

HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA
GHANDAL, P.O. SHAKRAH, SUB TEHSIL DHAMI, DISTRICT SHIMLA-171 011

ADVERTISEMENT NOTICE

Applications in the prescribed format are invited for filling up following non-teaching posts in the Himachal Pradesh National Law University, Ghandal, Shimla:

Sr. No.	Name of Post	No. of posts	Pay Scale	Educational qualifications
1.	Section Officer (On deputation basis)	1	Rs. 15600-39100 + 5400 G.P.	At least Graduate from a recognized University or its equivalent. Incumbents working in the identical pay scale or Five years' experience as Superintendent Grade-II/ Personal Assistant/ or an equivalent position in Central/ State University/ Government Department/ Educational or Research Institution. Good working knowledge of computer applications.
2.	Private Secretary (on deputation basis)	2	Rs. 15600-39100 + 5400 G.P.	At least Graduate from a recognized University or its equivalent. Incumbents working in the identical pay scales or three years experience as Personal Assistant. Good working knowledge of computer applications.
3.	Superintendent (Grade-II) (On deputation basis)	1	Rs. 10300-34800 + 4800 G.P.	At least Graduation from a recognized University or its equivalent. Incumbents working in the identical pay scales or six years of experience as Senior Assistant/ Senior Scale Stenographer/ or on equivalent position in Central/State University/ Government Department/ Educational or Research Institution. Good working knowledge of computer applications.
4.	Senior Assistant (Accounts) (On deputation basis)	1	Rs. 10300-34800 + 4400 G.P.	At least Graduation from a recognized University or its equivalent. Incumbents working in the identical pay scales or five years of experience as Junior Assistant or on equivalent position in Central/State University/ Government Department/ Educational or Research Institution. Good working knowledge of accounts and computer applications.
5.	Senior Assistant (On deputation basis)	1	Rs. 10300-34800 + 4400 G.P.	At least Graduation from a recognized University or its equivalent. Incumbents working in the identical pay scales or five years of experience as Junior Assistant or on equivalent position in Central/State University/ Government Department/ Educational or Research Institution. Good working knowledge of

				computer applications.
6.	Junior Assistant (On deputation basis)	1	Rs. 10300-34800 + 3600 G.P.	At least Graduation from a recognized University or its equivalent. Incumbents working in the identical pay scales or five years of experience as Clerk or on equivalent position in Central/State University/ Government Department/ Educational or Research Institution. Good working knowledge of computer applications.
7.	Steno Typist-cum- Computer Operator (On contract basis)	2	On minimum of the pay band of Rs. 5910-20200+2000 G.P. (5910+2000= 7910 p.m.)	Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education/University. Must possess the following speed in short-hand and typewriting on Computers in both languages i.e. English and Hindi at the time of initial appointment: Speed in Shorthand English : 60 WPM Hindi : 60 WPM Speed in typewriting on Computers English : 25 WPM Hindi : 25 WPM Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed: Provided further that the candidates will have to pass typewriting test in both the languages at the time of initial recruitment: Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whoever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate (s) who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in shorthand test in second language within a period of three years he will be eligible to draw his annual increment from due dates and the candidate(s) who qualifies the said test after three years will be eligible to draw his first increment only from the date of qualifying the prescribed test. Should have the knowledge of word processing in computer as prescribed by the recruiting authority.

