

**HIMACHAL ROAD TRANSPORT CORPORATION, SHIMLA-171003.**

**Advertisement No.VIII/2016**

**Dated:18.10.2016**

**CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT  
APPLICATION THROUGH ORA WEB IS 19.11.2016**

Himachal Road Transport Corporation invites Online Recruitment Applications (ORA) from desirous candidates for following posts to be filled on contract basis upto 19<sup>th</sup> November, 2016 upto 5.00 PM after which the link will be disabled.

**1.Name of the posts**

- 1 Assistant Manager (Stores)** (Total No. of posts=1 ) on contract basis with monthly consolidated salary of Rs. 14,500 (Rs.10300PB+4200GP) **Essential Qualification** = B.Com with three years experience of dealing with spare parts of Motor vehicles of all makes and model. DESIRABLE: P.G. Diploma in Material Management/Inventory control. ( UR=1)
- 2 Superintendent (Stores)** (Total No. of posts= 1) on contract basis with monthly consolidated salary of Rs. 14,500 (Rs.10300PB+4200GP) **Essential Qualification** = B.Com from recognized University. DESIRABLE: P.G. Diploma in Material Management/Inventory Control. (UR=1)
- 3 Store Keepers** (Total No. of posts= 8) on contract basis with monthly consolidated salary of Rs. 7810/- (5910PB+1900GP) **Essential Qualification:** B.Com with six months computer course from a recognized Institute. UR=6, SC-1, OBC=1)
- 4 Ledger Keeper** ( Total No. of posts=28) on contract basis with monthly consolidated salary of Rs. 7810/- (Rs.5910PB+1900GP) **Essential Qualification:** B.Com with six months computer course from recognized Institute. (UR=3, UR(BPL)=5, UR(EA)=4, UR(Sportsman)=1, Unreserved PH=1(OL,BL,OA,HH,LV) S/Caste=6, SC(BPL)=1, SC(EA)=1, ST=1, ST(EA)=1.OBC=3, OBC(BPL)=1.)
- 5 Petrol Pump Attendant** (Total No. of posts=3 )on contract basis with monthly consolidated salary of Rs. 7810/-(Rs.5910PB+1900GP) **Essential Qualification:** 10+2 with ITI Certificate in any trade. ( SC=1, SC(EA)=1, OBC=1 )

**2. Age as on 01.10.2016:**

Between 18 to 45 years.

**3.Fee:**

Sr.No.	Category	Fee
1	<b>General Category</b> (including General, Physically handicapped, WFF of HP/Ex-serviceman relieved from Defence services on their own request before completion of normal tenure.	(i) For the post of Asstt. Manager(Stores)/ Superintendent (Stores)= Rs.1,000/- (ii) For the post of Store Keeper/ Ledger Keeper/ Petrol Pump Attendant= Rs.500/-
2	SC of H.P./ST of HP/OBC of HP ( including SC/ST/OBC/Ex-serviceman of HP relieved from Defence services on their own requests before completion of normal tenure	(i) For the post of Asstt. Manager (Stores) Superintendent (Stores) = Rs. 500/- (ii) For the post of Store Keepers/Ledger Keepers/ Petrol Pump Attendant= Rs. 250/-
3	Ex-servicemen of HP (Ex-servicemen, who are relieved from Defence services after completion of normal tenure)/Blind of HP/Visually impaired of HP	No fee

**4.Last date of receipt of Application:****19.11. 2016 upto 5.00 PM****IMPORTANT INSTRUCTIONS:**

The candidates must read the instructions carefully which is available on the website of the Himachal Road Transport Corporation i.e. [www.hrtc.gov.in](http://www.hrtc.gov.in) before filling up the application form for the post(s) concerned.

### IMPORTANT INSTRUCTIONS:

1. The candidates must read the instructions for applying online carefully which is available on the website of the Himachal Road Transport Corporation i.e. [www.hrtc.gov.in](http://www.hrtc.gov.in) before filling up the application form for the post(s) concerned.
2. The candidate must ensure their eligibility in respect of Category, Experience, age and Essential Qualification(s) etc. as mentioned against each post in the advertisement to avoid rejection at later stage.
3. Incomplete application forms submitted without requisite examination fee, will be rejected straightway.
4. The benefit of reservation for favour post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories viz. SC, ST, OBC, EA, WFF and Physically handicapped.
5. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as **on closing date i.e. 19<sup>th</sup> November, 2016 for submission of online Recruitment Application (ORA) on the website [www.hrtc.gov.in](http://www.hrtc.gov.in).**
7. Number of post (s) is/are tentative and may increase or decrease from time to time for different categories of posts.
8. In service candidates may apply to the Himachal Road Transport Corporation alongwith requisite fee with information candidate will be interviewed unless he/she brings NOC from the concerned employer.

