

**WRITTEN TEST FOR THE POST OF CLERKS ON CONTRACT BASIS**

Applications on the prescribed format, neatly typed on foolscap paper, duly filled up by the individual are invited from eligible candidates for the 33 posts of Clerks to be filled on Contract basis. The consolidated amount will be paid Rs. 7810/- i.e Pay in pay band + Grade Pay PM (Rs. 5910+1900/- = 7810/- ). The contract appointee will be entitled for increase in contractual amount @Rs 3% of minimum of the pay band + grade pay of the post for further extended years and no other allied benefits such as senior/selection scales etc. will be given.

**Breakup of 33 posts is as under:**

	<b>UNRESERVED</b>	<b>SCHEDULED CASTE</b>	<b>SCHEDULED TRIBE</b>	<b>OBC's</b>	<b>Total</b>
MAIN (General)	14	06	02	04	<b>26</b>
BPL	03	Nil	01	02	<b>06</b>
CHILLREN/GRAN D CHILDREN OF FREEDOM FIGHTERS	01	Nil	Nil	Nil	<b>01</b>
Total	<b>18</b>	<b>06</b>	<b>03</b>	<b>06</b>	<b>33</b>

(The Board reserves the right to increase/decrease the No. of posts)

**Note:**

The vacancies of Ex-servicemen, Sports Person and persons with disability as per the roster will be filled in separately as per instructions of the HP Government.

**Essential Qualifications & Other Conditions:**

- (i) Should have passed 10+2 examination or its equivalent from a recognized Board/University.
- (ii) Should possess minimum speed of 30 words per minute in English Type writing or 25 words per minute in Hindi Type writing.

Provided that the selected candidates shall have to qualify the Type writing test prescribed by the Board within one year of his/her appointment with no extension, thus, if an appointee fails to qualify the Type writing test within a period of one year of his/her appointment, Board may consider his/her termination from the service.

Provided that the selected candidates shall have to under go one months Computer Training from NIC or such other organization as is decided by the Board and they shall have to pass the computer test within one year of his/her appointment as is prescribed by the Board. If an appointee fails to qualify the computer test within the stipulated period the Board may consider his/her termination from the service.

**DESIRABLE :**

- (i) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
- (ii) Basic knowledge of computer is required.

**AGE LIMIT:**

The age limit shall be 18-45 years as on 30.09.2010 for all candidates. Relaxation up to five years in the upper age limit shall be given to the candidates of reserved categories as per existing rules of the State Government.

**LAST DATE FOR RECEIPT OF APPLICATION FORM IS 30.09.2010 FOR THE CANDIDATES BELONGING TO NON-TRIBAL AREAS AND 15.10.2010 FOR THE CANDIDATES BELONGING TO TRIBAL AREAS. THE INCOMPLETE/WITHOUT FEE APPLICATION FORM SHALL BE SUMMARILY REJECTED AND NO CORRESPONDENCE WILL BE MADE.**

**INSTRUCTIONS/GUIDELINES FOR FILLING UP THE FORM**

1. The application form should be accompanied with a fee of Rs. 200/- for unreserved category and Rs. 50/- for SC/ST/OBC and BPL) in the shape of DEMAND DRAFT drawn in favour of **SECRETARY, H.P. BOARD OF SCHOOL EDUCATION DHARAMSHALA**. Form/fee can also be deposited at the Board's Cash Counter at Dharamshala on any working day between 10:00 AM to 3:00 PM upto 30.09.2010 for the applicants belonging to the non-tribal area and 15.10.2010 for the applicants belonging for tribal area.
2. **The applicant should be bonafied resident of Himachal Pradesh.**
3. The form should be accompanied with two self-addressed envelopes of size 25X12 cms without postage stamps.
4. Application form should be sent under registered/speed post addressed to **SMT. SUSHILA SHARMA, ASSISTANT SECRETARY, H.P. BOARD OF SCHOOL EDUCATION DHARAMSHALA – 176700**. The envelope containing application form should be superscribed as "**APPLICATION FOR THE POST OF CLERKS ON CONTRACT BASIS**". The Board shall not be responsible for any postal delay.
5. Self attestation of photograph is sufficient.
6. **NO ORIGINAL AND PHOTO COPY OF CERTIFICATES/TESTIMONIALS ETC. ARE TO BE ATTACHED WITH THE APPLICATION FORM.**
7. A written examination of 100 marks English & Hindi (10+2 standard) , Numerical Ability (Matric Standard) and General Awareness shall be conducted on OMR sheet. The personal interview shall be of 15 marks. The selection shall be made on the basis of merit of written test and personal interview to be drawn category-wise.
8. After selection of candidate he/she shall sign an agreement as per R&P Rules.
9. The candidates must bring hard card board and blue/black ball pen etc. at the time of written examination, the date of examination will be announced in due course of time.
10. Enclosures with application form:
  - **Bank draft**
  - **Two self address envelopes without stamps.**
  - **Admit Cards in duplicate.**

Note: The application format can be down loaded from the Board website i.e. [www.hpeducationboard.nic.in](http://www.hpeducationboard.nic.in)

In case of any inquiry please contact on the following telephone Nos. 01892-222373, 222773 and EPABX Nos. 229033 to 229037.

**SECRETARY**

**HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA-176700**

**Application form for Written Test for the post of Clerks on Contract Basis**

<b>For Office Use Only</b>	
Date .....	Roll No.....
Diary No.....	Examination Centre.....

**(FILL THE FORM IN CAPITAL LETTERS ONLY)**

1. Name of the District to which belongs.....

2. Name of Applicant.....

3. Father's Name.....

4. Date of Birth   
 (as per Matric/Higher Secondary certificate) (dd/mm/yyyy)

5. Sex Code  (M / F)

6. Category  (Write **G** for General, **S** for SC , **T** for ST and **O** for **OBC** in the Box)

7. Sub-Category  (Write **1** for BPL, **2** for Children / Grand Children of Freedom Fighters in the Box)

Paste Self Attested  
Passport Size  
Photograph  
**Please do not  
pin or staple**

**If there is no sub-category, please mark X in the Box.**

**8. Educational Qualification**

Examination	Roll No	Year of Passing	Board/University	Marks Obtained	Maximum Marks	Percentage
Matric						
10+2 or its Equivalent						
Computer						

**9. Detail of fee remitted:**

DD/ Board	Receipt No.	Dated	Amount	Name of Bank

11. Correspondence Address.....

.....

Pin Code-..... Telephone/Mobile No. \_\_\_\_\_

12. Permanent Home Address.....

.....

Pin Code-..... Telephone/Mobile No. \_\_\_\_\_

**13. DECLARATION BY THE CANDIDATE**

I hereby solemnly declare that I am a bonafide resident of Himachal Pradesh and all statements made in this application are correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, ineligibility being detected before or after the examination, my candidature shall be cancelled.

Date.....

Place..... (Signature of Candidate)

**Eligible/Not Eligible (reasons to be recorded) FOR OFFICE USE ONLY**

Dealing Asstt. <span style="margin-left: 200px;">S.O./Supdt.</span> <span style="margin-left: 200px;">Asstt.Secy.</span>

