealed covers, are invited for the following posts under the Government of Himachal Pradesh so as to reach the **Secretary, Himachal Pradesh Subordinate Services Selection Board, Hamirpur (Himachal Pradesh) PIN-177001** on or before **12.01.2012**. However, for the candidates residing in Lahaul & Spiti District, Kinnaur District, Pangi & Bharmour Sub-Divisions of Chamba District and Dodra Kwar Sub-Division of Shimla District of Himachal Pradesh, the last date for receipt of applications is **27.01.2012**. The applications received after these dates will not be entertained. The Board will not be responsible for delay in receipt of applications due to any reasons what so ever.

Name of post/pay scale	Post Code	Number of posts
<b>(1) Department of H.P. State Consumer Disputes Redressal Commission, Shimla-171009</b> Senior Scale Stenographer (On Contract basis) at minimum of the Pay Band of ` 10300-34800+3800 Grade Pay (Consolidated fixed contractual amount @ : ` 14100/- Per Month)	298	Gen (UR)-01  <p align="right"><b>Total=01</b></p> <p><b>Note : The requisition for the post of Senior Scale Stenographer, if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b></p>
<b>(2) H.P. State Civil Supplies Corporation Limited</b> Sr. Assistant (Accounts) (On Contract basis) at minimum of the Pay Band of ` 10300-34800+3800 Grade Pay.	299	Gen (UR)-05, Gen(IRDP/BPL)-01, OBC(UR)-01, SC(UR)-01  <p align="right"><b>Total=08</b></p> <p><b>Note : The requisition for the post of Sr. Assistant (Accounts), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b></p>
<b>(3) H.P. STATE ELECTRICITY BOARD LIMITED</b> Superintendent (Divisional Accounts) ( On Regular basis) in the Pay Band : ` 10900-34800+4550 Grade Pay	300	Gen (UR)-04, SC (UR)-01  <p align="right"><b>Total=05</b></p> <p><b>Note : The requisition for the post of Superintendent (Divisional Accounts), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b></p>
<b>(4) Different Departments of Government of Himachal Pradesh</b> Clerks (On Contract basis) at minimum of the Pay Band of ` 5910-20200 + 1900 Grade Pay (Consolidated fixed contractual amount @ : ` 7810/- Per Month)	301	Gen (UR)-336, Gen(IRDP/BPL)-64, Gen(WFF)-07, SC(UR)-144, SC(IRDP/BPL)-21, SC(WFF)-03, ST(UR)-32, ST(IRDP/BPL)-07, OBC (UR)-127, OBC(IRDP/BPL)-22, OBC(WFF)-02  <p align="right"><b>Total=765</b></p> <p><b>Note : The requisition for the post of Clerk, if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b></p>
<b>(5) Himachal Pradesh State Electricity Board Limited</b> Lineman (On Contract basis) at minimum of the Pay Band of ` (6400-20200)+3050 Grade Pay	302	Gen (UR)-16, Gen(IRDP/BPL)-05, OBC(UR)-07, OBC(IRDP/BPL)-01, ST(UR)-01, SC(UR)-08, SC(IRDP/BPL)-02  <p align="right"><b>Total=40</b></p> <p><b>Note : The requisition for the post of Lineman, if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b></p>
<b>(6) Local Audit Department, Himachal Pradesh</b> Junior Auditor (Contract Basis) at minimum of the Pay Band ` (10300-34800)+3800 Grade Pay (Consolidated fixed contractual amount @ : ` 14100/- Per Month)	303	Gen(IRDP/BPL)-01,SC(UR)-01  <p align="right"><b>Total=02</b></p> <p><b>Note : The requisition for the post of Junior Auditor, if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b></p>
<b>(7) Directorate of Higher Education, Himachal Pradesh PGT (English)</b> ( On Contract basis) in the Pay Band of ` 10300-34800+4200 Grade Pay (Consolidated fixed contractual amount @ : ` 14500/- Per Month)	304	Gen (UR)-52, SC (UR)-24, ST (UR)-04, OBC (UR)-18, Gen (IRDP/BPL)-12, SC (IRDP/BPL)-05, ST(IRDP/BPL)-02, OBC (IRDP/BPL)-06, Gen(WFF)-02, OBC(WFF)-01  <p align="right"><b>Total=126</b></p> <p><b>Note : The requisition for the post of PGT (English), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b></p>
<b>(8) PGT (Commerce)</b> ( On Contract basis) in the Pay Band of ` 10300-34800+4200 Grade Pay (Consolidated fixed contractual amount @ : ` 14500/- Per Month)	305	Gen (UR)-41, SC (UR)-18, ST (UR)-05, OBC (UR)-17, Gen (IRDP/BPL)-10, SC (IRDP/BPL)-04, ST(IRDP/BPL)-01, OBC (IRDP/BPL)-04, Gen(WFF)-01, SC(WFF)-01, OBC(WFF)-01  <p align="right"><b>Total=103</b></p> <p><b>Note : The requisition for the post of PGT (Commerce), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b></p>
<b>(9) PGT (Physics)</b> ( On Contract basis) in the Pay Band of ` 10300-34800+4200 Grade Pay (Consolidated fixed	306	Gen (UR)-07, SC (UR)-03, ST (UR)-01, OBC (UR)-03, Gen (IRDP/BPL)-02, OBC (IRDP/BPL)-01  <p align="right"><b>Total=17</b></p>

