

हिमाचल प्रदेश विधान सभा सचिवालय

संख्या:वि0स0/स्था0/भर्ती / विज्ञापन/6-13/2017

शिमला-4

, दिनांक 18 जून, 2019

सार्वजनिक सूचना

हिमाचल प्रदेश विधान सभा सचिवालय में विधि अधिकारी (द्वितीय श्रेणी), सहायक पुस्तकालयाध्यक्ष, कनिष्ठ अनुवादक और लिपिक (तृतीय श्रेणी) तथा चौकीदार (चतुर्थ श्रेणी) स्थाई रिक्त पदों की नियमित आधार पर सीधी भर्ती हेतु (संलग्न आवश्यक शर्तों एवं अनुदेशों अनुसार) पात्र प्रत्याशियों से Online आवेदन आमंत्रित किए जाते हैं:

- 1 (i) आवेदन प्राप्ति की अन्तिम तिथि **8 जुलाई, 2019**
- (ii) अस्वीकार हुए आवेदन पत्रों बारे उम्मीदवारों को सूचित करने की अन्तिम तिथि **9 जुलाई, 2019**

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क्र. सं.	पद का नाम	लिखित परीक्षा की तिथि व समय	स्थान
(i)	विधि अधिकारी	13.07.2019(11 AM-1 PM)	हि0प्र0 विधान सभा परिसर, शिमला-4.
(ii)	सहायक पुस्तकालयाध्यक्ष	14.07.2019(03 PM-04:30 PM)	हि0प्र0 विधान सभा परिसर, शिमला-4.
(iii)	कनिष्ठ अनुवादक	14.07.2019(12:30 PM-2 PM)	हि0प्र0 विधान सभा परिसर, शिमला-4.
(iv)	लिपिक	14.07.2019(10AM-11:30AM)	हि0प्र0 विधान सभा परिसर, शिमला-4.
(v)	चौकीदार	13.07.2019 (3PM-4:30 PM)	हि0प्र0 विधान सभा परिसर, शिमला-4.

3. Online आवेदन हिमाचल प्रदेश विधान सभा सचिवालय की Official website- <http://evidhan.nic.in> पर किया जा सकता है।
4. प्राप्त आवेदन पत्रों की छंटनी उपरान्त केवल पात्र प्रत्याशियों को ही लिखित/छंटनी परीक्षा हेतु बुलाया जाएगा।
5. लिखित परीक्षा उत्तीर्ण करने हेतु उम्मीदवारों द्वारा निर्धारित अंकों का 50 प्रतिशत प्राप्त करना अनिवार्य है।
6. लिपिक श्रेणी में लिखित परीक्षा में उत्तीर्ण उम्मीदवार ही टंकण परीक्षा हेतु पात्र होंगे। लिपिक पद हेतु उम्मीदवार Unicode Compliant/ Kruti Dev 10 Font में पारंगत होने चाहिए। लिपिक श्रेणी के रिक्त पद की भर्ती हेतु अभ्यर्थियों का चयन लिखित परीक्षा में प्राप्तांक, निर्धारित गति से टंकण परीक्षा उत्तीर्ण करने तथा कार्मिक विभाग, हिमाचल प्रदेश सरकार द्वारा जारी दिशा निर्देश पत्र संख्या : Per(AP.B)B(15)-5/2014 दिनांक 17.04.2017 के अनुरूप किया जाएगा।
7. सहायक पुस्तकालयाध्यक्ष, कनिष्ठ अनुवादक व चौकीदार के रिक्त पदों की भर्ती हेतु अभ्यर्थियों का चयन लिखित परीक्षा में प्राप्तांक तथा कार्मिक विभाग, हिमाचल प्रदेश सरकार द्वारा जारी दिशा निर्देश पत्र संख्या: Per(AP.B)B(15)-5/2014 दिनांक 17.04.2017 के अनुरूप किया जाएगा।
8. भूतपूर्व सैनिक, जो सेना से अपना सेवाकाल पूर्ण करने के उपरान्त सेवानिवृत्त हुए हैं, से कोई भी आवेदन शुल्क नहीं लिया जाएगा।
9. रिक्त पदों से सम्बन्धित भर्ती एवं सेवा शर्तें नियम हिमाचल प्रदेश विधान सभा सचिवालय की Official website- <http://evidhan.nic.in> पर उपलब्ध है।
10. प्रत्याशी की आयु दिनांक 01-01-2019 को 18 से 45 वर्ष के बीच होनी चाहिए तथापि आरक्षित श्रेणियों (केवल अनुसूचित जाति, अनुसूचित जन जाति व ओबीसी) के प्रत्याशियों को आयु सीमा में नियमानुसार छूट दी जाएगी।
11. उत्तीर्ण सभी अभ्यर्थियों को इन पदों हेतु निर्धारित अनिवार्य शैक्षणिक योग्यता व अन्य प्रमाण पत्रों सम्बन्धी मूल प्रमाण पत्र Evaluation के समय प्रस्तुत करना अनिवार्य होगा।

