

HIMURJA
(H.P. Govt. Energy Development Agency)
Block 8-A, SDA Complex, Kasumpti Shimla-171009
Tel. 0177-2621783, email: himurja-hp@nic.in, website: himurja.nic.in

Advertisement No. HIMURJA(B)2(53)/2016-

Date:- 25.11.2016

Applications on the prescribed format are invited from the eligible persons for the following mentioned post in HIMURJA (H.P. Govt. Energy Development Agency, Shimla-9

S.N.	Name of post	No.of post	Pay Scale (Rs.)	Essential Qualification
1.	Data Entry Operator on Contract Basis	01 (Gen.)	Rs.5910-20200+Rs.2400 Grade Pay, on contract basis. He will be paid consolidated contractual amount @ Rs.8310/- per month (which shall be equal to minimum of the Pay Band+Grade Pay). An amount of Rs.250/- (3% of the minimum of Pay Band+Grade Pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed, if contract is extended beyond one year.	i) 10+2 from recognized University/ Board with speed of 30wpm in English Typing and Qualifying test of 6000KDPH ii) Diploma in Computer Application from a recognized Institution. Desirable Qualification:- Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in H.P.

Other terms & conditions:-

- The age of applicant should not be less than 18 years & not more than 45 years as on the date of submission/receipt of application.
- The applicant must be registered with any of the Employment Exchange/Sub-Employment Exchange in H.P.
- The application must be accompanied with a non-refundable application fee of Rs.200/- (Rupees Two Hundred only) in the shape of a Bank Draft in favour of Director, HIMURJA payable at Shimla.
- Last date of the receipt of application is **17-12-2016** and applications received thereafter will not be entertained.
- No TA/DA will be payable to the candidates appearing in practical test and viva.
- The screening test and interview will take place after the scrutiny of applications. Candidates will be informed for appearing in the test and interview through email or SMS besides web hosting the information. Interview will be conducted by the HIMURJA. A Selection Committee will be constituted for the purpose of selection. The decision of the Chief Executive Officer shall be final binding with regard to selection of suitable candidate for the post.
- Selected candidate shall be liable to serve anywhere in Himachal Pradesh.

APPLICATION FORM

- Name (In Block Letters).....
- Father's/Husband's Name.....
- Sex (Male/Female).....
- Date of Birth.....
- Permanent Address with Pin Code.....
- Postal Address with Pin Code.....
- Contact No. & email address.....
- Nationality.....
- Educational/Professional Qualification (attach attested copy of certificates):-

Exams passed	Year	Subjects	Marks obtained	Division

- Any experience in subject of field of selection.....
- Fee Rs..... vide Demand Draft No.....dated..... in favour of **Director, HIMURJA, payable at Shimla** issued by.....
- Category to which belongs (attach attested copy of certificate).....
- Have you ever been debarred or disqualified by any Public Service Commission/Recruitment Board from any of their examination/selection
- Have you ever been convicted by any court for any offence.....
- Whether registered in any Employment Exchange (Yes/No).....
- If yes, Registration No. and Name of Employment Exchange..... (attach attested copy of certificate)

Note:- Applicants may download the application form from the website of Organization. Incomplete applications will be summarily rejected.

DECLARATION

I..... hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge & belief. In case any information is found to be false, my candidature shall be liable to be rejected.

Date.....
Place.....

Signature of Candidate

The Chief Executive Officer, HIMURJA further reserves the right to accept/reject any or all applications without assigning any reason thereof.

Sd/-
**Chief Executive Officer,
HIMURJA, Urja-Bhawan,
Kasumpti, Shimla-9**

**APPLICATION FORM FOR THE POST OF DATA ENTRY OPERATOR ON
CONTRACT BASIS IN HIMURJA**

1. Name (In Block Letters) :-
2. Father's/Husband's Name :-
3. Sex (Male/Female) :-
4. Date of Birth :-
5. Permanent Address with Pin Code :-
6. Postal Address with Pin Code :-
7. Contact Number & email address :-
8. Nationality :-

Paste recent attested
Photographs

9. Educational/Professional Qualifications (attach attested copy of certificates) :-

Examination Passed (From Plus Two Onwards)	Year	Subject	Marks Obtained	Division

10. Any experience in subject of field of selection:-
11. Fee of ₹ 200/- (non-refundable) vide Demand Draft No. _____, dated _____, in favour of **Director, HIMURJA, payable at Shimla**, issued by _____.
12. Category to which the candidate belongs (attach attested copy of certificate):-
13. Have you ever been debarred or disqualified by any Public Service Commission/ Recruitment Board from any of their examination/selection:-
14. Have you ever been convicted by any court for any offence:-
15. Whether registered in any employment exchange (**Yes/No**) :-
16. If Yes, Registration No. and Name of the Employment Exchange (attach attested copy of certificate):-

DECLARATION

I, _____, do, hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief and in case any information is found to be false, my candidature shall liable to be rejected.

Signature of Applicant

Place:- _____

Date:- _____