

It is notified for the information of all the concerned that 42 (Forty Two) posts of Frash-cum-Chowkidar-cum-Mali in HP Secretariat are to be filled up on daily wage basis for which applications in the prescribed format are invited from the desirous candidates. The detail of post(s) and eligibility conditions are as under:-

1.	Name and designation of the employer with telephone number	Sh.J.N.Uppadhyay, Under Secretary (SA) to the Government of Himachal Pradesh, Telephone No.01772880308																								
2.	Designation of the post(s) to be filled	Frash-cum-Chowkidar-cum-Mali (on daily wage basis)																								
3.	Number of vacancies	<b>42 (Forty two)</b> <table border="1"> <tr> <td>(i)</td><td>General (UR)</td><td>19</td></tr> <tr> <td>(ii)</td><td>SC (UR)</td><td>09</td></tr> <tr> <td>(iii)</td><td>ST (UR)</td><td>01</td></tr> <tr> <td>(iv)</td><td>OBC (UR)</td><td>07</td></tr> <tr> <td>(v)</td><td>EWS (UR)</td><td>04</td></tr> <tr> <td>(vi)</td><td>Antodaya/BPL (SC)</td><td>01</td></tr> <tr> <td>(vii)</td><td>Antodaya/BPL (OBC)</td><td>01</td></tr> <tr> <td colspan="2"><b>TOTAL</b></td><td><b>42</b></td></tr> </table>	(i)	General (UR)	19	(ii)	SC (UR)	09	(iii)	ST (UR)	01	(iv)	OBC (UR)	07	(v)	EWS (UR)	04	(vi)	Antodaya/BPL (SC)	01	(vii)	Antodaya/BPL (OBC)	01	<b>TOTAL</b>		<b>42</b>
(i)	General (UR)	19																								
(ii)	SC (UR)	09																								
(iii)	ST (UR)	01																								
(iv)	OBC (UR)	07																								
(v)	EWS (UR)	04																								
(vi)	Antodaya/BPL (SC)	01																								
(vii)	Antodaya/BPL (OBC)	01																								
<b>TOTAL</b>		<b>42</b>																								
4.	Classification of post	Class-IV (Non-Gazetted) (Ministerial Services)																								
5.	Pay and allowances/daily wage rate	As per Govt. instruction issued from time to time.																								
6.	Place of work	HP Secretariat																								
7.	Age limit, if any	18 to 45 years as on 1st January, 2021. However, upper age limit is relaxable for SC/ST/other categories of persons to the extent permissible under the general or special order(s) of the HP Govt.																								
8.	Educational & other qualifications required	<p><b>(a) Essential qualification:</b> Should have passed Matric Examination or its equivalent from recognized Board of School Education/Institution.</p> <p><b>(b) Desirable Qualification:</b> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>																								
9.	Whether women are eligible	No gender bar																								
10.	Essential requirement for recruitment	A candidate shall be eligible for appointment, if he/she has passed Middle or Matriculation from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bona fide Himachalis.																								

11.	Selection Procedure	<p>(a) <b>Merit of minimum educational qualification.</b> = 85 Marks [Merit of minimum educational qualification, in terms of the R&amp;P Rules, shall be calculated as under:- (Percentage of marks obtained in prescribed educational qualification to be calculated out of 85 marks. For example, a candidate getting 50% marks in Matric will be given 42.5 marks)]</p> <p>(b) <b>Evaluation of candidates</b> =15 Marks</p> <p>[(i) Certified copy of belonging to notified Backward Area or Panchayat, as the case may be. =01 Mark (Issued by SDO(C)/Tehsildar/Naib Tehsildar)</p> <p>(ii) Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority. =02 Marks (Issued by SDO(C)/Tehsildar/Naib Tehsildar)</p> <p>(iii) Non-employment Certificate to the effect that none of the family member is in Government/ Semi-Government service. =2.5 Marks (Issued by SDO(C)/Tehsildar/Naib Tehsildar)</p> <p>(iv) Differently abled persons with more than 40% impairment/disability/ infirmity. =01 Mark (Certificate of disabilities as certified by the Medical Board/Authorities)</p> <p>(v) NSS (Atleast one year)/certificate holders in NCC/The Bharat Scout and Guide/Medal winner in National Level Sports Competitions. =01 Mark</p> <p>(vi) BPL family having annual income (from all sources) below Rs.40,000/- or as prescribed by the Govt. from time to time. =2.5 Marks (Issued by the BDO)</p> <p>(vii) Widow/divorced/destitute/single woman. =1.5 Marks (Issued by the BDO)</p> <p>(viii) Single daughter/Orphan =01 Mark (Issued by the BDO)</p> <p>(ix) Experience upto a maximum of 05 years in Govt./Semi Govt. organization relating to the post applied for (0.5 marks only for each completed year) =2.5 Marks]</p>
12.	Other documents required for completion of selection process, if any	<p>(i) Certificate of category (SC/ST/OBC) and bona fide Himachalis (To be issued by the Competent Authority)</p> <p>(ii) Economically Weaker Section certificate of an Income and Asset (Issued by DC/ADC/ADM/SDO(C) of the Area where the candidate &amp;/or his family normally resides; and Revenue Officer not below the rank of Tehsildar)</p>

