HIMACHAL PRADESH RAJYA CHAYAN AAYOG, HAMIRPUR
DISTT. HAMIRPUR (H.P.)-177001

Advertisement No. 1/2024	Dated: 04.03.2024	https://hprca.hp.gov.in.

Opening date for submission of Online Recruitment Application (ORA) Form : 06.03.2024

Closing date for submission of Online Recruitment Application (ORA) Form : 26.03.2024 till 11:59 PM

Online Applications are invited for direct recruitment of under mentioned category of post through the website of Himachal Pradesh Rajya Chayan Aayog, Hamirpur i.e. **https://hprca.hp.gov.in**. **The online application can be filled up from 06.03.2024 to 26.03.2024 till 11:59 PM**, thereafter website link will be disabled. The candidates are strictly advised to apply online well in advance to avoid rush during closing dates of submission of Online Recruitment Applications. **No Offline Application Form will be accepted by the HPRCA. The candidates must read the instructions carefully for filling up ORA.**

The downloaded copy of the online application form along with necessary original certificates and self attested photocopies must be brought at the time of documentation or to submit the same whenever required by the HPRCA to ascertain the eligibility of applicants.
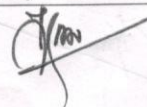
ESSENTIAL QUALIFICATION(S) AND EXPERIENCE ETC.

Date for determining eligibility of all candidates in respect of Essential Qualification(s) and Experience, if any, etc. shall be the prescribed closing date for submission of Online Recruitment Application (ORA) Form i.e. **26.03.2024 till 11.59PM.**

Age: The minimum and maximum age limit is 18 and 45 years respectively and will be reckoned as on 01-01-2024. The upper age limit for the candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Persons with Disabilities categories who are domiciles of Himachal Pradesh and for the employees of Himachal Pradesh Government and Ex-servicemen of Himachal Pradesh shall be relaxable to the extent permissible under the general or special order(s) of the Himachal Pradesh Government.

Note:-

i) The candidates must read the instructions/other terms and conditions carefully before filling up ORA Forms for the post(s) concerned.

ii) The candidates are advised to note down the USER ID and PASSWORD and this user ID and password will be applicable for all future reference regarding the examination/tests, downloading roll numbers/call letters/entering fee detail etc. No other assistance can be provided on this issue.

iii) The candidates are advised to give their working mobile number and email ID, used by them in the online recruitment (ORA) application and ensure their working till the completion of selection process to avoid inconvenience. There is no other means of contacting them except their email & Mobile numbers.

iv) The candidates shall fill up their complete and correct particulars in the ORA forms to avoid rejection of candidature. Furnishing incorrect information may disqualify the candidate from appearing for recruitment to advertised post.

v) No other mode except online payment is acceptable for examination fees.

vi) No. of post(s) is/are tentative and may increase or decrease from time to time for different categories of posts, if any, fresh requisitions received from any requisitioning authorities for the posts having common/similar R&P Rules shall be included in the present number of posts up to **30.06.2024** or the date of Computer Based/Written Objective Screening Test whichever is earlier. Therefore, all the candidates are requested to apply under their respective category (s) as the post of any reserved category can be included to be filled up on the basis of this advertisement. The number of vacancies & reservation of post is liable to be altered without any notice.

vii) The recommendations of the Aayog will be valid till the appointments are offered to the candidates by the Appointing Authority or for a period of one year from the date of recommendations which-ever is earlier.

viii) While preparing the final result, a category wise waiting list (panel) shall be prepared. The candidates

placed in the waiting list/panel shall have no right to be appointed except when a selected/recommended candidate does not join and the waiting list is still in operation.

ix) The Aayog reserves the right to implement any clarifications/instructions, received from the Government during the recruitment process.

x) The candidates must visit the website regularly for any further information regarding their roll numbers, admit card, documentation etc. They are advised to retain their registered mobile numbers/e-mail addresses till the conclusion of selection process for communication purpose.