contractual amount @ : ` 14500/- Per Month)		<b>Note : The requisition for the post of PGT (Physics), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>
<b>(10) PGT (Chemistry)</b> ( On Contract basis) in the Pay Band of ` 10300-34800+4200 Grade Pay (Consolidated fixed contractual amount @ : ` 14500/- Per Month)	307	Gen (UR)-10, SC (UR)-03, ST (UR)-02, OBC (UR)-04, Gen (IRDP/BPL)-02, SC(IRDP/BPL)-01, OBC (WFF)-01 <b>Total=23</b> <b>Note : The requisition for the post of PGT (Chemistry), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>
<b>(11) PGT (Biology)</b> ( On Contract basis) in the Pay Band ` 10300-34800+4200 Grade Pay (Consolidated fixed contractual amount @ : ` 14500/- Per Month)	308	Gen (UR)-10, SC (UR)-05, ST (UR)-01, OBC (UR)-03, Gen (IRDP/BPL)-03, SC(IRDP/BPL)-01, OBC (IRDP/BPL)-01 <b>Total=24</b> <b>Note : The requisition for the post of PGT (Biology), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>
<b>(12) PGT (Music-Vocal)</b> ( On Contract basis) in the Pay Band of ` 10300-34800+4200 Grade Pay (Consolidated fixed contractual amount @ : ` 14500/- Per Month)	309	Gen (UR)-02, SC (UR)-01, OBC (UR)-01 <b>Total = 04</b> <b>Note : The requisition for the post of PGT (Music-Vocal), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>
<b>(13) PGT (Music-Instrumental)</b> (On contract basis) in the Pay Band of ` 10300-34800+4200 Grade Pay (Consolidated fixed contractual amount @ : ` 14500/- Per Month)	310	Gen (UR)-02, OBC (UR)-01, Gen (IRDP/BPL)-01 <b>Total = 04</b> <b>Note: The requisition for the post of PGT (Music-Instrumental), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>
<b>(14) PGT (Informatics Practices)</b> ( On Contract basis) in the Pay Band of ` 10300-34800+4200 Grade Pay (Consolidated fixed contractual amount @ : ` 14500/- Per Month)	311	Gen (UR)-312, SC (UR)-141, ST (UR)-28, OBC (UR)-121, Gen (IRDP/BPL)-78, SC (IRDP/BPL)-29, ST(IRDP/BPL)-10, OBC (IRDP/BPL)-29, Gen(WFF)-10, SC(WFF)-05, OBC(WFF)-04 <b>Total = 767</b> <b>Note : The requisition for the post of PGT (Informatics Practices), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>
<b>(15) Department of Elections, Himachal Pradesh, Shimla</b> Election Kanungo (On Contract basis) in the Pay Band of ` 5910-20200+3000 Grade Pay. (Consolidated fixed contractual amount @ : ` 8910/- Per Month)	312	OBC (UR)-01 <b>Total = 01</b> <b>Note : The requisition for the post of Election Kanungo, if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>
<b>(15) Himachal Pradesh Irrigation &amp; Public Health Department</b> Junior Engineer (Civil) (on contract basis) in the Pay Band of ` 10300-34800+3800 Grade Pay (Consolidated fixed contractual amount @ : ` 14100/- Per Month)	313	Gen (UR)-04,SC(UR)-01,ST(UR)-02,OBC(UR)-04, SC(IRDP/BPL)-01, ST(IRDP/BPL)-01, OBC (IRDP/BPL)-01 <b>Total = 14</b> <b>Note : The requisition for the post of Junior Engineer (Civil), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>
<b>(17) Himachal Pradesh State Electricity Board Limited</b> Junior Engineer (Electrical) (on contract basis) in the Pay Band of ` 10900-34800+4350 Grade Pay (Consolidated fixed contractual amount @ : ` 14100/- Per Month)	314	Gen (UR)-14, Gen(IRDP/BPL)-03, SC(UR)-06,SC(IRDP/BPL)-01, ST(UR)-01, OBC(UR)-05, OBC (IRDP/BPL)-01, <b>Total = 31</b> <b>Note : The requisition for the post of Junior Engineer (Electrical), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>
<b>(18) Himachal Pradesh Irrigation &amp; Public Health Department</b> Junior Engineer (Mechanical) (on contract basis) in the Pay Band of ` 10300-34800+3800 Grade Pay (Consolidated fixed contractual amount @ : ` 14100/- Per Month)	315	SC(UR)-01 <b>Total = 01</b> <b>Note : The requisition for the post of Junior Engineer (Mechanical), if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>
<b>(19) Himachal Pradesh State Electricity Board Limited</b> Clerks (On Contract basis) in the Pay band of ` 6420-20200+2300 Grade Pay.	316	Gen (UR)-15, SC(UR)-05, ST(UR)-01, OBC(UR)-04 <b>Total = 25</b> <b>Note : The requisition for the post of Clerk, if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>
<b>(20) Labour &amp; Employment</b> Steno Typist (on contract basis) in the pay band of ` 5910-20200+2000 Grade Pay	317	Gen(UR)-1 <b>Total = 01</b> <b>Note : The requisition for the post of Steno Typist, if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>