13.	Application form	Application form can be downloaded from the official website of Secretariat Administration i.e. <a href="http://himachal.nic.in/sa">himachal.nic.in/sa</a> . No other application will be accepted.
14.	How to apply	The application form duly filled alongwith requisite documents be sent through registered post/by hand to the following address:- Under Secretary (SA) to the Government of Himachal Pradesh Room No.307 (Armsdale Building, HP Secretariat, Shimla-171002.
15.	Last date	The applications alongwith relevant supporting documents should reach in the office of the Under Secretary (SA) to the Govt. of HP, Room No.307, Armsdale Building, H.P. Secretariat, Shimla-171002 on or before 6.5.2021 from Non-Tribal Area positively and the candidates of Tribal Area of Himachal Pradesh shall be given an additional time to submit their applications i.e. on or before 15.5.2021. The applications received after the last date and incomplete applications shall be rejected summarily.
16.	Probable date by which the vacancy will be filled up	Immediate
17.	Date & time of documentation and designation & address of the person to whom applicant should report	Will be intimated to the candidate by the department

# PRESCRIBED APPLICATION FORM

Self attested  
latest coloured  
photograph to be  
pasted

1	Name of applicant						
2	Father's/Husband name						
3	Date of birth (as per matriculation certificate)						
4	Permanent home address						
5	Correspondence address						
6	e.mail Id/Mobile No.						
7	Category (General/SC/ST/OBC/EWS etc.)						
8	Male/Female						
9	<b>Educational qualification:-</b>						
	<b>Sr. No.</b>	<b>Examination</b>	<b>Year of passing</b>	<b>Board/ Institute</b>	<b>Marks obtained</b>	<b>Total marks</b>	<b>%age</b>
	i)						
	ii)						
	iii)						
	iv)						
	v)						
	<b>Note:</b> Self attested copies of educational certificates to be attached						
10	<b>Any other additional document(s):-</b>						
	i)	Certified copy of belonging to notified Backward Area or Panchayat, as the case may be. (Issued by SDO(C)/Tehsildar/Naib Tehsildar). Yes/No					
	ii)	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority. (issued by SDO(C)/Tehsildar/Naib Tehsildar). Yes/No					
	iii)	Non-employment Certificate to the effect that none of the family member is in Government/Semi-Government service. (Issued by SDO(C)/ Tehsildar/Naib Tehsildar) Yes/No					
	iv)	Differently abled persons with more than 40% impairment/disability/ infirmity. (Certificate of disabilities as certified by the Medical Board/Authorities). Yes/No					
	v)	NSS (Atleast one year)/certificate holders in NCC/The Bharat Scout and Guide/Medal winner in National Level Sports Competitions. Yes/No					
	vi)	BPL family having annual income (from all sources) below Rs.40,000/- or as prescribed by the Govt. from time to time. (Issued by the BDO) Yes/No					
	vii)	Widow/divorced/destitute/single woman. (Issued by the BDO) Yes/No					
	viii)	Single daughter/Orphan (Issued by the BDO) Yes/No					
	ix)	Experience upto a maximum of 05 years in Govt./Semi Govt. organization relating to the post applied for (0.5 marks only for each completed year) Yes/No					
	x)	Certificate of category (SC/ST/OBC) and bonafide Himachalis (To be issued by the Competent Authority) Yes/No					
	xi)	Economically Weaker Section certificate of an Income and Asset Yes/No.					

Date: March, 2021

Place: Shimla

(Signature of applicant)

Name in block letters

**Note:** Application form can be downloaded from the official website of Secretariat Administration i.e. [himachal.nic.in/sa](http://himachal.nic.in/sa). No other application will be accepted. The candidate(s) are advised to go through the detailed advertisement carefully from the website prior to filling up of application form. They are further advised to regularly visit the website for update, if any.

