

**OFFICE OF THE DEPUTY COMMISSIONER SOLAN, DISTRICT SOLAN, H.P.**

Advertisement No. Estt./ IV-4/ 72- 30- **23661**

Dated: 22<sup>nd</sup> April, 2021

**CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION FORMS IS UPTO 30.06. 2021 TILL 11:59 PM.**

Online Applications are invited for direct recruitment of under mentioned categories of posts using the website of Deputy Commissioner Solan i.e. <http://hpsolan.nic.in>. The applications can be filled up online up to 30.06.2021 till 11:59 PM, thereafter website link will be disabled. The candidates are strictly advised to apply online well in advance to avoid rush during closing dates of submission of Online Applications. No offline Application Forms will be accepted by this office. The candidates must read the instructions carefully before filling up the Online Application Form on the official website i.e. <http://hpsolan.nic.in>

**1. Detail of Posts, Eligibility, Qualifications, Mode of Selection.**


**(i) Name of Post: DRIVER (Class- III)**

<b>Name of Post</b>	Driver, Class-III (Non-Gazetted) (On 'daily wage basis' on daily of Rs. 361/- per day)
<b>Number of Posts</b>	Total= 02 General (UR)- 02
<b>Essential Qualification(s)</b>	<b>(a) Essential Qualification(s):</b> 1. Candidate should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institution situated within Himachal Pradesh. Provided that this condition shall not apply to Bonafide Himachalis. 2. Candidate must possess valid driving licence for plying of Heavy/ Light vehicles in hilly terrain. <b>(b) Desirable Qualification(s):</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
<b>Age</b>	<b>Between 18 years and 45 years.</b> <b>Clarification:-</b> a. Age of a candidate shall be reckoned as on 01. 01. 2021. b. Five years relaxation in upper age limit is admissible only to the candidates belonging to SC, ST, OBC, PWD, WFF. c. The upper age relaxation is also available to EX-SM candidate as per provisions of relevant rules/ instructions of HP Govt.
<b>Place of Posting</b>	District Solan

<b>Mode of Selection</b>	<p><b>WRITTEN OBJECTIVE TYPE EXAMINATION/ DRIVING SKILL TEST/ EVALUATION: -</b></p> <p>1. There will be written objective type examination (MCQ). Marks obtained in written objective type Examination (MCQ) shall be counted for deciding the merit of candidate. The candidates to be declared qualified in the written objective test shall be subject to driving skill test which is qualifying in nature. Final selection of candidate will be made on the basis of marks obtained in the written objective type examination; passing the driving skill test and evaluation based on the parameters devised by the Department of Personnel vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 as detailed below:</p> <p>(i) Written objective type examination = <b>85 marks.</b>  (ii) Driving Skill Test: = <b>Qualifying Nature</b>  (iii) Evaluation: = <b>15 Marks</b>  [Evaluation of 15 marks will be as per parameters devised by DoP vide Notification No. Per (AP. B) B (15) - 5/ 2014 dated 17. 04. 2017.]  <b>Total = 100 Marks</b></p> <p>2. Candidates in the ratio of 20 times of total posts will be declared qualified in the written objective type Examination (MCQ) and will be called for driving skill test.</p> <p><b>Syllabus</b></p> <p>A. The syllabus for Written Examination (Objective Type) will be as under:</p> <ol style="list-style-type: none"> <li>Objective type questions (MCQ) of syllabus related to post: <b>50 Marks</b></li> <li>Objective type questions of Hindi &amp; English of 10<sup>th</sup> standard: <b>20 Marks</b></li> <li>Objective type questions related to HP GK &amp; Current Affairs: <b>15 Marks</b></li> </ol> <p style="text-align: right;"><b>Total = 85 Marks</b></p> <p style="text-align: center;">Duration of Examination = <b>1 ½ hr (90 minutes)</b></p> <p>B. Driving skill test is of qualifying nature for those who qualify written objective type examination. The only candidates who will qualify the driving skill test will be called for evaluation in pursuance to Notification No. Per (AP. B) B (15)- 5/ 2014 dated 17. 04. 2017. The final merit will be based on marks obtained in the written exam. as per 1(i) and marks obtained in evaluation as per 1 (iii).</p> <ol style="list-style-type: none"> <li>The candidates are required to score at least 1/3<sup>rd</sup> marks of the total marks of written examination as shown above in Point 1 (i).</li> <li>There will be no negative marking in written examination.</li> </ol>
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**(ii) Name of Post: PEON (Class- IV)**