<b>(21) Department of Election, Himachal Pradesh Shimla-9</b> Junior Scale Stenographer (on contract basis) in the pay band of ` 5910-20200+2800 Grade Pay (Consolidated fixed contractual amount @ : ` 8710/- Per Month)	318	Gen(UR)-1 <span style="float: right;"><b>Total = 01</b></span> <b>Note : The requisition for the post of Junior Scale Stenographer, if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>												
<b>(22) Department of Ayurveda</b> Ayurvedic Pharmasist (on contract basis) in the pay Band of 5910-20200+3000 Grade Pay	319	Gen(UR)- 102, Gen(IRDP/BPL) - 25, Gen(WFF) – 03, SC(UR)- 41, SC(IRDP/BPL)- 10, SC(WFF)-01, ST(UR)- 10, ST(IRDP/BPL)- 02, ST(WFF)- 01,OBC(UR) - 33, (OBC)(IRDP/BPL)- 08, OBC(WFF)- 01 <span style="float: right;"><b>Total = 237</b></span> <b>Note : The requisition for the post of Ayurvedic Pharmacist, if any received upto 30<sup>th</sup> April 2012 shall also be included in the present number of post.</b>												
<b>1. Essential Qualifications</b>														
<b>Post Code</b>	<b>Educational and other Qualifications</b>													
<b>298</b> Senior Scale Stenographer	<b>(a)</b> (i) Should possess a Bachelor's Degree or its equivalent from a University recognized by Himachal Pradesh/Central Government. (ii) Must possess the following speed in shorthand and typewriting in both languages i.e. English and Hindi at the time of initial recruitment :- <table border="1" data-bbox="532 642 1076 730" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Speed in Shorthand</th> <th colspan="2" style="text-align: center;">Speed in Typewriting</th> </tr> <tr> <th style="text-align: center;">English</th> <th style="text-align: center;">Hindi</th> <th style="text-align: center;">English</th> <th style="text-align: center;">Hindi</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">100 WPM</td> <td style="text-align: center;">80 WPM</td> <td style="text-align: center;">40 WPM</td> <td style="text-align: center;">30 WPM</td> </tr> </tbody> </table> (iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority. <b>(b) Desirable :</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.		Speed in Shorthand		Speed in Typewriting		English	Hindi	English	Hindi	100 WPM	80 WPM	40 WPM	30 WPM
Speed in Shorthand		Speed in Typewriting												
English	Hindi	English	Hindi											
100 WPM	80 WPM	40 WPM	30 WPM											
<b>299</b> Sr. Assistant Accounts	M.Com with one year experience in accounts. B.Com with three years experience in accounts.													
<b>300</b> Superintendent (Divisional Accounts)	B.Com/MBA (Finance)													
<b>301</b> Clerks	<b>(a)</b> i) Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/ University. ii) Should also possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi Typewriting. (iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority. <b>(b) Desirable :</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.													
<b>302</b> Lineman	i) Matric with ITI certificate in Electrician/Wireman trade or any higher qualification in the same trade from the institution recognized by the HP Government. <b>Desirable :</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.													
<b>303</b> Junior Auditor	i) 2nd class Graduate in Commerce or Economics or Business Administration from the recognized university. ii) <b>Desirable :</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.													
<b>304</b> PGT (English)	<b>1. Academic Qualification</b> Master Degree in English with minimum of 50% marks in aggregate from a recognized university or its equivalent. <b>2. Desirable :</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh. <b>3. Professional Qualification</b> Bachelor of Education (B.Ed) as professional qualification from recognized University/Institutions with minimum 50% marks. <p style="text-align: center;">OR</p> Two years integrated M.Sc. Ed. Course or an equivalent course from a recognized University.													

