



ADVERTISEMENT No.02/2018

DATED: 11th July, 2018

Opening date for submission of Online Recruitment Application Form (ORA*):	17.07.2018
Closing date for submission of Online Recruitment Application Form (ORA*):	10.08.2018 till 11:59 PM
(*: by using the website http://www.yspuniversity.ac.in)	

Online applications are invited from desirous and eligible candidates, for recruitment to **20 post(s) of Junior Office Assistant (Information Technology)** in Dr. Yashwant Singh Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (Himachal Pradesh). **The online applications can be filled up from 17.07.2018 to 10.08.2018 till 11:59 PM, by logging on to website with <http://www.yspuniversity.ac.in> thereafter the link will be disabled. No offline application form will be accepted by the University.**

Name of the Post	Post Code	Number of Posts
Junior Office Assistant (Information Technology) i.e. JOA (IT) (on contract basis @ Rs.9,810/- per month (BP 5910+1950 GP + 100% of GP)	101	Gen=09, Gen(BPL)=02, Gen(ESM)=01, SC=03, SC(ESM)=01, ST=01, OBC=03 Total = 20

Abbreviations: Gen=General, Gen(BPL)=General (Below Poverty Line), Gen(ESM)=General (Ex-Servicemen), SC=Scheduled Caste, SC(ESM)=Scheduled Caste (Ex-Servicemen), ST=Scheduled Tribe, OBC=Other Backward Class

The downloaded copy of the online application form alongwith necessary original certificates and their self-attested photocopies must be brought at the time of Documentation/Evaluation by the candidates, shortlisted after written objective type examination and typing test.

IMPORTANT NOTE:

1. Date of determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of online recruitment applications (ORA), i.e. 10.08.2018.
2. The candidates must read the INSTRUCTIONS/OTHER TERMS AND CONDITIONS CAREFULLY FOR APPLYING ONLINE, before filling up Online Recruitment Application Forms (ORA) for the above posts.
3. The candidates must ensure their eligibility in respect of category, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection at a later stage.
4. Online Recruitment Application Forms submitted incomplete, without requisite examination fee, without scanned photograph & scanned signature of prescribed size, will be summarily rejected.

5. The candidates are advised to note down their USER ID and PASSWORD carefully as the same will be applicable for all future reference regarding downloading admit cards for written objective type examination, typing tests on computers etc.
6. The candidates are advised to give their working mobile number and email ID, used by them in the Online Recruitment Application (ORA) and ensure that they are working till the completion of selection process, to avoid inconvenience.
7. All the positions are for bonafide residents of Himachal Pradesh only.
8. The candidates belonging to disabled categories with disability of 40%, or more are allowed extra time of 30 minutes for examination of 1½ hour duration i.e. 20 minutes per hour. In case of visually impaired candidates making request for the scribes, he/she will have to submit a written request for the same to the University immediate after receipt of his/her roll number.
9. In service candidates may apply to the University along with requisite fee with information to their Head of the Departments/Employer for issuing NOC. In service candidate will not be evaluated unless he/she brings NOC from the concerned employer.
10. Number of posts are tentative and may increase or decrease as per requirement of the University.
11. The candidates selected for appointment to the above posts on contract basis shall have to execute a contract with the University i.e. Dr. Yashwant Singh Parmar University of Horticulture & Forestry, Nauli (Solan), as per rules of the University.
12. Centers of Examination to be allotted for the Written Objective Type Examination, for these posts, is at the discretion of the University.
13. Examination fees once paid will not be refunded.
14. The University reserves the right to change any of the terms of the advertisement or to rectify the inadvertent errors at any stage.

