

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED



Registered office  
Number (CIN)  
GST No.  
Telephone Number  
Website address  
Email

(A State Govt. undertaking)

Vidyut Bhawan, HPSEBL, Shimla-171004(H.P.)  
U40109HP2009SGC031255  
HPSEBL 02 AACCH4894EHZB  
0177-2803600, 2801675 (Office), 2658984(Fax)  
[www.hpseb.com](http://www.hpseb.com)  
[cmd@hpseb.in](mailto:cmd@hpseb.in) & [directorfa@hpseb.in](mailto:directorfa@hpseb.in)

No. HPSEBL(Sectt.)NGE/6-1(PWDs)2019- 19537-38  
To

Dated- 5-7-2019

The Deputy Director (PR),  
H.P.State Electricity Board Ltd.,  
Vidyut Bhawan Shimla-4.

Sub:- Advertisement.

Enclosed please find herewith an appointment notice vide which the applications are to be invited for various posts to be filled from amongst the Persons With Disability (PWD) before 09.08.2019.

It is therefore, requested to publish the enclosed appointment notice in two leading newspapers (Hindi & English) and Giri Raj before 15.07.2019, positively. These vacancies may also be got broadcasted in AIR within 1-2 days positively.

DA/-As above.

Director (Pers.),  
H.P. State Electricity Board Ltd.,  
Vidyut Bhawan Shimla-4

Copy forwarded to the Deputy Secretary (Gen.), HPSEB Ltd., Shimla-4, for information and necessary action please. /SELT HPSEB Shimla-4.

Director (Pers.),  
H.P.State Electricity Board Ltd.,  
Vidyut Bhawan Shimla-4.



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### REQUISITION FORM

REQUISITION FORM FOR NOTIFICATION OF VACANCIES TO THE EMPLOYMENT EXCHANGE FOR RECRUITMENT TO THE VARIOUS POSTS AGAINST "PERSON WITH DISABILITIES" RESERVED QUOTA ON CONTRACT BASIS IN THE HPSEB LTD.

1.	Office/Department and Address	Executive Director (Pers.), HPSEB Ltd., Vidyut Bhawan, Shimla-171004.
2.	Name and designation of the officer with telephone No.	Dr. A.K.Sharma, Executive Director (Pers.), HPSEB Ltd., Vidyut Bhawan, Shimla-171004, Telephone Number : 0177-2801706.
3.	Name and designation of the officer with telephone No. to whom applicants should report.	The Executive Director (Pers.), HPSEB Ltd., Vidyut Bhawan, Shimla-171004, Telephone Number : 0177-2801706.
4.	Date, time and place of interview	Shall be fixed on receipt of particulars of candidates.
5.	(a) Designation of the posts to be filled and scale of pay.	As per Annexure-A attached.
	(b) Place of work	Appointment will be made against vacant post in any place/ office of HPSEB Ltd. As per requirement.
6.	Number of posts to be filled.	29 Nos as per details given in Annexure-A.
7.	Probable date by which the vacancy will be filled.	Immediately after conducting screening test (if any)/interview.
8.	Qualification.	Essential qualification as specified against each posts depicted in the Annexure-A attached. <b>Desirable:-</b> i) Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State. ii) Training and proficiency in use of Accounting software like Tally/SAP/ERP.
9.	Age Limit	Between 18-45 years as on the last date of receipt of application. Provided further that the age is relaxable in accordance with the instructions issued by the HP. Govt. from time to time.
10.	Whether willing to wait and consider applicants from other exchange areas in case of local applicants are not available.	Requisition is being sent only to Special Employment Exchange, established in the Directorate of Labour & Employment, HP, Shimla.
11.	Any other information considered relevant.	No TA/DA shall be paid for appearing in screening test (if any)/interview.

Certified that while placing this demand, the instructions connected with the order on communal representation as also reservation of vacancies for priority categories of applicant has been strictly followed with due regard to the roster required to be maintained in accordance with standing instructions of the Govt. of HP. In this regard.

**Enclosure:- Annexure-A.**

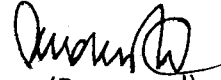


Director (Personnel)  
HPSEB Ltd., Vidyut Bhawan,  
Shimla-171004

No.HPSEBL(Sectt.)NGE/6-1/2018-19483-85 Dated:- 5-07-19  
Copy alongwith Annexure-A is forwarded to:-

1. The Addl. Chief Secretary (Power), to the Govt. of H.P. for information please.
2. The Joint Commissioner (Disabilities)-Cum-Director (SCs,OBCs and Minority Affair) to the Govt. of HP. Shimla-9 for information please.
3. The Incharge, Special Employment Exchange, O/O the Director of Labour & Employment, HP. Govt. Shimla-171001. He is requested to sponsor the names of eligible candidates to this office at the earliest,