12. विज्ञापित पदों का विवरण, अनिवार्य शैक्षणिक योग्यता तथा निर्धारित फीस का ब्यौरा निम्न प्रकार से है:-

क्र० सं०	पद का नाम व वेतनमान	रिक्त पदों की संख्या तथा श्रेणी जिस हेतु पद आरक्षित है	भर्ती एवं सेवा शर्तें नियमानुसार शैक्षणिक योग्यता	भर्ती सम्बन्धी प्रक्रिया	फीस की राशि	
					सामान्य श्रेणी	आरक्षित श्रेणी (केवल अनुसूचित जाति/जन जाति व ओबीसी)
1	विधि अधिकारी (द्वितीय श्रेणी), वेतनमान ₹ 10300-34800 + 4400 ग्रेड पे	एक पद (सामान्य श्रेणी)	i) किसी मान्यता प्राप्त विश्वविद्यालय से कानून (Law) में व्यवसायिक डिग्री (Professional Degree) प्राप्त की हो। ii) अभ्यास अधिवक्ता (Practising Advocate) के रूप में कम से कम तीन वर्ष का अनुभव होना चाहिए। iii) हिमाचल प्रदेश के सभी रीति रिवाजों, बोली व भाषा का ज्ञान होना चाहिए।	Written/Screening Test - 100 marks (2 Hours duration) : (i) 80 Questions multiple choice of covering syllabus of Criminal, Civil, Constitutional and Common law of Bachelor degree level. (ii) 10 Questions consisting of General Knowledge of Himachal Pradesh and; (iii) 10 Questions consisting of National and International affairs. Note: Minimum 50% marks in Written/Screening test are essential to appear in the personal interview. Personal Interview-15 marks	600/- रुपये	150/- रुपये
2	सहायक पुस्तकालयाध्यक्ष (तृतीय श्रेणी), वेतनमान - ₹ 5910 -20200 + 2400 GP)	एक पद (सामान्य श्रेणी)	किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से लाइब्रेरी साइंस में डिप्लोमा के साथ 10+2 उत्तीर्ण होना चाहिए।	Written/Screening Test- 85 marks (90 minutes duration) (i) 50 marks - Library methods and techniques includes library management, classification, theory and practice, cataloguing theory and practice, reference and information sources, information services and information technology basics. (ii) 15 marks - General awareness and; (iii) 20 marks - English and Hindi languages. Note: Minimum 50% marks in Written/Screening test are essential to appear in the evaluation process. Evaluation of documents - 15 marks	400/- रुपये	100/- रुपये

