

**CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur**

**"Recruitment Branch"**

No.QSD.6-51/2023/CSKHPKV (Rectt.)/ 52236-335

Dated: Palampur, the 22 SEP 2023

To

All the Statutory Officers, CSKHPKV, Palampur  
All the Head of Departments/Offices, CSKHPKV, Palampur  
All the Associate Directors/Scientist Incharges/Programme  
Coordinators, RRS/RSS/KVKs, CSKHPKV.

Subject: Recruitment for the post of Clerk through limited direct recruitment under (20 %) quota from eligible regular Category 'D' employees of CSKHPKV – Advertisement thereof.


Sir/Madam,

Please find enclosed herewith Advertisement No. 02/2023 for information and wide publicity amongst the Category 'D' employees working under your control including the Category 'D' employees who have proceeded on secondment basis with various H.P. Govt. Departments in pursuance of H.P. Govt. orders.

The Advertisement and the format of application form are also available in the University Website i.e. <http://www.hillagric.ac>

Encls: as above


Yours faithfully,

  
Registrar,  
CSKHPKV, Palampur  
Dated: Even.

Endst. No. even

Copy to:-

1. The Heads of those Departments/Offices/Stations of CSKHPKV from where the Category D employees have proceeded on secondment basis to the HP Govt. Departments are requested to bring the advertisement to the notice of employees also.
2. The Joint Director, Information and Public Relations, Directorate of Extension Education, CSKHPKV, Palampur.
3. The Secretary to Vice-Chancellor, CSKHPKV, Palampur.
4. All the Dy./Asstt. Registrar, CSKHPKV, Palampur.
5. PA to the Vice-Chancellor/ SPS to Registrar, CSKHPKV, Palampur.
6. The Incharge, UNS, CSKHPKV, Palampur. He is requested to up-load the enclosed Advertisement No.02/2023 in the University Website.
7. The President/Secretary NTEU, MCEWA, Class-IV Employees Association, SC/ST Associations, CSKHPKV, Palampur.

  
Registrar  
CSKHPKV, Palampur



**CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR  
"RECRUITMENT BRANCH"**

**Advertisement No. 02/2023**

Applications are invited for filling up of **10 posts of Clerk by way of 20% Limited Direct Recruitment (LDR) quota from eligible regular Category 'D' employees of the CSK Himachal Pradesh Krishi Vishvavidyalaya** on the enclosed prescribed format. The application will be considered valid only if it is accompanied by a Bank Draft of **prescribed fee of Rs. 620/- (Rupees six hundred twenty only) for Un-reserved category candidates and Rs. 155/- (Rupees one hundred fifty five only) for reserved category candidates (along with self attested copies of SC/ST/OBC certificate)** in favour of the **Comptroller, CSKHPKV, Palampur payable at SBI, HPAU, Palampur. The PWD candidates are exempted from paying application fee.** Application complete in all respects should reach the office of the Assistant Registrar (Rectt.), CSKHPKV, Palampur, Distt. Kangra, HP-176062 latest by **20.10.2023 upto 5.00 PM** for Non Tribal areas and **04.11.2023 upto 5.00 PM** for Tribal areas of HP.

**Eligibility Criteria:-**

Regular Category 'D' employees of the CSK Himachal Pradesh Krishi Vishvavidyalaya having 5 years regular service or regular combined with continuous service rendered on daily wages or on contract basis, if any, as on **20.10.2023** for non tribal areas and **04.11.2023 upto 5.00** for tribal areas of HP as the case may be.

**THE DETAILS OF POSTS, RESERVATION BREAK-UP OF POSTS IS AS UNDER:-**

Sr. No.	Name of the Post	Number of posts	Category from the posts are to be filled up
1.	Clerk	10	UR=9 SC=1

**ESSENTIAL QUALIFICATIONS:-**

- i) 10+2 Examination or its equivalent from a recognized Board of School Education/University.
- ii) Should possess a minimum speed of 30 words per minute in English or 25 words per minute in Hindi typing on computer.

**DESIRABLE QUALIFICATION(S)**

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in Himachal Pradesh.

**Note:** A candidate shall be eligible for appointment to the post of Clerk, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.

**MODE OF SELECTION/SCREENING TEST:-**


- 1) Objective type screening test Multiple Choice Question (MCQ) syllabus of concerned subject, general knowledge including general knowledge of Himachal Pradesh, everyday science, social science, current affair and logic, General English and General Hindi of Matric standard= **100 Marks**
- 2) Typing test on computer of qualifying nature with the minimum speed of 30 words per minute in English or 25 words per minute in Hindi Typewriting.

