HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA-176213

GUIDELINES & PROCESSING OF ONLINE APPLICATION FORM

FOR

Written examination for recruitment of Junior Office Assistant(IT) (J.O.A(IT)) in Himachal Pradesh Board of School Education Dharamshala-176213

Date of submission of online application: 04/08/2017
Last date of submission of application: 20/08/2017
Date of examination: 02/09/2017

PROSPECTUS

Tel. No. 01892-242192/242115   **E- mail ID. :** hpbose2011@gmail.com

242117/242173   **Website: www.hpbose.org**.

1

(INDEX)

For the post - J.O.A(IT)

IMPORTANT INSTRUCTIONS

Submission of online application: 04.08.2017

Online Closing date: 20.08.2017

Date & Time of examination: 02.09.2017(11:00 am-12:30pm)

1.	Online application form भरने हेतु प्रक्रिया निम्न प्रकार से होगीः–

1. अभ्यार्थी बोर्ड वैबसाईट **www.hpbose.org** पर उपलब्ध HPBOSE Recruitment-2017 link पर जाकर click करें। इसके पश्चात दिशा-निर्देश(instructions)खुलेगी। दिशा-निर्देशों के नीचे online application भरने हेतु new registration को click करें तदोपरान्त registration form को भरने उपरान्त Submit करें, Submit करने उपरान्त अभ्यार्थी को उसका online application No. प्राप्त होगा।

2. Online application No. प्राप्त होने उपरान्त registration लिंक में Sign-In Option पर जाएं, अपना Application No.और जन्म तिथि डालकर प्रवेश सम्बन्धी समस्त प्रक्रिया जैसे कि अभ्यार्थी की समस्त जानकारी ध्यानपूर्वक भरें तदोपरान्त अगले चरण में फोटोग्राफ/हस्ताक्षर अपलोड करने होंगे। अगर अभ्यार्थी अपना Application No. भूल जाता है तो वह Forget link पर जा कर अपने Application No. को प्राप्त कर सकते है ।

3. अगले चरण में शुल्क सम्बन्धी प्रक्रिया होगी जिसमें अभ्यार्थी को Payment Gateway के माध्यम से ऑनलाईन शुल्क निम्न प्रकार से जमा करवाना होगाः–

   <u>अभ्यार्थी को Online application में Payment Gateway लिंक पर **Click** करने उपरान्त **Debit Card/Credit Card** के माध्यम से शुल्क जमा करवाना होगा।</u>

4. शुल्क सम्बन्धी प्रक्रिया उपरान्त online application में confirmation page का print out लेकर एक प्रति अनुभाग अधिकारी, भर्ती सैल, हिमाचल प्रदेश स्कूल शिक्षा बोर्ड, धर्मशाला – 176213 के नाम से भेजेगा। <u>अभ्यार्थी द्वारा बिना शुल्क के प्राप्त आनलाईन आवेदनों को रदद् कर दिया जायेगा।</u>

5. अभ्यार्थी किसी भी online activity access के लिये अपने ऑन-लाईन एपलीकेशन नम्बर को स्थायी रूप से अपने पास रखें, ऐपलीकेशन नम्बर एंव DOB डाल कर Admit Card/Roll No. को download कर सकते है।

2.	**The board will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of written examination and, therefore, the candidate is accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, category, DOB and other particular etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify for the personal/oral examination as per norms. At the time of scrutiny if any claim in the application is not found substantiated, the candidature will be cancelled. The decision of the HPBOSE in this regard shall be final.**
3.	**Before applying candidates in their own interest are advised to go through the detailed instructions in the "PROSPECTUS" carefully which is available on the website (www.hpbose.org) of the Board.**
4.	**Fee payable through Debit Card and Credit Card.(Payment gateway)**
5.	**Mobiles including earphones and connected cords and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether in use or in switched off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled.**
6.	**The Board entertain & encourages candidates to apply on line. Submission of online application avoids data discrepancies, Non/wrong delivery of admit cards etc. as admit card can be downloaded from the website of the Board.**
7.	**Instructions to fill responses in the response sheet in the examination centre :** (i) The candidate must satisfy himself/herself that the OMR Response sheet distributed to him/her in the examination hall for `Junior Office Assistant(I.T)` contains question No. from 1 to 85 each . Each question has four options A, B, C, D to answer the questions asked. (ii) Candidate must write his/her name in Block letters in the Box provided on the top of the response sheet using a black/blue ball pen. (iii) The Question booklet series, as given on the question booklet (to be provided in the examination hall) must be written in the box provided. (iv) Candidate must put his/her signature in the box provided in the response sheet. (v) Please do not write anything in the box provided for invigilator's signature. Each response sheet must be signed by the invigilator. (vi) Write your complete roll number in the prescribed rectangles by writing one digit in each rectangle including zero if any in the beginning of the roll no. if any . For Example if your roll number is 002572, you should write it as :

