H.P. STATE POLLUTION CONTROL BOARD
HIM PARIVESH, PHASE III, SHIMLA-171 009.
Ph 0177-2673766, 2673020 & 32, FAX: 0177-2673018

Advertisement No.1/2014

Online applications are invited from the desirous and eligible candidates for recruitment of various posts purely on Contractual basis in the H.P. State Pollution Control Board up to 25.01.2015 as under:

(A) Category of Posts:

<table>
<thead>
<tr>
<th>Post Code</th>
<th>Name and No. of Posts, Pay band</th>
<th>Essential Qualification(s)</th>
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<tbody>
<tr>
<td>C-1</td>
<td>Clerk-9 Gen (UR)-3, Gen (IRDP)-2 OBC (UR)-2 SC (UR)-2, Pay Band Rs. 5,910-20,200/- +GP Rs. 1,900/- Contractual Emoluments i.e. Rs. 7,810/- per month.</td>
<td>Should have passed 10+2 examination or its equivalent from a recognized Board / University from the H.P. Govt. Should possess a minimum speed of 30 words / min. in English or 25 words / min. in Hindi type writing on computer. Should have the knowledge of 'Word processing' in Computer as prescribed by the Recruiting Authority.</td>
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<tr>
<td>S-2</td>
<td>Steno Typist-3 Gen (UR) - 3 Pay Band Rs. 5,910-20,200/- +GP Rs. 2,000/- Contractual Emoluments i.e. Rs. 7,910/- per month.</td>
<td>Should have passed 10+2 examination or its equivalent from a recognized Board / University from the H.P. Govt. Must possess the following speed in shorthand &amp; type writing on computer in both languages i.e. English &amp; Hindi at the time of initial appointment: Speed in shorthand 60/60 w.p.m. in English/ Hindi. Speed in type writing on computer of 25/25 w.p.m in English/ Hindi respectively. Provided that at the time of initial appointment the candidate shall have to pass the shorthand test either of language i.e. in Hindi or English at the prescribed speed. Provided further that the candidates will have to pass the type writing test in both languages i.e. in Hindi and English at the time of initial recruitment: Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in 2nd language either in Hindi or English whichever may be prescribed supra within a period of 3 years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in 2nd language shall contain the specific condition that he will have to pass the test in shorthand in 2nd language within a period of 3 years and if he qualify the shorthand test in 2nd language within a period of 3 years he will be eligible to draw his annual increment from due dates and the candidate who qualify the said test after 3 years will be eligible to draw his 1st increment only from the date of qualifying the prescribed test. Should have the knowledge of word processing in computer as prescribed by the recruiting authority.</td>
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<tr>
<td>LA-4</td>
<td>Laboratory Assistant-3 Gen (UR) - 1 Gen (IRDP)-1 OBC (UR)-1 Pay Band Rs. 5,910-20,200/- +GP Rs. 1,900/- Contractual Emoluments i.e. Rs. 7,810/- per month.</td>
<td>Should have passed at least 2nd Division in 10+2 with Science.</td>
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<tr>
<td>J-6</td>
<td>Jr. Accountant-5 Gen (UR) - 3 Gen (IRDP)-1 SC (UR)-1 Pay Band Rs. 5,910-20,200/- +GP Rs. 2,800/- Contractual Emoluments i.e. Rs. 8,710/- per month.</td>
<td>Bachelor Degree in Commerce from a recognized University/ institution; Should have basic knowledge of Computer operation with at least one year Computer Training Certificate in Tally System from a recognized/reputed institution.</td>
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</table>

(B) Desirable Qualification: It is expected from the candidates to have knowledge of local dialect, manners and customs and suitability for working in the peculiar conditions in Himachal Pradesh.
(C) Age: Age limit for above posts shall be between 18 to 45 years as on 01.01.2015 relaxable for five years to SC/ ST/ OBC candidate of H.P.as per relevant Rules/ instructions of H.P. Govt.
(D) Eligibility Conditions: The date of determining the eligibility of all candidates in terms of essential qualification, experience etc. shall be reckoned as on the closing date for submitting the online application.
(E) Fees: Nil (No Application fee is required to be paid).
**Method of applying:** Applications will be filed online only. The application form along with detailed instructions is available on the H.P. State Pollution Control Board's website www.hppcb.nic.in. No offline applications will be entertained. No separate admit card will be sent by post. Candidates will have to download their respective admit cards from the official website of HPSPCB i.e. www.hppcb.nic.in. The candidates will have to paste a self-attested passport size photograph on the space provided for photograph on admit card. Without admit card candidate will not be allowed to appear in the written examination in any condition/circumstances, whatsoever. Admit cards will be available on HPSPCB website w.e.f. 01.03.2015. The candidates are advised that they should file only one application even if they intend to apply for more than one post by appropriate selection of post(s) and code(s) at Sr. No. 1 and Sr. No. 2 of the application form.

