

From

The Administrative Officer,  
HP Rajya Chayan Aayog,  
Hamirpur-177001

Dated - 07-05-2024.

Subject: -

**Evaluation of 15 marks on prescribed parameters for the post of Junior Office Assistant (Information Technology) (Post Code-817) on Regular/contract basis.**

Memo:

After evaluation of scripts of the written screening test and typing skill test for the above post, your name has been shortlisted for 15 marks evaluation on prescribed parameters as per criteria given below. You are required to appear for the evaluation on the date mentioned in the schedule **at 9:30 AM in the office of the Himachal Pradesh Rajya Chayan Aayog, Hamirpur-177001.**

**Please ensure to bring the following original testimonials/documents along with 02 (TWO) self-attested photocopies 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/ University.
3. Certificate of 10+2 from a recognized Board of School Education/University.

OR

Matriculation from recognized Board of School Education with one/two year's Diploma/Certificate from an Industrial Training Institute (ITI) in Information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering/Computer Science/IT from a Polytechnic as approved by All India Council for Technical Education (AICTE):

4. Bonafide Himachali Certificate.
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 applying for the post as well as on the date of evaluation of 15 marks, in support of reservation claimed by you as an OBC candidate. The OBC certificate is 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 a dependent of freedom fighter.
9. In case you belong to BPL/EWS family you should bring the necessary certificate on the prescribed format duly issued by competent Authority. As the BPL certificate is valid only for six months from the date of its issue, the certificate should be valid on the date of applying for the post as well as on the date of Evaluation of 15 marks
10. The benefit of reservation under EWS can be availed upon production of an income and Asset Certificate issued by the Competent Authority i.e. DC/ADC/ADM/SDO (civil) of the area where the candidate and /or his family resides; and revenue officer not below the rank of Tehsildar. The candidate is required to furnish the valid certificate including the old certificate of the time of filling the Application as well as on the date of Evaluation.
11. The Candidate belonging to un-reserved BPL category is not required to submit Income & Asset Certificate. He shall be treated as eligible for EWS reservation on the basis of valid BPL certificate issued by the Competent Authority and supplemented by 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 non-SC/ST /OBC certificate issued by the competent authority. The certificate should be valid on the date of application as well as on the date of evaluation.
12. In case you are a Ward of Ex-serviceman and the posts are reserved for Ward of Ex-serviceman then you are required to bring certificate following on prescribed formats download able from the website of the Commission
  - (i) Ward of Ex-servicemen certificate from Deputy Director Sainik welfare.
  - (ii) Latest Annexure 'A' issued by the Patwari /pradhan and countersigned by the Tehsildar/Naib Tehsildar.
  - (iii) Latest affidavit on annexure 'B' by the candidate.
13. In case you are a Ward of Ex-serviceman & the posts are not reserved for Ward of Ex-serviceman then you are required to bring ward of Ex-serviceman certificate in support of fee relaxation.
14. Two Recent self-attested passport size photographs.
15. The criteria for evaluation will be as per detail given below subject to production of relevant Certificates applicable to you and issued by the competent issuing authorities out of the following:-

No.	Details of Criteria of 15 marks	Marks	Issuing Authority
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 SDO (C) / Tehsildar/ Naib Tehsildar
iii)	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority on the enclosed proforma.	1(one)	Concerned SDO( C)/Tehsildar/ Naib Tehsildar
iv)	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)	i) Tehsildars/Niab Tehsildar/Sub Divisional Officer (Civil)/Additional District Magistrate/Additional Deputy Commissioner/Deputy Commissioner ii) The Commissioner/ Additional Commissioner/Joint Commissioner of the Municipal Corporation /Executive Officer of the municipal council/Secretary of the Nagar Panchayat
v)	Differently abled persons with more than 40% impairment / disability / infirmity	1(one)	H & FW 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)	Head of Concerned 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)	<b>1. Rural areas:-</b> 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. <b>2. Urban areas:-</b> <b>i) Municipal Corporation:-</b> Commissioner <b>ii) Municipal Council:-</b> Executive Officer <b>iii) Nagar Panchayats:-</b> Secretary
viii)	Widow /divorced/destitute /single woman	1(one)	<b>1. Rural areas:-</b> Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. <b>2. Urban areas:-</b> <b>i) Municipal Corporation:-</b> Commissioner <b>ii) Municipal Council:-</b> Executive Officer <b>iii) Nagar Panchayats:-</b> Secretary
ix)	Single daughter/Orphan	1(one)	<b>1. Rural areas:-</b> Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. <b>2. Urban areas:-</b> <b>i) Municipal Corporation:-</b> Commissioner <b>ii) Municipal Council:-</b> Executive Officer <b>iii) Nagar Panchayats:-</b> Secretary
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 of 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 above which are applicable in your case along with 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.
- III. Prescribed formats of the certificates regarding marks of evaluation may be downloaded from the website of the Commission.

Yours faithfully,

(Jitender Sanjta) HPAS  
Administrative Officer,  
H.P.Rajya Chayan Aayog, Hamirpur.