



Himachal Pradesh Technical University

(A State Government University)

Camp Office: Gandhi Chowk, Hamirpur (H.P.) – 177001

Phone : (01972) 224153, Fax: (01972) 224150,

E-mail ID: registrarhimtu@gmail.com, website: www.himtu.ac.in

No. HimTU-1(GA) A-1/2011-3047-48

Dated 7-3-2019

Advertisement No. 02/2019

Applications from the eligible employees of Central or State Governments or Central/State Universities or Institutions of Higher Education or Autonomous Bodies or PSUs etc. are invited for filling up the following posts in the Himachal Pradesh Technical University, Gandhi Chowk, Hamirpur, District Hamirpur (H.P.) on secondment basis initially for a period of one year extendable upto 3 years or till the posts are filled up on regular basis, whichever is earlier:-

| Sr. No. | Name of Post | Pay Scale | No. of Posts | Mode of recruitment |
|---------|-------------------------|---------------------|--------------|---------------------|
| 1 | Law officer | 10300-34800+4400 GP | 01 | Secondment basis |
| 2 | Superintendent Grade-II | 10300-34800+4800 GP | 01 | -do- |
| 3 | Senior Assistant | 10300-34800+4400 GP | 01 | -do- |
| 4 | Personal Assistant | 10300-34800+4800 GP | 01 | -do- |

1. Officers/official under the Central Government or the State Government or Union Territories or Public Sector Undertakings or recognized State or Central Universities/Organization/ Departments holding analogous post on regular basis in the parent cadre or department carrying the pay scale of the respective post as mentioned above.
2. The minimum age limit for appointment shall not exceed 55 years as on the closing date of receipt of application.
3. The applications in the prescribed proforma from eligible officers/officials who can be spared in the event of their selection may be forwarded to the Registrar, Himachal Pradesh Technical University, Gandhi Chowk, Hamirpur, District Hamirpur 177 001 (H.P.) within 30 days from the date of issue of this advertisement alongwith (a) upto date photocopies of annual confidential reports of the candidate concerned for the last five years; (b) vigilance clearance report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the Officer/official concerned; (c) statement showing the minor/major penalties imposed, if any and (d) integrity certificate.
4. Incomplete applications or applications not received through proper channel or applications received after the specified date shall not be entertained and would be straightway rejected. The number of posts may vary. The University reserves the right not to fill up the above vacancies without assigning any reason.
5. The eligible candidates should address their applications to the Registrar, Himachal Pradesh Technical University, Gandhi Chowk, Hamirpur, District Hamirpur 177 001 (H.P.).

General Instructions

1. All posts are tenable at Hamirpur, Himachal Pradesh.
2. Posts listed of the advertisement will be on tenure basis for one year initially.
3. The qualified candidates having physical handicap identified as compatible for the performance of duties for these posts will be given preference to the extent required by the provisions of reservation of the Central Government for PH category.
4. Applicants must clearly fill the name of post against which he/she has applied along with his/her category in the form clearly. The last date for submission of duly completed applications along with attested copy of certificates in the University is 8th April, 2019, thereafter no applications will be entertained.
5. University reserves the right to fill up the posts, not to fill up the posts or cancel the advertisement in whole or partly without assigning any reason. The university will also reserve the right to place a reasonable limit on the total number of candidates to be called for test/ interviews. The decision of the University in this regard will be final.
6. The application fee of Rs. 500/- (five hundred only) for General Category and Rs. 250/-(Two hundred fifty only) for reserved categories are to be paid by a demand draft in favour of the Finance Officer, Himachal Pradesh Technical University, Hamirpur payable at State Bank of India, Hamirpur. No application fee is required from the persons with disabilities.
7. Incomplete applications/without relevant supporting enclosures/without prescribed fee/application not on prescribed form will be out rightly rejected. University will not be responsible for any postal delay.
8. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/ or interview and reasons for not being called for test/or interview.
9. Fluency in Hindi and English is required for the post listed.
10. The candidates fulfilling the laid down eligibility criteria may submit their application on the prescribed application form along with testimonial; prescribed application fee; and latest passport size photograph to Registrar, Himachal Pradesh Technical University, Gandhi Chowk, Hamirpur, Distt. Hamirpur- 177001 (HP) on or before 8th April, 2019. The envelop should be super scribed as “ Application for the post of). The application received after the due date shall not be considered.
11. The prescribed application form available in University website.
- 12. The University reserves the right to :**
 - A) Conduct or not conduct written/trade tests for such posts wherever the circumstances so warrant or may constitute a Screening Committee to fix a criteria after taking into account the qualification and experience of the applicants to shortlist candidates to be called for written test/ interview.
 - a) Not to fill any of the advertised positions.

