

HIMACHAL PRADESH BOARD OF SCHOOL
EDUCATION DHARAMSHALA-176213

GUIDELINES & PROCESSING OF ONLINE APPLICATION FORM

FOR

Recruitment of Driver (Daily Wages) , Peon (Daily Wages) ,
Chowkidar (Daily Wages) in Himachal Pradesh Board of School
Education Dharamshala-176213



Date of submission of online application: 07/07/2022
Last date of submission of application : 06/08/2022
Last date of Submission of application
(with Late Fee= 300) : 15/08/2022

PROSPECTUS

Tel. No. 01892-242192/242203
/242173

E- mail ID. : hpbse2011@gmail.com
Website: www.hpbse.org.

(INDEX)

Sr.No.	Particulars	Page
1.	IMPORTANT INSTRUCTIONS	3-6
2	IMPORTANT DATES	7
3	<u>Driver (Daily Wages)</u> VACANCIES, EMOLUMENT , ELIGIBILITY CRITERIA, AGE, APPLICATION FEE, SELECTION PROCESS,	8-10
4	<u>Peon (Daily Wages) , Chowkidar (Daily Wages)</u> VACANCIES, EMOLUMENT , ELIGIBILITY CRITERIA, AGE, APPLICATION FEE, SELECTION PROCESS,	10-13
4	EXAMINATION CENTRE , USE OF CALCULATING DEVICES / ELECTRONIC GADGETS/PHONES/ WRITTEN/TEXTUAL MATERIAL, ADMIT CARD	13
5	OTHER INSTRUCTIONS	13-15

THE HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION EXAMINATION-2020

For the post – Driver (Daily Wages)

IMPORTANT INSTRUCTIONS

Submission of online application: 07.07.2022

Online Closing date: 06.08.2022 (till 11:59 PM)

Submission (with Late Fee = 300) 15.08.2022 (till 11:59 PM)

1.	<p>Online application form भरने हेतु प्रक्रिया निम्न प्रकार से होगी:-</p> <ol style="list-style-type: none">1. अभ्यर्थी बोर्ड वेबसाईट www.hpbose.org पर उपलब्ध HPBOSE Recruitment-2022 link पर जाकर click करें। इसके पश्चात दिशा-निर्देश (instructions) खुलेगी। दिशा-निर्देशों के नीचे online application भरने हेतु new registration को click करें तदोपरान्त registration form को भरने उपरान्त Submit करें, Submit करने उपरान्त अभ्यर्थी को उसका online application No. प्राप्त होगा।2. Online application No. प्राप्त होने उपरान्त registration लिंक में Sign-In Option पर जाएं, अपना Application No. और जन्म तिथि डालकर प्रवेश सम्बन्धी समस्त प्रक्रिया जैसे कि अभ्यर्थी की समस्त जानकारी ध्यानपूर्वक भरें तदोपरान्त अगले चरण में फोटोग्राफ/हस्ताक्षर अपलोड करने होंगे। अगर अभ्यर्थी अपना Application No. भूल जाता है तो वह Forget link पर जा कर अपने Application No. को प्राप्त कर सकते हैं।3. अगले चरण में शुल्क सम्बन्धी प्रक्रिया होगी जिसमें अभ्यर्थी को Payment Gateway के माध्यम से ऑनलाईन शुल्क निम्न प्रकार से जमा करवाना होगा:- <u>अभ्यर्थी को Online application में Payment Gateway लिंक पर Click करने उपरान्त Debit Card/Credit Card के माध्यम से शुल्क जमा करवाना होगा।</u>4. शुल्क सम्बन्धी प्रक्रिया उपरान्त online application में confirmation page का print out लेकर अपने पास रखें।5. अभ्यर्थी किसी भी online activity access के लिये अपने ऑन-लाईन ऐप्लीकेशन नम्बर को स्थायी रूप से अपने पास रखें, ऐप्लीकेशन नम्बर एवं DOB डाल कर Admit Card/Roll No. को download कर सकते हैं।
2.	<p>The board will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of written examination and, therefore, the candidate is accepted only provisionally. The candidates are advised to go through the requirements of educational</p>

