

OFFICE OF THE DEPUTY COMMISSIONER SHIMLA, DISTRICT SHIMLA , H.P.

Advertisement No. SML-EA(83)/Misc. 156808

Dated: 08th November, 2021.

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION FORMS IS UPTO 10-12-2021 TILL 05-00 PM.

Online Applications are invited for direct recruitment of under mentioned categories of posts using the website of Deputy Commissioner Shimla i.e. <http://hpshimla.nic.in> The applications can be filled up online w.e.f. 10th November, 2021 upto 10th December, 2021 till 05-00 PM (including the applicants of tribal/hard areas) thereafter website link will be disabled. The candidates are strictly advised to apply online well in advance to avoid rush during closing dates of submission of Online Applications. **No offline Application Forms will be accepted by this office.** The candidates must read the instructions carefully before filling up the Online Application Form on the official website i.e. <http://hpshimla.nic.in> In case wrong information is supplied by the applicant while submitting the application forms, the same will be liable to be rejected and there will be no responsibility of this office.

1. Detail of Posts, Eligibility, Qualifications, Mode of Selection.

(i) Name of Post : DRIVER (Class-III)

Name of Post	Driver, Class-III (Non-Gazetted) (On 'daily wages basis' on daily of Rs. 361/- per day)
Number of Posts	Total= 01, SC-01
Essential Qualification(s)	a) Essential Qualification(s): 1. Candidate should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institution situated within Himachal Pradesh. Provided that this condition shall not apply to Bonafide Himachalis. 2. Candidate must possess valid driving licence for plying of Heavy/ Light vehicles in hilly terrain. (b) Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in Himachal Pradesh.
Age	Between 18 years and 45 years. Clarification:- a. Age of a candidate shall be reckoned as on 01. 01. 2021. b. Five years relaxation in upper age limit is admissible only to the candidates belonging to SC, Pwd WFF.

	c. The upper age relaxation is also available to EX-SM candidate as per provisions of relevant rules/ instructions of HP Govt.
Place of Posting	District Shimla.

Mode of Selection	<p>WRITTEN OBJECTIVE TYPE EXAMINATION/DRIVING SKILL TEST/EVALUATION:-</p> <p>1. There will be written objective type examination (MCQ). Marks obtained in written objective type Examination (MCQ) shall be counted for deciding the merit of candidate. The selection of candidate in written objective test subject to passing of Driving skill test, which is qualifying in nature. Final selection of candidate will be made on the basis of marks obtained in the written objective type examination; passing the driving skill test and evaluation based on the parameters devised by the Department of Personnel vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 as detailed below:</p> <p>(i) Written objective type examination = 85 marks. (ii) Driving Skill Test: = Qualifying Nature (iii) Evaluation: = 15Marks [Evaluation of application of 15 marks will be as per parameters devised by DoP vide Notification No. Per (AP. B) B (15) - 5/ 2014 dated 17. 04. 2017.</p> <p style="text-align: right;">Total = 100 Marks</p> <p>2. Candidates in the ratio of 20 times of total posts will be declared qualified in the written objective type Examination (MCQ) and will be called for driving skill test.</p> <p><u>Syllabus</u></p> <p>A. The syllabus for Written Examination (Objective Type) will be asunder:</p> <p>1. Objective type questions (MCQ) of syllabus related to post: 50 Marks 2. Objective type questions of Hindi & English of 10th standard: 20 Marks 3. Objective type questions related to HP GK & Current Affairs: 15 Marks</p> <p style="text-align: right;">Total = 85 Marks</p> <p style="text-align: center;">Duration of Examination= 1 ½ hrs. (90 minutes)</p> <p>B. Driving skill test is of qualifying nature for those who qualify written objective type examination. Only the candidates who will qualify the driving skill test will be called for evaluation in pursuance to Notification No. Per (AP. B) B (15)- 5/ 2014 dated 17. 04. 2017 issued by the Department of Personnel, Govt. of H.P. The final merit will be based on marks obtained in the written exam. as per 1(i) and marks obtained in evaluation as per 1 (iii).</p> <p>3. The candidates are required to score at least 1/3rd marks of the total marks of written examination as shown above in Point 1 (i).</p> <p>4. There will be no negative marking in written examination.</p>
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(ii)