<b>Name of Post</b>	PEON, Class-IV (Non-Gazetted) (On 'daily wage basis' on daily of Rs. 300/- per day)
<b>Number of Posts</b>	Total= 14, General (UR)- 05, General (Ex-SM)- 03, EWS- 01, OBC- 04, OBC (BPL)- 01
<b>Essential Qualification(s)</b>	<b>(a) Essential Qualification(s):</b> Candidate should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institution situated within Himachal Pradesh. Provided that this condition shall not

  
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	<p>apply to Bonafide Himachalis.</p> <p><b>(b) Desirable Qualification(s):</b>  Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
<b>Age</b>	<p><b>Between 18 years and 45 years.</b></p> <p><b>Clarification:-</b></p> <p>a. Age of a candidate shall be reckoned as on 01. 01. 2021.</p> <p>b. Five years relaxation in upper age limit is admissible only to the candidates belonging to SC, ST, OBC, PWD, WFF</p> <p>c. The upper age relaxation is also available to Ex- SM candidate as per provisions of relevant rules/ instructions of HP Govt.</p>
<b>Place of Posting</b>	District Solan
<b>Mode of Selection</b>	<p>Selection shall be made on the basis of merit of prescribed educational qualification i.e. Matric followed by evaluation. Percentage of marks obtained in Matric will be calculated out of 85. For example, a candidate getting 50% marks in Matric will be given 42.5 marks. Evaluation of the remaining 15 marks will be done on the basis of parameters devised by Govt. of H.P. vide Department of Personnel's Notification No. Per (AP. B) B (15) - 5/ 2014 dated 17. 04. 2017. There will be no written examination and interview. The merit list will be prepared on the basis of particulars provided by the candidate in Online Application Form. Top candidates in merit in the ratio of 20 times of total posts in respect of any particular category will be called for evaluation of 15 marks. The final merit will be made on the basis of the marks obtained in prescribed educational qualification as per above criteria and the marks obtained in evaluation.</p> <p><b>Note-</b> The candidates are advised to read relevant instructions from official website of the Govt. of H.P. <a href="http://himachal.nic.in">http://himachal.nic.in</a></p>

(iii) Name of Post: **Chowkidar (Class- IV)**


<b>Name of Post</b>	<p>Chowkidar (Class- IV)</p> <p>(On 'daily wage basis' on daily of Rs. 300/- per day)</p>
<b>Number of Posts</b>	Total= 01, General (UR)- 01
<b>Essential Qualification(s)</b>	<p><b>(a) Essential Qualification(s):</b>  Candidate should have passed Middle or its equivalent from recognized Board of School Education/ Institution situated within Himachal Pradesh. Provided that this condition shall not apply to Bonafide Himachalis.</p> <p><b>(b) Desirable Qualification(s):</b>  Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
<b>Age</b>	<p><b>Between 18 years and 45 years.</b></p> <p><b>Clarification:-</b></p> <p>a. Age of a candidate shall be reckoned as on 01. 01. 2021.</p> <p>b. Five years relaxation in upper age limit is admissible only to the</p>

