



**THE HIMACHAL PRADESH STATE CO-OPERATIVE MARKETING AND
CONSUMERS' FEDERATION LIMITED SHIMLA - 171003**

NoHF/ES-II(224)2019-

Dated:- 10-11-2021

EMPLOYMENT NOTICE

Applications are invited on prescribed Performa from the eligible and desirous applicants for filling up of 8 (eight) Posts of Peon-cum-Chowkidar (Class-IV) on Contract basis in Himfed. The recruitment and selection of these posts will be made in accordance with the Contract Policy of State Govt. and as per Himfed Service Rule 3.1.10 approved on 1.10.2016.

Name of Post	No. of posts	Break-up of Posts
Peon-cum-Chowkidar (Class-IV)	8 (eight) Posts	SC=2, UR=3, OBC=2, EWS=1

Terms & Conditions:-**1. Educational & other qualification:-**

1.1 Essential:- Middle pass from a recognized Institute/school.

1.2 Desirable:- Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

1.3. A candidate for appointment to any service or post must be a citizen of India. Therefore the applicant who has passed Middle or Matriculation from any school/institution situated within H.P. can apply for the post. This condition shall not apply to Bonafide Himachalis.

2. Age Limit:- The age of the applicant should be between 18 to 45 years as on 1.1.2021. The relaxation in upper age limit is permissible up-to 5 years in case of SC/OBC applicant as per instructions of the Govt. of H.P.

3. Duties and responsibilities:- The selected incumbent will have to perform duties of the Peon and Chowkidar (both) including night duties.

4. How to Apply:- The desirous and eligible candidates applying for the post of Peon-cum-Chowkidar must apply on the prescribed application form uploaded on the Federation Website (www.himfed.com) along-with attested copies of all relevant testimonials/documents so as to show their age/educational qualification/experience etc. as per Appendix-II. The list of which has been uploaded in the official website of Federation. The applications form along with all required documents should be addressed to the **Managing Director Himfed, near Victory Tunnel Shimla-3**. The envelope containing application form should be super scribed as "Application for the post of Peon-cum-Chowkidar" on contract basis.

5. Last Date for receipt of Applications:- Application form attached herewith duly complete in all respect must reach in the office of **Managing Director Himfed, Near Victory Tunnel Shimla-3** on or before **30.11.2021** and in case of candidates applying from Tribal Area the applications must reach on or before **7.12.2021**.

6. Application Fee:- Rs.200/- for Un Reserved category and Rs.100/- for SC & OBC category in the shape of Demand Draft in favour of **Managing Director Himfed Shimla-3**. In case demand draft of required fee is not found along with application form, the application shall be rejected.




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7. **Mode of Selection:-** The selection for appointment to the post Peon-cum-Chowkidar (on contract basis) shall be made on the basis of evaluation based on the parameters as specified in **Appendix-I** uploaded in the official website of Federation. For the guidance of applicant the general instructions has also been uploaded in official website of Federation in **Appendix-II**.
8. **Evaluation:-** The scrutiny/verification and evaluation of documents/certificates shall be made by committee constituted by the competent authority of the Federation as per Govt. instructions. The final selection will be made on the basis of marks obtained in the evaluation based on the parameters as specified in **Appendix-I**.
9. Incomplete applications and not accompanying required documents as per **Appendix-II** will be summarily rejected.


(K.K.Sharma) HAS
Managing Director,
Himfed, Shimla-3



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APPLICATION FORM FOR THE POST OF PEON-CUM-CHOWKIDAR ON CONTRACT BASIS

Paste your
passport size
photograph duly
attested.

Last Date of receipt of application: The last date of receipt of application is 30.11.2021 and in case of Tribal Areas the application should reach upto 7.12.2021.

1. Name of the applicant (In capital letters) _____
2. Father's/Husband's Name (In Capital letters) _____
3. Gender (Male/Female) _____
4. Date of Birth _____
5. Age as on 01.01.2021 _____ Years _____ Months _____ days
6. Name of employment Exchange with Name _____
Registration No. _____ No. _____
7. Category to which belong i.e. UR/SC/OBC _____
8. Nationality _____
9. Religion _____
10. Bonafide _____
11. Mobile No. _____
12. Details of Educational Qualifications:-

Name of examination	Roll No.	Year of passing	Name of Board/University	Max. Marks	Marks obtained	%age
Middle						



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13. Experience if any up to a maximum of 5 years in Govt./Semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year). Yes/No _____.(if yes attach copy).

14. Details of fee deposited:-

Amount _____ Name of Bank _____ DD/No. _____ Date _____

15. Have you ever been debarred or disqualified by any Public Service Commission/HPSSC from any of the examination selection ? _____(Yes/No).

16. Have you ever been convicted by any court for any offence? _____(Yes/No).

17. Permanent Home address (with Pin Code):-

18. Address for correspondence (with Pin Code):

Signature of the Applicant

DECLARATION

I, _____ hereby solemnly declare that I am a bonafide resident of Himachal Pradesh and all the statements/particulars furnished by me in this application form are correct and true to the best of my knowledge and belief. In the event of any information being found false or incorrect, suppressed or ineligibility is detected at any stage, my candidature may be cancelled/rejected.