Name of Post	PEON, Class-IV (Non-Gazetted) (On 'daily wage basis' on daily of Rs. 300/- per day)
Number of Posts.	Total= 29 . General (UR)-05, General (Ex-SM)- 01, EWS-09, OBC-06, OBC (Ex-SM)- 02, OBC (BPL)-02, ST-02, ST (Ex-SM)-01, SC (BPL)-01.
Essential Qualification(s)	(a) Essential Qualification(s): Candidate should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institution situated within Himachal Pradesh. Provided that this condition shall not apply to Bonafide Himachalis. (b) Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
Age	Between 18 years and 45 years. Clarification:- a. Age of a candidate shall be reckoned as on 01. 01. 2021. b. Five years relaxation in upper age limit is admissible only to the candidates belonging to SC, ST, OBC, PWD, WFF c. The upper age relaxation is also available to Ex- SM candidate as per provisions of relevant rules/ instructions of HP Govt.

(iii)

Name of Post	BASTA BARDAR, Class-IV (Non-Gazetted) (On 'daily wage basis' on daily of Rs. 300/- per day)
Number of Posts.	Total= 01 . General (UR)- 01 .
Essential Qualification(s)	(a) Essential Qualification(s): Candidate should have passed MIDDLE Examination or its Equivalent from recognized Board of School Education/ Institution situated within Himachal Pradesh. Provided that this condition shall not apply to Bonafide Himachalis. (b) Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
Age	Between 18 years and 45 years. Clarification:- a. Age of a candidate shall be reckoned as on 01. 01. 2021. b. Five years relaxation in upper age limit is admissible only to the candidates belonging to SC, ST, OBC, PWD, WFF c. The upper age relaxation is also available to Ex- SM candidate as per provisions of relevant rules/ instructions of HP Govt.
Place Posting of	District Shimla.

MODE OF SELECTION:

Selection shall be made on the basis of merit of prescribed educational qualification i.e. Middle/Matric as the case may be followed by evaluation. Percentage of marks obtained in Middle/Matric will be calculated out of 85. For example, a candidate getting 50% marks will be given 42.5 marks. Evaluation of the remaining 15 marks will be done on the basis of parameters devised by Govt. of H.P. vide Department of Personnel's Notification No. Per (AP. B) B (15) - 5/ 2014 dated 17.04.2017. **There will be no written examination and interview.** The merit list will be prepared on the basis of particulars provided by the candidate in Online Application Form. Top candidates in merit in the ratio of 20 times of total posts in respect of any particular category will be called for evaluation of 15 marks. The final merit will be made on the basis of the marks obtained in prescribed educational qualification as per above criteria and the marks obtained in evaluation.

Note- The candidates are advised to read instructions from official website of the Govt. of H.P. Department of Personnel Notification No. Per (AP. B) B (15)- 5/ 2014 dated 17. 04. 2017 regarding details of evaluation of 15 marks.

2. HOW TO APPLY:

The candidate is required to fill up 'Online Application Form' available on the official website <http://hpshimla.nic.in> On completion of filling up the 'Online Application Form' the candidate is required to pay fees through online mode of payment as per direction given there. The candidate must provide correct information as sought through Online Application Form. Onus lies on the candidate that he or she has provided true & correct information in the Online Application Form. No representation in this regard will be accepted later on. No off line application forms will be accepted. **The candidate is not required to upload any document in Online Application Form and the requisite documents will be checked later at the stage of evaluation.** The candidate must read the instructions given in the advertisement carefully before filling up the Online Application Form.