### HOW TO APPLY:

- (a) Candidates must apply on the prescribed form. Applications received through any other mode would not be accepted and summarily rejected. Detailed instructions for filling application are available on the above mentioned website.
- (b) Candidate who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner.
- (c) After submitting the Online Recruitment Application (ORA) the candidates are required to take a printout of the finally submitted Online Recruitment Application and submit the same alongwith attested copies of documents/ certificates in support of their eligibility to the Managing Director Himachal Road Transport Corporation, Shimla-3 alongwith original Bank Draft in the name of FA and Chief Accounts Officer, HRTC, Shimla-3 personally or through Speed Post.
- (d) In case the candidate has applied against more than one post i.e. post published in the advertisement, the candidate is required to submit separate copies of requisite attested copies of documents/certificates alongwith the Printout of the Online Recruitment Application for each post.

**EXAMINATION FEES:**

<b>Sr.No.</b>	<b>Category</b>	<b>Fee</b>
1	<b>General Category</b> (including General, Physically handicapped, WFF of HP/Ex-serviceman relieved from Defence services on their own request before completion of normal tenure.	Rs.1,000/-
2	SC of H.P./ST of HP/OBC of HP ( including SC/ST/OBC/Ex-serviceman of HP relieved from Defence services on their own requests before completion of normal tenure	Rs.500/-
3	Ex-servicemen of HP (Ex-servicemen, who are relieved from Defence services after completion of normal tenure)/Blind of HP/Visually impaired of HP	Rs.500/-

**MODE OF PAYMENT:**

The candidates are required to deposit the requisite fee in the shape of Bank Draft payable at Shimla in the name of Financial Advisor and Chief Accounts Officer, Himachal Road Transport Corporation, Shimla-171003 and will submit the same alongwith attested copies of documents/ certificates in support of their eligibility to the Himachal Road Transport Corporation, Shimla-3 personally or through Speed Post.

**SUBMISSION OF CERTIFICATES/DOCUMENTS**

> The candidates are required to submit attested copies of required documents, certificates i.e. essential qualification(s), age, experience and category in support of their eligibility alongwith application forms.

> The false/fake claim of any information made by the candidate(s) will be viewed seriously and he/she will be debarred for recruitment to any post to be advertised either by HRTC or any other recruiting agency of H.P. State Government for a period of three years from the date of submission of application by such candidate(s).

Note: Original certificates will have to be produced at the time of vive-voce. If any of their claim found to be incorrect, besides rejection they may render themselves liable to disciplinary action by the Himachal Road Transport Corporation.

**CATEGORY CLAIM:**

The SC of Himachal Pradesh/ST of H.P./OBC of H.P./WFF of HP/Ex. Servicemen of HP and Physically Handicapped candidates must possess such certificate(s) in support of their claim made in the application form while applying for the concerned post(s). The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category.

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### **1. EX-SERVICEMEN OF HIMACHAL PRADESH:**

The candidates belonging to Ex-servicemen of Himachal Pradesh will have to furnish discharge certificate and full detail in respect of their PPO No. Rank and date of retirement from the defence Services to claim the benefit of reservation for the category of Ex-serviceman of H.P. The Ex-servicemen candidates of H.P. must go through the relevant Rules and instructions of the reservation notified/issued by the Govt. of H.P. from time to time in order to ensure their eligibility for admission to the aforesaid examination.

### **2. OBC OF HP (OTHER BACKWARD CLASSES OF H.P.)**

The candidates belonging to the OBC of H.P. must produce certificate(s) on the prescribed format (appended as Appendix-B) which should not be more than two years old at the time of last date fixed for submission of application alongwith latest affidavit duly attested by the authority authorized under the Indian Oath Act stating that his/her status as OBC has not been changed and he/she has not been excluded from the category of OBC of HP on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family, failing which such candidate(s) will not be allowed to appear in the written examination/viva-voce/interview.

### **3. WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH**

For the posts reserved for Wards of Freedom Fighters of H.P. sons/grandsons/daughters/grand daughters of Freedom Fighters of H.P., who have been appointed on regular basis as well as married daughters/grand daughters shall not be entitled for the benefits of reservation provided to the wards of Freedom Fighters in Government service, against the identical posts in the same scale. The employed children/grand children and married daughters/grand daughters of Freedom Fighters will be deemed to have been excluded from the definition of Freedom Fighters for the purpose to this extent. The children/grand children of Freedom Fighters of H.P. who have been appointed in Govt/Semi Govt. or Private Sector etc. services against the post(s) reserved for the wards of Freedom Fighters on regular basis will remain entitled to compete for higher rank/grade posts/services on the basis of reservation earmarked to the wards of Freedom Fighters of H.P. The unmarried daughters/grand daughters will have to submit an affidavit being spinster (un-married) in support of their claim(s) issued by the authority authorized under the Indian Oath Act otherwise such candidates will be rejected straightway.