<p><b>305</b> <b>PGT</b> (Commerce)</p>	<p>1. <b>Academic Qualification</b> Master Degree in Commerce with Accountancy/Financial Accountancy and Income Tax as major subjects of study with minimum of 50% marks in aggregate from a recognized University or its equivalent. Holder of Degree of MFC (Master of Finance Control) with minimum 50% marks in aggregate from a recognized university or its equivalent is also eligible for the post of Post graduate Teacher in Commerce subject.</p> <p>2. <b>Desirable</b> : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p> <p>3. <b>Professional Qualification</b> B.Ed. qualification for M.Com. Candidates will not be essential till the expiry of period of three years from the date H.P. University allows B.Com. / M.Com. Candidates to under take B.Ed. degree/course.</p>
<p><b>306</b> <b>PGT</b> (Physics)</p>	<p>1. <b>Academic Qualification</b> Master Degree in Physics/Electronics/Nuclear Physics with minimum of 50% marks in aggregate from a recognized university or its equivalent.</p> <p>2. <b>Desirable</b> : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p> <p>3. <b>Professional Qualification</b> Bachelor of Education (B.Ed.) as professional qualification from recognized University/Institutions with minimum 50% marks.</p> <p style="text-align: center;">OR</p> <p>Two years integrated M.Sc. Ed. Course or an equivalent course from a recognized University.</p> <p><i>Note :-</i> In case of PGT Physics, candidates must have obtained the degree of M.Sc. as regular candidates. However, the candidates who have obtained the degree of M.Sc. or admitted in M.Sc. through distance education Mode prior to 06-04-2010 for the subject are eligible.</p>
<p><b>PGT</b> <b>307</b> (Chemistry)</p>	<p>1. <b>Academic Qualification</b> Master Degree in Chemistry/Bio Chemistry with minimum of 50% marks in aggregate from a recognized university or its equivalent.</p> <p>2. <b>Desirable</b> : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p> <p>3. <b>Professional Qualification</b> Bachelor of Education (B.Ed.) as professional qualification from recognized University/Institutions with minimum 50% marks.</p> <p style="text-align: center;">OR</p> <p>Two years integrated M.Sc. Ed. Course or an equivalent course from a recognized University.</p> <p><i>Note :-</i> In case of PGT Chemistry, candidates must have obtained the degree of M.Sc. as regular candidates. However, the candidates who have obtained the degree of M.Sc. or admitted in M.Sc. through distance education Mode prior to 06-04-2010 for the subject are eligible.</p>
<p><b>308</b> <b>PGT</b> (Biology)</p>	<p>1. <b>Academic Qualification</b> Master Degree with minimum of 50% marks from a recognized University or its equivalent in Biology/Zoology, Life Microbiology/Bio-Technology/Molecular Biology/Plant Physiology provided candidates have studied Botany and Zoology at Graduation level.</p> <p>2. <b>Desirable</b> : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p> <p>3. <b>Professional Qualification</b> Bachelor of Education (B.Ed.) as professional qualification from recognized University/Institutions with minimum 50% marks.</p> <p style="text-align: center;">OR</p> <p>Two years integrated M.Sc. Ed. Course or an equivalent course from a recognized University.</p> <p><i>Note :-</i> In case of PGT Biology, candidates must have qualified Post Graduate Degree of M.Sc. in Botany/Zoology/Life Sciences/Micro Biology/Bio-Technology/Molecular Bio/Plant Physiology provided they have studied Botany and Zoology at Graduation level and obtained the Degree of M.Sc. as regular candidates. However the candidates who have obtained the Degree of M.Sc. Or admitted in M.Sc. through distance education Mode prior to 6-4-2010 for the subject are eligible.</p>