xi) As per instructions of the Government dated 11.06.2019 when an Economically Weaker Sections EWS candidate is not available for selection, the post(s) will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.

xii) The candidates belonging to Antodaya/B.P.L. families, who apply for vacancies reserved for Economically Weaker Sections, on the basis of valid BPL certificate and non-SC/ST/OBC certificate issued by the competent authority as prescribed in the instructions of the Govt. dated 11.06.2019 shall be eligible for concession in examination fee.

xiii) The candidate shall be eligible for appointment, if he/she has passed Matriculation and 10+2 from any school/institution situated within Himachal Pradesh. Provided that this condition shall not apply to Bonafide Himachalis.

xiv) Dispute, if any, shall be subject to Court jurisdictions of HP.

xv) The HPRCA reserves the right to change any other terms of the advertisement or to rectify the inadvertent/technical errors at any stage.

1. The detail of Posts, Eligibility Conditions, Mode of Selection and other terms and conditions are as under:-

Detail of Posts:-

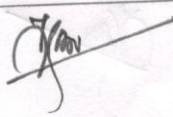| Name of Department/Board/ Corporation/ Post/Pay Band	Post Code	Break-up of posts
Technical Education Vocational & Industrial Training, Sundernagar Group Instructor (on contract basis) Level-12 of pay matrix attached with time scale of the post, as per H.P. Civil Services (Revised Pay) Rules, 2022	24001	Gen. (UR)-06, SC (UR)-02, SC (BPL)-01, ST (UR)-01, OBC (UR)-02 Total=12

2. **Minimum Essential Qualifications as per R&P Rules.**

   i) 10th Class pass from a recognized Board of School Education:
   Provided that the candidate must have passed Middle and Matriculation from any Institution situated within Himachal Pradesh, duly recognized by Central/HP Government:
   Provided further that this condition shall not apply to Boanfide Himachalis.

   ii) Degree in Technology/Engineering from a recognized University with three years post qualification practical experience in a reputed Industrial concern or in a training Institute. **OR**

   i) Diploma in Technology/Engineering from a recognized University/Board with five years post qualification practical experience in a reputed Industrial concern or in a training Institute. **OR**

   i) ITI (National Trade Certificate/National Apprenticeship Certificate) with eight years post practical experience in a reputed Industrial concern or in a training Institute.

Desirable Qualifications: Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

3. **Mode of Selection : Computer Based Test of 100 marks of Two hours duration**
Objective type screening test consisting of 200 Multiple Choice Questions from Mathematic (Matric Standard), Science (Matric Standard), Engg. Drawing (ITI Standard), Employability and communication skills foundations (ITI Standard), Basic Workshop Foundation (ITI Standard) (Combined syllabus all trade basic skills), General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Social Science, General English & General Hindi of Matric standard. For detail please navigate the download section on the official website of the HPRCA i.e. https://hprca.hp.gov.in.

4. IMPORTANT INSTRUCTIONS FOR FILLING UP ONLINE APPLICATIONS :-

1. The candidates must read the instructions carefully before **filling up ORA for the post(s) concerned. Incomplete ORA submitted without requisite examinations fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.**

2. The candidate should enter his/her particulars i.e. Name, Father's Name, Mother's Name & Date of Birth as per his/her Matric Certificate and upload scanned photograph and scanned signature. The size of scanned photograph should be less than 50 kb and size of scanned signature should be less than 30kb. Only after filling the mandatory fields the candidate can move to the next step, otherwise the application will be considered incomplete.

3. The candidates must ensure their eligibility in respect of category, experience, age and essential qualifications(s), etc. as mentioned against each post in the advertisement to avoid rejection at later stage.

4. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C, BPL etc.

5. The candidate should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date fixed for submission of Online Recruitment Applications (ORA).

6. The candidate is allowed to submit only one application form against each post. Multiple application Forms for same post of a candidate are liable to be rejected.

7. The application forms through fax/post shall not be entertained and the HPRCA does not take responsibility to inform such candidates.

