

297-300

No.112-LSA/Estt./Part-XIII/2022/
H.P. State Legal Services Authority,
Block No.22, S.D.A. Complex, Kasumpti,
Shimla-171 009

Dated Shimla-9 **17.01.2022**

"ADVERTISEMENT NOTICE"

The Himachal Pradesh State Legal Services Authority invites online applications from the eligible desirous candidates for filling up **Seven posts of Junior Office Assistant (IT) in ADR Centre(s)**, Bilaspur, Hamirpur, Kangra, Kinnaur, Sirmaur, Shimla and Una (established under District Legal Services Authorities), as per the eligibility criteria on prescribed hereunder:-

Name of Post	Junior Office Assistant (IT), Class-III (On Contract Basis)
Number of Posts	7 (Seven) 04 (Four) Un-reserved 01 (One) Scheduled Caste 01 (One) Other Backward Class 01 (One) Un-reserved (Ex-Servicemen)
Pay Band	₹5910-20200+1950 Grade Pay (Pre-revised) (on fixed contractual emoluments per month or as fixed by the State Government from time to time)
Essential Qualification(s)	Possessing Degree of B.Tech./MCA/BSC (IT)/PGDCA or equivalent Or 10+2 or equivalent qualification plus BCA (Bachelor of Computer Application)/DCA (Diploma in Computer Application)/I.T.I. diploma in Computers or equivalent diploma in Information Technology or Computers with two years experience as System Assistant or Computer/desktop Engineer or on higher post in the field of computers and having basic knowledge in computers like operating the computers, windows and Linux Operating Systems and typing out and taking print outs etc.

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

The applications are **acceptable only in online mode**. The desirous candidate(s) may use the recruitment web portal link at https://himachal.nic.in/index.php?lang=1&dpt_id=240 as well as another relevant link provided on our website i.e. **on or before 28.02.2022.**

For detailed information with regard to the **Important Instructions, Rules & Regulations, Syllabus, fee structure, examination schedule and mode of fee payment etc.**, the candidates are advised to read carefully the relevant information with utmost care which are available at the above given web links on our website before applying through online mode.

The examination fee for the candidates applying online against the advertised vacancy is **₹340/-** (plus GST as applicable) for **General (UR) category** and **₹190/-** (plus GST as applicable) for all **other reserved categories** to be paid **ONLY IN ONLINE MODE**. **The fee, paid once, shall not be refunded to the candidate, in any case.**

Age of the candidate should not be less than **18 years** or more than **45 years** as on **1st January, 2022**. However, in case, the candidate belongs to any reserved category, the relaxation in upper age limit shall be permissible as may be prescribed by the Govt. of Himachal Pradesh from time to time for entry into service for the candidates belonging to such categories.

The eligible candidates **ONLY will be informed through Email and SMS alerts on their registered Email IDs and mobile numbers** about the examination schedule etc. **No separate communication/call letters etc.** will be sent in **offline mode**. Therefore, the candidates are advised to fill-up their **Email IDs and Mobile number(s)** carefully and correctly while applying online. However, the candidate must have to bring along the duly filled-in **ADMIT CARD** which is to be downloaded from our website from their individual login credentials, at the time of appearing in the exams/test as shall be conveyed to him/her, failing which they will not be allowed to appear in the test/exams.


(Prem Pal Ranta)

(District & Sessions Judge)

Member Secretary,

H.P. State Legal Services Authority,

Shimla-171009

Endst. No: As above

Dated Shimla-9

17.01.2022

Copy forwarded to:-

1. All the District Employment Officers, in the State of H.P., with the request to sponsor the names of the eligible candidates and inform them to **submit their applications online** as mentioned in the advertisement failing which, they shall not be eligible to appear in screening test notwithstanding the fact that their names have been sponsored by the employment exchanges(s)/sub employment exchange(s).
2. The Project State Head, CSC-SPV for information with a request to activate the recruitment web portal log-in link provided at H.P. State Legal Services Authority Website till last date fixed for applying online on and after completion of all necessary updation/changes in software module with respect to the advertisement notice referred to above.
3. The Advertisement Managers, **The Tribune (English)** and **Divya Himachal** with the request to publish the same and intimate the date of publication and copy of advertisement. **The advertisement expenses as per rates of Director, Information and Public Relations Department** will be borne and paid by this Authority.
4. Notice board of the H.P. State Legal Services Authority.


Member Secretary