### **ELIGIBILITY CONDITIONS:**

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- (I) The date of determining the eligibility of all candidates in terms of essential qualification, experience etc. shall be reckoned as on **the closing date i.e. 19<sup>th</sup> November, 2016 upto 5.00 PM after which the link will be disabled.**
  - (II) The decision of the HRTC regarding eligibility etc. of a candidate for admission to Written test/Viva-voce/Personality Test or Selection will be final and no correspondence/personal enquiries will be entertained.
  - (III) Onus of proving that a candidate has acquired requisite degree/essential qualification by the stipulated date is on the candidate and in the absence of

proof to the contrary, the date as mentioned on the face of certificate/degree or the date of issue of Certificate/degree shall be taken as date of acquiring essential qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of interview.

- (IV) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement then the candidate is required to produce order/letter in this regard indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected.

**AGE:** The candidate(s) must be between 18 to 45 years of age.

**CLARIFICATION:**

- (I) Five years relaxation in upper age limit is admissible only to the bonafide SC of HP/ST of H.P/OBC of HP/WFF of HP/Persons with disability of HP(Physically Handicapped) of HP. For H.P. Govt. employees and Ex-servicemen of HP age relaxation is as per Government instructions issued from time to time.
- (II) Age of a candidate shall be reckoned as on 01.07.2016

**SCREENING TEST/EXAMINATION/VIVA-VOCE TEST:**

- (i) In cases where the number of eligible candidates is inordinately large in proportion to the number of posts the Himachal Road Transport Corporation may restrict the number of candidates to be called for interview by screening all the eligible candidate to a screening test. Since the purpose of holding screening test is only to shortlist the number of candidates, marks obtained in screening test shall not be counted for deciding the merit of a candidate. Final selection of a candidate will be made solely on the basis of his/her performance in the written test/viva-voce test/interview.
- (ii) The eligibility of candidate(s) called for the interview will be determined on the basis of original documents produced on the day of interview and the HRTC will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the appointing authority. As such admission to the screen test/examination/interview shall be purely provisional.
- (iii) The summoning of the candidate(s) for viva-voce test, conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the HRTC.
- (iv) Dispute, if any, shall be subject to Court jurisdiction at Shimla.

**OTHER CONDITIONS:**

1. All candidates, whether in Government service or Government owned Industrial or other similar organization or in private employment should submit their application directly to the HRTC. Persons already in regular Govt. service whether in a permanent or temporary capacity other than casual/adhoc/daily rated/work charged employees or those serving under Public Enterprises are

however, required to submit a declaration that they have informed in writing to their Head of Office./Department that they have applied for the selection.

2. In service candidates may apply to the Himachal Road Transport Corporation alongwith requisite fee with information to their Head of Department/Employers for issuing NOC. No in service candidate will be interviewed unless he/she brings NOC from the concerned employer.
3. Candidates should note that in case a communication is received from their employer by the HRTC withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected; candidature will be liable to be cancelled.
4. It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information/document(s) has been furnished or that there has been suppression of any factual information in the application, come to the notice at any time during the service of a person, his service would be liable to be terminated.
5. The applicant shall affix his/her latest photograph in the space provided in the application form. He/she is also required to paste a similar photograph in the admit card appended in the application form.
6. The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of screening test/examination for which they are admitted by the HRTC viz. Written examination and viva-voce test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination or interview test, it is found that they do not fulfill any of the eligibility conditions, their candidatures for the examination will be cancelled by the Himachal Road Transport Corporation.
7. Candidates who is or has been declared by the HRTC to be guilty of-
  - (a) Obtaining support for his/her candidature by the following means, namely;
    - \*offering illegal gratification to, or
    - \*applying pressure on, or
    - \*blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
  - (b) impersonating, or
  - (c) procuring impersonation by any person, or
  - (d) submitting fabricated documents or documents which have been tampered with or
  - (e) making statements which are incorrect or false or suppressing material information, or
  - (f) resorting to the following means in connection with his/her candidature for the examination namely—
    - > obtaining copy of question paper through improper means,

- > finding out the particulars of the persons connection with secret work relating to the examination.
  - > influencing the examiners, or
  - (g) using unfair means during the examination, or
  - (h) writing obscene matter or drawing obscene sketches in the scripts, or
  - (i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
  - (j) harassing or doing bodily harm to the staff employed by the HRTC for the conduct of their examination, or
  - (k) being in possession of or using mobile phone, paper or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
  - (l) violating any of the instructions issued to candidates alongwith their admission certificates permitting them to take the examination, or
  - (m) attempting to commit or as the case may be abetting the HRTC of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable :-  
To be disqualified by the HRTC from the examination for which he/she is a candidate and/or
  - (n) to be debarred either permanently or for as specified period:-  
\* by the HRTC from any examination or selection held by them  
\* by the HP Govt/Central Govt. from any employment under them, and
  - (o) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after—  
\* giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and  
\* taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.
8. The Centres for holding the examination are liable to be changed at the discretion of the HRTC. While every efforts will be made to allot the candidates to the centre of their choice for examination, the HRTC may, at their discretion, allot a different centre to a candidate when circumstances so warrant.

