

Office of the Registrar Cooperative Societies, Block No. 25, SDA Complex, Kasumpti, Shimla-9

Telephone No. 0177-2620937

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ADVERTISEMENT

Applications are hereby invited to fill up 02 posts of Junior Office Assistant (IT) (Reserved for specially abled) on contract basis and 07 posts of Driver on Daily wage basis in the Department of Cooperation, Himachal Pradesh.

Sr. No.	Name of the Post/Class		No. of posts (Emoluments per month)			
1.	Junior Office Assistant (IT) (Class-III) (Reserved for specially abled) on contract basis in the pay scale of ₹ 5910-20200+1950 Grade Pay. consolidated emoluments of ₹ 7,860/- per month during contract period					
	Orthopaedic impaired		Hearing impaired			
	01		01			
2.	07 Posts of Driver (Daily wage basis) on ₹ 336/- per day					
	Drivers (Class-III)	General Unreserved	Schedule Caste	Other Backward Classes	Other Backward Classes-Antodaya /B.P.L.	Economically Weaker Sections
	07	02	02	01	01	01

The application form and evaluation form for the post of Drivers and JOA (IT) can be downloaded from the Departmental website i.e. www.coophp.nic.in

The last date of receipt of dully filled application form is 30.04.2021 upto 4 PM. Thereafter, no application form received through any mode including posts shall be entertained.


Registrar Cooperative Societies
Himachal Pradesh

1. Minimum Education Qualification for the post of Junior office Assistant (IT)

Name of Post	Minimum Education Qualification required.
Junior Office Assistant (IT) (Reserved for specially abled)	<p>i) Should have passed 10+2 Examination from a recognized Board of School Education/University.</p> <p>OR</p> <p>Matriculation from a 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 sector (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);</p> <p>ii) Computer Typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p>Provided that visually impaired persons selected/recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/Computer Application/Information Technology and passing of typing test instead they shall be imparted necessary basic training including computer training course by the Department concerned through composite Regional Centre (CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. However, the incumbents already in the services shall be afforded sufficient number of chances to complete the aforesaid training:</p> <p>Provided further that differently abled persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test.</p> <p>Explanation:- The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability/deformity permanently prevents them from typing.</p> <p>The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.</p>

2. Other eligibility conditions

- The applicant should possess minimum 40% Permanent Disability Certificate issued by the competent Medical Board i.e. District Medical Board or above.
- The applicant applying under reserved category should be bonafide resident of Himachal Pradesh.
- The age of candidate should be between 18 to 45 years as on 01.01.2021 Five years relaxation in upper age limit is admissible only to the bonafied reserved category of H.P. For H.P Government employee's age relaxation is as per the H.P. Government's instructions issued from time to time.

3. How to apply

- Download the Application Form from the Departmental website www.coophp.nic.in.
- Fill up the Application and evaluation Form completely and submit the same through post or in person to the Registrar, Cooperative Societies, Himachal Pradesh, Block No.25 SDA Complex Kasumpti Shimla-171009.
- The last date for receipt of application shall be 30.04.2021 up to 4.00 P.M.
Application received after the due date shall be summarily rejected.

4. Selection Procedure for the post of Junior Office Assistant (IT) (Class-III) (Reserved for specially abled)

In view of Government of Himachal Pradesh Department of Social Justice & Empowerment letter No. Per-SJE-B-B(15)-03/2014-I dated 28th August, 2017 for Class-III posts the selection shall be made on the basis of percentage of Marks obtained in qualifying examination to be calculated out of 10. For example, a candidate getting 50% marks in Graduation will be given 5 marks followed by evaluation, based on the following parameters:

Sr. No	Remarks	Maximum	Competent authority to issue the certificates
1.	Weightage for essential educational qualification as per the R&P Rules (% of marks obtained in educational qualification prescribed for the posts would be divided by 10)	10(Ten)	Concerned University/Board
2.	Weightage for maximum disabilities as certificate by the Medical Board/Authorities. (40% to 59%) = 2 marks (60% to 79%) = 4 marks (80% to 100%) = 6 marks	6(Six)	Health & Family Welfare authorities/ Medical Boards
3.	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	4(four)	Concerned University/Board
4.	Belonging to notified Backward Area or Panchayat, as the case may be.	1(One)	Concerned SDO(C), Tehsildar/Naib Tehsildar
5.	Land less family/family having land less than 1 hectare to be certified by the concerned Revenue Authority	1(one)	Concerned SDO(C), Tehsildar/Naib Tehsildar
6.	Non-employment Certificate to the effect that none of the family member is in Government/Semi Government.	1(one)	Concerned SDO(C), Tehsildar/Naib Tehsildar
7.	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Government from time to time.	2(Two)	Concerned BDO by taking the authenticated entries in the parivar Register as the basis of such certificate.
8.	Widow/divorced/ destitute/ single woman	1(one)	Concerned BDO by taking the authenticated entries in the parivar Register as the basis of such certificate.
9.	Single daughter/Orphan.	1(one)	Concerned BDO by taking the authenticated entries in the parivar Register as the basis of such certificate.
10.	Training of atleast 6 months duration related to the post applied for from a recognized University/Institution.	1(one)	Competent authority of the recognized University/Institution.
11.	Experience up to a maximum of 5 years in Government/Semi-Government organization relating to the post applied for (0.4 mark only for each completed year)	2(Two)	Competent authority of the concerned Government/ Semi-Government organization.
	Total	30(Thirty)	