8. **The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes should be on parental basis, failing which candidature of such candidates will be rejected.**

9. The candidates belonging to OBC of HP Category must produce OBC certificate(s) on the prescribed format, which should not be more than one year old at the time of last date fixed for submission of Online Recruitment Application. The validity of the certificate is required to be seen at the time of documentation. The candidates are also required to produce the old certificate at the time of filling of the application.

10. The validity of IRDP/BPL certificate is of six months from the date of its issuance. The candidate is required to furnish the valid certificate including the old certificate at the time of the filling the application in support of his/her claim.

11. The validity of the certificate is required to be seen at the time of documentation. The candidate belonging to un-reserved BPL category are not required to submit Income & Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of valid BPL Certificate issued by the competent authority and supplemented by the non-SC-/ST/OBC Certificate. If any BPL candidate applies for the post reserved for EWS category he/she shall have to submit a valid BPL certificate countersigned by the Block Development Officer and also a non-SC/ST/OBC certificate issued by the competent authority. The candidate must possess these certificates on prescribed formats at the time of submission of Online Recruitment application Form or by the prescribed closing date of applications.

12. The candidates belonging to disabled categories with disability of 40% or more are allowed extra time of minimum 40 minutes for examination of two hour duration i.e. 20 minutes per hour. In case of visually impaired candidates making request for the scribes, he/she/will have to submit a written request for the same to the Centre Superintendent immediately after receipt of his roll number.

13. Examination fee once paid will not be refunded and neither it shall be held in reserve for any other examination or selection under any circumstances.

5. **EXAMINATION FEES:-**
   The detail of Exam. fee for different categories is as under:-

Sr. No.	Category	Exam Fees
1.	General Category/EWS, Ex Servicemen of HP relieved from Defence Services on their own request before completion of normal tenure.	Rs. 360/-
2	General IRDP, Physically Handicapped, Ward of Freedom Fighter, Ward of Ex-Servicemen of HP.	Rs. 120/-
3.	SC of HP/ST of HP/OBC of HP/BPL of HP/EWS (BPL) (including SC/ST/OBC, Ex-Servicemen of HP relieved from Defence Services on their own request before completion of normal tenure , SC/ST/OBC wards of Ex-SM of HP, i.e. Dependent sons, daughters and wives of Ex-SM and SC/ST/OBC Persons with Disability).	Rs. 120/-
4.	Female candidates, Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)/Blind/Visually Impaired of H.P.	No Fee

6. **Mode of Payment:-**
   The candidate can deposit the requisite fee through **"Online Payment Gateway"** using Credit Card/Debit Card/ Net Banking. There will not be any other mode of payment of examination fee.

7. **FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-**
   In case of any guidance/information/clarification regarding their Online Recruitment Applications (ORA), candidature etc. candidates may contact HPRCA Reception Counter in person or on Phone No. 01972-222204 or on email ID i.e. hp-rca@hp.gov.in. **on any working day between 10:00 A.M. to 05:00 P.M.**

8. **PRACTICE CENTRE**
   In order to facilitate the candidates regarding CBT exam pattern, practice centre/online practice link shall be provided to familiarize the candidates with the exam pattern.

9. **ADMISSION/ REJECTION:-**
   The information in respect of provisionally admitted candidates and rejected candidates will be uploaded on the official website of the HPRCA before the conduct of CBT/ Written Screening Test for the concerned post(s).
   The candidates are required to submit their requisite documents in support of their eligibility for the concerned post(s) at the time of documentation. The requisite documents submitted by the candidates, will be scrutinized and list of proposed rejected candidates will be uploaded on the website of the HPRCA for information of all concerned. *Admissions and rejections will be uploaded on the official website and **No separate intimation in this regard will be sent by post. 07 day's time will be given to file representation(s) against the proposed rejections, if any, from the date of uploading the list of rejected candidates on the official website of the HPRCA for the concerned post(s). The candidates are advised to visit the HPRCA's official website** https://hprca.hp.gov.in. **from time to time for updates in their own interest.***

10. **ADMIT CARD:**
    No Admit Card(s) will be sent by post and provisionally admitted candidates will have to download their respective Admit Card from the official website of the HPRCA i.e. **https://hprca.hp.gov.in.** The message in this regard will also be sent on their registered Mobile No. or e-mail Id (if provided during the registration). The candidates may download his/her Admit Card either by entering Application ID, Name and Date of Birth. A One Time Password

(OTP) will be sent on registered mobile/e-mail ID which will be required to be entered before downloading the Admit Card.