**CHECK LIST: VERIFY THE FOLLOWING BEFORE SUBMITTING THE APPLICATION OR DOCUMENTS/CERTIFICATES:**

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- a) That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for written test/interview.
  - b) That copies of only following documents/certificates are provided in support of claim made/information given in the application:-



- i) Degree/Diploma certificates alongwith Marks sheet of all years in support of educational qualifications, provisional certificate(s) alongwith Marks Sheets of all years.
- ii) Matriculation certificate for age proof.
- iii) Experience certificate(s) wherever required.
- iv) Order/letter in respect of equivalent Educational Qualification claimed, indicating the authority (with number and date) under which it has been so treated and that if the qualification possessed by the candidates is equivalent, a copy of order/letter under which it has been so treated may also be enclosed.

**DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION:**

No candidate will be eligible for admission to the examination:-

- (a) If he/she has been dismissed from any previous service;
- (b) If he/she has been convicted of any offence involving moral turpitude or has been bound don for good conduct under the provisions contained in Chapter VIII of the Code of Criminal Procedure, or has been permanently debarred/disqualified from appearing in any examination nor selection;
- c) If he/she is found either directly or indirectly influencing the selection process in any manner.
- d) If a male candidate who has more than one living wife and if a female candidate who has married a man already having another wife or;
- e) If he/she is an un-discharged insolvent.

**ABBREVIATIONS:** H.P. Himachal Pradesh, HRTC, Himachal Road Transport Corporation, UR: Unreserved, SC; Scheduled Caste of HP, ST: Scheduled Tribe of HP, OBC: Other Backward Classes of HP, as declared by the Govt. of H.P. from time to time. EA; Ex-serviceman of H.P. WFF; Wards of Freedom Fighters of H.P.

*Handwritten signature*

**APPENDIX-B**

**Form of Certificate to be produced by Other Backward Classes applying for appointment to posts under the State.**

This is to certify that \_\_\_\_\_ son of \_\_\_\_\_  
Village \_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_  
State \_\_\_\_\_ belongs to the \_\_\_\_\_ community which  
is recognized as a Backward Class in Himachal Pradesh by the State Government.

Shri \_\_\_\_\_ and/or his family ordinarily reside (s) in the  
\_\_\_\_\_ District/Division of the \_\_\_\_\_ State. This is also to  
certify that he/she does not belong to the persons/sections ( Creamy Layer )  
mentioned in the Schedule.

Dated: \_\_\_\_\_

District Magistrate,  
Deputy Commissioner etc.

SEAL

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- (a) The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- (b) Where the Certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificate issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

### Online आवेदन पत्र भरने हेतु आवश्यक दिशा निर्देश

1. Online Application form भरने से पूर्व आवेदक/आवेदिका वांछित शुल्क का डिमाण्ड ड्राफ्ट वित्तीय सलाहकार एवं मुख्य लेखाअधिकारी, हिमाचल पथ परिवहन निगम के नाम देय बनवायें ।
2. आवेदक/आवेदिका को डिमाण्ड ड्राफ्ट, फोटो एवं हस्ताक्षर (प्रत्येक का साईज 200 के. बी. से अधिक न हो) को स्कैन करके online application form के अन्तिम में जहां Browse बटन को click करें तथा स्कैन फोटो फाईल को select करें । इसी प्रकार हस्ताक्षर हेतु signature के सामने Browse बटन को click करें तथा स्कैन signature फाईल को select करें। डिमाण्ड ड्राफ्ट हेतु उसके सामने दिये गये Browse बटन को click करें व डिमाण्ड ड्राफ्ट स्कैन फाईल को select करें तथा उसके बाद upload file बटन को click करें ।
3. फाईल अपलोड करने के पश्चात आवेदक/आवेदिका द्वारा भरे गये फार्म को प्रिंट Print this page बटन पर click करें व आवेदन पत्र के प्रिंट की प्रति के साथ वास्तविक (original demand draft), हिमाचल पथ परिवहन निगम के मुख्य कार्यालय शिमला-171003 में जमा करवाये । आवेदन पत्र 19.11.2016 5.00 बजे सांय तक जमा करवाया अनिवार्य है।