

HP SSC-C (2)-970/16-  
HP Staff Selection Commission, Hamirpur-177001

From,

Dated: 24/3/2018

The Secretary,  
HP Staff Selection Commission, Hamirpur-177001.

To

Name -----

Father Name-----

Address-----

Distt.-----

State -----

Pin -----

Application No -----

Roll No.-----

Subject: - Evaluation/Counseling on prescribed parameters for 15 marks for the post of Junior Office Assistant (Post Code-556)

Memo:

After evaluation of scripts of the written objective test and typing skill test for the above post, your name has been shortlisted for Evaluation/Counseling on prescribed parameters for 15 marks as per criteria given below for the post of JOA(IT) interms of the advertisement and the clarification of the Department of Personnel to the Govt. of HP dated 21-08-2017 pertaining to the post code 447, subject to the final outcome of CWP's/OA's pending in the Hon'ble Court. You are required to appear for evaluation **on-----at 9:30 A.M. in the office of the HP Staff Selection Commission, Hamirpur.**

**Please ensure to bring the following original testimonials/documents along with self attested copy of each:-**

- 1. Downloaded copy of your Online Recruitment Application form for the post.**
2. Certificate of Matric or its equivalent from a recognized Board of School/ University.
3. Certificate of 10+2 from a recognized Board of School Education/University.
4. Certificate of one year diploma in Computer Science/Computer Application/Information Technology from a recognized University/Institution along with the detail marks list, subject wise.  
OR  
'O' or 'A' level Diploma from National Institute of Electronics & Information Technology (NIELIT) along with the detail marks list, subject wise.  
OR  
Diploma in Information Technology (IT) from a recognized ITI/ Institution along with the detail marks list, subject wise.
5. If you belong to SC/ST, category Certificate of SC/ST on parental basis.
6. **If you belong to OBC category, OBC Certificate on the prescribed format on parental basis valid on the date of evaluation in support of reservation claimed by you as an OBC candidate. The OBC Certificate shall be valid for one year from the date of issuance.**
7. NOC from the Employer if you are in Govt./ Semi Govt. service.
8. In case you have claimed reservation as WFF category then a latest certificate from competent authority that you are dependent WFF. Note:- Married daughter and granddaughters of freedom fighters are not eligible to claim reservation in WFF category.
9. In case you have claimed relaxation in fee under Ward of Ex-serviceman sub-category then a certificate from competent authority that you are dependent Ward of Ex-serviceman **Note:- Married daughter and granddaughter of the ward of Ex. Serviceman are not eligible for fee concession.**
10. Two Recent self attested passport size photographs.
11. **The evaluation will be as per criteria given below, subject to the production of relevant certificates at the time of counseling/evaluation, duly issued by the given competent authorities. The detail is as following :-**

Sr. No	Detail of Criteria of 15 marks	Marks	Competent authority to issue the certificates
i)	Weightage for the minimum educational qualification, professional educational qualification for technical posts as per the Recruitment & Promotion Rules. (Percentage of marks obtained in the educational qualification would be multiplied by 0.025, For example, an individual has secured 50 % marks in the required educational qualifications, he /she will be allowed 1.25 marks (50 X0.025 = 1.25)) In case of aspirants possessing multiple basic professional qualifications, weightage may be given to higher percentage/marks.	2.5 (two & a half)	Concerned University/ Board
ii)	Belonging to notified Backward Area or Panchayat, as the case may be	1 (one)	Concerned SDC(C)/Tehsildar/Naib-Tehsildar

iii)	Land less family/family having land less than 1 Hectare of land to be certified by the concerned Revenue Authority on the enclosed Proforma.	1(one)	Concerned SDC(C)/Tehsildar/Naib-Tehsildar
iv)	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)	Concerned SDC(C)/Tehsildar/Naib-Tehsildar or concerned Panchayat Secretary/Sahayak and countersigned by the concerned Pradhan/Up-Pradhan
v)	Differently abled persons with more than 40% impairment/disability /infirmity	1(one)	Health & Family Welfare authorities /Medical Boards
vi)	NSS (atleast one year)certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions	1(one)	Concerned Head of Institution. Certificate of medal winners will be issued by concerned District Youth Services and Sports Officer/ Head of Institution.
vii)	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)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate or concerned Panchayat Secretary/Sahayak and countersigned by the Pradhan.
viii)	Widow /divorced/destitute /single woman	1(one)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
ix)	Single daughter/Orphan	1(one)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
x)	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution.	1(one)	Competent authority of the concerned University/ Institution
xi)	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 and a half)	Competent authority of the concerned Govt./ Semi Govt. organization

**PLEASE NOTE THAT:**

- I If you fail to appear for evaluation for 15 marks on the date mentioned in this letter you will be marked absent and will cease to be in the competition for the post.
- II In case you fail to bring all the applicable testimonials/documents as mentioned at points 1 to 10 which are applicable in your case alongwith self-attested copy of each, there will be no excuse for non production of any of the documents and you will not be evaluated. **No further time will be given for production of the said documents and your candidature would stand cancelled.**

Under Secretary,  
HP Staff Selection  
Commission Hamirpur.