# H.P. State Consumer Disputes Redressal Commission, Kasumpti, Shimla-9.

No. HP/CPC/1-223/01-VII-

Dated 13th April, 2022.

#### \*ADVERTISEMENT NOTICE\*

Pursuant to directions of Hon'ble Supreme Court passed in Suo Moto Writ Petition (Civil) No. 2/2021 to fill up the posts lying vacant on the establishment of H.P. State Consumer Disputes Redressal Commission, Shimla, applications are hereby invited for the recruitment of posts of Junior Office Assistant (IT), Clerk, Driver & Process server on contract basis and Peon on daily wages basis. Applications should be addressed to the Registrar, H.P. State Consumer Disputes Redressal Commission, Block No. 33, SDA Complex Kasumpti, Shimla-9 and should reach the office by 13.05.2022 by 5 PM. Applications can also be submitted in person with the Registry of the State Commission from 10 AM to 5 P.M. on any working day on or before the last day of receipt of applications. Candidates must write name of the post applied for on the envelope. Applications received incomplete and after due date shall not be entertained. There is no application fee for women candidates.

#### How to apply:-

Eligible and interested candidates would be required to apply offline. The requisite post-wise proformas for the posts of Junior Office Assistant (IT), Clerk, Process-server and Peon are available on the official website, <a href="https://hpconsumercommission.nic.in">https://hpconsumercommission.nic.in</a> of the State Commission as Annexure-A to Annexure-E, respectively.

2. Detail of vacant posts of each category (i.e., Junior Office Assistant (IT), clerk, driver, process server and peon) is given in the Table below:-

Sr. No.	Category-wise division of posts									
		Direct basis								
	Name of the post	Gen	SC	ST	ОВС	EWS	Total	Post to be		
1.	JOA(IT)	3	-	-	-	2	3	filled up on:		
2.	Clerk	1 (anticipated)	1 (anticipated)			1 (anticipated)	3	Contract basis -do-		
3.	Driver	1 (anticipated)	-	(OTT)	-	- (dittioipated)	1	-do-		
4.	Process- server	1 (anticipated)		7	-	-	1	-do-		
5.	Peon	2(clear cut)	unreserved				2	Daily wage basis.		

Note:- The number of vacancies for aforesaid categories may increase or decrease in future due to administrative exigencies.

3. Detail of Pay scales of the posts:-

Sr. No.	Name of the post	Pay Scale
1.	JOA(IT)	Rs.12360/- ( 60% of initial pay, i.e. ,Rs.20600/-, Level -4, Cell-1)
2.	Clerk	Rs.12120/- (60% of initial pay, i.e., Rs. 20200/-, Level-3, Cell-1)
3.	Driver	Rs.12780/- (60% of initial pay, i.e., Rs. 21300/-, Level-5, Cell-1)



4.	Process server	Rs.10800/- (60% of initial pay, i.e., Rs. 18000/-, Level1, Cell-1)
5.	Peon	Rs.350/- per day or on any other rate as shall be prescribed by the Govt. from time to time.

 Requisite qualification for the posts of JOA (IT), Clerk, Driver, Process-server and Peon and application fees:-

Sr.No.	No. Name of Essential qualification the post		Application fees
1	JOA(IT)	<ul><li>i) Should have Graduation from a recognized University.</li><li>ii) Computer Typing speed of 30 words per minute in English or 25 words per minute in Hindi.</li></ul>	Rs.300/- for unreserved category and Rs.150/- for reserved category.
		iii) Should have the knowledge of 'Word processing' in computer as prescribed by the Recruiting authority.  iv) Should also have knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in Pradesh.	Note: No application fees for woman candidate.
		Note: Apart from above, a candidate shall be considered eligible for appointment to post(s) only if he/she has passed matriculation and 10+2 from any School /Institution situated within Himachal Pradesh. However, this condition shall not apply to Bona fide Himachalis.	7
2	Clerk	Should have Graduation from a recognized University.      Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer.	Rs.300/- for unreserved category and Rs.150/- for reserved category.
		iii) Should have the knowledge of 'Word processing' in computer as prescribed by the Recruiting authority.	
		iv) Should also have knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in Pradesh.	
		Note: Apart from above, a candidate shall be considered eligible for appointment to post(s) only if he/she has passed	