11. **SUBMISSION OF CERTIFICATES/DOCUMENTS:-**
    The downloaded/printed copy of the Online Application Form alongwith necessary original certificates and self attested photocopies will have to be produced at the time of documentation. No offline Application Form will be accepted by the office.

12. **CATEGORY CLAIMS:-**
    The category once claimed by the candidate(s) will not be allowed to be changed at any stage. The SC of Himachal Pradesh/ST of Himachal Pradesh/OBC of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the Online Recruitment Application(s) (ORA) while applying for the concerned post(s). The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category and submit the applicable certificates only on the prescribed formats at the time of documentation.

13. **ELIGIBILITY CONDITIONS:-**
    i.   The date of determining the eligibility of all candidates in terms of Essential Qualifications, experience etc. shall be reckoned as on the closing date for submitting the Online Recruitment Applications (ORA).
    ii. The decision of the HPRCA regarding eligibility etc. of a candidate will be final.
    iii. Onus of proving that a candidate has acquired requisite degree/essential qualifications by the stipulated date is on the candidate and in the absence of proof, the date as mentioned on the face of certificate/degree or the date of issue of certificate/degree shall be taken as date of acquiring essential qualification.

14. **SCREEENING TEST/WRITTEN EXAMINATION/ DOCUMENTATION ETC.:-**
    i)   The mode of examination will be Computer Based Test (CBT)
    ii) The provisional answer key of CBT will be uploaded on the official website after the freezing of the answer sheets of the candidates for calling objections from the candidates. Seven day's time shall be given for inviting objections in the answer key, if any. A non-refundable fee of Rs.200 shall be charged for every challenge to the answer key. The objections will be got vetted through an expert panel and the result will be finalized as per the revised answer key.
    iii) Any request for rechecking/re-evaluation of scripts of written tests/Skill tests/Physical tests will not be entertained.
    iv) The eligibility of candidate(s) called for the documentation will be determined on the basis of original documents produced at the time of documentation and the HPRCA will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the Appointing Authority. As such, admission to the CBT/Written Examination shall be purely provisional.
    v)   The Centers for holding the examination are liable to be changed at the discretion of the HPRCA. However, every effort will be made to allot the examinations centre(s) of their choice to the candidates. But, the HPRCA may, at its discretion, allot a different centre to a candidate if circumstances so warrant.

15. **OTHER CONDITIONS:-**
    1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to the HPRCA. Persons already in regular Government service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for a particular post. In case, a communication is received from their employer by the HPRCA withholding permission to any candidate applying for/ appearing for the examination, his/her application(s) will be liable to be rejected.
    2. Contract/Casual/adhoc/daily wages /work charged employees do not need to produce NOC from the concerned employer.

3. In Government service (regular service) candidates may apply to the HPRCA along with requisite examination fees with information to their Heads of Departments/Employer for issuing NOC.
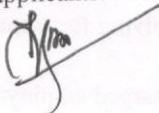
4. **Candidate who is found to be guilty of:-**

   (a) Obtaining support for his/her candidature by the following means, namely:- Offering illegal gratification to, or applying pressure on, or blackmailing or threatening to blackmail any person connected with the conduct of the examination, or

   (b) Impersonating, or

   (c) procuring impersonation by any person, or

   (d) submitting fabricated documents or documents which have been tampered with, or

   (e) making statements which are incorrect or false or suppressing material information, or

