



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 on prescribed format, in sealed covers are invited from the eligible candidates to fill up the vacant posts on contract/daily wages basis / Consolidated basis in the H.P. Technical University, Hamirpur. The candidate shall apply on the prescribed format along with requisite fee to the Registrar, Himachal Pradesh Technical University, Gandhi Chowk, Hamirpur-177001 latest by **8th April, 2019** upto 5.00 P.M. The candidates residing in Lahul & Spiti Distt., Pangi and Bharmour Sub-Divisions of Chamba Distt. And Dodra Kwar, Sub-Division of Shimla Distt. of H.P., the last date for receipt of application is **20th April, 2019** upto 5.00 p.m.:-

SN	Name of Post & Pay Scale	Pay Band	No. of Posts	Mode of recruitment
1	Steno Typist	5910-20200 + 2000 GP	02 (1-PH, 1-UR)	Contract basis
2	Driver	5910-20200 + 2000 GP	01 (UR)	Daily wage
3.	Estate Officer	On consolidated salary	01	Retiree

Educational Qualifications :

SN	Name of Post & Pay Scale	Qualifications
1.	Steno Typist Pay Scale Rs. 5910-20200 + 2000 GP	Essential qualifications : i. Graduate in any discipline from a recognized University or institution; and ii. Must possess the following speed in short hand and typewriting on Computers in both languages i.e. English and Hindi at the time of initial appointment : Speed in shorthand : English : 60 WPM; Hindi : 60 WPM; Speed in typewriting on Computers: English : 25 WPM; Hindi : 25 WPM; Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the specified speed; Provided further that the candidates will have to pass typewriting test in both the languages at the time of initial recruitment; Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the specified speed, shall have to pass the shorthand test in second language either in hindi or English, whatsoever, may be, as specified supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test

		<p>in shorthand test in second language within a period of three years he shall be eligible to draw his annual increment from due dates and the candidate who qualifies the said test after three years shall be eligible to draw his first increment only from the date of qualifying the specified test; and</p> <p>iii. Should have the knowledge of computers working;</p> <p>Desirable :</p> <p>iv. Knowledge of customs, manner and dialects of H.P.</p> <p>v. Maximum age limit for direct recruitment 45 years.</p>
2.	Driver Pay Scale rs. 5910- 20200 + 2000 GP	<p>Essential Qualification :</p> <p>i. Should have passed the Middle Examination or its equivalent from a Board or Institution duly recognized by the Central or State Government;</p> <p>ii. Must possess valid driving license for plying of light vehicles in Hilly terrain;</p> <p>iii. Must possess five years driving experience.</p> <p>Desirable :</p> <p>iv. Knowledge of customs, manner and dialects of H.P.</p> <p>v. Maximum age limit for direct recruitment 45 years.</p> <p>vi. Possessing Valid heavy vehicle driving license.</p>
3.	Estate Officer (Retiree)	<p>Essential qualifications :</p> <p>Experienced retired Executive Engineer (Civil) / Assistant Engineer (Civil) temporarily as Estate Officer (on stop gap arrangement) on a consolidated salary of initial basic pay + grade pay of the pay scale of concerned post or on fixed consolidated salary of Rs. 35,000/- per month whichever is less initially for a period of one year or till the regular incumbent joins or the retired Executive Engineer (Civil)/Assistant Engineer (Civil) attains the age of 62 years whichever is earlier.</p>

Application fee:-

The detail of fee for respective categories is as under:-

Sr. No.	Category	Amount in Rs.
1.	General Category {including General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of HP/ Ex-Servicemen of HP relieved from Defence Services on their own request before completion of normal tenure, General wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM of H.P. and candidates of other states (including reserved category candidates of other states)}	500/-
2.	S.C. of H.P. /S.T. of H.P. /O.B.C./BPL of H.P. (including S.C. /S.T. /O.B.C. Ex-Servicemen of H.P. relieved from Defence Services on their own requests before completion of normal tenure and SC/ ST/ OBC wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM).	250/-
3.	Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)/ Blind/ Visually Impaired of H.P.	No Fee

Note : The demand draft in favour of the Finance Officer, Himachal Pradesh Technical University, Hamirpur at State Bank of India, Hamirpur (HP)

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

--	--	--	--	--	--

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

--	--	--	--	--	--
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

(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

Important/unique contribution (s) at work, if any

.....

.....

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)