0	0	2	5	7	2
●	●	⓪	⓪	⓪	⓪
①	①	①	①	①	①
②	②	●	②	②	●
③	③	③	③	③	③
④	④	④	④	④	④
⑤	⑤	⑤	●	⑤	⑤
⑥	⑥	⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦	●	⑦
⑧	⑧	⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨	⑨	⑨

(vii) The question booklet will have 85 Questions for JOA(IT). After reading the question carefully, the correct response (circles) against each question has to be darkened using a blue/black ball pen.

For Example :

Q.1. If 40+90x=220, then the value of x is

Ⓐ 2 Ⓑ 4 Ⓒ 4 Ⓓ 1

Answer ● Ⓑ Ⓒ Ⓓ

Q.2. The Capital of Rajasthan is

Ⓐ Mumbai Ⓑ Chandigarh Ⓒ Jaipur Ⓓ Udaipur

Answer (A) (B) ● (D)

As in the above example no. 1 the correct answer is Ⓐ , so the option Ⓐ has to be darkened. similarly in example no. 2, the option Ⓒ is to be darkened.

(viii) Only one response is to be selected & marked. In case more than one response is marked for a single question, no marks will be given to the candidate for the question.

5

(ix) Each question is of one(01) marks .

(x) Do the encoding carefully as given in the illustrations. While encoding your particulars or filling the responses in the response sheet, you should darken the circle corresponding to the correct choice in full, no part of the circle should be left unfilled.

You must make your responses only on the response sheet given to you in the examination hall. Responses marked on the test booklet or any paper other than the answer sheet shall not be examined and the candidate himself/herself will be responsible

- The candidate must bring with him/her hard board and blue/black ball pen in the examination hall.

- The candidate must reach the examination hall 30 minutes before the commencement of examination to fill-up particulars on the response sheet.

- OMR Scanable response sheet will be used. Therefore, marking of response   has to be done carefully to avoid smudging or creasing of sheet.

IMPORTANT DATES:-

Sr. No.	Description	Dates
1.	Submission of online Application	04.08.2017
2.	Last Date for Submission of online Application	20.08.2017
4.	Download Admit Card from Board's website	5 days before commencement of examination
5.	Date & Time of Examination	02.09.2017(SATURDAY) (11:00am-12:30pm)

The applicants are strongly advised to apply online well in time without waiting for the last date of submission of online application.

Himachal Pradesh Board of School Education, Dharamshala Conduct the Recruitment for appointment of Junior Office Assistant(IT) on contract basis as per approval in the 112th Board of Directors meeting held on dated 14.07.2017.The distribution of 50 posts for J.O.A(IT) is given as : UR Main(16) ,UR BPL(3), SC Main (6) , SC BPL (1) , ST Main (2), ST BPL (1) , OBC Main (6) , OBC BPL (2) , UR Ex-Service Man (5) , SC Ex-Service Man (2) , OBC Ex-Service Man (1) , UR Dependent of Freedom Fighter (1) , SC Dependent of Freedom Fighter (1) , UR Sports Person (2), SC Handicapped (1)

Out of these 50 posts UR Ex-Service Man (5) , SC Ex-Service Man (2) , OBC Ex-Service Man (1), SC Handicapped (1) UR Sports Person (2) posts shall be filled up through concerned cell and the candidates of these sub categories need not to apply online.

The remaining 39 posts for JOA(IT) will be filled up through recruitment written exam and other process conducted by HPBOSE D/shala.

