

**HP STAFF SELECTION COMMISSION, HAMIRPUR**

**No. HP SSC-C (2)-82/2020-R/II**

**DATED: - 28-09-2021**

**Notice for information of the candidates for the post of Junior Office Assistant-Trainee at (W-3) level (on contract basis) (Post code 843) advertised vide advertisement No. 36-3/2020 dated:- 21-09-2020.**

The Written screening test for the above mentioned post is being conducted by the Commission on **09-10-2021 (Evening Session )** and the Eligibility criteria as per R&P Rules of the post is as under :-

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

1. 10+2 from recognized Board/University.
2. One year Diploma in Computer Science/Computer Application/IT from an Institution affiliated to a recognized Board or University or from a deemed University OR O or A level diploma from NIELIT OR Diploma in Information Technology (IT) from an Industrial Training Institute (ITI).
3. Should possess a minimum speed of 30 WPM in English or 25 WPM in Hindi typewriting on Computer.

Provided further those visually impaired persons selected/recruited as under 1% quota will be exempted acquiring Diploma in CA/IT and passing of Typing test. Instead they shall be imparted necessary training through CRC Sundernagar, CTC, Ludhiana or NIVH, Dehradun. They shall have to complete the above training for which three chances will be afforded. If he incumbent fails to qualify the same his/her services shall be terminated.

Provided further that, the differently abled persons (other than Visually or hearing impaired) whose physical disability/deformity permanently prevents them from typing but who are otherwise qualified to hold clerical post as certificate being unable to type, by the medical Board, may be exempted from passing the typing test.

Age 18 to 45 years as on 01.01.2020, (Except the candidates claimed age relaxation as per their category/sub category).

**Break up of Posts:- Gen.(UR)= 04, SC (UR)= 02, OBC (UR)=01 , EWS =01 (Total= 08)**

It is notified for the information of all the concerned that the candidates who have applied for the above post through online application system and paid the application fee as per their claimed categories/sub categories have been admitted provisionally for the written screening test relying upon their undertaking furnished at the time of filling up online application form, that they have applied being completely eligible for the post as per eligibility criteria mentioned 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 online 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 their candidature is liable to be rejected in terms of the reserved right of the Commission and the notified procedure of selection, during the further selection process.**

**Dated:- 28-09-2021**

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