**Enclosure:- Annexure-A.**



Director (Personnel)  
HPSEB Ltd., Vidyut Bhawan,  
Shimla-171004

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[cmd@hpseb.in](mailto:cmd@hpseb.in) & [directorfa@hpseb.in](mailto:directorfa@hpseb.in)

### "APPOINTMENT NOTICE"


Applications on prescribed format are invited for filling up the following 23 Nos posts of Junior Office Assistant (IT), 05 Nos post of Junior Office Assistant (Accounts) and 01 No post of Supdt-(Divisional Accounts) on contract basis in H.P. State Electricity Board Ltd. By way of Special Drive under Persons with Disability (PWD) Act. 1995 on contract basis. Candidates who are bonafide Himachali and possess the requisite qualification as shown against each post can apply.

Sr. No.	Name of post.	Total No. of posts.	Classification of posts						Qualification
			Blind Persons(only Low Vision)	Deaf H.I.	Orthopedically handicapped.	Learning & Mental & deaf blindness.	Pay Band+ Grade pay	Class	
1.	Junior Office Assistant (IT)	11 (3%) (1.7.15)	4	3	4	0	5910-20200+1950	Class-III	a) <u>Essential Qualification</u> (i) 10+2 from a recognized Board of School Education University or other qualifications required. (ii) One year Diploma in Computer Science/ Computer Application /Information Technology from a Recognized University /Institution. (iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. OR (i) 10+2 from a recognized Board of School Education /University. (ii) "O" or "A" level Diploma from National Institute of Electronics & Information Technology (NIEIT). (iii) Computer typing speed of 30 words per minute in English or words per minute in Hindi. OR (i) 10+2 from a recognized Board of School Education University. (ii) Diploma in Information Technology (IT) from a recognized IT/Institution. (iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. b) <u>Desirable qualifications:-</u> Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State.
2.	Junior Office Assistant (IT)	06 (3%) (8.9.16)	2	2	2	0	-do-	-do-	
3.	Junior Office Assistant (IT)	06(4%) (20.8.18)	2	2	1	1	-do-	-do-	
Total post of Junior Office Assistant (IT):-			8	7	7	1	5910-20200+1950	Class-III	

*(Handwritten signature)*

4.	Junior Office Assistant (Accounts)	3(3%) (27.1.2016)	01	01	01	0	5910-20200+1950	Class-III	a) <u>Essential Qualification</u> (i) B.Com.from the recognized University. Note:- Candidates having M.Com. qualification must have passed B.Com. at graduation level.
5.	Junior Office Assistant (Accounts)	2(3%) (29.7.2016)	01	01	0	0	-do-	-do-	b) <u>Desirable</u> (i) Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State. ii) Training and proficiency in use of Accounting software like Tally/SAP/ERP.
Total Posts of Junior Office Assistant (Accounts):-			2	2	1	0	-do-	-do-	
6.	Supdt. (Divisional Accountant)	01 (3%)	1	0	0	0	10900-34800+4550GP.	-do-	<u>20% Direct Recruitment</u> <u>Essential Qualification:</u> B. Com. Or B. Com (Hons.) <u>Desirable Qualification:</u> Master Degree in Management (Finance) or Commerce or Financial Management.

1. The Applicant must be a bonafide resident of Himachal Pradesh.
2. The applicant should not be less than 18 years and not more than 45 years as on the last date of receipt of application. Provided further that the age is relaxable in accordance with the instructions issued by the HP. Government from time to time.
3. No TA/DA will be payable to the applicant for appearing in written/viva voce test.
4. The application form complete in all respects may be sent to the Executive Director(Pers.) Vidyut Bhawan, HPSEB Ltd., Shimla-4 on or before 09-08-2019 & 23.08.2019 for candidates residing in Tribal & difficult area).
5. No application shall be entertained after the due date.

  
 Director (Pers.),  
 HPSEB Ltd., Vidyut Bhawan,  
 Shimla-171004.  
 Tel.No.0177-2801706.

Application for the post of \_\_\_\_\_

1. Name of the applicant  
(in block letter.)
2. Father's Name:
3. Date of Birth:
4. Correspondence Address:
5. Permanent Home Address:
6. Educational Qualification  
(Academic/technical)
7. Category to which belong:
8. Nature of degree of disability:
9. Experience if any:
10. Name of employment exchange where candidate is  
Registered along with regd. No.

Paste your recent  
passport size signed  
colored photograph:

Note:- Attested copies of educational/technical qualification  
Disability and bonafideHimachalimust be attached.


Signature of Candidate

I hereby declare that the particular furnished in this application form are true to the best of my knowledge and belief and in case any information is found to be false, my candidature shall be liable to be rejected.