<b>309</b> <b>PGT</b> (Music-Vocal)	<ol style="list-style-type: none"> <li>1. <b>Academic Qualification</b> Master Degree in Music (Vocal) with minimum of 50% marks in aggregate from a recognized university or its equivalent.</li> <li>2. <b>Desirable</b> : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</li> <li>3. <b>Professional Qualification</b> Bachelor of Education (B.Ed) as professional qualification from recognized University/Institutions with minimum 50% marks.  OR Two years integrated M.Sc. Ed. Course or an equivalent course from a recognized University.</li> </ol>
<b>310</b> <b>PGT</b> (Music-Instrumental)	<ol style="list-style-type: none"> <li>1. <b>Academic Qualification</b> Master Degree in Music (Instrumental) with minimum of 50% marks in aggregate from a recognized university or its equivalent.</li> <li>2. <b>Desirable</b> : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</li> <li>3. <b>Professional Qualification</b> Bachelor of Education (B.Ed) as professional qualification from recognized University/Institutions with minimum 50% marks.  OR Two years integrated M.Sc. Ed. Course or an equivalent course from a recognized University.</li> </ol>
<b>311</b> <b>PGT</b> (Information Practices)	<ol style="list-style-type: none"> <li>1. <b>Academic Qualification</b> Degree in the following with minimum of 50% marks in aggregate. B.E. or B.Tech. in Computer Science/Information Technology or equivalent degree from a recognized University/Institute.  OR B.E. or B.Tech. (any stream) from a recognized University/Institute and Post graduate Diploma in Computer Science/Technology/Applications or equivalent from a recognized University/Institute.  OR M.Sc. (Computer science)/MCA or equivalent from a recognized University/Institute.  OR Post Graduate Degree in Mathematics/Physics from a recognized University with Post Graduate Diploma in Computer Sciences/Applications from a recognized University/Institute.  OR “B” or “C” level course from DOEACC Society.</li> <li>2. <b>Desirable</b> : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</li> <li>3. <b>Professional Qualification</b> Post Graduate Teachers (Informatics Practices) are exempted from B.Ed.</li> </ol>
<b>312</b> Election Kanungo	<b>Academic Qualification :-</b> Should be a Graduate from a recognized University or its equivalent. <b>Desirable</b> : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
<b>313</b> JE (Civil)	<ol style="list-style-type: none"> <li>i) Matric or Higher Secondary Part-I or its equivalent from a recognized University/Board.</li> <li>ii) Diploma of atleast three years duration in the trade of Civil Engineering or its equivalent from a recognized University or an Institution duly recognized by the Central/H.P Govt. <b>Desirable</b> : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</li> </ol>
<b>314</b> JE (Electrical)	Minimum Matriculation with diploma in Electrical Engineering/Electrical & Electronics Engineering from a recognized Institution/Board/University duly recognized by the Central / State Government for JE (Elect.) post. <b>Desirable</b> : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
<b>315</b> JE (Mechanical)	<ol style="list-style-type: none"> <li>i) Matric/Higher Secondary Part-I or its equivalent from a recognized University/Board.</li> <li>ii) Degree or Diploma in the trade of Mechanical/Automobile/Production/Aeronautical or Marine Engineering or its equivalent from a recognized University or an Institution duly recognized by the Government of India or the State Government. <b>Desirable</b> : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</li> </ol>

