



# HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Government Undertaking)



## “APPOINTMENT NOTICE”

Applications on prescribed format are invited for filling up the following 23 Nos posts of Junior Office Assistant (IT), 05 Nos post of Junior Office Assistant (Accounts) and 01 No post of Supdt-(Divisional Accounts) 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					Pay Band + Grade pay	Class
			Blind Persons (only Low Vision)	Deaf H.I.	Ortho-pedically handi-capped	Learn-ing & Mental & deaf blind-ness			
1.	JUNIOR OFFICE ASSISTANT (IT)	11 (3%) (1.7.15)	4	3	4	0	5910-20200 +1950	Class -III	
2.	JUNIOR OFFICE ASSISTANT (IT)	06 (3%) (8.9.16)	2	2	2	0	-do-	-do-	
3.	JUNIOR OFFICE ASSISTANT (IT)	06(4%) (20.8.18)	2	2	1	1	-do-	-do-	
Total post of Junior Office Assistant (IT):-			8	7	7	1	5910-20200 +1950	Class -III	

### QUALIFICATION :

#### a) Essential Qualification :

- 10+2 from a recognized Board of School Education University or other qualifications required.
- One year Diploma in Computer Science/ Computer Application /Information Technology from a Recognized University /Institution.
- Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.

OR

- 10+2 from a recognized Board of School Education /University.
- "O" or "A" level Diploma from National Institute of Electronics & Information Technology (NIEIT).
- Computer typing speed of 30 words per minute in English or words per minute in Hindi.

OR

- 10+2 from a recognized Board of School Education University.
- Diploma in Information Technology (IT) from a recognized IT/Institution.
- Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.

#### b) Desirable qualifications:- Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State.

4.	JUNIOR OFFICE ASSISTANT (ACCOUNTS)	3(3%) (27.1.16)	01	01	01	0	5910-20200 +1950	Class -III
5.	JUNIOR OFFICE ASSISTANT (ACCOUNTS)	2(3%) (29.7.16)	01	01	0	0	-do-	-do-
Total Posts of Junior Office Assistant (Accounts):-			2	2	1	0	-do-	-do-

### QUALIFICATION :

#### a) Essential Qualification: (i) B.Com.from the recognized University.

Note:- Candidates having M.Com. qualification must have passed B.Com. at graduation level.

#### b) Desirable:

- Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State.
- Training and proficiency in use of Accounting software like Tally/SAP/ERP.

6.	SUPDT. (DIVISIONAL ACCOUNTANT)	01 (3%)	1	0	0	0	10900-34800 + 4550GP	Class -III
<b>QUALIFICATION :</b> <b>20% Direct Recruitment.</b> <b>Essential Qualification:</b> B. Com. Or B. Com (Hons.). <b>Desirable Qualification:</b> Master Degree in Management (Finance) or Commerce or Financial Management.								

- The Applicant must be a bonafide resident of Himachal Pradesh.
- 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 instructions issued by the HP. Government from time to time.
- No TA/DA will be payable to the applicant for appearing in written/viva voce test.
- The application form complete in all respects may be sent to the **Executive Director(Pers.) Vidyut Bhawan, HPSEB Ltd., Shimla-4** on or before **09-08-2019 & 23.08.2019** (for candidates residing in Tribal & difficult area).
- No application shall be entertained after the due date.

Director (Pers.),

HPSEB Ltd., Vidyut Bhawan, SHIMLA-171004.

Tel.No.0177-2801706.

**Energy Saved is Energy Generated**

Application for the post of \_\_\_\_\_

- Name of the applicant (in block letter) : .....
- Father's Name: .....
- Date of Birth: .....
- Correspondence Address: .....
- Permanent Home Address: .....
- Educational Qualification (Academic/technical): .....
- Category to which belong: .....
- Nature of degree of disability: .....
- Experience if any: .....
- 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 bonafide Himachali must 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