Details and Prerequisites for Appointment of Junior Office Assistant(IT) on contract basis in the Himachal Pradesh Board of School Education, Dharamshala.

DETAILS AND PREREQUISITES FOR RECRUITMENT PROCESS

Number of posts to be filled : 39

Sr.No.	Particulars of Category/Sub Category as per roster requirement	No of posts earmarked
1	UR Main	16
2	UR BPL	3
3	SC Main	6
4	SC BPL	1
5	ST Main	2
6	ST BPL	1
7	OBC Main	6
8	OBC BPL	2
9	UR Dependent of Freedom Fighter	1
10	SC Dependent of Freedom Fighter	1
	Total	39

(a) The candidates belonging to all reserved categories should be bonafide Himachali only.

(b) It may be noted that certificates issued/obtained for inclusion in IRDP/OBC Categories is in prescribed formats as made applicable by the state of HP from time to time.

(c) The certificate of IRDP issued by a competent authority will not be valid if more than 6 months old and that of OBC should not be more than one year old however in the latest prescribed format.

1. Pay Scale : In the Pay Band : RS. 5910-20200/- **+Grade pay** Rs. 1950/-

The contractual appointee will be paid fixed contractual amount @ 7860 per month(which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ 236/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/ selection scales etc. will be given.

2. Eligibility criteria for the post:

SR. No.	Name of the Post	Educational qualification
1.	Junior Office Assistant(Information Technology)Class-III	**Essential Qualification** (1) 10+2 from a recognized Board of School Education/University. (2) One year Diploma in Computer Science/Computer Application/Information Technology from a recognized University/Institution or 'O' & 'A' level Diploma from National Institute of Electronics & Information Technology(NIELIT)Or Diploma in Information Technology(IT)from a recognized ITI/Institution. (3) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. **Desirable Qualification** (1) Knowledge of customs, manner and dialects Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

4. Age (as on 1st January, 2017):

"Candidate should be above 18 years and below 45 year of age. The candidate born between 01-01-1999 and 02-01-1972 (both days inclusive) are eligible."

In case of SC/ST candidates if apply upper age is relaxable by 5 year". as per R& P rules.

5. Application fee (non refundable):

GENERAL CATEGORY	Rs. 600/-(Rupees Six Hundred only)
SC/ST/OBC	Rs. 400/-(Rupees Four Hundred only)

Service Charges & Service Tax if applicable will be charged extra by the Bank.

6. Examination Centres :

Examination centre shall be in compatibility with the number of application received and preferably at Sub Division level in the State.

The examination centre once allotted to the candidate shall not be changed. No request for change of examination centre shall be entertained at any stage. While every effort shall be made to allot a center of choice of the candidate, the H.P. Board of School Education reserves the right to allot/change or cancel any examination centre at its discretion

7. Composition of Marks and time for written exams :

. Structure of the **Junior Office Assistant (Information Technology)** Class-III(On Contract Basis) Exam

Distribution of Written Test and Evaluation marks	Written test = 85 marks Evaluation = 15 marks
Duration	90 minutes

Section of the Question Paper for Junior Office Assistant(Information Technology	General English	= 10 Marks
	General Hindi	= 10 Marks
	General Knowledge (**Including General Knowledge of Himachal Pradesh**)	= 15 Marks
	Current Affair, Everyday Science and Logic etc.	= 10 Marks
	Numerical Ability/ Quantitative Aptitude	= 10 Marks
	Computer/Clerical Aptitude	= 30 Marks
Standard of Exam	The standard of questions should be up to 10+2 level of the HP Board of School Education and consisting the syllabus of subject/concern field. i.e. One Year Computer Course Level.	
Type Skill Test	Type Skill Test on computer of **qualifying nature** in prescribed speed (i.e. A minimum speed of 30 words in English typewriting or 25 words per minute in Hindi Typewriting on Computer) for those who qualify the objective type Written test. * The type skill test would be qualifying in nature, no marks will be allotted for it. The candidates for typing skill test would be called in the ratio of **1:10** on the basis of written exam. Those who qualify the type skill Test would be invited for interview in the ratio of **1:3** strictly on the basis of the written Exam.	
Evaluation (marks distribution) of candidate selected after Skill test	i) Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotion Rules. **= 2.5 Marks** {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 qualification, he/ she will be allowed 1.25 marks(50x0.025=1.25)} ii) Belonging to notified Backward Area or Panchayat, as the case may be. **= 01 Mark** iii) Land less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority. **= 01 Mark** iv) Non-employment Certificate to the effect that none of the family members is in Government/ Semi-Government service. **= 01 Mark** v) Differently abled persons with more than 40% impairment/ disability/ infirmity. **= 01 Mark** vi) NSS (atleast one year)/ certificate holders in NCC/ The Bharat Scout and Guide/ Medal winner in National Level sports competitions. **= 01 Mark** vii) BPL family having annual income (from all sources) below ₹ 40,000/-or as prescribed by the Govt. from time to time.	