  
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	<p>candidates belonging to SC, ST, OBC, PWD, WFF</p> <p>c. The upper age relaxation is also available to Ex- SM candidate as per provisions of relevant rules/ instructions of HP Govt.</p>
<b>Place of Posting</b>	District Solan
<b>Mode of Selection</b>	<p>Selection shall be made on the basis of merit of prescribed educational qualification i.e. Middle (8<sup>th</sup>) followed by evaluation. Percentage of marks obtained in Middle (8<sup>th</sup>) will be calculated out of 85. For example, a candidate getting 50% marks in Middle (8<sup>th</sup>) will be given 42.5 marks. Evaluation of the remaining 15 marks will be done on the basis of parameters devised by Govt. of H.P. vide Department of Personnel's Notification No. Per (AP. B) B (15) - 5/ 2014 dated 17. 04. 2017. There will be no written examination and interview. The merit list will be prepared on the basis of particulars provided by the candidate in Online Application Form. Top candidates in merit in the ratio of 20 times of total posts in respect of any particular category will be called for evaluation of 15 marks. The final merit will be made on the basis of the marks obtained in prescribed educational qualification as per above criteria and the marks obtained in evaluation.</p> <p><b>Note-</b></p> <p>-The candidates are advised to read relevant instructions from official website of the Govt. of H.P. <a href="http://himachal.nic.in">http://himachal.nic.in</a></p> <p>- In case detail of marks is not mentioned in Middle (8<sup>th</sup>) Certificate, the candidate is advised to contact the concerned school in this regard.</p>

(iv)Name of Post: **Part Time Worker (Class- IV)**

<b>Name of Post</b>	<p>Part Time Worker (Class- IV)</p> <p>On 'part time basis' on fixed honorarium of Rs. 4100/- per month</p>
<b>Number of Posts</b>	Total= 24, General (UR)- 15, General (Ex-SM)- 04, General (Sportspersons)- 01, EWS- 04
<b>Essential Qualification(s)</b>	<p><b>(a) Essential Qualification(s):</b> Candidate should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institution situated within Himachal Pradesh. Provided that this condition shall not apply to Bonafide Himachalis.</p> <p><b>(b) Desirable Qualification(s):</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
<b>Age</b>	<p><b>Between 18 years and 45 years.</b></p> <p><b>Clarification:-</b></p> <p>a. Age of a candidate shall be reckoned as on 01. 01. 2021.</p> <p>b. Five years relaxation in upper age limit is admissible only to the candidates belonging to SC, ST, OBC, PWD, WFF</p> <p>d. The upper age relaxation is also available to Ex- SM candidate as per provisions of relevant rules/ instructions of HP Govt.</p>
<b>Place of Posting</b>	District Solan (In Patwar Circles)

  
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<b>Mode of Selection</b>	<p>Selection shall be made on the basis of merit of prescribed educational qualification i.e. Matric followed by evaluation. Percentage of marks obtained in Matric will be calculated out of 85. For example, a candidate getting 50% marks in Matric will be given 42.5 marks. Evaluation of the remaining 15 marks will be done on the basis of parameters devised by Govt. of H.P. vide Department of Personnel's Notification No. Per (AP. B) B (15) - 5/ 2014 dated 17. 04. 2017. There will be no written examination and interview. The merit list will be prepared on the basis of particulars provided by the candidate in Online Application Form. Top candidates in merit in the ratio of 20 times of total posts in respect of any particular category will be called for evaluation of 15 marks. The final merit will be made on the basis of the marks obtained in prescribed educational qualification as per above criteria and the marks obtained in evaluation.</p> <p>Note- The candidates are advised to read relevant instructions from official website of the Govt. of H.P. <a href="http://himachal.nic.in">http://himachal.nic.in</a></p>
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## 2. HOW TO APPLY

The candidate is required to fill up 'Online Application Form' available on the official website <http://hpsolan.nic.in> On completion of filling up the 'Online Application Form' the candidate is required to pay fees through online mode of payment as per direction given there. The candidate must provide correct information as sought through Online Application Form. Onus lies on the candidate that he or she has provided true & correct information in the Online Application Form. No representation in this regard will be accepted later on. No offline application forms will be accepted. The candidate is not required to upload any document in Online Application Form; the required documents will be checked later at the stage of evaluation. The candidate must read the instructions given in the advertisement carefully for filling up the Online Application Form.