ELIGIBILITY CONDITIONS:

1.	AGE	<p>Between 18 years and 45 years.</p> <p>Clarification:</p> <p>a) Age of a candidate shall be reckoned as on 01.01.2018.</p> <p>b) Five years relaxation in upper age limit is admissible only to the bonafide Scheduled Caste, Scheduled Tribe and Other Backward Class of Himachal Pradesh. For H.P. Government employees and Ex-Servicemen of HP,; age relaxation is as per Government's instructions issued from time to time.</p>
2.	Essential Qualification(s)	<p>a) <u>MINIMUM ESSENTIAL QUALIFICATION(S):</u></p> <p>i) 10+2 from a recognized Board of School Education/University.</p> <p>ii) One-year Diploma in Computer Science/Computer Application/Information Technology from a recognized University/Institution.</p> <p>iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p style="text-align: center;">OR</p> <p>i) 10+2 from a recognized Board of School Education/University.</p>

	<p>ii) 'O' or 'A' level Diploma from National Institute of Electronics & Information Technology (NIELIT).</p> <p>iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p style="text-align: center;">OR</p> <p>i) 10+2 from a recognized Board of School Education/University.</p> <p>ii) Diploma in information Technology (IT) from a recognized ITI/Institution.</p> <p>iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p>b) DESIRABLE QUALIFICATION(S) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
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NOTE-1:

- Candidates with higher qualification in the same field from a recognized University/Institution may also apply.

NOTE-2:

- The decision of the University regarding eligibility etc. of a candidate will be final and no correspondence/personal enquiries will be entertained.

HOW TO APPLY:

The candidates must apply online through the website <http://www.yspuniversity.ac.in>. Applications received through any other mode would be summarily rejected. Detailed instructions for filling up Online Recruitment Applications are available on the above mentioned website.

EXAMINATION FEES:

The detail of fee for respective categories is as under:

Sr. No.	Category	Fee
1.	General Category (including General Ex-Servicemen of HP released from Defence Services on their own request before completion of normal tenure)	Rs.500/-
2.	General BPL, Physically Handicapped	Rs.125/-
2.	Scheduled Caste/Scheduled Tribe/Other Backward Class	Rs.125/-
3.	EX-SERVICEMEN (who are released from Defence Services after completion of normal tenure)	No Fee
4.	VISUALLY IMPAIRED	No Fee

MODE OF PAYMENT:

The candidates can pay requisite examination fee through Debit Card/Credit Card/Net Banking/UPI/Wallets.

FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:

In case of any bottlenecks in filling the online recruitment applications, candidates can contact our service providers on their Toll Free Nos.07328876960 & 07064339305 or on e-mail id ysp@support.formsdotstar.com between 10:00 AM to 07:00 PM from Monday to Saturday.

SCHEME OF EXAMINATION

WRITTEN OBJECTIVE TYPE EXAMINATION/TYPE TEST/EVALUATION:

1. There will be a written objective type (MCQ) examination for all the eligible candidates. Marks obtained in written objective type examination (MCQ) shall be counted for deciding the merit of the candidates. The candidates declared qualified in the written objective type examination shall be subjected to typing test (on computers) which is of qualifying in nature. Final selection of candidate will be made on the basis of marks obtained in the written objective type examination, passing the type test (on computers) and evaluation based on the parameters devised by the State Government of HP and further adopted by the University, vide Notification No.UHF.Regr.Rectt.2-39/2017/-27703-27745 dated 26.12.2017, as detailed below. If the candidates score equal marks, then a candidate who is senior in age will be placed above the candidate junior in age:

(i)	Written objective type Examination	= 85 marks
(ii)	Typing Test on Computers	= Qualifying nature
(iii)	Evaluation: As per parameters devised by the State Government of HP and further adopted by the University, vide Notification No.UHF.Regr. Rectt.2-39/2017/-27703-27745 dated 26.12.2017.	= 15 marks*

TOTAL = 100 marks

2. **Candidates in the ratio of 10 times of total posts will be declared qualified in the written objective type Examination (MCQ) and will be called for typing test (on computers).**

SYLLABUS

The syllabus for the written objective type Examination for the post of Junior Office Assistant (IT) will be as under:

