

**H.P. State Consumer Disputes Redressal Commission, Kasumpti, Shimla-9.**

No. HP/CPC/1-223/01-VII-

Dated 13<sup>th</sup> April, 2022.

**\*ADVERTISEMENT NOTICE\***

Pursuant to directions of Hon'ble Supreme Court passed in Suo Moto Writ Petition (Civil) No. 2/2021 to fill up the posts lying vacant on the establishment of H.P. State Consumer Disputes Redressal Commission, Shimla, applications are hereby invited for the recruitment of posts of Junior Office Assistant (IT), Clerk, Driver & Process server on contract basis and Peon on daily wages basis. Applications should be addressed to the Registrar, H.P. State Consumer Disputes Redressal Commission, Block No. 33, SDA Complex Kasumpti, Shimla-9 and should reach the office by 13.05.2022 by 5 PM. Applications can also be submitted in person with the Registry of the State Commission from 10 AM to 5 P.M. on any working day on or before the last day of receipt of applications. Candidates must write name of the post applied for on the envelope. Applications received incomplete and after due date shall not be entertained. There is no application fee for women candidates.

**How to apply:-**

Eligible and interested candidates would be required to apply offline. The requisite post-wise proformas for the posts of Junior Office Assistant (IT), Clerk, Process-server and Peon are available on the official website, <https://hpconsumercommission.nic.in> of the State Commission as Annexure-A to Annexure-E, respectively.

2. Detail of vacant posts of each category (i.e., Junior Office Assistant (IT), clerk, driver, process server and peon) is given in the Table below:-

Sr. No.	Category-wise division of posts								
	Direct basis							Total	Post to be filled up on:
Name of the post	Gen	SC	ST	OBC	EWS				
1.	JOA(IT)	3	-	-	-	-	3	Contract basis	
2.	Clerk	1 (anticipated)	1 (anticipated)			1 (anticipated)	3	-do-	
3.	Driver	1 (anticipated)	--	--	--	-	1	-do-	
4.	Process-server	1 (anticipated)	-	-	-	-	1	-do-	
5.	Peon	2(clear cut) unreserved						2	Daily wage basis.

Note:- The number of vacancies for aforesaid categories may increase or decrease in future due to administrative exigencies.

3. Detail of Pay scales of the posts:-

Sr. No.	Name of the post	Pay Scale
1.	JOA(IT)	Rs.12360/- ( 60% of initial pay, i.e. ,Rs.20600/-, Level -4, Cell-1)
2.	Clerk	Rs.12120/- (60% of initial pay, i.e. ,Rs. 20200/-, Level-3,Cell-1)
3.	Driver	Rs.12780/- (60% of initial pay, i.e., Rs. 21300/-, Level--5,Cell-1)

4.	Process server	Rs.10800/- (60% of initial pay, i.e., Rs. 18000/-, Level--1,Cell-1)
5.	Peon	Rs.350/- per day or on any other rate as shall be prescribed by the Govt. from time to time.

4. Requisite qualification for the posts of JOA (IT), Clerk, Driver, Process-server and Peon and application fees:-

Sr.No.	Name of the post	Essential qualification	Application fees
1	JOA(IT)	<p>i) Should have Graduation from a recognized University.</p> <p>ii) Computer Typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p>iii) Should have the knowledge of 'Word processing' in computer as prescribed by the Recruiting authority.</p> <p>iv) Should also have knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in Pradesh.</p> <p><b>Note:</b> Apart from above, a candidate shall be considered eligible for appointment to post(s) only if he/she has passed matriculation and 10+2 from any School /Institution situated within Himachal Pradesh. However, this condition shall not apply to Bona fide Himachalis.</p>	<p>Rs.300/- for unreserved category and Rs.150/- for reserved category.</p> <p><b>Note: No application fees for woman candidate.</b></p>
2	Clerk	<p>i) Should have Graduation from a recognized University.</p> <p>ii) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer.</p> <p>iii) Should have the knowledge of 'Word processing' in computer as prescribed by the Recruiting authority.</p> <p>iv) Should also have knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in Pradesh.</p> <p><b>Note:</b> Apart from above, a candidate shall be considered eligible for appointment to post(s) only if he/she has passed</p>	<p>Rs.300/- for unreserved category and Rs.150/- for reserved category.</p> <p><b>Note: No application fees for woman candidate.</b></p>