3	क0 अनुवादक (तृतीय श्रेणी), वेतनमान - ₹ 5910 -20200 +2800 ग्रेड पे	कुल पद-दो 1. एक पद (अन्य पिछड़ा वर्ग) 2. एक पद - सामान्य श्रेणी (भूतपूर्व सैनिक)	किसी मान्यता प्राप्त विश्वविद्यालय से हिन्दी व अंग्रेजी विषयों सहित स्नातक या किसी मान्यता प्राप्त विश्वविद्यालय से किसी भी संकाय यथा (कला/विज्ञान/वाणिज्य/ एल.एल.बी./ बी.ए./ बी.बी.ए.) में स्नातक होना चाहिए और साथ में हिन्दी या अंग्रेजी भाषा में स्नात्कोत्तर होना चाहिए; और वांछनीय: अनुवाद/प्रमाण शोधन (Proof Reading) का अनुभव।	Written/ Screening Test- 85 marks (90 minutes duration) (i) 50 marks - Descriptive Test containing translation of Hindi and English passages, translation skills, knowledge of Hindi and English languages, including familiarity with Parliamentary expressions, language used in Parliamentary debates and discussions and his/her knowledge of the general phrase / terminologies etc. The paper shall also test his/her ability to write the two languages correctly, precisely and effectively. (ii) 35 marks (MCQ) - General intelligency, General awareness, Hindi and English grammars. Note: Minimum 50% marks in Written/Screening test are essential to appear in the evaluation process. Evaluation of documents - 15 marks	400/- रूपये	100/- रूपये
4	लिपिक (तृतीय श्रेणी), वेतनमान - ₹ 5910-20200+ 1900/- ग्रेड पे	एक पद - अन्य पिछड़ा वर्ग (भूतपूर्व सैनिक के आश्रितों के लिए)	i) केन्द्र/राज्य सरकार द्वारा मान्यता प्राप्त विश्वविद्यालय से स्नातक या इसके समकक्ष परीक्षा पास की होनी चाहिए। ii) अंग्रेजी टंकण में 30 शब्द प्रति मिनट की टंकण गति या हिन्दी टंकण में 25 शब्द प्रति मिनट की गति होनी चाहिए। iii) कम्प्यूटर में वर्ड-प्रोसेसिंग का ज्ञान होना चाहिए।	Written/Screening Test (90 minutes duration) - (i) 85 marks -Current affairs, General knowledge includes International, National and State of H.P., General English and Hindi. (ii) Skill/Type Test - Qualifying Note: Minimum 50% marks in Written/Screening test are essential to appear in the evaluation process. Evaluation of documents - 15 marks	400/- रूपये	100/- रूपये
5	चौकीदार (चतुर्थ श्रेणी), वेतनमान - ₹ 4900-10680 +1300/- ग्रेड पे	कुल पद- दो i) एक पद (सामान्य श्रेणी) ii) एक पद - अनुसूचित जाति (भूतपूर्व सैनिक)	राज्य सरकार द्वारा मान्यता प्राप्त शैक्षणिक संस्थान से आठवीं कक्षा उत्तीर्ण होना चाहिए।	Written/Screening Test- 85 marks (90 minutes duration)- General knowledge of Himachal Pradesh and knowledge of Hindi, English of 8 th standard level. Note: Minimum 50% marks in Written/Screening test are essential to appear in the evaluation process. Evaluation of documents - 15 marks	200/- रूपये	50/- रूपये

संलग्न: (आवश्यक शर्तें एवं अनुदेश)

सचिव,
हि0 प्र0 विधान सभा।

Important conditions/instructions for the post(s) of Law Officer, Assistant Librarian, Junior Translator, Clerk and Chowkidar :-