1. There will be 85 questions in all. Each question will carry one mark.
2. Objective type Questions (MCQ) of syllabus of Diploma in Computer Science/Computer Application/Information Technology/"O" or "A" level from NIELIT =50 marks
3. Objective type questions of Hindi and English of 10th standard
= 20 marks (10 marks each for Hindi and English)
4. Objective type questions related to Himachal GK and current affairs =15 marks

TOTAL =85 marks

Duration of Examination

= 1 ½ hr (90 minutes)

***EVALUATION OF 15 MARKS IN RESPECT OF SHORTLISTED CANDIDATES AFTER QUALIFYING THE WRITTEN OBJECTIVE TYPE EXAMINATION AND TYPING TEST (ON COMPUTERS) WILL BE CARRIED OUT AS PER FOLLOWING CRITERIA:**

Sr. No.	Detail of Criteria of 15 marks	Marks	Competent authority to issue the certificates
i.	Weightage for professional qualification prescribed in the R&P rules i.e. one year Diploma in Computer Science/Computer Application/ Information Technology etc. [Percentage of marks obtained in the professional qualification would be multiplied by 0.025, For example, an individual has secured 50% marks in the required professional qualification, he/she will be allowed 1.25 marks (50X0.025=1.25). In the case candidates possessing multiple basic professional qualification, weightage will be given to higher percentage/marks.	02.50 (Two & half)	Concerned University/ Institute
ii.	Belonging to notified Backward Area or Panchayat, as the case may be	01(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	01 (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 service.	01 (One)	Concerned SDO(C)/ Tehsildar/Naib Tehsildar
v.	Differently abled persons with more than 40% impairment/disability/infirmity	01 (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.	01 (One)	Concerned Head of Institution, Certificate of medal winners in National level sports competitions shall 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 Government from time to time.	02 (Two)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate or Concerned Commissioner/ Joint Commissioner/ Assistant Commissioner of Municipal Corporation or Concerned Executive Officer of Municipal Council or Secretary of Nagar Panchayat, as the case may be.
viii.	Widow/divorced/destitute/single woman.	01 (One)	As Above
ix.	Single daughter/Orphan	01 (One)	As Above
x.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 (One)	Competent authority of the concerned University/ Institution
xi.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (Two & half)	Competent authority of the concerned Government/Semi Government Organization.

Note: For item No.(ii) to (xi), the authority competent to issue certificate is as per letter No.Per(AP-B)B(15)5/2014-loose-I dated 18.07.2017 issued by ACS (Personnel) to the Government of HP, further adopted by the University, vide Notification No.UHF.Regr.Rectt.2-39/2017/-27703-27745 dated 26.12.2017.

ADMISSION/ REJECTION: -

The information in respect of provisionally admitted candidates on claim basis and rejected candidates (for want of requisite examination fees or other reasons) will be uploaded on the website of the University before the conduct of written objective type Examination and **no separate intimation to the candidate will be sent.**

Candidates are advised to visit the University website from time to time for updates in their own interest.

ADMIT CARDS: -

Admit Card(s) will not be sent by post and provisionally admitted candidates will have to download their respective Admit Card alongwith instructions for the concerned post(s) from the official website of the University <http://www.yspuniversity.ac.in>. **Therefore, the candidates are advised to remember their User ID(s) and password(s) to login to download their Admit Card(s).** The message in this regard will also be sent on registered e-mail ID. The provisionally admitted candidates will have to paste a passport size photograph duly attested by a Gazetted Officer/ Self Attested on the space provided in the downloaded Admit Card(s), failing which he/she will not be allowed to appear in the written objective type examination.

Note: The false/fake claims or any information given by the candidate(s) will be viewed seriously and he/she will be debarred for recruitment to any post to be advertised either by the University or any other recruiting agency of H.P. State Government for a period of three years from the date of submission of Online Recruitment Application(s) by such candidate(s).

The candidates will be required to bring one of the following documents as identity proof at the time of written objective type test:

(i) Aadhaar Card, (ii) Voter Identity Card, (iii) Driving License, (iv) Bank Pass Book, (v) Identity Card issued by Government/Employer etc., (vi) PAN Card, and (vii) Disability Certificate.