4/1/16

		matriculation and 10+2 from any School /Institution situated within Himachal Pradesh. However, this condition shall not apply to Bona fide Himachalis.	
3.	Driver	<p>Should have passed matriculation examination or its equivalent from recognized Board of school Education/Institution.</p> <p>Must possess valid driving license for the plying of heavy /light vehicles in Hilly terrain.</p> <p><b>Note:</b> Apart from above, a candidate shall be considered eligible for appointment to post(s) only if he/she has passed matriculation and 10+2 from any School /Institution situated within Himachal Pradesh. However, this condition shall not apply to Bona fide Himachalis.</p>	<p>Rs.300/- for unreserved category and Rs.150/- for reserved category.</p> <p><b>Note: No application fees for woman candidate.</b></p>
4.	Process-server	<p>Should have passed 10+2 from recognized Board of School Education /University.</p> <p><b>Note:</b> Apart from above, a candidate shall be considered eligible for appointment to post(s) only if he/she has passed matriculation and 10+2 from any School /Institution situated within Himachal Pradesh. However, this condition shall not apply to Bona fide Himachalis.</p>	<p>Rs.100/- for unreserved category and Rs.50/- for reserved category .</p> <p><b>Note: No application fees for woman candidate.</b></p>
5	Peon	<p>Should have passed matric from recognized Board of School Education /University.</p> <p><b>Note:</b> (i) Apart from above, a candidate shall be considered eligible for appointment to post(s) only if he/she has passed matriculation and 10+2 from any School /Institution situated within Himachal Pradesh. However, this condition shall not apply to Bona fide Himachalis.</p> <p>(ii) Preference will be given to those who know driving and possess a valid driving licence.</p>	<p>Rs.100/- for unreserved category and Rs.50/- for reserved category.</p> <p><b>Note: No application fees for woman candidate.</b></p>

5. Age limit for the posts of JOA (IT), Clerk, Driver, Process-server and Peon:

The age of candidate must be between 18 to 45 years as on 01.04.2022.

However, in case, the candidate belongs to any reserved category, the relaxation in

Ans

upper age limit shall be permissible as may be prescribed by the Govt. of H.P. from time to time.

**By order**

**Hon'ble President**

Endst. No.HP/CPC/1-223/01-VII- 1242 - 1244 Dated 13<sup>th</sup> April, 2022.

18

Copy forwarded yo:-

1. To the Editor Amar Ujala, Himachal Pradesh, Shimla, with the request to publish the advertisement notice in the news paper at the earliest and supply copy of the issue containing advertisement to this office alongwith bill.
2. The TSP/Programmer State Commission. He is directed to upload the advertisement notice on the official website for information of all concerned.
3. Notice Board.

  
**Registrar**

**Annexure-A**

**Application Format for the post of JOA(IT) on contract basis.**

Adv. No. \_\_\_\_\_ dated \_\_\_\_\_

To

The Registrar,  
H.P. State Consumer Disputes  
Redressal Commission, Shimla-171 009.

Space for passport  
size photo duly  
attested by the  
Gazetted Officer.

1. Name of the candidate (in capital letters) \_\_\_\_\_
2. Son/daughter/wife of : \_\_\_\_\_
3. Permanent Home address of the candidate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Correspondence address of the candidate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Date of birth (attach self attested photocopy of proof): \_\_\_\_\_
6. i) Mobile No. \_\_\_\_\_  
ii) Aadhaar No. \_\_\_\_\_
7. Educational qualification (enclose photocopies of all relevant certificates, i.e.,  
Matriculation, 10,+2 and Graduation/Post Graduation & Computer Diploma):

Sr.No.	Name of examination passed	Name of Board/ University	Name of Institute	Year of passing	Percentage of marks obtained
1.	Matric				
2.	10+2				
3.	Graduation				
4.	PG				

8. Employment Exchange Registration No. & Date if available \_\_\_\_\_

9. Category to which belong: \_\_\_\_\_
10. Experience, if any, \_\_\_\_\_
11. i) Has the candidate ever been convicted \_\_\_\_\_  
ii) If yes, detail of conviction be given \_\_\_\_\_
12. i) Is any criminal case pending against the candidate \_\_\_\_\_  
ii) If yes, detail of FIR/ status of the case be given. \_\_\_\_\_
13. Application Fees:  
i) Amount \_\_\_\_\_  
ii) Bank draft No. & date \_\_\_\_\_  
iii) IPO No. & date \_\_\_\_\_
14. Any other thing the candidate wants to specifically mention. \_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_  
R/o \_\_\_\_\_ P.O., \_\_\_\_\_  
Tehsil \_\_\_\_\_ District \_\_\_\_\_ do hereby solemnly affirm and declare that the details given by me in the application format are true and correct and nothing has been concealed therein. If any discrepancy found in my application format or false at any stage then I shall be liable for all consequential actions including cancellation of candidature.

