



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Govt. undertaking)

Registered office VidyutBhawan, HPSEBL, Shimla-171004(H.P.)
Corporate Identity Number U40109HP2009SGC031255
GST No. HPSEBL 02 AACCH4894EHZB
Telephone Number 0177-2803600,2801675(Office),
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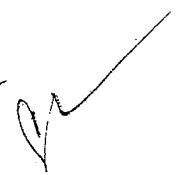
Applications on prescribed format are invited for filling up the following 28 Nos posts (i.e. 16 Junior Office Assistant (IT), 8 Nos Junior Office Assistant (Accounts) and 4 No Steno typists) on contract basis in H. P. State Electricity Board Ltd., by way of Special Drive under Persons with Disability (PWD) Act. 1995 on contract basis. Candidates who are bonafide Himachali and possess the requisite qualification as shown against each post can apply.

Sr No.	Name of post.	Total No. of posts	Classification of posts						Qualification
			Blind Person s (Only Low Vision)	Deaf H.I.	Orthope dically handica pped.	Learning & Mental & deaf blindnes s.	Pay Band + grade pay	CLASS	
1	Junior Office Assistant (IT)	8 No. (4%) (26.09.2020)	02	02	02	02	5910-20200 +1950	Class-III	ESSENTIAL QUALIFICATION (i) 10+2 from a recognized Board of School Education/University OR Matriculation from recognized Board of School Education with one/ two years Diploma/ Certificate from Industrial Training Institute (ITI) in Information Technology (IT) and information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training, Govt. of India from time to time of
2	Junior Office Assistant (IT)	8 Nos (4%) (05.08.2021)	03	02	02	01	5910-20200 +1950	Class-III	

									<p>three years, Diploma in Computer Engineering / Computer Science/ IT from a Polytechnic as approved by All India Council for Technical Education (AICTE).</p> <p>(ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. Provided that visually impaired persons selected/recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/ Computer Application/ Information Technology and passing of typing test instead they shall be imparted necessary basic training including computer training course by the HPSEBL through Composite Regional Center (CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Center (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training.</p> <p>Provided further that differently abled person who is otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test.</p> <p>The term, differently abled persons" does not cover visually impaired persons or persons who are hearing</p>
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									<p>impaired but cover only those whose physical disability /deformity permanently prevents them from typing.</p> <p>The above criteria for grant of exemption from passing the typing test shall also be applicable to the skill Test Norms on Computers.</p> <p>Knowledge of customs manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
3	Junior Office Assistant (Accounts)	04 (4%) (26.09.2020)	-	-	02	02	5910-20200+1950	Class-III	<p>(i) B. COM from a recognized University.</p> <p>Note. Candidates having M.Com qualification must have passed B.Com at graduation level. Knowledge of customs, manners & dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the state.</p>
4	Junior Office Assistant (Accounts)	04 (4%) (02.07.2021)	01	01	01	01	5910-20200+1950	Class-III	<p>ii) Training and proficiency in use of accounting software like Talley /SAP/ERP.</p>



5	StenoTypists	04 (4%) (11.03.2022)	01	01	01	01	6400- 20200 +2300	Class- III	<p>i) Should have passed 10+2 examination or its equivalent from a recognized Board of school Education/ University.</p> <p>ii) Should possess following speed in shorthand and typewriting in both languages i.e English and Hindi at the time of initial appointment.</p> <p><u>Speed in Shorthand</u></p> <table><tr><td><u>English</u></td><td><u>Hindi</u></td></tr><tr><td>60 WPM</td><td>60WPM</td></tr></table> <p><u>Speed in typewriting</u></p> <table><tr><td><u>English</u></td><td><u>Hindi</u></td></tr><tr><td>25WPM</td><td>25 WPM</td></tr></table> <p>iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority. Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	<u>English</u>	<u>Hindi</u>	60 WPM	60WPM	<u>English</u>	<u>Hindi</u>	25WPM	25 WPM
<u>English</u>	<u>Hindi</u>																
60 WPM	60WPM																
<u>English</u>	<u>Hindi</u>																
25WPM	25 WPM																

1. The Applicant must be a bonafide resident of Himachal Pradesh.
2. The Applicant should not be less than 18 years and not more than 45 years as on the last date of receipt of application.
Provided further that the age is relaxable in accordance with the instruction issued by the H.P Government from time to time.
3. No TA/ DA will be payable to the applicant for appearing in written/viva voice test.
4. The application form complete in all respects may be sent to the Executive Director (Pers.) Vidyut Bhawan, HPSEBL, Shimla-4 on or before **15.06.2022** and last date of the candidates residing in Tribal & difficult area is **20.06.2022**.
5. No application shall be entertained after the due date.

(Manoj Kumar)
Executive Director (Pers.),
HPSEB Ltd., Vidyut Bhawan,
Shimla-4.

Application for the post of _____

1. Name of the applicant
(in block letter.)
2. Father's Name:
3. Date of Birth:
4. Correspondence Address:
5. Permanent Home Address:
6. Educational Qualification
(Academic/technical)
7. Category to which belong:
8. Nature of degree of disability:
9. Experience if any:
10. Name of employment exchange where candidate is
Registered along with regd. No.

Paste your recent
passport size signed
colored photograph

Note:- Attested copies of educational/technical qualification
Disability and bonafideHimachalimust be attached.

Signature of Candidate

I hereby declare that the particular furnished in this application form are true to the best of my knowledge and belief and in case any information is found to be false, my candidature shall be liable to be rejected.

Dated:

Place:

Signature of Candidate