



No.UHF.Regr.Rectt.2-102/2025/- 35950 - 36007

Dated: 13.01.2025

“ADVERTISEMENT No.01/2025”

Applications on the prescribed form which can be downloaded at University website <http://www.yspuniversity.ac.in> are invited from the desirous **existing regular Class-IV officials working in this University**, for filling up of **ten (10) promotional posts of Clerk [01 post reserved for Scheduled Caste category]** in the pay matrix ₹ 20200-64000 (Level-3 of HPCS (RP) Rules, 2022). These posts will be **filled through Limited Direct Recruitment** under 20% quota of promotion **through competitive examination amongst from the existing eligible Class-IV officials of this University** who possess the essential qualification indicated below and possess minimum **five years regular service including service rendered as daily wages, contract or adhoc basis, if any, in the grade as on 20.02.2025.**

The application will however be considered valid only, if it is accompanied with the prescribed fee @ ₹ 1000/- (Rupees One Thousand) only for general category candidates and ₹ 250/- (Rupees Two Hundred and Fifty) only for reserved category candidates (alongwith attested copy of SC/ST certificate) in the shape of Bank Draft drawn on State Bank of India/UCO Bank Nauni (Solan)-173230 (HP) **payable to the Comptroller**, Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan). Applications complete in all respect, should reach the Recruitment Section, O/O the Registrar, Dr. YSP UHF, Nauni (Solan) latest by **20th February, 2025.**

MINIMUM ESSENTIAL QUALIFICATION:

- Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education.
- Should possess a minimum speed of 25 words per minute in English typewriting or 20 words per minute in Hindi typewriting on Computer.
- Should have knowledge of “Word Processing” in Computer as prescribed by the Recruiting Authority.

Desirable:- Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

MODE OF SELECTION FOR PROMOTION UNDER 20% QUOTA:

WRITTEN COMPETITIVE EXAMINATION OF 100 MARKS

There will be a written competitive objective type (MCQ) examination of **100 marks** for all the eligible candidates. Passing marks in an examination will be **35 marks**. 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 competitive objective type examination shall be subject to typing test (on computers), which will be of qualifying in nature.** Final selection/promotion of candidate will be made on the basis of marks obtained in the written objective type examination followed by passing the type test (on computers). 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 (MCQ)	=	100 Marks
(ii)	Typing Test (on Computers)	=	Qualifying nature
	Total	=	100 Marks

SYLLABUS FOR WRITTEN COMPETITIVE EXAMINATION

FOR THE POST OF CLERK		
There will be 100 questions in all. Each question will carry one mark.		
1.	Objective type Questions (MCQ) related to Himachal GK and current affairs	60 marks
2.	Objective type questions (MCQ) related to English of 10 +2 Standard	20 marks
3.	Objective type questions (MCQ) related to Hindi of Matric Standard	20 marks
		TOTAL
		100 marks
Duration of Examination		1 ½ hr (90 minutes)

IMPORTANT INSTRUCTIONS/OTHER CONDITIONS:

1. The application forms on cash payment will not be sold by the Recruitment Section.
2. Application fee once paid will not be refunded.
3. Applicant must send his/her application form alongwith attested copies of supporting documents/certificates through proper channel.
4. Canvassing direct or indirect will be a disqualification.
5. Any further information about qualifications or job requirements can be had from the Recruitment Section, office of the Registrar.
6. Incomplete applications or those received after the last date will not be entertained and rejected straightway.
7. The University reserves the right not to fill up the post, without assigning any reason.
8. The candidates are advised to check the university website <http://www.yspuniversity.ac.in> on regular intervals for further updates.
9. The University reserves the right to change any of the terms of the advertisement or to rectify the inadvertent errors at any stage.


(Dr. Sanjeev Kumar)
Registrar

Endst.No.UHF.Regr.Rectt.2-102/2025/- 35950-36007

Dated: 12.01.2025

Copy of the above is forwarded to the following for information and giving wide publicity:

1. All the Statutory Officers in Dr. YSP UHF Nauni, Solan.
2. The Dean, College of Horticulture & Forestry, Neri, Post Office Neri, District Hamirpur (HP).
3. The Dean, College of Horticulture and Forestry, Thunag, District Mandi (HP).
4. All the Professor & Heads/ Head(s) of Department(s)/Head(s) of Office(s)/Associate Directors/Incharges Outstations/KVKs, in HP.
5. The Professor Incharge, Computing & Informatics Centre, Dr. YSP UHF, Nauni (Solan). He is requested to get the aforesaid advertisement and application form under separate head uploaded in the University website.
6. All the Deputy Registrars/Assistant Registrar, Dr. YSP UHF, Nauni (Solan).
7. The Secretary to the Vice-Chancellor/Personal Assistant to the Registrar, Dr. YSP UHF, Nauni (Solan).
8. Guard File.


Registrar



**APPLICATION FORM FOR THE PROMOTIONAL POSTS OF CLERK TO BE FILLED
UP THROUGH LIMITED DIRECT RECRUITMENT UNDER 20% QUOTA FROM
AMONGST THE EXISTING CLASS-IV EMPLOYEES OF THIS UNIVERSITY**

Dr. Yashwant Singh Parmar University of Horticulture & Forestry,
Nauni (Solan)–173230, Himachal Pradesh
Establishment & Recruitment Branch

Advertisement No.01/2025		Dated: 13.01.2025		Affix latest passport size Photograph duly attested by the Competent Attesting Authority with Stamp.
Post applied for	Clerk			
Detail of application fee [Attach Bank Draft of prescribed fee in Original]	Bank Draft No.			
	Drawn in favour of Bank			
	Amount			

PART A: PERSONAL INFORMATION OF THE CANDIDATE:

1.	Name of the Applicant	
2.	Father's Name	
3.	Date of Birth	
4.	Whether belongs to SC/ST [Attach attested copy of certificate in support]	
5.	Gender (Male/Female)	
6.	Whether a bonafide resident of Himachal Pradesh (Yes/No) [Attach attested copy of certificate in support]	
7.	Mobile Number	
8.	Alternate Mobile Number	
9.	e-mail id	
10.	Address for Correspondence	 <hr/> <hr/> <hr/> <hr/> <hr/>
11.	Permanent Address	 <hr/> <hr/> <hr/> <hr/> <hr/>

PART B: ACADEMIC QUALIFICATION OF THE CANDIDATE:

12. ACADEMIC QUALIFICATION				
Sr. No.	Qualification	Recognized Board/University	%age of Marks	Year
i.				
ii.				
iii.				
iv.				
v.				

[Attach attested copies of all academic certificates, in support]

PART C: EXPERIENCE REGARDING PREVIOUS AND PRESENT EMPLOYMENT OF THE CANDIDATE:

13. EXPERIENCE						
Sr. No.	Name of the Employer	Post Held	Pay drawn with Scale	Period of Employment		Total (in year, month & days)
				From	To	

I hereby declare that I am an Indian National and the statements made in this application are true, complete and correct to the best of my knowledge and belief. I undertake that in the event of any information being found false or incorrect at any stage, my candidature is liable to be cancelled and if appointed, appointment itself shall be liable to be cancelled. I also solemnly declare that I do not suffer from any of the disqualifications shown in the advertisement for the post and I am eligible in all respects according to eligibility criteria prescribed.

Date: _____

Signatures of the Candidate

[Attach attested copies of all the certificates claimed above, by the applicant, with this application form]