**Mode of Selection:**

i) Candidates will be shortlisted for interview on the basis of their performance in the written examination and Typing test/ shorthand test (wherever applicable). Shortlisted candidates will be called for interview. Final merit shall be prepared on the basis of aggregate scores of the test & interview.

ii) SC/ST/OBCs candidates who are selected on their merit without relaxed standards (i.e. age, qualification experience etc.) along with candidates belonging to general category, will not be adjusted against the reserved vacancies for above categories.

iii) Success in the examination confers no right of appointment unless Board is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

**Resolution of tie cases:** In case where more than one candidate secures the equal aggregate marks, tie will be resolved by applying following methods one after another:

a) Total marks obtained in written examination.

b) Date of Birth, the candidate older in age will get preference.

**General Conditions:**

i) The engagement would be purely on contractual basis on year to year basis and may further be extended subject to yearly renewal which would be based upon the performance assessment/review of the candidate.

ii) Selection for appointment to the posts in the case of contract appointment will be made on the basis of overall marks obtained in written test of 85 marks and a viva-voce of 15 marks. Eligibility for calling the candidates for viva-voce shall be determined according to the merit in the written test.

iii) The candidates are requested to note down their application number generated at the time of submitting online application which shall be needed to download the admit card for written examination.

iv) The candidate shall strictly fill his/her name (in capital letters) & date of birth as per the matriculation certificate in the relevant column of the application form.

v) Number of post(s) are tentative & may increase or decrease from time to time for different categories of posts.

vi) The H.P. State Pollution Control Board reserves the right to restrict the number of candidates to be called for the written test/ interview.

vii) No change of category shall be allowed after application has been filed i.e. from SC to OBC/ST etc. vice versa.

viii) The certificate of SC/ST/OBC should be on parental basis.

ix) The validity of the certificates is required to be seen at the time of interview.

x) Only Himachali candidates belonging to SC/ST/OBC will be eligible for the posts reserved for respective categories.

xi) The validity of IRDP/OBC certificates is of six months from the date of its issuance.

xii) The candidates must ensure their eligibility in respect of category, experience, age & essential qualification etc. as mentioned against each post in the advertisement to avoid rejection at any stage.

xiii) It may also be noted that mere appearance in the test will not entitle the candidate for selection unless all requisite qualifications are fulfilled by the candidates.

xiv) The date of interview shall be intimated separately to all the eligible candidates.

xv) Portal shall be closed on 25th of January, 2015 and thereafter no candidate shall be able to file application.

xvi) Candidate should keep the scanned photograph & signature ready while applying online and upload these in the appropriate column of application. No Certificates are required to be uploaded with the online application form.

xvii) There will be a combined written test for the post of Clerks & Steno Typists. The candidates will be called for type test/shorthand test as per merit list of the written test and who qualify the type/short hand test as applicable for these post(s) will be called for interview.

xviii) Syllabus for examination & pattern of question papers can be seen on the website i.e. www.hppcb.nic.in

xix) For Advertisement & Instructions, candidates should visit the website i.e. www.hppcb.nic.in.

xx) The written test is likely to be conducted during later half of March, 2015. However, this may change. Therefore, the candidates are requested to visit the website regularly after 1st of March, 2015.

xxi) The candidates must fill in all relevant columns of online application form.

xxii) The decision of the Chairman H.P. State Pollution Control Board shall be final and binding in all the matters concerning this recruitment.

**FACILITATION DESK:** For further details / query, candidate may contact the facilitation desk of Board on telephone No. 0177-2673019 on all working days during office hours (10:00 am to 05:00 pm). Contact Persons: Mr. Gopal Gautam, Dy. System Manager or Mr. Shashi Shekhar, Environment Planner.

**Last date:** The last date for the receipt of applications is 25.01.2015. The applications received after the last date will not be considered.

**ABBREVIATION:**

- HPSPCB - Himachal Pradesh State Pollution Control Board.
- SC - Scheduled Caste
- ST - Scheduled Tribe
- OBC - Other Backward Classes.