5. Evaluation Form for the post of JOA (IT) (Class-III) reserved for Orthopedic and hearing impaired of H.P. (to be filled by the candidate)

Sr. No.	Remarks	Maximum Marks	Marks Claimed by the candidate
1.	Weightage for essential educational qualification as per the R&P Rules (% of marks obtained in educational qualification prescribed for the posts would be divided by 10)	10(Ten)	
2.	Weightage for maximum disabilities as certificate by the Medical Board/ Authorities. (40% to 59%) = 2 marks (60% to 79%) = 4 marks (80% to 100%) = 6 marks	6(Six)	
3.	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	4 (Four)	
4.	Belonging to notified Backward Area or Panchayat, as the case may be.	1 (One)	
5.	Land less family/family having land less than 1 hectare to be certified by the concerned Revenue Authority	1(one)	
6.	Non-employment Certificate to the effect that none of the family member is in Government/Semi Government.	1(one)	
7.	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Government from time to time.	2 (Two)	
8.	Widow/divorced/ destitute/ single woman	1(one)	
9.	Single daughter/Orphan.	1(one)	
9.	Training of atleast 6 months duration related to the post applied for from a recognized University/Institution.	1(Two)	
10.	Experience up to a maximum of 5 years in Government/Semi-Government organization relating to the post applied for (0.4 mark only for each completed year)	2(Two)	
	Total	30 Marks	

Note:- Wherever marks are claimed, candidate is required to attach attested/self attested copy of marks sheet/certificate and to show the original to the Authority when called to do so.

Encls:

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |

Signature of the candidate

Name _____

Address _____

Application format for the post of JOA(IT)

1. Type of disability (Please tick the column) (1) Orthopedically impaired ☐
(2) Hearing impaired ☐

Self
Attested
latest photo
be affixed

2. Name of the post applied for : _____
3. Name of the applicant : _____
4. Father/Husband's Name : _____
5. Date of birth : _____
6. Percentage of disability : _____
7. Name of Authority issuing : _____
The medical certificate

8. **Educational qualification.**

Examination	Name of the University/Board	Subject	Marks obtained	Percentage	Year of Passing
Matric					
+2					
Diploma					
Any other					

9. Permanent address : _____

10. Correspondence address : _____

11. E-mail and Mobile No. : _____

The application and evaluation form duly filled by the candidate and be sent to the office of the Registrar Cooperative Societies Block No. 25 SDA Complex Kasumpti Shimla-9

The following self attested documents should be attached.

1. Matriculation
2. +2
3. Bonafied Himachali certificate
4. Medical disability certificate 40% or above issued by the medical board.
5. SC/ST/OBC certificate.

Signature of the Candidate

Date:

Place:

1. Minimum Education Qualification for the post of Drivers

Drivers	<p>a) Essential qualification Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/Institution</p> <p>b) Must possess valid licence for plying of heavy/light vehicles in hilly terrain.</p> <p>b) Desirable Qualification(s) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
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2. Other eligibility conditions

- The applicant applying under reserved category should be bonafide resident of Himachal Pradesh.
- The age of candidate should be between 18 to 45 years as on 01.01.2021 Five years relaxation in upper age limit is admissible only to the bonafied reserved category of H.P. For H.P Government employee's age relaxation is as per the H.P. Government's instructions issued from time to time.

3. How to apply

- Download the Application Form from the Departmental website www.coophp.nic.in.
- Fill up the Application and evaluation Form completely and submit the same through post or in person to the Registrar, Cooperative Societies, Himachal Pradesh, Block No.25 SDA Complex Kasumpti Shimla-171009.
- The last date for receipt of application shall be 30.04.2021 up to 4.00 P.M.
Application received after the due date shall be summarily rejected.

4. Selection Procedure for the post of Drivers

In view of Government of Himachal Pradesh Department of Personnel Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 the selection to Class-III and Class-IV posts shall be made on the basis of merit of written examination or prescribed educational qualification followed by evaluation, based on the parameters devised vide notification referred above.

5. Note

(1) Candidates belonging to OBC of H.P. category must produce OBC certificate on the prescribed format valid till the relevant term of the Financial year(1st April to 31st March) as notified by the Government of Himachal Pradesh (in the Department of Revenue) in Rajpatra dated 09th January,2012. Candidates must have valid OBC Certificates covering the entire period from last date of submission of applications till date of evaluation along with an undertaking that his/her status as OBC has not changed and he/she has not been excluded from the category of OBC of H.P. on account of being covered under creamy layer.