   (f) resorting to the following means in connection with his/her candidature for the examination, namely:- Obtaining copy of question paper through improper means, finding out the particulars of the persons connected with secret work relating to the examination, influencing the examiners, or

   (g) using unfair means during the examination, or

   (h) writing obscene matter or drawing obscene sketches in the scripts, or

   (i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or

   (j) harassing or doing bodily harm to the staff employed by the HPRCA or any third party engaged for the conduct of their examinations, or

   (k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or

   (l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or

   (m) attempting to commit or as the case may be abetting the HPRCA of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to Criminal prosecution, be liable to be disqualified by the HPRCA from the examination for which he/she is a candidate and/or to be debarred either permanently or for a period as specified by the HPRCA from any examination or selection.

16. **CHECK LIST:**
    VERIFY THE FOLLOWING BEFORE SUBMITING THE ONLINE RECRUITMENT APPLICATION OR DOCUMENTS/ CERTIFICATES:-

    a. That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates.

    b. That copies of only following documents/certificates are to be provided in support of claims made / information given in the Online Recruitment Application(ORA) at the time of documentation:-

       i) Matriculation certificate for age proof.

       ii) Degree/Diploma/ITI certificates along with Marks Sheets of all years in support of Educational Qualifications as prescribed under Essential Qualification column of R&P Rules. The provisional certificate(s) along with marks sheets of all semesters/ years.

       iii) Experience certificate(s) wherever required, the post practical experience shall be considered only if the same is attained after acquiring qualification i.e. Degree/Diploma/ITI and should be duly verified/counter signed by the concerned Government Authority/Departmental Officer.

       iv) Caste certificates, if applicable.

       v) BPL certificates, if applicable.

       vi) All other certificates, if any required for determining eligibility etc. as mentioned in mode of selection criteria which so ever applicable to the applicants.

17. **DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):**

No candidate will be eligible for admission to the examination:-

a) If he/she has been dismissed from any previous service;

b) If he/she has been convicted of any offence involving moral turpitude or has been bound down for good conduct under the provisions contained in Chapter VIII of the Code of Criminal Procedure, or has been permanently debarred /disqualified from appearing in any examination or selection;

c) If he/she is found either directly or indirectly influencing the selection process in any manner;

d) If a male candidate who has more than one living wife and if a female candidate, who has married a man already having another wife; or
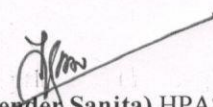
e) If he/she is an un-discharged insolvent.

18. **ABBREVIATIONS:**

- OTP : One Time Password
- HPRCA : Himachal Pradesh Rajya Chayan Aayog
- UR : Unreserved
- SC : Scheduled Caste of HP
- ST : Scheduled Tribe of HP
- OBC : Other Backward Classes of HP as declared by the Govt. of HP from time to time

19. **Steps to Fill Up Online Application Form**

Steps to Fill Up Online Application Form

- Step 1: The candidate needs to get him/her self registered on the HPRCA portal by using the Option "Login".

- Step 2: After completing the registration, the candidate will sign in into the application by using the user name and password created by him/her at the time of registration.

- Step 3: The category wise detail of posts will be displayed on the website i.e. https://hprca.hp.gov.in applicant can apply for the post by clicking the "Apply" button against it.

- Step 4: Candidate needs to choose preferred District for examination.

- Step 5: After selecting the preferred District, the candidate needs to fill his/her personal as well as contact details.

- Step 6: After filling up the form for personal and contact details, the candidate needs to upload his/her scanned photograph and signature.

- Step 7: The candidate needs to provide his/her educational details as per the post.

- Step 8: If the experience is required for the particular post, then the candidate will be redirected to Experience Page else he will be redirected to payment option.

- Step 9: Make payment.

- Step 10: For the successful completion of Online Application submission process, ensure that the application status must be "fee received".

(Jitender Sanjta) HPAS
Administrative Officer,
HP Rajya Chayan Aayog
Hamirpur