Place: \_\_\_\_\_

Signature of the applicant/candidate

Date: \_\_\_\_\_

**Annexure-B**

**Application Format for the post of Clerk (on contract basis)**

Adv. No. \_\_\_\_\_ dated \_\_\_\_\_

To

Space for passport  
size photo duly  
attested by the  
Gazetted Officer

The Registrar,  
H.P. State Consumer Disputes  
Redressal Commission, Shimla-171 009.

1. Name of the candidate (in capital letters): \_\_\_\_\_

2. Son/daughter/wife of : \_\_\_\_\_

3. Permanent Home address of the candidate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Correspondence address of the candidate \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Date of birth(attach self attested photocopy of proof): \_\_\_\_\_

6. i) Mobile No. \_\_\_\_\_

ii) Aadhaar No. \_\_\_\_\_

7. Educational qualification (enclose photocopies of all relevant certificates, i.e.,  
Matriculation, 10+2 and Graduation/Post Graduation):

Sr.No.	Name of examination passed	Name of Board/ University	Name of Institute	Year of passing	Percentage of marks obtained
1.	Matric				
2.	10+2				
3.	Graduation				
4	PG				

8. Employment Exchange Registration No. & Date if available \_\_\_\_\_
9. Category to which belong: \_\_\_\_\_
10. Experience, if any, \_\_\_\_\_
11. i) Has the candidate ever been convicted \_\_\_\_\_  
ii) If yes, detail of conviction be given \_\_\_\_\_
12. i) Is any criminal case pending against the candidate \_\_\_\_\_  
ii) If yes, detail of FIR/ status of the case be given. \_\_\_\_\_
13. Application Fees:  
i) Amount \_\_\_\_\_  
ii) Bank draft No. & date \_\_\_\_\_  
iii) IPO No. & date \_\_\_\_\_
14. Any other thing the candidate wants to specifically mention. \_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_  
R/o \_\_\_\_\_ P.O., \_\_\_\_\_  
Tehsil \_\_\_\_\_ Distict \_\_\_\_\_ do hereby solemnly affirm  
and declare that the details given by me in the application format are true and correct  
and nothing has been concealed therein. If any discrepancy found in my application  
format or false at any stage then I shall be liable for all consequential actions including  
cancellation of candidature.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of the applicant/candidate



**Annexure-C**

Application Format for the post of Driver( on contract basis)

Adv. No. \_\_\_\_\_ dated \_\_\_\_\_

To

Space for passport  
size photo duly  
attested by the  
Gazetted Officer

The Registrar,  
H.P. State Consumer Disputes  
Redressal Commission, Shimla-171 009.

1. Name of the candidate (in capital letters): \_\_\_\_\_

2. Son/daughter/wife of : \_\_\_\_\_

3. Permanent Home address of the candidate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Correspondence address of the candidate \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Date of birth (attach attested photocopy of proof): \_\_\_\_\_

6. i) Mobile No. \_\_\_\_\_

ii) Aadhaar No. \_\_\_\_\_

7. Educational qualification (enclose photocopies of all relevant certificates, i.e.,  
Matriculation, 10+2 / Graduation, etc.):

Sr.No.	Name of examination passed	Name of Board/ University	Name of Institute	Year of passing	Percentage of marks obtained
1.	Matric				
2.	10+2				
3.	Graduation				

8. Transport driving License No. \_\_\_\_\_ date \_\_\_\_\_

DL Type \_\_\_\_\_ Valid upto \_\_\_\_\_

(Attach attested photocopy of valid Transport driving License).

9. Employment Exchange Registration No. & Date if available \_\_\_\_\_
10. Category to which belong: \_\_\_\_\_
11. Experience, if any, \_\_\_\_\_
12. i) Has the candidate ever been convicted \_\_\_\_\_  
ii) If yes, detail of conviction be given \_\_\_\_\_
13. i) Is any criminal case pending against the candidate \_\_\_\_\_  
ii) If yes, detail of FIR/ status of the case be given. \_\_\_\_\_
14. Application Fees:  
i) Amount \_\_\_\_\_  
ii) Bank draft No. & date \_\_\_\_\_  
iii) IPO No. & date \_\_\_\_\_
15. Any other thing the candidate wants to specifically mention. \_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_  
R/o \_\_\_\_\_ P.O., \_\_\_\_\_  
Tehsil \_\_\_\_\_ District \_\_\_\_\_ do hereby solemnly affirm  
and declare that the details given by me in the application format are true and correct  
and nothing has been concealed therein. If any discrepancy found in my application  
format or false at any stage then I shall be liable for all consequential actions including  
cancellation of candidature.