(2) Candidates applying under the category of Economically Weaker Sections (EWSs) have to submit an Income and Asset Certificate issued by the following Authorities:-

- Deputy Commissioner/Additional Deputy Commissioner/Additional District Magistrate;
- Sub-Divisional Officer (Civil) of the area where the candidate and / or his family normally resides;
- and
- Revenue Officer not below the rank of Tehsildar.

6. Evaluation form for 100 marks for the post of driver (Class-III) (to be filled by candidate)

Sr. No.	Detail of Criteria of 100 marks	Marks	Marks Claimed by the candidate
i.	Written Test	85 (Eighty Five)	
ii.	Weightage for the minimum educational qualification as per the Recruitment & Promotion Rules. } Percentage of marks obtained in the educational qualification would be multiplied by 0.0025. for example, an individual has secured 50% marks in the required educational qualifications, he/she will be allowed 1.25 marks (50 x 0.025 = 1.25)}	2.5 (two & half)	
iii.	Belonging to notified Backward Area of Panchayat, as the case may be.	1 (One)	
iv.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	1 (one)	
v.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)	
vi.	Differently abled persons with more than 40% impairment /disability /infirmity.	1(one)	
vii.	NSS(atleast one year) certificate holders in NCC/ the Bharat Scout and Guide. Medal winner in National level sports competitions.	1(one)	
viii.	BPL family having family annual income(from all sources) below Rs. 40,000/-or as prescribed by the Govt. from time to time.	2 (two)	
ix.	Widow/divorced/destitute/single woman.	1 (one)	
x.	Single daughter/Orphan.	1(one)	
xi.	Training of atleast 6 months duration related to the post applied for from a recognized University/Institution.	1 (one)	
xii.	Experience up to a maximum of 5 years in Govt./Semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year)	2.5 (two & half)	
Total		100	

Note:- Wherever marks are claimed, candidate is required to attach attested/self attested copy of marks sheet/certificate and to show the original to the Authority when called to do so.

Encls:

1. _____	2. _____
2. _____	4. _____
3. _____	6. _____
4. _____	8. _____

Signature of the Candidate

7. Competent authority for issue certificate for the post of Driver

Sr. No.	Remarks	Competent authority to issue the certificates
1.	Belonging to notified Backward Area of Panchayat, as the case may be.	Concerned SDO(C), Tehsildar/ Naib Tehsildar
2.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	Concerned SDO(C), Tehsildar/ Naib Tehsildar
3.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	Concerned SDO(C), Tehsildar/ Naib Tehsildar
4.	Differently abled persons with more than 40% impairment /disability /infirmity.	Health & Family Welfare authorities/Medical Boards
5.	NSS(atleast one year) certificate holders in NCC/ the Bharat Scout and Guide. Medal winner in National level sports competitions.	Concerned Head of Institution Certificate of medal winners in National level sports competition shall be issued by concerned District Youth Services and Sports Officer/Head of Institution.
6.	BPL family having family annunal income(from all sources) below Rs, 40,000/-or as prescribed by the Govt. from time to time.	Concerned BDO by taking the authenticated entries in the parivar Register as the basis of such certificate.
7.	Widow/divorced/destitute/single woman.	Concerned BDO by taking the authenticated entries in the parivar Register as the basis of such certificate.
8.	Single daughter/Orphan.	Concerned BDO by taking the authenticated entries in the parivar Register as the basis of such certificate.
9.	Training of atleast 6 months duration related to the post applied for from a recognized University/Institution.	Competent authority of the recognized University/Institution.
10.	Experience up to a maximum of 5 years in Govt./Semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year)	Competent authority of the concerned Govt./semi Govt. organization.

Note: - For item No. (ii) to (ix) the authority competent to issue certificate is as per letter No. per(AP-B) B (15) 5/2014-loose-I, dated 18-07-2017 issued by ACS (Personnel) to the Govt. of H.P.

Application format for the post of Driver

1. Name of the post applied for : _____
2. Name of the applicant : _____
3. Father/Husband Name : _____
4. Date of Birth : _____
5. Category : _____

Space for self
attested
recent photo

Educational qualification.

Examination	Name of the University/ Board	Subjects	Marks obtained/ Total marks	Percentage	Year of passing
Matric					

5. Permanent Address : _____

6. Correspondence address : _____

7. E-Mail and Mobile No. : _____

8. Document Attached with Write yes or no for documents attached

1. Matriculation _____
2. 10+2 _____
3. Driving License _____
4. Himachali Bonafide Certificate _____
5. SC Certificate _____
6. OBC _____
7. OBC-Antodaya/B.P.L Certificate _____

Date:

Place:

Signature of the Candidate