1. Before filling up the application form, the candidates are advised to read carefully the advertisement and R&P Rules for the post(s) and also ensure that he/she is eligible as per the criterion as prescribed in the advertisement/Public Notice.
2. **Candidates shall apply through online mode on prescribed format only.**
3. The desirous/eligible candidates may use the link provided on our website i.e. <http://evidhan.nic.in> at the tab **vacancy/result** for applying online on or before **08th July, 2019 upto 5.00 P.M.**. For detailed information with regard to the important instructions, fee structure and mode of payment etc. the candidates are advised to read carefully the relevant information with utmost care which is available on <http://evidhan.nic.in>.
4. The application form should be filled in Capital letters only.
5. Online process must be completed (including Applying for Examination/ Test and Submit Examination/ Test Fee) on or before last date fixed for submission of form as mentioned in the Advertisement/ Public Notice, after which the weblink will be disabled and no subsequent correspondence will be entertained in that respect.
6. The applicants applying online for more than one post(s) have to deposit their examination fee separately.
7. **Online application forms submitted incomplete i.e. without requisite examination fee, scanned photograph, scanned signature, educational certificate, reservation certificates and date of birth proof (matriculation certificate) will be rejected straight way without assigning any reason.**
8. The application received through any other mode (Offline etc.) will not be accepted and will be summarily rejected.
9. The candidates are required to submit their valid date of birth proof.
10. After submission, request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances. The H.P. Vidhan Sabha Secretariat will not be responsible for any consequences arising out of furnishing any incorrect and incomplete details in the application or omission.
11. The candidates applying for the examination/test should ensure that they fulfill all eligibility criterion as prescribed for admission to examination/test. **Their admission at all stages of the examination/test will be purely provisional subject to satisfying the prescribed eligibility conditions.**
12. The certificate of SC, ST & OBC should be on parental basis and the candidates are required to furnish the valid certificate in support of his/her claim.
13. The candidates belonging to Ex-Servicemen will have to furnish discharge certificate and full detail in respect of their PPO No., Rank, and date of retirement from the Defence Services to claim the benefit of fee concession for the category of Ex-Serviceman.
14. H.P. Vidhan Sabha Secretariat takes up verification of eligibility conditions with reference to original documents at subsequent stages of examination/test process. However, all the original documents of candidates will be scrutinized at the time of interview.
15. **The information with respect to the examination schedule such as roll number, date, timing and venue etc. will ONLY be sent through SMS alerts on registered mobile numbers of the eligible candidates. No separate call letters/communication will be sent in offline mode. Therefore, the candidates are advised to fill-up their correct mobile number(s) while applying online.**
16. Candidates have to download the admit card from the website i.e. <http://evidhan.nic.in>.
17. No candidate shall be allowed to sit in the exams/test without **ADMIT CARD**.
18. **Any application form submitted without fee receipt(PDF form) shall straight way be rejected.**
19. The fee once submitted shall not be refunded in any circumstances.
20. **No TA/DA shall be admissible to the candidates.**
21. The candidate claiming fee concession or any other relaxation should possess a valid certificate of the respective category and the copy of the certificate is required to be attached with application form.
22. The candidates must fulfill/ possess the entire required essential educational and other qualification, as prescribed in Advertisement/ Public Notice. A copy of certificates is required to be attached with application form.
23. For other details the candidates may contact Under Secretary, Establishment, H.P. Vidhan Sabha on Telephone No. 0177-2881106.
24. For any technical assistance the candidates may contact Telephone No. 0177-2881265.
25. For details please log on <http://evidhan.nic.in>.

P. S. Sharma

IMPORTANT POINTS IN RESPECT OF WRITTEN OBJECTIVE TYPE EXAMINATION :-

- (i) The eligibility of candidate(s) called for the interview/evaluation process will be determined on the basis of original documents produced on the day(s) of interview/evaluation process and the HP Vidhan Sabha Secretariat will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the Selection Committee. As such, admission to the written objective type examination / interview/evaluation process shall be purely provisional.
- (ii) Re-checking/ re-evaluation, for the written objective type/descriptive examination will not be allowed in any case.
- (iv) Disputes, if any, shall be subject to Hon'ble HP High Court jurisdiction at Shimla.

OTHER CONDITIONS:-

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to the HP Vidhan Sabha Secretariat. Persons already in regular Government service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for a particular post. In case, a communication is received from their employer by the HP Vidhan Sabha Secretariat withholding permission to any candidate applying for/ appearing for the examination, his/her application(s) will be liable to be rejected.
2. Casual/ adhoc / daily waged/ work charged/contractual employees do not need to produce NOC from the concerned employer.
3. In Government service (regular service) candidates may apply to the HP Vidhan Sabha Secretariat along with requisite fees with information to their Head of Departments / Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be interviewed unless he/she produces NOC from the concerned employer.
4. Furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application; comes to the notice at any time during the service of a person, his/her service would be liable to be terminated.
5. The applicant shall upload his/her latest photograph in the space provided in the application form. He/she is also required to paste a similar photograph on the Identity Card portion of his/her Admit card, which will be downloaded by the candidates from the website of the HP Vidhan Sabha Secretariat for appearing in the written objective type examination.
6. The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of written objective type examination for which they are admitted by the HP Vidhan Sabha Secretariat viz., written objective type examination and interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written objective type examination or during interview criteria, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the HP Vidhan Sabha Secretariat.
7. Candidate who is or has been declared by the HP Vidhan Sabha Secretariat to be guilty of:-
 - (a) Obtaining support for his/her candidature by the following means, namely:-
 - offering illegal gratification to, or
 - applying pressure on, or
 - blackmailing, or threatening to blackmail any person
 - connected with the conduct of the examination, or
 - (b) impersonating, or
 - (c) procuring impersonation by any person, or
 - (d) submitting fabricated documents or documents which have been tampered with, or
 - (e) making statements which are incorrect or false or suppressing material information, or
 - (f) resorting to the following means in connection with his/her candidature for the examination, namely:-
 - obtaining copy of question paper through improper means,
 - finding out the particulars of the persons connected with secret work relating to the examination,

