

**Notice for information of the candidates for the post of Junior Office Assistant Post Code 626**

The Written test for the above mentioned post is being conducted by the Commission on **23-12-2018 (Morning Session )** and the Eligibility criteria as per R&P Rules of the post is as under :-

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

- i) 10+2 from a recognized Board of School Education/ University.
- ii) One year diploma in Computer Science / Computer Application/ Information Technology from a recognized University/Institution.
- iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi

OR

- i) 10+2 from a recognized Board of School Education/University.
- ii) 'O' or 'A' level Diploma from National Institute of Electronics & Information Technology (NIELIT)
- iii) Computer typing speed 30 words per minute in English or 25 words per minute in Hindi.

OR

- i) 10+2 from a recognized Board of School Education/University.
- ii) Diploma in Information Technology (IT) from a recognized ITI/Institution.
- iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.
- iv) Age as on 1.1.2017, 18 to 45 years (Except the candidates claimed age relaxation as per their category /sub category).

Break up of posts: Gen(UR)=02 and ST **from Kinnaur District =01.**

It is notified for the information of all that the candidates who have applied for the above post through online application system and paid the application fee applicable to their respective categories/sub categories have been admitted provisionally for the written test relying upon their undertaking submitted by them at the time of filling of online application form, that they have applied being completely eligible for the post as per eligibility criteria mentioned in the R & P Rules as well as in the advertisement. If any candidate(s) who does not fulfill essential qualifications of the post and other eligibility criteria of age etc. and even Roll Number has also been generated on line 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 the candidature will be liable for rejection during the further selection process.

Sd/-

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