CATEGORY CLAIMS: -

The category once claimed by the candidate(s) will not be allowed to be changed at any stage. The certificate issued in respect of each category should be issued by the prescribed authority as notified by the government from time to time.

1. EX-SERVICEMEN: -

The candidates belonging to Ex-Servicemen will have to furnish discharge certificate and full detail in respect of their PPO No., Rank, and date of retirement from the Defence Services to claim the benefit of concession for the category of Ex-Servicemen.

2. OBC (OTHER BACKWARD CLASSES):

Candidates belonging to OBC category must produce valid OBC certificate not older than 01 year at the time of scrutiny of the documents.

IMPORTANT POINTS IN RESPECT OF WRITTEN OBJECTIVE TYPE EXAMINATION: -

- (i) Answer Key of written objective type examination will be uploaded on the official website of the University after freezing the answer sheets and objection(s), if any; will be entertained upto seven days after displaying/uploading the same on the website of the University. The objection(s) will be got verified from the concerned subject matter expert(s) and if found valid; a revised answer key of that written objective type question(s) will be uploaded on the website of the University.
- (ii) **There will be negative marking for incorrect answers (as detailed below) for all questions:**
 - (a) There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
 - (b) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question.
 - (c) If a question is left blank i.e. no answer is given by the candidate, there will be no marking for that question.
- (iii) The eligibility of candidate(s) called for the evaluation will be determined on the basis of original documents produced on the day(s) of evaluation and the University will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the appointing authority. As such, admission to the written objective type examination /typing test/ evaluation shall be purely provisional.
- (iv) The summoning of the candidate(s) for evaluation in pursuance to parameters devised by the State Government, further adopted by the University, vide Notification dated 26.12.2017 conveys no assurance whatsoever that they will be selected or recommended.
- (v) Re-checking/ re-evaluation, for the written objective type examination/Type test will not be allowed in any case.

OTHER CONDITIONS: -

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to the University with due intimation to their employer. They will be considered for the post only if they submit a NOC of the concerned department at the time of scrutiny of the documents.
2. Casual/adhoc/daily rated/work charged/contractual employees do not need to produce NOC from the concerned employer.
3. The applicant shall upload his/her latest photograph in the space provided in the application form. He/she is also required to paste a similar photograph on the Identity Card portion of

his/her Admit Card, which will be downloaded by the candidates from the website of the University for appearing in the written objective type examination.

4. Candidate who is declared by the University to be guilty of:-
- (a) Obtaining support for his/her candidature by the following means, namely:-
 - offering illegal gratification to, or
 - applying pressure on, or
 - blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
 - (b) impersonating, or
 - (c) procuring impersonation by any person, or
 - (d) submitting fabricated documents or documents which have been tampered with, or
 - (e) making statements which are incorrect or false or suppressing material information, or
 - (f) using unfair means during the examination, or
 - (g) writing obscene matter or drawing obscene sketches in the scripts, or
 - (h) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
 - (i) harassing or doing bodily harm to the staff employed by the University for the conduct of their examinations, or
 - (j) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
 - (k) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or
 - (l) attempting to commit or as the case may be abetting the University of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable to be disqualified by the University from the examination for which he/she is a candidate and/or
 - (m) to be debarred either permanently or for specified period:-
 - by the University from any examination or selection held by them.
 - by the State Government from any employment under them, and
 - (n) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after:-
 - giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
 - taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION:

No candidate will be eligible for admission to the examination:-

- a) If he/ she has been dismissed from any previous service;
- b) If he/ she has been convicted in any offence involving moral turpitude or has been permanently debarred/disqualified from appearing in any examination or selection;

- c) If he/she is found either directly or indirectly influencing the selection process in any manner;
- d) A candidate having more than one spouse living; or
- e) If he/she is an un-discharged insolvent.

Sd/-
Registrar
Dr. Y.S. Parmar University of Horticulture
& Forestry, Nauni (Solan)