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- (g) using unfair means during the examination, or
- (h) writing obscene matter or drawing obscene sketches in the scripts, or
- (i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
- (j) harassing or doing bodily harm to the staff employed by the HP Vidhan Sabha Secretariat for the conduct of their examinations, or
- (k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
- (l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or
- (m) attempting to commit or as the case may be abetting the HP Vidhan Sabha Secretariat of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable to be disqualified by the HP Vidhan Sabha Secretariat from the examination for which he/she is a candidate and/or
- (n) to be debarred either permanently or for specified period:-
- by the HP Vidhan Sabha Secretariat from any examination or selection held by them.
 - by the Central/State Government from any employment under them, and

The candidature of such candidates is liable to be rejected without assigning any reason.

DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION:

No candidate will be eligible for admission to the examination:-

- a) If he/ she has been dismissed from any previous service;
- b) If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred / disqualified from appearing in any examination or selection;
- c) If he / she is found either directly or indirectly influencing the selection process in any manner;
- d) If a male candidate who has more than one living wife and if a female candidate, who has married a man already having another wife; or
- e) If he / she is an un-discharged insolvent.


Secretary,
H.P. Vidhan Sabha.

R&P Rules for the post of Law Officer:-

Sl. No.	Name of Post with Pay Scale	Selection or Non-Selection	Method of Recruitment	Qualification for Direct Recruitment	Grades from which transfer/promotion is to be made
14-A	Law officer (₹10300-34800+4400GP)	Selection	100% by direct recruitment on regular basis or by recruitment on contract basis as per Annexure attached to the SECOND SCHEDULE.	(a)Essential Qualification: (1) Professional Degree in Law from a recognized University; (2) At least 3 years experience as practising Advocate. (b)Desirable Qualifications: Knowledge of customs and dialects of Himachal Pradesh and suitability for appointments in the peculiar conditions prevailing in the Pradesh.	-----

R&P Rules for the post of Assistant Librarian:-

Sl. No.	Name of Post with Pay Scale	Selection or Non-Selection	Method of Recruitment	Qualification for Direct Recruitment	Grades from which transfer/promotion is to be made
26.	Assistant Librarian (₹ 5910-20200+2400 GP)	Non-Selection	Direct Recruitment or on contract basis as per Annexure attached to the Second Schedule	Essential Should have passed 10+2 with a Diploma in Library Science from a recognized University/ Institute.	-----

R&P Rules for the post of Junior Translator:-

Sl. No.	Name of Post with Pay Scale	Selection or Non-Selection	Method of Recruitment	Qualification for Direct Recruitment	Grades from which transfer/promotion is to be made
24.	Junior Translator (₹ 5910-20200+2800 GP)	Non-Selection	Direct Recruitment or on contract basis as per Annexure attached to the Second Schedule.	<p>Essential</p> <p>(i) Graduate of a recognized University with Hindi & English as subject at the degree level or graduate of a recognized University in any stream (i.e. Arts/Science/Commerce/LLB/BA./BBA) with post Graduation in Hindi or in English language.</p> <p>Desirable</p> <p>Experience of translation/ proof reading.</p>	-----

R&P Rules for the post of Chowkidar:-

Sl. No.	Name of Post with Pay Scale	Selection or Non-Selection	Method of Recruitment	Qualification for Direct Recruitment	Grades from which transfer/promotion is to be made
36.	Chowkidar (₹ 4900-10680+1300 GP)	Non-Selection	100 % by Direct Recruitment or on contract basis as per Annexure attached to the Second Schedule	Should be Middle Pass from an institution recognized by the State Government.	-----

