

H.P.STATE COMMISSION FOR BACKWARD CLASSES,  
BLOCK NO.38, SDA COMMERCIAL COMPLEX, KASUMPTI SHIMLA-9.

No. HPSCBC-3/93-IV-

Dated:

1623964  
2-8-2016

### ADVERTISEMENT NOTICE

Application on the prescribed format are invited from desirous candidates with the following qualifications/experience for filling one post of Senior Scale Stenographer in the pay band of Rs.10300-34800+3800 grade pay lying vacant on the establishment of H. P. State Commission for Backward Classes, Shimla-9. The vacancy is provision and may vary according to the actual requirement of the Commission. The post is to be filled from employees working in Courts/Tribunal/Boards/Corporation/Government Department etc. whether working on regular basis or contract who fulfill the eligibility criteria. Selection shall be made on the basis of proficiency test.

1. **Academic Qualification:** Should possess a Bachelor's Degree or its equivalent from a University recognized by the H.P. Government.
2. Must possess the following speed in shorthand and typewriting in both the languages i.e. English and Hindi at the time of initial requirement.

Speed in Shorthand: English 100WPM Hindi 80WPM  
Speed in typewriting: English 40WPM Hindi 30WPM.

3. Candidate should have adequate knowledge of word processing in computer.

The eligible candidate should submit their applications in the enclosed format, through their Controlling Authority along with testimonials to this Commission on or before 24/08/2016. Applications received after due date of which are found incomplete, will not be entertained.

E-I An  
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By Order

CHAIRMAN

Dated: 25/07/2016

Endst: No. HPSCBC-3/93-IV- 261

Copy forwarded to:

1. The Principal Secretary (SJ&E) to the Government of Himachal Pradesh, Shimla-171002.
2. All the Heads of Department in Himachal Pradesh.
3. All the Deputy Commissioners in Himachal Pradesh.
4. All the District and Session Judges in Himachal Pradesh.
5. All the Boards and Corporations in Himachal Pradesh.
6. Notice board of the Commission.

AOJ

SPECIAL SECRETARY



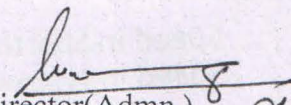
Directorate of Hr. Education  
Himachal Pradesh



Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla – 171001 the  
Copy for information and further necessary action is forwarded to :-

10/8/2016

1. The Special Secretary HP state Commission for Backward Classes, Block No. 38, SDA Commercial Complex, Kasumpti Shimla-9 w.r.t. his letter No. HPSCBC – 3/93-IV dated 25.07.2016.
2. The Additional Director of Hr. Education ( Admn.), H.P.
3. The Additional Director of Hr. Education ( C), H.P.
4. The Additional Director of Hr. Education ( S), H.P.
5. The Joint Director of Hr. Education, C-I / C-II, H.P.
6. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
7. The DDO Directorate of Higher Education HP, Shimla-1.
8. The OSD(C) / OSD(Skt.) Directorate of Hr. Education, H.P.
9. All the Branch Officer / Superintendent Directorate of Hr. Education, H.P.
10. All the Principals of Govt. Degree/PGT Colleges / GCTE Dharamshala & Skt. in the H.P.
11. All Deputy Directors / Assistant Directors, Dte. of Hr. Education, H.P.
12. All the Deputy Directors of Hr. Education, H.P. with the remarks that same letter be circulated to all offices / institutions situated in your district.
13. The Group Commander, GP HQ, Shimla -4.
14. The Chief Librarian, Center State Library Solan.
15. All the District libraries in the H.P.
16. All the NCC units in the Pradesh.
17. The PS to the Director of Higher Education, H.P.
18. *The Incharge Computer Cell, Dte. of Hr. Education, H.P with the remarks to upload the said orders on the deptt. Website*
19. Guard File.

  
Joint Director(Admn.)  
Director Higher Education 8/8/16

APPLICATION FORMAT



To

The Special Secretary,  
H.P.State Commission for  
Backward Classes, Block No.38,  
SDA Commercial Complex,  
Kasumpti, Shimla-171009.

1. Name of the candidate.....
2. Son/daughter/wife of Sh.....
3. Date of birth.....
4. Qualification( Graduate & Onwards).....  
( Attached self attested photocopies)

Sr.No.	Name of Examination Passed	Year of passing	Board/ University	Subject	Percentage Of marks

5. Details of service as under:-

Name of office where working	Post on which working	Duration of Service	Pay Band + Grade Pay	Present Basic Pay

6. Permanent Address.....  
( Mention pin code also).....
7. Address for Correspondence.....  
( Mention pin code also).....
8. Phone No.1.(Landline).....  
2.(Mobile).....

Signature of the Candidate