Dated:

Place:

Signature of Candidate

 <b>HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED</b> <small>(A State Government Undertaking)</small>								
<b>Assistant (IT), 05 Nos post of Junior Office Assistant (Accounts)</b> on contract basis in H.P. State Electricity Board Ltd. By way of Special Drive under Persons with Disability (PWD) Act, 1995 on contract basis. Candidates who are bonafide Himachali and possess the requisite qualification as shown against each post can apply.								
Sr. No.	Name of Post	Total No. of posts	Classification of posts				Pay Band + Grade pay	Class
			Blind Persons (only Low Vision)	Deaf H.I.	Ortho-pedically hand-capped	Learning & Mental & deaf blindness		
1.	Junior Office Assistant (IT)	11 (3%) (1.7.15)	4	3	4	0	5910-20200+ 1950	Class -III
2.	Junior Office Assistant (IT)	06 (3%) (8.9.16)	2	2	2		-do-	-do-
3.	Junior Office Assistant (IT)	06(4%) (20.8.18)	2	2	1		-do-	-do-
<b>Total post of Junior Office Assistant (IT):-</b>			8	7	7		5910-20200+ 1950	Class -III
<b>Qualification :</b> <b>a) Essential Qualification :</b> (i) 10+2 from a recognized Board of School Education University or other qualifications required. (ii) One year Diploma in Computer Science/ Computer Application /Information Technology from a Recognized University /Institution. (iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. <b>OR</b> (i) 10+2 from a recognized Board of School Education /University. (ii) "O" or "A" level Diploma from National Institute of Electronics & Information Technology (NIEIT). (iii) Computer typing speed of 30 words per minute in English or words per minute in Hindi. <b>OR</b> (i) 10+2 from a recognized Board of School Education University. (ii) Diploma in Information Technology (IT) from a recognized ITI/Institution. (iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. <b>b) Desirable qualifications:-</b> Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State.								
4.	Junior Office Assistant (Accounts)	3(3%) (27.1.16)	01	01	01	0	5910-20200+ 1950	Class -III
5.	Junior Office Assistant (Accounts)	2(3%) (29.7.16)	01	01	0	0	-do-	-do-
<b>Total Posts of Junior Office Assistant (Accounts):-</b>			2	2	1	0	-do-	-do-
<b>Qualification :</b> <b>a) Essential Qualification:</b> (i) B.Com. from the recognized University. <b>Note:-</b> Candidates having M.Com. qualification must have passed B. Com. at graduation level. <b>b) Desirable:</b> (i) Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State. (ii) Training and proficiency in use of Accounting software like Tally/SAP/ERP.								
6.	Supdt. (Divisional Accountant)	01 (3%)	1	0	0	0	10900-34800+ 4550GP	-do-
<b>Qualification :</b> <b>20% Direct Recruitment.</b> <b>Essential Qualification:</b> B. Com. Or B. Com (Hons.). <b>Desirable Qualification:</b> Master Degree in Management (Finance) or Commerce or Financial Management.								
<ol style="list-style-type: none"> <li>The Applicant must be a bonafide resident of Himachal Pradesh.</li> <li>The applicant should not be less than 18 years and not more than 45 years as on the last date of receipt of application. Provided further that the age is relaxable in accordance with the instructions issued by the HP. Government from time to time.</li> <li>No TA/DA will be payable to the applicant for appearing in written/viva voce test.</li> <li>The application form complete in all respects may be sent to the Executive Director(Pers.) Vidyut Bhawan, HPSEB Ltd., Shimla-4 on or before 09-08-2019 &amp; 23.08.2019 for candidates residing in Tribal &amp; difficult area).</li> <li>No application shall be entertained after the due date.</li> </ol>								
						Director (Pers.), HPSEB Ltd., Vidyut Bhawan, Shimla-171004. Tel.No.0177-2801706.		
<b>Energy Saved is Energy Generated</b>								
Application for the post of _____								
<ol style="list-style-type: none"> <li>Name of the applicant (in block letter) : .....</li> <li>Father's Name: .....</li> <li>Date of Birth: .....</li> <li>Correspondence Address: .....</li> <li>Permanent Home Address: .....</li> <li>Educational Qualification (Academic/technical): .....</li> <li>Category to which belong: .....</li> <li>Nature of degree of disability: .....</li> <li>Experience if any: .....</li> <li>Name of employment exchange where candidate is Registered along with regd. No. ....</li> </ol>							<div style="border: 1px solid black; padding: 5px;">           Paste your recent passport size signed colored Photograph         </div>	
<b>Note:-</b> Attested copies of educational/technical qualification Disability and bonafide Himachali must be attached.							Signature of Candidate	
I hereby declare that the particular furnished in this application form are true to the best of my knowledge and belief and in case any information is found to be false, my candidature shall be liable to be rejected.							Signature of Candidate	
Dated: _____ Place: _____								

**Size : 25x12 cms. Dated: 05.07.2019**