

DEPARTMENT OF AGRICULTURE
HIMACHAL PRADESH

The Department of Agriculture, H.P. invites applications for recruitment of Two posts of Junior Office Assistant (I.T.) (on contract basis) of physically handicapped (one post Visual Impaired and one post Hearing Impaired) through direct recruitment on **fixed Revised emoluments equal to 60% (Sixty Percent) of the Cell-1 of Level-4 of Pay Matrix i.e. (Rs. 20600/- Rs. 65500/-) = Rs.12360/- per month as per HPCS Revised Rules-2022.** The application should be addressed to the Director of Agriculture, H.P. Directorate of Agriculture, Krishi Bhawan, Shimla-5 and should reach directorate by **15.07.2022 in respect of Non tribal areas and by 22.07.2022 for Tribal areas positively.** However, eligible candidates may send their applications directly on the Performa attached or before the above mentioned date. Applications received after due date shall not be entertained. The age of candidate must be between 18 to 45 years as on 22.07.2022. The upper age limit is relaxable by 5 years. No TA/DA shall be paid to the candidates for appearing in the screening of documents.

How to apply:-

Eligible and interested candidates would be required to apply offline. The requisite Performa is available at Departmental website: www.hpagriculture.com. The detail of vacancies is as under :

Name of the post	Fixed remuneration	Total post	Category-wise division of posts						Essential qualification	Desirable qualification
			Category	Gen	SC	ST	OBC	Total		
Junior Office Assistant (I.T.)	fixed Revised emoluments equal to 60% (Sixty Percent) of the Cell-1 of Level-4 of Pay Matrix i.e. (Rs. 20600/- Rs. 65500/-) = Rs.12360/- per month. as per HPCS Revised Rules-2022,	02 posts by direct recruitment (on contract basis)	Direct basis						Should have passed 10+2 Examination from a recognized board of School Education/ University. Or Matriculation from recognized Board of School education with one/ two year's Diploma/ Certificate from an Industrial Training Institute (ITI) in Information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering/ Computer Science/ IT from a Polytechnic as approved by All India Council for Technical Education (AICTE)	Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi (where applicable).
			Hearing Impaired	1	-	-	-	1		
			Visual Impaired	1	-	-	-	1		
			Total	2	-	-	-	2		

Note :

1. The applicant must write the name of the post applied for on the envelope.
2. The number of posts can be increased or decreased.
3. The applicants who have already applied in reference to release order No. 7582/2021-2022 (Classified) need not to apply fresh. The applications already received/ screened shall be considered for selection process.
4. For more details, the applicants may contact on 0177-2830620.

Application for the post of junior office assistant (I.T.) (on contract basis) in the Department of Agriculture, Himachal Pradesh.

1)	Name of the candidate (in capital letter)	
2)	Father's/ Mother's Name	
3)	Permanent Home address	
4)	Address for correspondence with Telephone Number	
5)	Date of birth alongwith copy of matriculation certificate	
6)	Age as on ____	
7)	Educational qualification (enclose photocopies of all relevant certificates i.e. 10+2 & Computer Diploma)	
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)	(iii) Is any criminal case pending against the candidate (iv) If yes, detail of FIR/ Status of the case may also be given.	
13)	Any other thing the candidate wants to specially mention.	

DECLARATION

I _____ S/o Sh. _____

R/o _____ P.O. _____ Tehsil _____ District _____

_____ H.P. do hereby declares as follows:

1. That I am a Bonafide resident of H.P. on account of having my permanent house in HP/ residence for a period of 15 years/ having my permanent home in H.P. but living outside H.P. on account of my occupation.

2. That I have no criminal case pending against me nor convicted in any such case.

I further déclassé that the above declaration is true to the best of my knowledge and that in the event of this declaration being found incorrect, I shall be liable to be debarred from any service/ job under the Government of H.P. for a period of 3 years.

Place _____

Dated _____

Signature of applicant