R&P Rules for the post of Clerk:-

Sl. No.	Name of Post with Pay Scale	Selection or Non-Selection	Method of Recruitment	Qualification for Direct Recruitment	Grades from which transfer/promotion is to be made
28.	Clerk (` 5910-20200+1900 GP)	Non- Selection	<p>i) 70% by direct recruitment on a 'regular' basis or by recruitment on contract basis, as the case may be. The contract employees will get emoluments as given in Annexure to second schedule and will be governed by service conditions as specified therein.</p> <p>ii) 20% by limited direct recruitment from amongst the 'regular' Class-IV officials possessing a Bachelor's degree or its equivalent from a recognized university through competitive examination to be conducted by H.P. Vidhan Sabha, having five years regular service or regular service combined with continuous service rendered on daily wage or on contract basis failing which by direct recruitment on regular basis or by recruitment on contract</p>	<p>(a)Essential Qualification(s):-</p> <p>(i) Bachelor's Degree or its equivalent from a recognized University.</p> <p>ii) Should possess a minimum speed of 30 words per minute in English Typewriting or 25 words per minute in Hindi Type-writing on Computer.</p> <p>Provided that visually impaired persons recruited under 1% quota shall be imparted necessary basic training including computer training by the Department concerned through Composite Regional Centre (CRC), Sundernagar instead of passing typing test. They shall have to complete the above training during which three chances will be afforded. If the incumbents fail to qualify the same his/her service shall be terminated.</p> <p>Provided further that physically handicapped persons who are otherwise qualified to hold the clerical post are certified as being unable to type by the Medical Board, such persons may be exempted from passing the typing test. The term, physically handicapped persons does not cover those who are visually</p>	<p>(1) 20% by limited direct recruitment from amongst the 'regular' Class-IV officials possessing a Bachelor's Degree or its equivalent qualification from a recognized University through competitive examination to be conducted by the H.P. Vidhan Sabha Secretariat, having five years regular service OR regular combined with continuous service rendered on adhoc/daily wage/contract basis. The eligible Class-IV officials will also qualify the typing test with the minimum speed of 30 words per minute in English typewriting OR 25 words per minute in Hindi typewriting to be conducted by the H.P. Vidhan Sabha Secretariat.</p> <p>(2) 10% by promotion from amongst the Class-IV officials who have passed 10+2 examination or its equivalent from a recognized Board of School Education/University with five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade:</p> <p>Provided that if a Class-IV official is otherwise eligible to be promoted to the post of Clerk under 10% promotion quota with the qualification 10+2 or its equivalent, duly recognized, then he/she shall have to acquire the qualification of a Bachelor's Degree or its equivalent qualification from a recognized University within five years of his/her promotion as Clerk failing which he/she shall not be eligible for further promotion to the post of Senior Assistant etc:</p> <p>Provided further that the above proviso shall not render</p>

			<p>basis, as the case may be. The contract employees will get emoluments as given in Annexure B Second Schedule and will be governed by service conditions as specified therein.</p> <p>iii)10% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The contract employees will get emoluments as given Annexure-B Second Schedule and will be governed by service conditions as specified therein.</p>	<p>handicapped or who are hearing handicapped 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>However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training.</p> <p>(iii) Should have the knowledge of "Word Processing" in Computer as prescribed by the Recruiting Authority.</p> <p>(b)Desirable Qualification(s)</p> <p>Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State.</p>	<p>such Class-IV officials having qualification of Matric or its equivalent, duly recognized, ineligible for promotion to the post of Clerk against 10% quota, who were in the cadre of Class-IV after attaining the age of 50 years:</p> <p>Provided further that all the Class-IV officials so promoted as Clerks will qualify the typing test with a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting within the probation period which will be conducted by the H.P. Vidhan Sabha Secretariat and the incumbents will get three chances during the probation period. If the candidate fails to qualify the typing test within the prescribed period, their probation period will be extended. During this period the incumbents will get one more chance. If the candidate still fails to qualify the typing test in the extended period, he/she will be reverted from Clerk to Class-IV posts.</p> <p>For the purpose of promotion a combined seniority list of eligible Class-IV officials on the basis of their length of service in the respective grade without disturbing their cadre wise inter-se-seniority shall be prepared.</p>
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