<b>316 Clerks</b>	i) 10+2 Second Division (55% marks) or Graduate in second Division. ii) Should have completed "O" Level computer course from a recognized computer institute OR should have completed course on computer concepts of AICTE & Department of Information Technology of Govt. of India from DOEACC Society. iii) Should possess minimum speed of 30 words per minute in English typewriting and 25 words Per minute in Hindi typewriting.												
<b>317 Steno Typist</b>	i) Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/ University. ii) Should possess following speed in Shorthand and Typewriting in both languages i.e. English and Hindi at the time of initial appointment. <table border="1" data-bbox="456 380 1016 470"> <tr> <td colspan="2">Speed in Shorthand</td> <td colspan="2">Speed in Typewriting</td> </tr> <tr> <td>English</td> <td>Hindi</td> <td>English</td> <td>Hindi</td> </tr> <tr> <td>60 WPM</td> <td>60 WPM</td> <td>25 WPM</td> <td>25 WPM</td> </tr> </table> iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority. <b>Desirable :</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	Speed in Shorthand		Speed in Typewriting		English	Hindi	English	Hindi	60 WPM	60 WPM	25 WPM	25 WPM
Speed in Shorthand		Speed in Typewriting											
English	Hindi	English	Hindi										
60 WPM	60 WPM	25 WPM	25 WPM										
<b>318 Junior Scale Stenographer</b>	i) Should have passed 10+2 examination or its equivalent from a Board of School Education/University. Recognized by the HP Government. ii) Must possess the following speed in Shorthand and Type writing in both the languages i.e. English & Hindi at the time of initial recruitment. <table border="1" data-bbox="456 699 1016 789"> <tr> <td colspan="2">Speed in Shorthand</td> <td colspan="2">Speed in Typewriting</td> </tr> <tr> <td>English</td> <td>Hindi</td> <td>English</td> <td>Hindi</td> </tr> <tr> <td>80 WPM</td> <td>70 WPM</td> <td>40 WPM</td> <td>30 WPM</td> </tr> </table> iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority. <b>Desirable :</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	Speed in Shorthand		Speed in Typewriting		English	Hindi	English	Hindi	80 WPM	70 WPM	40 WPM	30 WPM
Speed in Shorthand		Speed in Typewriting											
English	Hindi	English	Hindi										
80 WPM	70 WPM	40 WPM	30 WPM										
<b>319 Ayurvedic Pharmacist</b>	i) 10+2 or its equivalent from a recognized University/Board. ii) Successful training of at least two years duration in Ayurvedic Pharmacist/Compounder or B. Pharma/D.Pharma (Ayurveda) from H.P. Takniki Shiksha Board/University recognized by the state Govt. <b>Desirable :</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.												

**2. Age :** The applicant should be between 18 to 45 years as on **13.12.2011**. Upper age limit is relaxable by five years for candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Persons with disabilities & Children/Grand Children of Freedom Fighters of Himachal Pradesh. The upper age relaxation is also available to Ex-servicemen candidates of H.P. as per provision of relevant rules/instructions of H.P. Govt.

**3. Fee :** The fee is already included in the cost of application form.

**Note :-** Ex-Servicemen and visually handicapped candidates are exempted from examination fee. However Ex-Servicemen released on their own request are not entitled for fee exemption.

**4. Application Forms :-** Application forms are available in all the post offices/sub post offices of Himachal Pradesh and other outlets of authorized dealers in Himachal Pradesh. The cost of application form is ` 170/- for General Category Candidates and ` 65/- for reserved categories.

**Note :-** The fee is included in the cost of application form.

#### 5. Mode of Selection:-

Post Code	Name of Post	<b>Scope and sequence of tests.</b>
<b>298</b>	Senior Scale Stenographer	1. Objective Type screening test (MCQ) consisting of General knowledge including Himachal Pradesh, Current Affairs, Logic, Everyday Science, General English & General Hindi. = 100 Marks 2. Skill test in Shorthand in English and Hindi and Typing skill test in English and Hindi on computer of prescribed speed of those who qualify objective Type test. = 100 Marks 3. Interview for those who qualify shorthand and typing skill test. = 30 Marks
<b>299</b>	Sr. Assistant Accounts	1. Objective Type screening test (MCQ) consisting of General English of 10+2 standard, Hindi of Matric standard, Everyday Science, General Knowledge including Himachal Pradesh, Current affairs, Logic and syllabus of Commerce of Graduation level. = 200 Marks 2. Interview for those who qualify the objective type test. = 30 Marks
<b>300</b>	Superintendent (Divisional Accounts)	1. Objective Type screening test (MCQ) consisting of General English of 10+2 standard, Hindi of Matric standard, Everyday Science, General Knowledge including Himachal Pradesh, Current Affairs, Logic and syllabus of Commerce of Graduation level. = 200 Marks 2. Interview of those who qualify the objective type test. = 30 Marks