**NOTE: - The candidates will be recommended for appointment to the post of Clerk under limited Direct Recruitment (LDR) on the basis of merit.**



### General Instructions and Conditions:

1. Application complete in all respects should reach the office of the Assistant Registrar (Recruitment), CSKHPKV, Palampur, Distt. Kangra (H.P.) -176062 latest by **20.10.2023 upto 5.00 PM**, however, for the candidates serving in Tribal Areas, the last date for receipt of applications is **04.11.2023 upto 5.00 PM**.
2. The applications received after these dates will not be entertained. The University shall not be responsible for delay in receipt of applications due to any reasons what so ever.
3. The candidates must ensure their eligibility in respect of category, essential qualification(s) etc. as mentioned against concerned post in the advertisement to avoid rejection at later stage.
4. Self attested copies of all certificates including claim of reservation be enclosed.
5. The reserved category candidates are required to submit a copy of the certificate of their belonging to these categories.
6. Candidate must fulfill requisite qualifications/conditions on the last date of receipt of applications i.e. on **20.10.2023** for candidates from Non Tribal Areas and on **04.11.2023** for tribal areas of H.P.
7. Candidature of applicants found ineligible by the Screening Committee shall be summarily rejected and no further correspondence shall be made in this regard.
8. The incomplete application forms or those received after the last date for receipt of applications shall not be entertained and shall be liable to be rejected without making any reference.
9. Fee once deposited shall neither be refunded nor adjusted.
10. The vacancies shown in the advertisement are tentative and can be increased/decreased depending upon the need and circumstances.
11. The persons with disabilities of Himachal Pradesh are exempted from paying application fee. But they are required to attach a copy of the certificate issued by the competent authority alongwith application form otherwise their applications will be rejected straightway.
12. The canvassing direct or indirect shall amount to disqualification.
13. The University reserves the right to fill up or not to fill up the post(s) advertised.
14. The application without prescribed fee/less fee shall not be accepted.
15. The candidate must write his/her telephone/ Mobile Phone No. below his/her signature at the end of the application form.
16. The Category 'D' employees of CSKHPKV, Palampur presently on secondment basis with various HP Govt. Department may submit their applications through their present Head of Department in HP Govt. Department with an advance copy alongwith copies of certificates to the Assistant Registrar, Recruitment Branch, CSKHPKV, Palampur.
17. For further details, candidates may contact the Assistant Registrar (Recruitment), CSKHPKV, Palampur on any working day on phone No. 01894-230367- Extn. 150 between 10.00 AM to 5.00 PM.

  
Registrar  
CSKHPKV, Palampur

**"Recruitment Branch"**

**APPLICATION FORM FOR THE POST OF CLERK UNDER LIMITED DIRECT RECRUITMENT (LDR) FROM ELIGIBLE REGULAR CLASS-IV EMPLOYEES.**

1. Name \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Permanent Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Paste recent  
photograph duly  
attested by Head of  
Deptt./Office

4. Date of Birth \_\_\_\_\_
5. Designation \_\_\_\_\_
6. Name of Department \_\_\_\_\_
7. Date of Regular appointment \_\_\_\_\_
8. Date of First Appointment on regular basis/recruitment on daily basis/Contract basis \_\_\_\_\_
9. Place of posting \_\_\_\_\_
10. Category (General/SC/ST/OBC/PWD)(Attach proof for reserved category claim \_\_\_\_\_)

11. Educational Qualification (Attach attested photocopies of certificates)

Sr. No.	Name of Examination passed	Name of Board/ University	Name of the Institute	Year of Passing	Subjects Passed	Percentage
1.						
2.						
3.						
4.						

12. Details of Fee :- Bank Draft No. \_\_\_\_\_ Date \_\_\_\_\_ Amount Rs. \_\_\_\_\_ Name of Bank \_\_\_\_\_

Place :

Date:

**Signature of applicant**

**Mobile No.:**

**CERTIFICATE OF HEAD OF OFFICE/ DEPARTMENT**

Certified that Sh. \_\_\_\_\_ is working as \_\_\_\_\_ in the department /office \_\_\_\_\_ of CSKHPKV on regular basis since \_\_\_\_\_ and the particulars furnished in the application are correct and verified as per record. It is also certified that he/she has also completed 05 years of regular service as Class-IV employee of the CSKHPKV including service rendered as daily wages, contract, if any. As per his service record he belongs to \_\_\_\_\_ category (Gen./SC/ST/OBC/Ex-servicemen/Physically Handicapped etc.)

**Signature with seal of the Head of Deptt. /Office**