		matriculation and 10+2 from any School /Institution situated within Himachal Pradesh. However, this condition shall not apply to Bona fide Himachalis.	
3.	Driver	Should have passed matriculation examination or its equivalent from recognized Board of school Education/Institution.  Must possess valid driving license for the plying of heavy /light vehicles in Hilly terrain.	Rs.300/- for unreserved category and Rs.150/- for reserved category.
		Note: Apart from above, a candidate shall be considered eligible for appointment to post(s) only if he/she has passed matriculation and 10+2 from any School /Institution situated within Himachal Pradesh. However, this condition shall not apply to Bona fide Himachalis.	Note: No application fees for woman candidate.
4.	Process- server	Should have passed 10+2 from recognized Board of School Education /University.  Note: Apart from above, a candidate shall be considered eligible for appointment to post(s) only if he/she has passed matriculation and 10+2 from any School /Institution situated within Himachal Pradesh. However, this condition shall not apply to Bona fide Himachalis.	Rs.100/- for unreserved category and Rs.50/- for reserved category .  Note: No application fees for woman candidate.
5	Peon	Should have passed matric from recognized Board of School Education /University.  Note: (i) Apart from above, a candidate shall be considered eligible for appointment to post(s) only if he/she has passed matriculation and 10+2 from any School /Institution situated within Himachal Pradesh. However, this condition shall not apply to Bona fide Himachalis.  (ii) Preference will be given to those who know driving and possess a valid driving licence.	Rs.100/- for unreserved category and Rs.50/- for reserved category.  Note: No application fees for woman candidate.

### 5. Age limit for the posts of JOA (IT), Clerk, Driver, Process-server and Peon:

The age of candidate must be between 18 to 45 years as on 01.04.2022. 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 H.P. from time to time.

By order

Hon'ble President

Endst. No.HP/CPC/1-223/01-VII- 1242 - 1244 Dated 13<sup>th</sup> April, 2022. Copy forwarded yo:-

- To the Editor Amar Ujala, Himachal Pradesh, Shimla, with the request to publish the advertisement notice in the news paper at the earliest and supply copy of the issue containing advertisement to this office alongwith bill
- The TSP/Programmer State Commission. He is directed to upload the advertisement notice on the official website for information of all concerned.
- Notice Board.

Régistrar

# Application Format for the post of JOA(IT) on contract basis.

	dated				ace for passpo
Го				atte	e photo dul ested by the zetted Officer.
	The Registrar H.P. State Co Redressal Co	nsumer Dispi	utes imla-171 009.		
. Name of	the candidate (in	capital letters	3)		
	ghter/wife of :				
. Permane	nt Home address	of the candid	late:		
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	ndence address o				
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Date of b	ndence address of a self at No	ttested photo	copy of proof):	-	
Date of b	ndence address of a self at No	ttested photo	copy of proof):	-	
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Date of b i) Mobile ii) Aadha	ndence address of a point (attach self at Noar Noal qualification (e	nclose photo raduation/Pos Name of Board/	copy of proof): copies of all relevar st Graduation &Com	nt certificates,	i.e., na):  Percentage of marks
Date of b i) Mobile ii) Aadha Education Matriculat	ndence address of a line of examination	nclose photoraduation/Pos	copy of proof): copies of all relevar st Graduation &Com	nt certificates, nputer Diplom	i.e., na):
Date of b i) Mobile ii) Aadha Educatior Matriculat	ndence address of a line of examination passed	nclose photo raduation/Pos Name of Board/	copy of proof): copies of all relevar st Graduation &Com	nt certificates, nputer Diplom	i.e., na):  Percentage of marks
Date of bin i) Mobile ii) Aadha Education Matriculat Sr.No.	ndence address of a solution (attach self at No	nclose photo raduation/Pos Name of Board/	copy of proof): copies of all relevar st Graduation &Com	nt certificates, nputer Diplom	i.e., na):  Percentage of marks

O. Category to which belong:
10. Experience, if any,
11. i) Has the candidate ever been convicted
ii) If yes, detail of conviction be given
2. i) Is any criminal case pending against the candidate
ii) If yes, detail of FIR/ status of the case be given.
3. Application Fees:
i) Amount
ii) Bank draft No. & date
iii) IPO No. & date
Any other thing the candidate wants to specifically mention.
DECLARATION
I,Son/daughter/wife of
R/oP.O.,
Tehsildo hereby solemnly affirm
and declare that the details given by me in the application format are true and correct and nothing has been concealed therein. If any discrepancy found in my application format or false at any stage then I shall be liable for all consequential actions including cancellation of candidature.
lace: Signature of the applicant/candidate ate:

