

Template for collecting Advertisement Related Information for Various Criteria

(Please each section carefully and fill information properly. If any field or section is not applicable clearly mention Not Applicable)

- **Type of Recruitment-** Direct Recruitment by way of Competitive Examination
- **Advertisement Number:** HHC/Admn.3 (55)/2017-, Dated: 14/09/2022
- **Name of the Post :-** Jr. Office Assistant (I.T.) – District Judiciary
- **Essential Qualification Required:**

Sr.No	Qualification Type	Subject Name	Duration of course Required	Minimum Percentage Required
1	B.Tech/ B.E. in Electronic and Communication, Information Technology, Computer Sciences/ BCA/ B.Sc. (I.T.)/ PGDCA or equivalent			
	OR			
2	10+2 or equivalent qualification + BCA (Bachelor of Computer Application)/ DCA (Diploma in Computer Application)/ I.T.I. Diploma in Computers	N.A.	N.A.	N.A.
	OR			
3	Equivalent Diploma in Information Technology or Computers, with 2 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 system and typing out and taking print outs etc.	N.A.	N.A.	N.A.

- **Posts Available: 03 (Three) Clear cut**
(Mention all the categories with number of vacancies)

Category	Vacancies (on contract basis)	Total Vacancies
GENERAL	02	02
PH	01	01
Total:-	03	03

If there is NO post for ANY RESERVED CATEGORY /to ANY ONE RESERVED CATEGORY but there is post for GENERAL CATEGORY then can candidates from RESERVED category apply (Please write in Brief)

In case there is no vacancy for any reserved category(ies), then such candidate may apply against the vacant post of General (UR) category and for that post he will be considered only under the General (UR) category.

If YES age and fees criteria for the same:-

(i) Details mentioned against the column head '**Age and Fees Required**'

➤ **Do Differently abled candidates (Physically handicapped PH) eligible to apply (YES/NO)?** Yes, there is one post reserved for said category

Specially abled persons

Type	Mention [Y] if applicable
Blindness or Low Vision	No, not eligible as the candidate should have normal vision.
Hearing Impairment	Yes, eligible provided such impairment is not of 60 decibel or more, after hearing aid/ surgical correction
Locomotor disability	Yes, Eligible (Note: Person with normal upper limb can also be considered)
* The eligibility of the candidate shall also be determined subject to further fulfillment of the other conditions provided as under :	
i) the candidate should not have any mental retardation of any degree and major mental illness like Schizophrenia or affective disorder and chronic psychosis;	
ii) should not have any Neurological disorder having impaired higher mental function, cognition and significant speech defect.	

Mention Required Experience: N.A.

➤ **Mention Additional Question that needs to ask to candidate with its required answer: -**

Preference of Civil & Sessions Division for posting	1.
	2.
	3.
	4.

➤ **Mention the Date on which Maximum Age needs to be calculated-**
14.09.2022

➤ **Application Start Date** : **14/09/2022**

➤ **Application Closing Date** : **14/10/2022**

➤ **Do you want to provide examination Centre selection facility in Application form (YES/NO)?** YES

If YES, specify all Examination Centers: -

Sl. No.	Particulars of Examination Centre(s)
01.	Shimla

➤ **Mention Category wise Age and Fees Required**

Name of the Advertisement	As mentioned at the top of template form			
Sl. No.	Category	Fees plus Commission	Min Age	Max Age
1	General	340	18	45
2	SC, ST & OBC (against General category post)	190	18	45
3	PH	190	18	45
4	EWS	190	18	45
5	All other categories than above mentioned	340	18	45