Place: \_\_\_\_\_

Signature of the applicant/candidate

Date: \_\_\_\_\_

**Annexure-D**

Application Format for the post of Process-Server(on contract basis)

Adv. No. \_\_\_\_\_ dated \_\_\_\_\_

To

The Registrar,  
H.P. State Consumer Disputes  
Redressal Commission, Shimla-171 009.

Space for passport  
size photo duly  
attested by the  
Gazetted Officer

1. Name of the candidate (in capital letters): \_\_\_\_\_

2. Son/daughter/wife of : \_\_\_\_\_

3. Permanent Home address of the candidate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Correspondence address of the candidate \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Date of birth(attach attested photocopy of proof): \_\_\_\_\_

6. i) Mobile No. \_\_\_\_\_

ii) Aadhaar No. \_\_\_\_\_

7. Educational qualification (enclose photocopies of all relevant certificates, i.e.,  
Matriculation, 10+2/ Graduation, etc.):

Sr.No.	Name of examination passed	Name of Board/ University	Name of Institute	Year of passing	Percentage of marks obtained
1.	Matric				
2.	10+2				
3.	Graduation				

8. Employment Exchange Registration No. & Date \_\_\_\_\_  
if available.

9. Category to which belong: \_\_\_\_\_

10. Experience, if any, \_\_\_\_\_
11. i) Has the candidate ever been convicted \_\_\_\_\_  
ii) If yes, detail of conviction be given \_\_\_\_\_
12. i) Is any criminal case pending against the candidate \_\_\_\_\_  
ii) If yes, detail of FIR/ status of the case be given. \_\_\_\_\_
13. Application Fees:  
i) Amount \_\_\_\_\_  
ii) Bank draft No. & date \_\_\_\_\_  
iii) IPO No. & date \_\_\_\_\_
14. Any other thing the candidate wants to specifically mention. \_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_  
R/o \_\_\_\_\_ P.O., \_\_\_\_\_  
Tehsil \_\_\_\_\_ Distict \_\_\_\_\_ do hereby solemnly affirm and declare that the details given by me in the application format are true and correct and nothing has been concealed therein. If any discrepancy found in my application format or false at any stage then I shall be liable for all consequential actions including cancellation of candidature.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of the applicant/candidate

**Annexure-E**

**Application Format for the post of Peon (on daily wages basis)**

Adv. No. \_\_\_\_\_ dated \_\_\_\_\_

To

The Registrar,  
H.P. State Consumer Disputes  
Redressal Commission, Shimla-171 009.

Space for passport  
size photo duly  
attested by the  
Gazetted Officer

1. Name of the candidate (in capital letters): \_\_\_\_\_

2. Son/daughter/wife of : \_\_\_\_\_

3. Permanent Home address of the candidate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Correspondence address of the candidate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Date of birth (attach attested photocopy of proof): \_\_\_\_\_

6. i) Mobile No. \_\_\_\_\_

ii) Aadhaar No. \_\_\_\_\_

7. Educational qualification (enclose photocopies of all relevant certificates, i.e.,  
Matriculation, 10+2 / Graduation, etc.):

Sr.No.	Name of examination passed	Name of Board/ University	Name of Institute	Year of passing	Percentage of marks obtained
1.	Matric				
2.	10+2				
3.	Graduation				

8. Employment Exchange Registration No. & Date \_\_\_\_\_  
if available.

9. Category to which belong: \_\_\_\_\_

10. Experience, if any,  
Whether candidate knows driving? If yes, detail of driving license: \_\_\_\_\_
11. i) Has the candidate ever been convicted \_\_\_\_\_  
ii) If yes, detail of conviction be given \_\_\_\_\_
12. i) Is any criminal case pending against the Candidate. \_\_\_\_\_  
ii) If yes, detail of FIR/ status of the case be given. \_\_\_\_\_
13. Application Fees:  
i) Amount \_\_\_\_\_  
ii) Bank draft No. & date \_\_\_\_\_  
iii) IPO No. & date \_\_\_\_\_
14. Any other thing the candidate wants to specifically mention. \_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_  
R/o \_\_\_\_\_ P.O., \_\_\_\_\_  
Tehsil \_\_\_\_\_ Distict \_\_\_\_\_ do hereby solemnly affirm and declare that the details given by me in the application format are true and correct and nothing has been concealed therein. If any discrepancy found in my application format or false at any stage then I shall be liable for all consequential actions including cancellation of candidature.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of the applicant/candidate