### Application Format for the post of Clerk (on contract basis)

Adv. No dated To		S	Space for ize pho ttested b Gazetted Off	oto duly by the
The Registrar, H.P. State Cor Redressal Co	nsumer Dispu	ites iimla-171 009.		
1. Name of the candidate (in	capital letters	):		
2. Son/daughter/wife of :				
3. Permanent Home address	of the candid	ate:		
				<del></del>
4. Correspondence address o	of the candida	ite	*	
5. Date of birth(attach self att	ested photoc	ony of proof)		
6. i) Mobile No				
ii) Aadhaar No				
<ol><li>Educational qualification Matriculation, 10+2 and Gr</li></ol>	(enclose pl aduation/Pos	notocopies of all t Graduation):	relevant	certificates, i.e.,
Sr.No. Name of examination passed	Name of Board/ University	Name of Institute	Year of passing	of Percentage of marks obtained
1. Matric				
2. 10+2				
Graduation				
3. Graduation				

Date: \_\_\_\_

#### Application Format for the post of Driver( on contract basis)

To	date	ed		Space for posize photo attested by Gazetted Office	duly the
		Consumer Dis	sputes Shimla-171 009.		
1. Name	of the candidate	(in capital lett	ers):		
2. Son/d	aughter/wife of				
3. Perma	anent Home addre	ess of the car	didate:		
4. Corre	spondence addres	ss of the cand	didate		
5. Date	of birth (attach att	ested photoc	opy of proof):	-	
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7.Educa		on (enclose	photocopies of		ertificates, i.e.
Sr.No.	Name of examination passed	Name of Board/ University	Name of Institute	passing	Percentage of marks obtained
1.	Matric				
2.	10+2				
3.	Graduation				
8. Tran	sport driving Lice	nse No	da	te	
DL	Туре	Valid u	pto		
	TOTAL RESERVED		d Transport driving L		

### Application Format for the post of Process-Server(on contract basis)

Adv. No.	date	ed		Space for p	
То		Consumer Di	sputes Shimla-171 009.	THE CO 124 W 92	the
1. Name	of the candidate	(in capital lett	ers):		
2. Son/d	aughter/wife of				
3. Perma			ndidate:		
5. Date	of birth(attach atte	ested photoco	ppy of proof):		
ii) Aa	dhaar No				
	ational qualification culation,10+2/ Gra		otocopies of all rele	evant certificates	s, i.e.,
Sr.No.	Name of examination passed Matric	Name of Board/ University	Name of Institute	Year of passing	Percentage of marks obtained
2.	10+2				
3.	Graduation				
if av	ailable.		n No. & Date		

10. Experience, if any,
11. i) Has the candidate ever been convicted
ii) If yes, detail of conviction be given
12. i) Is any criminal case pending against the candidate
ii) If yes, detail of FIR/ status of the case be given.
13. Application Fees:
i) Amount
ii) Bank draft No. & date
iii) IPO No. & date
14. Any other thing the candidate wants to specifically mention.
DECLARATION
Son/daughter/wife of
R/oP.O.,
Tehsildo hereby solemnly affirm
and declare that the details given by me in the application format are true and correct
and nothing has been concealed therein. If any discrepancy found in my application
format or false at any stage then I shall be liable for all consequential actions including
cancellation of candidature.
Place: Signature of the applicant/candidate  Date:

# Application Format for the post of Peon (on daily wages basis)

т.	dated		S	Space for p lize photo attested by	
То	The Registrar H.P. State Co Redressal Co	nsumer Dispi		Gazetted Offic	
1. Name of	the candidate (in	capital letters	5):		
	ghter/wife of :				
3. Permane	ent Home address	of the candid	date:		
	ondence address o	of the candida	ate		
5. Date of I	birth (attach attest	ed photocopy	of proof):		
			33		
7. Education		nclose photo	copies of all relevar		
Sr.No.	Name of examination passed	Name of Board/ University	Name of Institute	Year of passing	Percentage of marks obtained
1.	Matric				Obtained
2.	10+2				
1000000	Graduation				

10.	Experience, Whether license:	, if any, candidate	knows	driving?	lf	yes,	detail	of	driving	
11.	i) Has the ca	Has the candidate ever been convicted								
	ii) If yes, detail of conviction be given									
12.	12. i) Is any criminal case pending against the Candidate.									
	ii)If yes, de be given.	tail of FIR/ sta	atus of the							
13.	Application	Fees:								
	i) Amount		8							
	ii) Bank dr	aft No. & date								
	iii) IPO No	. & date								
14.	Any other th specifically	ing the candid mention.	date wants							
DECLARATION										
	I,Son/daughter/wife of									
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		as been cond								
		at any stage candidature.	then I sha	all be liable	tor all	conseq	uential ac	tions i	ncluding	
vai	ioeliation of	candidature.								
Pla Da	ace: te:				Signa	iture of th	ne applica	nt/can	didate	