- b) Fill consequential vacancies including additional posts arising at the time of interview from available candidates by direct recruitment/deputation/contract. The number of positions is thus open to change. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidence.
13. No TA/DA shall be paid to the candidates for attending the written test/interview.
 14. Candidates desirous of applying for more than one post should send separate application for each post along with prescribed free and attested copies of certificates and testimonials as required.
 15. Application fees once paid shall not be refunded under any circumstances.
 16. Applicants who are in employment with Government, semi-Government, Autonomous Bodies, PSUs etc. should route their applications through proper channel or should furnish No Objection Certificate at the time of Interview.
 17. Eligibility of a candidate with regard to qualification and experience shall be calculated/considered with reference to last date for the receipt for applications.
 18. The University shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
 19. The prescribed application form can also be downloaded from the website of university : www.himtu.ac.in.



Himachal Pradesh Technical University

Gandhi Chowk, Hamirpur, District Hamirpur H.P.) – 177001

Phone :(01972) 224152, 224153, 224159 Fax No. 01972-224150

E-mail ID: registrarhimtu@gmail.com

APPLICATION FORM

(Note: Please go through instructions given in the website www.himtu.ac.in carefully before filling-up the Application Form

Advt. No Dated.....

Post applied for.....

IPO/D.D.No.datedRs.

Affix here a Recent Passport size Photograph

SECTION – A: GENERAL

1. Name in full (In Block Letters) Dr./Mr./Mrs/Ms.....
2. Date of Birth (in words).....
3. Father’s/Spouse Name.....
4. Mailing Address
.....
.....
Pin Code

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|--|--|--|--|--|--|
- Tel. No (with STD code)..... Mobile..... E-mail ID.....
5. Permanent Address.....
.....
.....
Pin Code

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|--|--|--|--|--|--|
6. Marital Status.....
7. Nationality.....
8. State of Domicile
9. Category: SC/ST/OBC/General.....
10. Religion: Hindu/Muslim/Sikh/Christian/Neo/Buddhist/Zoroastrian/Others.....
11. Present Employer.....

SECTION B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATION ACTIVITIES

12. EDUCATIONAL QUALIFICATIONS (Starting with highest degree obtained):

| Sr. No. | Examination/Degree | Name of Board/ College/University | Percentage of Marks/Final Grade | Subject(s) | Year of Passing/Award |
|----------------|---------------------------|--|--|-------------------|------------------------------|
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(Please attach photocopies in support)

13. Details of Employment Experience: (In chronological order starting with the most recent) (Attach separate sheet if necessary)

| Sr. No. | Employer | Post held | Regular/ Contract/ Adhoc | Pay Scale/Pay band with GP | Basic Pay | Period of Employment | |
|----------------|-----------------|------------------|---------------------------------|-----------------------------------|------------------|-----------------------------|-----------|
| | | | | | | From | To |
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Important/unique contribution (s) at work, if any

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14. List of Enclosures:

- (a) Copies of Mark-sheets & certificate of educational Qualification etc.
- (b) Copies of certificate of Teaching & Research experience.
- (c) Copies of other relevant certificate & documents
- (d) Copies of Experience Certificates

15. **DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that the information given by me in the application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

Date: _____

Place: _____

Note : Unsigned application is liable to rejection

Signature of the Applicant

16. Forwarding letter from present employer of the applicant (in case of in-service candidates, the application must be endorsed/forwarded by the Head of the Department/Employer. However an advance copy may be sent directly to the Registrar, H.P. Technical University, Hamirpur).

Forwarded with the remarks that Mr./Ms. _____ is working in this organization in the capacity as _____ from _____ to _____ and the institution/organization has no objection to the candidature of the applicant being considered for the post applied for as above. It is certified that no disciplinary/vigilance case is contemplated or is pending against the said applicant.

Place: _____

Signature of Head of the Institution

Date: _____

Name : _____

Fax: _____

Designation : _____

E-mail: _____

Address: _____
(Rubber Stamp)