## 3. EXAMINATION FEES

(The detail of Exam. fee for different categories)

Sr. No.	Category	Fees
1	General Category/ E.W.S., Ex-SM relieved from Defence Services on their own request before completion of normal tenure.	Rs. 360/-
2	General IRDP, PWD, WFF, Ward of Ex- SM	Rs. 120/-
3	S.C. of H.P./S.T. of H.P./O.B.C. of H.P./BPL of H.P./EWS (BPL) (including S.C./S.T./O.B.C, Ex-SM. relieved from Defence Services on their own request before completion of normal tenure , SC/ST/OBC wards of Ex-SM., i.e. Dependent sons, daughters and wives of Ex-SM and PWD	Rs. 120/-
4	Female candidates, Ex-Servicemen of H.P. (Ex-SM, who are relieved from Defence Services after completion of normal tenure)/PWD <b>Note- In case the web page does not accept Rs. 0 as fee due to technical reason, the candidate may enter/pay Rs. 1 as fee, enabling her or him to submit the form, which will be refunded later.</b>	No Fee Rs. 0

  
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#### **4. MODE OF PAYMENT**

The candidate can deposit the requisite fee through 'Online Payment Gateway' using Credit Card/Debit Card(Rupay)/ Net Banking/UPI or through 'Challan' (With Challan the candidate shall deposit fee in any branch of SBI). Apart from this, there will not be any other mode of payment of fees.

#### **5. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES**

In case of any guidance/information/clarification regarding Online Application Forms candidates may contact DC OFFICE SOLAN in person, or on Mobile No. **9459176951, 9857866460 & 9816667025**

#### **6. REJECTION OF APPLICATION FORMS**

The information in respect of rejection of Application Forms of the candidates will be uploaded on the official website. No separate intimation in this regard will be sent by post.

#### **7. ADMIT CARD**

Admit Card for written examination of DRIVER will be either sent by e-mail or by post. In case the Admit Card is sent by e-mail, the candidate may get its print out. The candidate is required to paste his latest photograph on the Admit Card and is required to get it attested from any Gazetted Officer. Apart from this the candidate is required to carry his photo identity proof such as Aadhar, Driving Licence etc. during examination.

#### **8. EVALUATION OF 15 MARKS**

Intimation for inviting candidates for evaluation of 15 Marks will be sent by e-mail or by post. For evaluation, the candidates are required to bring acknowledgement receipt of Online Application Form along with original certificates and self attested photocopies of all the necessary certificates and documents.

#### **9. CATEGORY CLAIMS**

The category once claimed by the candidate(s) will not be allowed to be changed at any stage. The SC/ S.T./ O.B.C./ WFF/ Ex- SM and PWD candidates must possess such certificates(s) in support of their claims made in the Online Application Form. The benefit of reservation will be admissible on parental basis only.

#### **10. OTHER TERMS & CONDITIONS**

- (a) The candidates must read the instructions/other terms and conditions carefully, which are mentioned in this advertisement before filling up the Online Application Form.
- (b) The candidates are advised to give their working mobile number and email ID in Online Application Form and ensure their working till the completion of selection process to avoid inconvenience. There is no other means of contacting them except their email & Mobile numbers.
- (c) The candidates must fill up their complete and correct particulars in the Online Application Form to avoid rejection of candidature. Furnishing incorrect information may invite disqualification of candidature.
- (d) Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of online application form.
- (e) Onus of proving that a candidate has acquired requisite driving licence/ essential qualification(s) by the stipulated date is on the candidate.
- (f) In service candidates may apply for the posts with information to their Head of Departments/ Employer for issuing NOC. No in service candidate will be evaluated unless he/she brings NOC from the concerned employer.
- (g) The eligibility of candidate(s) called for the evaluation will be determined on the basis of original documents produced on the day(s) of evaluation and the Recruiting Authority