Sd/- Under Secretary (SA) to the  
Government of Himachal Pradesh

## REQUISITION FORM

1	Name and designation of the employer with telephone number	Sh. J.N. Uppadhyay, Under Secretary (SA) to the Government of Himachal Pradesh Telephone No. 01772680308																								
2	Designation of the post(s) to be filled	Frash-cum-Chowkidar-cum-Mali (on daily wage basis)																								
3	Number of vacancies	<b>42 (Forty two)</b> <table border="1"><tr><td>(i)</td><td>General (UR)</td><td>19</td></tr><tr><td>(ii)</td><td>SC (UR)</td><td>09</td></tr><tr><td>(iii)</td><td>ST (UR)</td><td>01</td></tr><tr><td>(iv)</td><td>OBC (UR)</td><td>07</td></tr><tr><td>(v)</td><td>EWS (UR)</td><td>04</td></tr><tr><td>(vi)</td><td>Antodaya/BPL(SC)</td><td>01</td></tr><tr><td>(vii)</td><td>Antodaya/BPL(OBC)</td><td>01</td></tr><tr><td colspan="2"><b>TOTAL</b></td><td><b>42</b></td></tr></table>	(i)	General (UR)	19	(ii)	SC (UR)	09	(iii)	ST (UR)	01	(iv)	OBC (UR)	07	(v)	EWS (UR)	04	(vi)	Antodaya/BPL(SC)	01	(vii)	Antodaya/BPL(OBC)	01	<b>TOTAL</b>		<b>42</b>
(i)	General (UR)	19																								
(ii)	SC (UR)	09																								
(iii)	ST (UR)	01																								
(iv)	OBC (UR)	07																								
(v)	EWS (UR)	04																								
(vi)	Antodaya/BPL(SC)	01																								
(vii)	Antodaya/BPL(OBC)	01																								
<b>TOTAL</b>		<b>42</b>																								
4	Classification of post	Class-IV (Non-Gazetted) (Ministerial Services)																								
5	Pay and allowances/daily wage rate	As per Govt. instruction issued from time to time.																								
6	Place of work	HP Secretariat																								
7	Age limit, if any	18 to 45 years as on 1st January, 2021. However, upper age limit is relaxable for SC/ST/other categories of persons to the extent permissible under the general or special order(s) of the HP Govt.																								
8	Educational & other qualifications required	(a) <b>Essential qualification:</b> Should have passed Matric Examination or its equivalent from recognized Board of School Education/Institution. (b) <b>Desirable Qualification:</b> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.																								
9	Whether women are eligible	No gender bar																								
10	Essential requirement for recruitment	A candidate shall be eligible for appointment, if he/she has passed Middle or Matriculation from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.																								
11	Other documents required for completion of selection process:-	<ul style="list-style-type: none"><li>i) Certified copy of belonging to notified Backward Area or Panchayat, as the case may be. (Issued by SDO/CyTehsildar/Naib Tehsildar)</li><li>ii) Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority. (Issued by SDO/CyTehsildar/Naib Tehsildar)</li><li>iii) Non-employment Certificate to the effect that none of the family member is in Government/ Semi-Government service. (Issued by SDO(C)/Tehsildar/Naib Tehsildar)</li><li>iv) Differently abled persons with more than 40% impairment/disability/infirmary. (Certificate of disabilities as certified by the Medical Board/Authorities).</li><li>v) NSS (Atleast one year)/certificate holders in NCC/The Bharat Scout and Guide/Medal winner in National Level Sports Competitions.</li><li>vi) BPL family having annual income (from all sources) below Rs.40,000/- or as prescribed by the Govt. from time to time. (Issued by the BDO)</li><li>vii) Widow/divorced/destitute/single woman. (Issued by the BDO)</li><li>viii) Single daughter/Orphan (Issued by the BDO)</li><li>ix) Experience upto a maximum of 05 years in Govt./Semi Govt. organization relating to the post applied for (0.5 marks only for each completed year)</li><li>x) Certificate of category (SC/ST/OBC) and bona fide Himachalis (To be issued by the Competent Authority)</li><li>xi) Economically Weaker Section certificate of an Income and Asset</li></ul>																								
12	Probable date by which the vacancy will be filled up	Immediate																								
13	Date & time of documentation and designation & address of the person to whom applicant should report	Will be intimated to the candidate by the department																								
14	Any other related information	---																								

Sd/- Sd/- Under Secretary (SA) to the