8.	Computer Operator (On contract basis)	1	On minimum of the pay band of Rs. 5910-20200+2000 G.P. (5910+1900=7810 p.m.)	Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University. Should possess a minimum speed of 30 words per minute in English or 25 words per minute in Hindi typewriting. Should have the knowledge of Word Processing in Computer as prescribed by the Recruiting Authority. Provided that the condition of qualifying in the typewriting test will not apply in case of Physically Handicapped persons who are otherwise eligible for appointment to the post under these rules and who are certified as being unable to type by the Medical Officer of the University or by a Civil Surgeon.
9.	Clerk (On contract basis)	2	On minimum of the pay band of Rs. 5910-20200+1900 G.P. (5910+1900=7810 p.m.)	Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University. Should possess a minimum speed of 30 words per minute in English or 25 words per minute in Hindi typewriting. Should have the knowledge of Word Processing in Computer as prescribed by the Recruiting Authority. Provided that the condition of qualifying in the typewriting test will not apply in case of Physically Handicapped persons who are otherwise eligible for appointment to the post under these rules and who are certified as being unable to type by the Medical Officer of the University or by a Civil Surgeon.
10.	Peon (On contract basis)	4	On minimum of the pay band of Rs. 4900-10680+1300 G.P. (4900+1300=6200 p.m.)	Matriculation pass
11.	Chowkidar (On contract basis)	3	On minimum of the pay band of Rs. 4900-10680+1300 G.P. (4900+1300=6200 p.m.)	Matriculation pass

The applications complete in all respects alongwith a demand draft of Rs. 200/- (non-refundable) favouring the Registrar, Himachal Pradesh National Law University, Ghandal, P.O. Shakrah, Sub Tehsil Dhama, District Shimla, payable at Shimla, should reach at the following address by post/ by hand on or before 29th September, 2016:

The Registrar,
Himachal Pradesh National Law University,
Ghandal, P.O. Shakrah,
Sub Tehsil Dhama,
District Shimla (H.P.)- 171011.

INSTRUCTIONS

1. *Applications be submitted on the prescribed format only.*
2. *The candidates should submit their applications in the office of the undersigned alongwith fee of Rs.200/- (non-refundable) in the shape of Demand Draft in favour the Registrar, Himachal Pradesh National Law University, Ghandal, P.O. Shakrah, Sub Tehsil Dhama, District Shimla, payable at Shimla.*
3. *Applications received after due date or incomplete applications or not in accordance with the prescribed format, shall be out-rightly rejected and no correspondence will be entertained in that respect.*
4. *The words “Application for the post of (Name of post)” should be super-scribed on the top of the envelope containing application form.*
5. *No person shall be eligible for the above posts, if he is below 18 years of age as on 1st day of January, 2016 and more than 45 years of age on that date. However, in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe/ Other Backward Classes, relaxation in the upper age limit shall be admissible in accordance with Rules/ Instructions issued by the State Government from time to time.*
6. *The number of vacancies may increase or decrease, which may be at the discretion of the University authorities.*
7. *The candidates are required to bring the original certificates along with a set of self-attested copies of all relevant testimonials, at the time of test/ interview.*
8. *The candidates who are already serving in Government/Semi-Government should apply through proper channel.*
9. *The Vice Chancellor will be competent to relax any of the conditions, as indicated hereinabove, in genuine cases.*
10. *No TA/DA shall be admissible to the candidates called for test/ Interview.*

Sd/-
(S.S. Jaswal)

Registrar

**Himachal Pradesh National Law University
Ghandal, Sub Tehsil Dhama, Distt. Shimla**

APPLICATION FORMAT FOR NON-TEACHING STAFF

Application for the posts of _____

**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY
GHANDAL, SHIMLA**

**Affix
Passport size
Photograph**

1. Name (in full & capital) _____
2. Father's/ Husband's Name _____
3. Date of birth _____
4. Educational Qualification _____
5. Category (SC/ST/OBC)
(Attach proof) _____
6. Permanent Residential
Address _____

7. Address for Correspondence _____

8. Telephone No. Phone _____ Mobile _____
9. E-mail Address: (is a must) _____
10. Particulars of Demand Draft D.D. No. _____ dated _____ for
Rs. _____ drawn on _____
bank.
11. Experience, if any _____

12. Present Pay Scale & Grade _____
pay of the post held, if _____
serving in government/ semi- _____
government Sector _____
13. Name of Office/Department _____
where presently employed _____

14. Other information, if any _____

I hereby declare that I have carefully gone through the instructions and the contents of above application are true and correct to the best of my personal knowledge and belief. I understand that in the event of any information being found false or incorrect, my candidature would be liable to be cancelled and I shall be liable for legal action in accordance with the law.

Signature of the applicant

Date:

Place:-