<b>301</b>	Clerks	<p>1. Objective Type screening test (MCQ) consisting of General English of 10+2 standard, General Hindi of Matric Standard, Everyday Science, General Knowledge including Himachal Pradesh, Current affairs &amp; Logic. = 200 marks</p> <p>2. Typing skill test on computer of qualifying nature in prescribed speed for those who qualify objective Type test</p> <p>3. Interview of those who qualify in typing skill test. = 30 Marks</p>
<b>302</b>	Lineman	<p>1. Objective Type Screening test (MCQ) consisting of General English, General Hindi of Matric Standard, General Knowledge including Himachal Pradesh, Current Affairs, Everyday Science, Logic &amp; Syllabus of ITI Electrician/Wireman Trade in diploma certificate. = 200 Marks</p> <p>2. Interview of those who qualify the objective type test. = 30 Marks</p>
<b>303</b>	Junior Auditor	<p>1. Objective Type screening test (MCQ) consisting of General English of 10+2 standard, Hindi of Matric Standard, Everyday Science, General Knowledge including Himachal Pradesh, current affairs, logic &amp; General Subjects of Graduation (Commerce, Economics and Business administration). = 200 Marks</p> <p>2. Interview of those who qualify the objective type test. = 30 Marks</p>
<b>304 to 310</b>	PGT (English, Commerce, Physics, Chemistry, Biology and Music- Vocal/ Instrumental)	<p>1. Objective type screening test (MCQ) consisting Syllabus of concerned subject of Master Degree &amp; child physiology and teaching practices, General Knowledge including Himachal Pradesh, current affairs, everyday science, logic, General English and General Hindi of 10+2 standard. = 200 Marks</p> <p>2. Interview of those who qualify the objective type test. = 30 Marks</p>
<b>311</b>	PGT (Informatics Practices)	<p>1. Objective type screening test (MCQ) consisting of General Knowledge including Himachal Pradesh, Current Affairs, Everyday Science, Logic, General English and General Hindi of 10+2 standard and Syllabus of IT/Computer Science. = 200 Marks</p> <p>2. Interview of those who qualify the objective type test. = 30 Marks</p>
<b>312</b>	Election Kanungo	<p>1. Objective Type screening test (MCQ) consisting of General knowledge including Himachal Pradesh, Current Affairs, Everyday Science, Logic, General English &amp; General Hindi of 10+2 standard. =200 Marks</p> <p>2. Interview of those who qualify the objective type test. = 30 Marks</p>
<b>313</b>	JE (Civil)	<p>1. Objective type screening test (MCQ) consisting syllabus of Civil Engineering, General Knowledge including Himachal Pradesh, Everyday Science, Current Affairs, Logic, General English and General Hindi of matric standard. = 200 Marks</p> <p>2. Interview of those who qualify Objective Type screening test. = 30 Marks</p>
<b>314</b>	JE (Electrical)	<p>1. Objective type screening test (MCQ) consisting syllabus of Electrical Engineering, General Knowledge including Himachal Pradesh, Everyday Science, Current Affairs, Logic, General English &amp; General Hindi of matric standard. = 200 Marks</p> <p>2. Interview of those who qualify Objective Type screening test. = 30 Marks</p>
<b>315</b>	JE (Mechanical)	<p>1. Objective type screening test (MCQ) consisting syllabus of Mechanical Engineering, General Knowledge including Himachal Pradesh, Current Affairs, Everyday Science, Logic, General English and General Hindi of matric standard. = 200 Marks</p> <p>2. Interview of those who qualify objective type screening test. = 30 Marks</p>
<b>316</b>	Clerks	<p>1. Objective Type screening test (MCQ) consisting General English of 10+2 standard, General Hindi of Matric Standard, Everyday Science, General Knowledge including Himachal, Current Affairs &amp; Logi = 200 Marks</p> <p>2. Typing skill test in English and Hindi on computer of qualifying nature in prescribed speed for those who qualify objective Type screening test.</p> <p>3. Interview of those who qualify typing skill test. = 30 Marks</p>
<b>317</b>	Steno Typist	<p>1. Objective Type screening test (MCQ) consisting of General English and General Hindi of Matric Standard, General Knowledge including Himachal Pradesh, Current Affairs, Everyday Science and Logic. = 100 Marks</p> <p>2. Skill test in Shorthand in English and Hindi and Typewriting in English and Hindi on computer of prescribed speed for those who qualify objective Type screening test. = 100 Marks</p> <p>3. Interview for those who qualify shorthand and typing skill test. = 30 Marks</p>
<b>318</b>	Junior Scale Stenographer	<p>1. Objective Type screening test (MCQ) consisting of General English and Hindi of Matriculation Standard, General Knowledge including Himachal Pradesh, Everyday Science, Current Affairs and Logic. = 100 Marks</p> <p>2. Skill test in Shorthand of English and Hindi and Typewriting on computer of prescribed speed of Hindi and English for those who qualify objective type screening test. = 100 Marks</p> <p>3. Interview for those who qualify shorthand and typing skill test. = 30 Marks</p>

