

**Notice for information of the candidates for the post of Junior Office Assistant (IT) (Post Code- 1000)**

The Written screening test for the above mentioned post advertised vide Advertisement No. 38-2/2022 dated 24-05-2022 is being conducted by the Commission on **09-10-2022 (Evening Session )** and the Eligibility criteria prescribed in R&P Rules of the post and advertisement is as under :-

**1. Minimum Educational Qualification as per R & P Rules:-**

- i) Graduate in any discipline from a recognized University or Institution.
- ii) One year Diploma in Computer Science/Computer Application/Information Technology from a recognized University/Institution.
- iii) Computer typing speed 30 words per minute in English or 25 words per minute in hindi.

OR

- i) Graduate in any discipline from a recognized University or institution.
- ii) 'O' or 'A' level Diploma from National Institute of Electronics & information Technology (NIELIT).
- iii) Computer typing speed 30 words per minute in English or 25 words per minute in Hindi.

OR

- i) Graduate in any discipline from a recognized University or institution.
- ii) Diploma in Information Technology (IT) from a recognized ITI/Institution.
- iii) Computer typing speed 30 words per minute in English or 25 words per minute in hindi.

The candidates having recognized Bachelor Degree in Computer Applications or Computer Science & Engineering or Information Technology with typing speed of 30 words per minute in English or 25 words per minute in Hindi shall be exempted from one year diploma in Computer Science/Computer Application/Information Technology from a recognized University/Institution or 'O' or 'A' level Diploma from National Institute of Electronics & Information Technology (NIELIT) or Diploma in information Technology (IT) from a recognized ITI/Institution for the post of junior Office Assistant (IT).

**Note:-** A candidate shall be eligible for appointment of this post, if, he/she has passed Matriculation and 10+2 from any School/ Institution situated within Himachal Pradesh.

Provided this condition shall not apply to Bonafide Himachalis.

**b) Desirable Qualification:-**

- i) Knowledge of customs, manners and dialects of Himachal Pradesh and Suitability for appointment in the peculiar conditions prevailing in the Pradesh.
- ii) Training and proficiency in use of accounting softwares like Talley/SAP/ERP.

**2. Break up of post:-** Gen.(UR)=01 (**Total=01**)

**3. Age** Between 18 to 45 as on 01.01.2022 (The upper age limit is relaxable by five years for candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Persons with disabilities & Children/Grand Children of Freedom Fighters of Himachal Pradesh. The upper age relaxation is also available to Ex-servicemen candidates of H.P. as per provisions of relevant rules/instructions of H.P. Govt.)

It is notified for the information of all those candidates who have applied for the above post through online application system and paid the application fee applicable to their respective categories/sub categories have been admitted provisionally for the written screening test relying upon their undertaking submitted by them at the time of filling up of online application form, that they have applied being completely eligible for the post as per eligibility criteria mentioned in the R & P Rules as well as in the advertisement. **Any candidate(s) who does not fulfill essential qualifications of the post and other eligibility criteria of age etc. and even if Roll Number has also been generated on line in his /her favour, such candidate(s) need not to appear in the written test failing which whole responsibility will lie upon him/her and the candidature will be liable for rejection during the further selection process.**

Sd/-

(Dr. Jitender Kanwar)HPAS  
Secretary,  
H.P Staff Selection Commission,  
Hamirpur.