- 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 written objective type examination /driving skill test/ evaluation shall be purely provisional.
- (h) Original certificates will have to be produced at the time of evaluation of 15 marks. If any claims of the candidates is found to be incorrect; besides rejection they may render themselves liable to legal action.
- (i) No. of posts are tentative and may increase or decrease from time to time for different categories of posts, if any, vacancies arise for the posts having common/similar R & P Rules shall be included in the present number of posts up to the stage of evaluation of 15 marks.
- (j) While preparing the final result, a category wise waiting list (panel) shall be prepared. The candidates placed in the waiting list/panel shall have no right to be appointed except when a selected candidate does not join and the waiting list is still in operation
- (k) The candidates must keep on checking their email and the official website of this office regularly for any further information regarding their roll numbers, admit card, evaluation schedule etc.
- (l) As per instructions of the Government dated 11.06.2019 when an Economically Weaker Sections (EWS) candidate is not available for selection, the post(s) will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.
- (m) The candidates belonging to Antodaya/B.P.L. families, who apply for vacancies reserved for Economically Weaker Sections, on the basis of valid BPL certificate and non-SC/ST/OBC certificate issued by the competent authority as prescribed in the instructions of the Govt. dated 11.06.2019 shall be eligible for concession in examination fee.
- (n) The candidate shall be eligible for appointment, if he/she has passed Middle or Matriculation, as the case may be, from any school/institution situated within Himachal Pradesh. Provided that this condition shall not apply to Bonafide Himachalis.
- (o) The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., Ex-SM, WFF and PWD/BPL etc.
- (p) The candidate is allowed to submit only one application form against each post. Multiple application forms for same post by a candidate are liable to be rejected.
- (q) The application forms through fax/post shall not be entertained and this office does not take responsibility to inform such candidates.
- (r) Eligibility for vacancies in Sub-Category of SPORTSMAN shall be as per the norms framed by department of Youth Services and Sports.
- (s) The certificate of SC, ST, OBC should be on parental basis, failing which candidature of such candidates will be rejected.
- (t) The candidates belonging to OBC of HP Category must produce OBC certificate(s) on the prescribed format, which should not be more than one year old at the time of last date fixed for submission of Online Application Form. The validity of the certificate is required to be seen at the time of Evaluation of 15 marks.
- (u) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the Competent Authority i.e. DC/ADC/ADM/ SDO (Civil) of the area where the candidate and /or his family resides; and revenue officer not below the rank of Tehsildar. The validity of IRDP/BPL certificate is of six months from the date of its issuance.
- (v) The validity of the certificate is required to be seen at the time of Evaluation of 15 marks. The candidate belonging to un-reserved BPL category are not required to submit Income & Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of




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valid BPL Certificate issued by the competent authority and supplemented by the non-SC-/ST/OBC Certificate. If any BPL candidate applies for the post reserved for EWS category he/she shall have to submit a valid B.P.L. certificate countersigned by the Block Development Officer and also a non- SC/ST/OBC certificate issued by the competent authority. The candidate must possess these certificates on prescribed formats at the time of submission of Online Application Form or by the prescribed closing date of applications.

- (w) If EWS candidates are not available for selection, the posts will be treated automatically as de-reserved and will be filled up from a non-EWS candidates of unreserved category.
- (x) Examination fee once paid will not be refunded and neither it be held in reserve for any other examination or selection under any circumstances.
- (y) The Recruitment Authority reserves the right to change any other terms of the advertisement or to rectify the inadvertent/technical errors at any stage.

## 11. ABBREVIATIONS

-UR:	Unreserved
-SC:	Scheduled Caste of H.P.
-ST:	Scheduled Tribe of H.P.
-OBC:	Other Backward Classes of HP
-Ex-SM:	Ex- Servicemen of HP
-WFF:	Wards of Freedom Fighters of HP
-EWS:	Economically Weaker Sections
-PWD:	Person with Disabilities

  
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