

5.	Junior Professional Assistant	ESSENTIAL QUALIFICATIONS:- <ol style="list-style-type: none"> 1. M.A. with Bachelor of Library Science or M. Lib. Science OR B. A. with Library Science with 3 years working experience as Semi Professional Assistant 2. Fair knowledge of typing. Note: A candidate shall be eligible for appointment to the post of Junior Professional Assistant, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.
6.	Library Assistant	<ol style="list-style-type: none"> 1. Matric with Diploma/Certificate in Library Science. 2. Candidate shall have to qualify type test with a speed of 30 W.P.M. in English or in Hindi within a period of one year failing which he/she shall not be eligible to earn annual increment. Financial benefit to those who qualify after one year will commence from the date of qualifying the test. Note: A candidate shall be eligible for appointment to the post of Library Assistant, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.

Mode of Selection/Screening Test:-

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1.	Junior Office Assistant (IT)	<p>1. Objective type Screening test Multiple Choice Questions (MCQ) of having 70% syllabus relating to Computer Science/Computer Application/ Information Technology (IT) /Information Technology Enabled Sectors (ITES)/Information Practices (IP) and 30% syllabus relating to General Knowledge including General Knowledge of Himachal Pradesh, Current affairs, Every day Science, Logic, General English and General Hindi of Matric standard</p> <p style="text-align: right;">=85 Marks</p> <p>2. Type skill test on computer of qualifying nature in prescribed speed of 30 words per minute in English or 25 words per minute in Hindi typing for those who qualify objective type screening test with minimum percentage of marks as mentioned in the guidelines available on the University website.</p> <p>3. Evaluation and verification of original documents credentials based on the parameters devised by the HP Govt. vide notification dated 17.4.2017, notified by the University on 27.9.2017, available on University website of those who qualify objective type Screening test and skill test.</p> <p style="text-align: right;">=15 Marks</p>						
2.	Steno Typist	<p>1) Objective type screening test consisting of Multiple Choice Question from General English of 10+2 standard and Hindi of Matric standard, general knowledge including general knowledge of Himachal Pradesh, everyday science, social science, current affair and logic.</p> <p style="text-align: right;">=85 Marks</p> <p>2) Skill test in shorthand in either of language i.e. Hindi or English and typewriting in the both the languages at the initial recruitment with fulfilling speeds for those who qualify objective type of screening test.</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td><u>Speed in Shorthand</u></td> <td><u>Speed in Typewriting</u></td> </tr> <tr> <td><u>English</u> 60 WPM</td> <td><u>English</u> 25 WPM</td> </tr> <tr> <td><u>Hindi</u> 60 WPM</td> <td><u>Hindi</u> 25 WPM</td> </tr> </table> <p>3) Evaluation and verification of original documents credentials based on the parameters devised by the HP Govt. vide notification dated 17.4.2017, notified by the University on 27.9.2017, available on University website of those who qualify objective type Screening test and skill test.</p> <p style="text-align: right;">= 15 Marks</p>	<u>Speed in Shorthand</u>	<u>Speed in Typewriting</u>	<u>English</u> 60 WPM	<u>English</u> 25 WPM	<u>Hindi</u> 60 WPM	<u>Hindi</u> 25 WPM
<u>Speed in Shorthand</u>	<u>Speed in Typewriting</u>							
<u>English</u> 60 WPM	<u>English</u> 25 WPM							
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3.	Clerk	<p>1) Objective type screening test consisting of Multiple Choice Question from General English of 10+2 standard and Hindi of Matric standard, general knowledge including general knowledge of Himachal Pradesh, everyday science, social science, current affair and logic. =85 Marks</p> <p>2) Type skill test on computer of qualifying nature in minimum prescribed speed of 30 WPM in English or 25 WPM in Hindi Typing for those who qualify objective type screening test.</p> <p>3) Evaluation and verification of original documents credentials based on the parameters devised by the HP Govt. vide notification dated 17.4.2017, notified by the University on 27.9.2017, available on University website of those who qualify objective type Screening test and skill test. = 15 Marks</p>
4.	Field Assistant	<p>1) Objective type screening test Multiple Choice Question (MCQ) syllabus of concerned subject, general knowledge including general knowledge of Himachal Pradesh, everyday science, social science, current affair and logic, General English and General Hindi of Matric standard. = 85 Marks</p> <p>2) Evaluation and verification of original documents credentials based on the parameters devised by the HP Govt. vide notification dated 17.4.2017, notified by the University on 27.9.2017, available on University website of those who qualify objective type Screening test. = 15 Marks</p>
5.	Junior Professional Assistant	<p>1) Objective type screening test Multiple Choice Question (MCQ) syllabus of concerned subject, general knowledge including general knowledge of Himachal Pradesh, everyday science, social science, current affair and logic, General English and General Hindi. = 85 Marks</p> <p>2) Evaluation and verification of original documents credentials based on the parameters devised by the HP Govt. vide notification dated 17.4.2017, notified by the University on 27.9.2017, available on University website of those who qualify objective type Screening test. =15 Marks</p>
6.	Library Assistant	<p>1) Objective type screening test Multiple Choice Question (MCQ) syllabus of concerned subject, general knowledge including general knowledge of Himachal Pradesh, everyday science, social science, current affair and logic, General English and General Hindi of Matric standard. = 85 Marks</p> <p>2) Evaluation and verification of original documents credentials based on the parameters devised by the HP Govt. vide notification dated 17.4.2017, notified by the University on 27.9.2017, available on University website of those who qualify objective type Screening test. = 15 Marks</p>

Age Limit:- Not below 18 years.

General Instructions and Conditions:

1. Applications complete in all respects should reach the office of the Assistant Registrar (Recruitment), CSKHPKV, Palampur, Distt. Kangra (H.P.) -176062 latest by **26.10.2020 upto 5.00 PM**, however, for the candidates residing in Lahaul & Spiti District, Kinnaur District, Pangi & Bharmour Sub-Divisions of Chamba District and Dodra Kwar Sub-Division of Shimla District of Himachal Pradesh, the last date for receipt of applications is **09.11.2020 upto 5.00 PM**.