<b>319</b>	Ayurvedic Pharmacist	<p>1. Objective type screening test (MCQ) consisting of General knowledge including Himachal Pradesh, Current Affairs, Everyday Science, Logic, General English and Hindi of matric standard and syllabus of Pharmacist Diploma/Degree (Ayurveda). = 200 Marks</p> <p>2. Interview of those who qualify the objective type test. = 30 Marks</p>
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**6. Documents to be sent with the application Form**

1. One window envelope (made available in the packet of application form) after affixing postal stamps of Rs. 6/- or of prevalent rate.
2. One passport size recent photograph (Not to be attested) of the candidate pasted on prescribed box in the Application form.
3. Acknowledgement Card (made available in the packet of application form) after affixing postal stamps of Rs. 6/- or of prevalent rate after writing self-address thereon.

**7. General Instructions:**

1. The candidate must apply on the prescribed Application form costing Rs. 170/- (For General Category) and Rs. 65/- (for reserved categories) obtainable from the Post Offices/ Sub-Post Offices and other authorized Sale Agents situated at various district head quarters and towns of H.P.
2. Separate Application form should be used for each post code & only one Application may be sent in one envelope.
3. The Application form should be filled in by the candidate in his/her own handwriting.
4. The candidate should be eligible and fully qualified for the post for which he/she has applied for **on the last date fixed for the receipt of application.**
5. Incomplete applications e. g. declaration not signed, without photo and enclosures i. e. Acknowledgement Card, window envelope etc. not attached and columns not filled in or applications received after the due date shall be rejected summarily without assigning any reason.
6. The number of post(s) is tentative and may increase or decrease for different categories of candidates.
7. In-service candidates shall be required to produce the N.O.C. from the concerned department at the time of personal interview. They should send their original applications direct to the Board under intimation to their controlling officer.
8. **The Candidates selected for appointment to various posts on Contract basis will have to execute a contract with the concerned appointing authority as per the provisions of the Recruitment & Promotion Rules of the post.**
9. The amount of fee has been included in the cost of Application Form. Hence the candidates need not attach any fee with the Application.
10. Candidates claiming fee concession and applying on subsidized forms costing Rs. 65/- should possess a valid certificate of the respective category as on the last date of submission of application & the copy of the certificate is required at the time of interview, failing which the candidature is liable to be cancelled at the interview stage.
11. No change of category shall be allowed after last date of receipt of application i.e. from SC to OBC/ST & vice-versa.
12. Married daughters/ grand-daughters of freedom fighters are not entitled for reservation under Ward of Freedom Fighter Sub category. Preference will be given to the children of Freedom Fighters over Grand Children.
13. The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes should have on parental basis.
14. Since the validity of OBC certificate is of two years from the date of its issuance. The candidates are required to furnish the valid certificate in support of his/her claim. The validity of the certificate is required to be seen at the time of interview.
15. Eligibility for vacancies in Sub-Category of SPORTSMAN shall be as per the norms framed by department of Youth Services and Sports.
16. The Board reserves the right to dispense with the written examination for any post keeping in view the number of applicants vis-a-vis vacancies & other circumstances.
17. **Only Himachali candidates belonging to SC/ST/OBC will be eligible for the posts reserved for respective categories.**
18. **No change of category at any stage shall be allowed.**
19. **The validity of IRDP/BPL certificate is of six months from the date of its issuance. The candidates are required to furnish the valid certificate in support of his/her claim. The validity of the certificate is required to be seen at the time of interview.**
20. **The candidates must fill in column No 13 of application form for professional/technical qualification.**
21. **Similar vacancy with similar qualification, if any received from any department up to 30<sup>th</sup> April, 2012 shall be included in the present number of post.**
22. For further details candidates may contact the facilitation desk of Board on telephone No.01972-221841. This Advertisement is also available on the webpage. <http://himachal.nic.in/hpsssb>.

Sd/-  
Secretary,

HP Subordinate Services Selection Board, Hamirpur