		= 02 Marks
	viii) Widow/ divorced/destitute/single woman.	**= 01 Mark**
	ix) Single daughter/ Orphan	**= 01 Mark**
	x) Training of atleast 6 months duration related to the post applied for from a recognized University/ Institution.	**= 01 Mark**
	xi) Experience upto a maximum of 5 years in Govt./Semi-Govt. Organization relating to the post applied for (0.5 marks only for each completed year)	**= 2.5 Marks**
		TOTAL = 15 Marks

9. USE OF CALCULATING DEVICES/ELECTRONIC GADGETS/PHONES/ WRITTEN/TEXTUAL MATERIAL:-

Use of Calculators, Watches with Facilities of Calculator and Cellular Phones is strictly prohibited in the Examination Hall. Candidates are also strictly forbidden from carrying any Textual Material printed or written, bits of paper, envelope or any other material into the Examination Hall except the Admit Card.

11. ADMIT CARD

The Admit Card shall be issued only to those candidates who have submitted their Application Form complete in all respects within the stipulated time frame and who fulfils the minimum eligibility criteria laid down for the purpose. The Admit Card shall be downloaded from board website www.hpbose.org before the five days commencement of examination.

Admit Card is not transferable to any other person. Impersonation is legally punishable/cognizable offence.

The Admit Card will contain your name, roll number, photograph, signature of the candidate, address of the examination centre and test schedule.

No candidate will be allowed to enter in the Examination Hall without a valid Admit Card.

Application form without online shall not be considered and no Admit card shall be issued to such candidates.

Other Instructions:-

1.   Only bonafide Himachally can apply against the advertised posts and it required him/her to be a domicile of Himachal Pradesh. However, the desirable qualification for direct recruitment is that he/she should have knowledge of customs, manners and dialects of H.P. and suitability of candidate for appointment in the peculiar conditions prevailing in H.P.

2.   Before filling the application form, the candidate must ensure that he/she fulfills all the eligibility criteria with respect to age, educational qualifications etc. in respect of the post for which he/she is making the application and that the particulars furnished in the application form are correct in all respects. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria, and/or that he/she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will stand cancelled and it will lead of disqualification of the candidate from the selection process. If any of these shortcomings is/are detected even after the appointment, his/her services are liable to be terminated.

3.   An application once made will not be allowed to be withdrawn and the application fee once paid will **NOT BE** refunded on any account nor would be held in reserve for any future examination or selection. The application fee shall also **NOT BE** refunded in case the application is rejected/not considered by the Board.

4.   Candidates should apply online by visiting the Board website www.hpbose.org No other mode of application will be accepted.

5.   Eligible candidates have to appear for a written test and interview/Document verification at their own expense at the venue and date notified on call letter.

6.   Admission to written examination will be purely provisional without verification of age/qualification/experience/category/SC/ ST/OBC) etc. of the candidates with reference to documents. Candidates have to produce all the requisite certificates/documents in original with Xerox copies for verification at the time of interview/Document verification. Failure to do so shall lead to disqualification of the candidate. Decision of the HP Board in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of personal interview, selection etc. and any other matter relating to recruitment will be final and binding on the

candidates. No correspondence or personal inquiries shall be entertained by the HP Board in this regard.

7.   Canvassing in any form will be a disqualification.

-sd-
SECRETARY