3. EXAMINATION FEES:

(The detail of Exam. fee for different categories)

For the post of Driver		
Sr. No.	Category	Fees
1.	SC	Rs. 300
2.	SC (IRDP)	Rs. 200
3.	SC (Ex- Servicemen/WFF/ female candidates Ex-Servicemen of H.P./WFF/and female candidates. Note- In case the web page does not accept Rs. 0 as fee for fee exempted categories, due to any technical reason, the candidate may enter/pay Rs. 1 as fee, which will be refunded later in D.C. Office.	Fee exempted.
For the Post of Peon/Basta Bardar.		
1.	General Category	Rs. 200

2.	SC/EWS/General IRDP, SC IRDP, OBC & ST.	Rs. 100
3.	Ex-Servicemen of H.P./WFF/PwD and female candidates. Note- In case the web page does not accept Rs. 0 as fee for fee exempted categories, due to any technical reason, the candidate may enter/pay Rs. 1 as fee, which will be refunded later in D.C. Office.	Fee exempted.

4. MODE OF PAYMENT:

The candidate can deposit the requisite fee through 'Online Payment Gateway' using Credit Card/Debit Card(Rupay)/ Net Banking/UPI or through 'Challan' (With Challan the candidate shall deposit fee in any branch of SBI). Apart from this, in case those candidates who are exempted for examination fee (categorywise) if the web page does not accept Rs. 0 as fee due to technical reason, the candidate may enter/pay Rs. 1 as fee, enabling her or him to submit the form, which will be refunded in DC Office. No extra bank charges will be deducted by making online payment through Debit Card (Rupay) and Unified Payment Interface (UPI) however, nominal charges would be deducted by making payment through other online mode of payment such as other bank debit card (Master/Maestro/Visa) and credit cards.

5. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:

In case of any guidance/information/clarification of application forms of the candidates regarding Online Application Forms candidates may contact DC OFFICE SHIMLA in person, or on Telephone Number **0177-2657011 and 0177-2651202 (Ext.-502)**

6. REJECTION OF APPLICATION FORMS:

The information in respect of rejection of Application Forms of the candidates will be uploaded on the official website. No separate intimation in this regard will be sent by post.

7. ADMIT CARD:

Admit Card for written examination of DRIVER will be either sent by post or email. In case the Admit Card is sent by e-mail, the candidate may get its print out. The candidate is required to paste his latest photograph on the Admit Card and is required to get it attested from any Gazetted Officer. Apart from this the candidate is required to carry his photo identity proof such as Aadhar, Driving Licence etc. during examination.

8. EVALUATION OF 15 MARKS:

Intimation for inviting candidates for evaluation of 15 Marks will be sent by e- mail or by post. For evaluation, the candidates are required to bring acknowledgement receipt of Online Application Form along with original certificates and self attested photocopies of all the necessary certificates and documents.

9. CATEGORY CLAIMS:

The category once claimed by the candidate(s) will not be allowed to be changed at any stage. The SC/ S.T./ O.B.C./ WFF/ Ex- SM and PwD candidates must possess such certificates(s) in support of their claims made in the Online Application Form. The benefit of reservation will be admissible on parental basis only.

10. OTHER TERMS & CONDITIONS:

- (a) The candidates must read the instructions/other terms and conditions carefully, which are mentioned in this advertisement before filling up the Online Application Form.
- (b) The candidates are advised to give their working **mobile number and email ID** in Online Application Form and ensure they are functional so that they may be contacted for any issue during the recruitment process.
- (c) The candidates must fill up their complete and correct particulars in the Online Application Form to avoid rejection of candidature. Furnishing incorrect information may invite disqualification of candidature.
- (d) Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of online application form.
- (e) Onus of proving that a candidate has acquired requisite driving licence/ essential qualification(s) by the stipulated date is on the candidate.
- (f) In service candidates may apply for the posts with information to their Head of Departments/ Employer for issuing NOC. No in service candidate will be evaluated unless he/she brings **NOC** from the concerned employer.
- (g) The eligibility of candidate(s) called for the evaluation will be determined on the basis of original documents produced on the day(s) of evaluation and the Recruiting Authority will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the appointing authority. As such, admission to the written objective type examination/ driving skill test/evaluation shall be purely provisional.
- (h) Original certificates will have to be produced at the time of evaluation of 15 marks. If any claims of the candidates is found to be incorrect; besides rejection they may render themselves liable to legal action.
- (i) Number of posts are tentative and may increase or decrease from time to time for different categories of posts, if any, vacancies arise for the posts having common/similar R&P Rules shall be included in the present number of posts up to the stage of evaluation of 15 marks.
- (j) While preparing the final result, a category wise waiting list (panel) shall be prepared. The candidates placed in the waiting list/panel shall have no right to be

