

Government of Himachal Pradesh
Office of the Deputy Commissioner Chamba
District Chamba, Himachal Pradesh
(Establishment)

No. CBA-Misc-2(25)/2016

Dated Chamba the

July, 2017

SPECIAL RECRUITMENT DRIVE

ADVERTISEMENT No. 01//2017

Applications on the prescribed form as per Annexure-I are invited for filling up one post of Steno Typist (on contract basis), reserved for visually impaired in the pay scale of 5910-30200+2800 G.P. (8710 per month for contract basis) under the establishment of this office from amongst the Persons with Disabilities of Himachal Pradesh only. Applications complete in all respects must reach in the office of undersigned on or before 31/08/2017 and for the applicants presently residing in Tribal areas of Himachal Pradesh, the last date for submission of applications is 15/09/2017. The qualification and other terms and conditions for the said post are as under.

Sr. No.	Name of post	No. of Post	Post reserved for	Scale of Pay			Qualifications
				Pay Band	G/ Pay	Fixed contractual amount per month	
1.	Steno Typist (on contract basis)	01	General Visually impaired	5910	2800	8710	<p>Essential:</p> <ol style="list-style-type: none"> Should have passed 10+ 2 examination or its equivalent from a recognized board of School Education/ University. Should possess a minimum speed of 30 WPM in English Typewriting or 25 WPM in Hindi Typewriting on computers and 80 WPM in English & 70 WPM in Hindi Shorthand. Should have the Knowledge of word processing in computer as prescribed by the recruitment Authority. Desirable: " Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh"

Instruction / Other Conditions:

1. Candidate should not be less than 18 years and more than 45 years of age.
2. Applicants already in service must send their applications through proper channel.
3. Candidates should be the domicile of Himachal Pradesh.
4. Candidate can obtain application form free of cost from the o/o the Deputy Commissioner, District, Chamba, HP or can download it from the District Chamba Website hpchamba.nic.in
5. Application received after due date will be rejected without any intimation to the candidate.
6. The Deputy Commissioner, Chamba reserves the right whether to fill or withdraw the advertised post.
7. Any further information about the qualification or job requirements can be taken from the office of the Deputy Commissioner, Chamba HP.


Sd/-

(Sudesh Kumar Mokhta)IAS
Deputy Commissioner,
Chamba, District Chamba.
Phone No. 01899-224847
Dated:- 18/7/17

Endst. No. as above.

20387-422

1. The Additional Chief Secretary (Revenue) to the Government of HP Shimla.
2. The Divisional Commissioner, Kangra Division at Dharamshala HP.
3. The Labour Commissioner-Cum-Director, Special Employment Exchange for Physically Handicapped, Directorate of Labour Employment, HP, New Himrus Building Shimla-1. He is requested to sponsor the names of suitable candidates for the above post to this office on or before 31st of July, 2017.
4. All the Deputy Commissioner in Himachal Pradesh.
5. The Director, All India Radio, Shimla-4 with the request to announce advertisement on the News Bulletins.
6. The Director, Information and Public Relations, HP Shimla-2.
7. All the Sub-Divisional Officers(Civil) in Chamba District.
8. The District Revenue Officer, Chamba.
9. All the District Welfare Officer in HP.
10. The District Information Officer, Chamba, with the request to host the advertisement alongwith Annexure "A" on hpchamba.nic.in website.
11. The District Public Relation Officer, Chamba, District Chamba, HP for wide publicity. He is requested to publish the advertisement in two leading News Papers on DAVP rates.
12. The Editor in Chief, Giriraj, HP Shimla for publish the advertisement in Giriraj.



(Sudesh Kumar Mokhta)IAS
Deputy Commissioner,
Chamba, District Chamba.
Phone No. 01899-224847

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Annexure-I

DEPUTY COMMISSIONER OFFICE, DISTRICT CHAMBA, HIMACHAL PRADESH.

Application form for the post of Clerk meant for Persons with Disabilities

Advertisement No. 1/2017 Dated

Sr. No, of the Post _____

1. Post applied for:-
2. Name in full (IN BLOCK LETTER):-
3. Father's name:-
4. Dated of birth:-
5. Place of Nativity (Distt. & State):-
6. Marital Status:-
7. Present address to which
Communications should be sent:-
8. Permanent address:-
9. Mother tongue:-
10. Other languages known:-
11. Whether belong to P/H category i.e.
Visually impaired: -
12. Contact number:-
13. Employment Registration Number:-

14. Educational Qualifications, beginning with the High School examination:

Sr. No.	Certificate/Diploma or degree obtained	Year of study	Class with % of Marks obtained grade	Institution/Board/University	Field of Specialization	Remarks

(Attach attested copies of certificate in support of each degree or diploma)

15. Experience regarding previous and present employment:-

Sr. No.	Employer	Post held	Pay drawn With scale	Period of employment

(Attach attested copies of experience certificate)

It is certified that the information furnished above is true and correct to the best of my knowledge.

Signature of the applicant

List of enclosures:

Instructions for candidates

1. The applications from should be filled in complete in all respects, giving correct information. Defective and incomplete applications and those with wrong of false information will be rejected.
2. Any delay in sending the application through proper channel is not the responsibility of the Deputy Commissioner office. Advance copies of the application should reach the Deputy Commissioner Office, District Chamba HP. within the prescribed time limit will be entertained provided the original forwarded through proper channel reaches the Deputy Commissioner office before the candidate if called for interview or "No Objection certificate" from the employer is produced at the time of interview.
3. Candidates who fulfill the conditions to the satisfaction of the Deputy Commissioner Office shall be required to appear for interview at the Deputy Commissioner Office Chamba or such other place as may be decided by the Office at their own cost.
4. The summoning of a candidate for interview is merely an indication of his suitability for the post but not an assurance that he will recommended or selected or that his conditions specified in the application accepted.
5. The Deputy Commissioner, Chamba reserves the right whether to fill or withdraw the advertised post.
6. Application should reach the office of the Deputy Commissioner, District Chamba (HP) before 05.00 PM on the due date or the next working day, if the due date happens to be a holiday.