Date:

Place:

Signature of the Applicant



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Appendix-I

Evaluation parameters:- 15 marks

Sr. No.	Particulars	Max. Marks
(i)	Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotion Rules. (Percentage of marks obtained in qualifying examination to be calculated out of 85. For example, a candidate getting 50% marks in Middle will be given 42.5 marks.	85(eighty five)
(ii)	Belonging to notified Backward Area or Panchayat, as the case may be. (issued by concerned SDO(C)/Tehsildar/Naib Tehsildar)	1(One)
(iii)	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority. (issued by concerned SDO(C)/Tehsildar/Naib Tehsildar)	2 (Two)
(iv)	Non-employment Certificate to the effect that none of the family members is in Government/Semi-Government service. (issued by concerned SDO(C)/Tehsildar/Naib Tehsildar)	2.5 (Two & Half)
(v)	Differently abled persons with more than 40% impairment/disability/infirmity issued by the H&FW authority/Medical Board.	1 (One)
(vi)	NSS (atleast one year)/Certificate holders in NCC/The Bharat Scout & Guide duly certified by the head of institution and Medal winners in National Level sports competitions shall be duly certified by the concerned District Youth Services and Sports Officer/head of institution.	1 (One)
(vi)	BPL family having annual income (from all sources) below Rs.40000/- or as prescribed by the Govt. from time to time shall be certified/issued by the concerned BDO.	2.5 (Two & Half)
(vii)	Widow/divorced/destitute/single women certified /issued by the concerned BDO.	1.5 (One & Half)
(viii)	Single daughter/Orphan, certified/issued by the by the concerned BDO.	1 (One)
(ix)	Experience upto a maximum of 5 years in Govt./Semi-Govt. Organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (Two & Half)



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APPENDIX-II

GENERAL INSTRUCTIONS /GUIDELINES FOR THE FILLING-UP THE APPLICATION FORM.

1. The application must be submitted on the prescribed format only and an attested recent passport size photograph must be pasted in the space provided in the application form.
2. The applicant should be a bonafide resident of Himachal Pradesh.
3. The candidates must possess requisite essential qualification prescribed for the post.
4. The name of the candidate must be registered in the concerned Employment Exchange.
5. The application should be sent under registered/speed post addressed to the **Managing Director Himfed near Victory Tunnel Shimla-3**. The envelope containing application form should be super-scribed as "**Application for the post of Peon-cum-Chowkidar**" Class-IV (Contract basis)".
6. The attested photocopies of the following documents/certificates must be attached with the application.
 - i) Educational qualification Certificates (**Note: Middle pass certificate is compulsory. Merit will be determined strictly on the basis of Middle pass marks certificate only**).
 - ii) Bonafide Himachal Certificate.
 - iii) Copy of Certificate of SC/OBC/EWS etc. issued by the competent authority.
 - iv) The Demand draft for fee as prescribed.
 - v) Employment Registration Certificate.
 - vi) Certificate of reserved category i.e. SC/OBC certificates.
 - vii) Certificate regarding belonging to notified Backward Area/Panchayat as the case may be issued by the SDO(C)/Tehsildar/Naib Tehsildar of concerned area.
 - viii) Certificate regarding landless family/family having land less than 1 hectare issued by the SDO(C)/Tehsildar/Naib Tehsildar of concerned area.
 - ix) Non-employment certificate to the effect that none of the family members is in Govt./Semi Govt. service issued by the SDO(C)/Tehsildar/Naib Tehsildar of concerned area.
 - x) Differently abled persons with more than 40% impairment/disability/infirmity.
 - xi) NSS (at-least one year) certificate/NCC Certificate/The Bharat Scout & Guides issued by the Head of concerned Institution or Certificate regarding Medal winner in National Level Sports competitions issued by the concerned District Youth Service & Sports Officer/Head of Institution.
 - xii) Certificate of BPL family having annual income (from all sources) below Rs.40000/- or as prescribed by the Govt. from time to time, issued by the Block Development Officer (BDO)concerned.
 - xiii) Certificate of Widow/Divorced/Destitute/Single women issued by the Block Development Officer (BDO) concerned.
 - xiv) Certificate of Single daughter/Orphan issued by the Block Development Officer (BDO) concerned.



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- xv) Certificate of Experience up-to a maximum of 5 years in Govt./Semi Govt. Organization relating to the post applied for issued by the concerned competent authority.
- xvi) Self addressed envelope along-with postal stamps.
7. Incomplete application or received after due date or not in accordance with the prescribed format shall not be considered. No correspondence will be entertained to that respect.
8. Application fee once paid will not be refunded.
9. The Federation will not be responsible for any kind of postal delay.
10. No TA/DA will be admissible.
11. **All the documents/certificate in original will have to be produced at the time of Evaluation, failing which the candidature of the applicant will be cancelled/rejected.**
12. Disputes, if any, shall be subject to Court jurisdiction at Shimla.