appointed except when a selected candidate does not join and the waiting list is still in operation.

- (k) The candidates must keep on checking their email and the official website of this office regularly for any further information regarding their roll numbers, admit card, evaluation schedule etc.
- (l) As per instructions of the Government dated 11.06.2019 when an Economically Weaker Sections (EWS) candidate is not available for selection, the post(s) will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.
- (m) The candidates belonging to Antodaya/B.P.L. families, who apply for vacancies reserved for Economically Weaker Sections, on the basis of valid BPL certificate and non- SC/ST/OBC certificate issued by the competent authority as prescribed in the instructions of the Govt. dated 11.06.2019 shall be eligible for concession in examination fee.
- (n) The candidate shall be eligible for appointment, if he/she has passed Middle or Matriculation, as the case may be, from any school/institution situated within Himachal Pradesh. Provided that this condition shall not apply to Bonafide Himachalis.
- (o) The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., Ex-SM, WFF and PWD/BPL etc.
- (p) The candidate is allowed to submit only one application form against each post. Multiple application forms for same post by a candidate are liable to be rejected.
- (q) The application forms through fax/post shall not be entertained and this office does not take responsibility to inform such candidates.
- (r) The certificate of SC, ST, OBC should be on parental basis, failing which candidature of such candidates will be rejected.
- (s) The candidates belonging to OBC of HP Category must produce OBC certificate(s) on the prescribed format, which should not be more than one year old at the time of last date fixed for submission of Online Application Form. The validity of the certificate is required to be seen at the time of Evaluation of 15 marks.

- (t) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the Competent Authority i.e. DC/ADC/ADM/ SDO (Civil) of the area where the candidate and/or his family resides; and revenue officer not below the rank of Tehsildar. The validity of IRDP/BPL certificate is of six months from the date of its issuance.
- (u) The validity of the certificate is required to be seen at the time of Evaluation of 15 marks. The candidate belonging to us-reserved BPL category are not required to submit Income & Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of valid BPL certificate issued by the competent authority and supplemented by the non- SC-/ST/OBC Certificate. If any BPL candidate applies for the post reserved for EWS category he/she shall have to submit a valid B.P.L. certificate countersigned by the Block Development Officer and also a non-SC/ST/OBC certificate issued by the competent authority. The candidate must possess these certificates on prescribed formats at the time of submission of Online Application Form or by the prescribed closing date of applications.
- (v) If EWS candidates are not available for selection, the posts will be treated automatically as de-reserved and will be filled up from a non-EWS candidates of unreserved category.
- (w) Examination fee once paid will not be refunded.
- (x) The Recruitment Authority reserves the the to change any other terms of the advertisement or to rectify the inadvertent/technical errors at any stage.

I. ABBREVIATIONS:

UR:	Unreserved
SC:	Scheduled Caste of H.P.
ST:	Scheduled Tribe of H.P.
OBC:	Other Backward Classes of HP
Ex-SM:	Ex- Servicemen of H.P.
WFF:	Wards of Freedom Fighters of HP
EWS:	Economically Weaker Sections
PwD:	Person with Disabilities.

(Aditya Negi) IAS
Deputy Commissioner,
Shimla