	<p>qualification, age, category, DOB and other particular etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify for the personal/oral examination as per norms. At the time of scrutiny if any claim in the application is not found substantiated, the candidature will be cancelled. The decision of the HPBOSE in this regard shall be final.</p>
3.	<p>Before applying candidates in their own interest are advised to go through the detailed instructions in the “PROSPECTUS” carefully which is available on the website (www.hpbose.org) of the Board.</p>
4.	<p>Fee payable through Debit Card and Credit Card.(Payment gateway)</p>
5.	<p>Mobiles including earphones and connected cords and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether in use or in switched off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled.</p>
6.	<p>The Board entertains & encourages candidates to apply on line. Submission of online application avoids data discrepancies, Non/wrong delivery of admit cards etc. as admit card can be downloaded from the website of the Board.</p>
7.	<p><u>Instructions to fill responses in the response sheet in the examination centre :</u></p> <p>(i) The candidate must satisfy himself/herself that the OMR Response sheet distributed to him/her in the examination hall.</p> <p>(ii) . Each question has four options A, B, C, D to answer the questions asked.</p> <p>(iii) Candidate must write his/her name in Block letters in the Box provided on the top of the response sheet using a black/blue ball pen.</p> <p>(iv) The Question booklet series, as given on the question booklet (to be provided in the examination hall) must be written in the box provided.</p> <p>(v) Candidate must put his/her signature in the box provided in the response sheet.</p> <p>(vi) Please do not write anything in the box provided for invigilator's signature. Each response sheet must be signed by the invigilator.</p> <p>(vii) Write your complete roll number in the prescribed rectangles by writing one digit in each rectangle including zero if any in the beginning of the roll no. if any . For Example if your roll number is 002572, you should write it as :</p>

0	0	2	5	7	2
●	●	①	①	①	①
①	①	①	①	①	①
②	②	●	②	②	●
③	③	③	③	③	③
④	④	④	④	④	④
⑤	⑤	⑤	●	⑤	⑤
⑥	⑥	⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦	●	⑦
⑧	⑧	⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨	⑨	⑨

(viii) The question booklet will have **100 Questions** for Driver (Daily Wages) After reading the question carefully, the correct response (circles) against each question has to be darkened using a blue/black ball pen.

For Example :

Q.1. If $40+90x=220$, then the value of x is

① 2 ② 4 ③ 4 ④ 1

Answer ● ② ③ ④

Q.2. The Capital of Rajasthan is

① Mumbai ② Chandigarh ③ Jaipur ④ Udaipur

Answer ① ② ● ④

As in the above example no. 1 the correct answer is ①, so the option ① has to be darkened. similarly in example no. 2, the option ③ is to be darkened.

(viii) Only one response is to be selected & marked. In case more than one response is marked for a single question, no marks will be given to the candidate for the question.

(ix) Each question is of one(01) marks .

(x) Do the encoding carefully as given in the illustrations. While encoding your particulars or filling the responses in the response sheet, you should darken the circle corresponding to the correct choice in full, no part of the circle should be left unfilled.

You must make your responses only on the response sheet given to you in the examination hall. Responses marked on the test booklet or any paper other than the answer sheet shall not be examined and the candidate himself/herself will be responsible

- The candidate must bring with him/her hard board and blue/black ball pen in the examination hall.
- The candidate must reach the examination hall 30 minutes before the commencement of examination to fill-up particulars on the response sheet.
- OMR Scorable response sheet will be used. Therefore, marking of response has to be done carefully to avoid smudging or creasing of sheet.

IMPORTANT DATES :-

Sr. No.	Description	Dates
1.	Submission of online Application Starts	07.07.2022
2.	Last Date for Submission of online Application & Payment through Payment Gateway (Without Late Fee)	06.08.2022(Till 11.59 PM)
3.	Last Date for Submission of Online application Form with LATE FEE of Rs.300/-	07.08.2022 to 15.08.2022 (Till 11.59 PM)
4.	Period for online corrections in Particulars Except Category/ Sub-category {In case any candidate want correction in Category/Sub-category. He/ She should apply personally with application and fee (if required) in board office till 18.08.2022.} No correction will be allowed in any particulars after this date	16.08.2022 to 18.08.2022 (Till 11.59 PM)
5.	Download Admit Card from Board's website	4 days before the Driving Test/ Evaluation Process.
6.	Date of Driving Test/ Evaluation Process (for Peon and Chowkidar)	August/September - 2022.
7.	Date of written test for the Post of Driver	After the result declaration of Driving Test.

The applicants are strongly advised to apply online well in time without waiting for the last date of submission of online application.

Himachal Pradesh Board of School Education, Dharamshala invite online application form, from the eligible applicants for 08 posts of Driver (Daily Wages), Peon(Daily Wages), Chowkidar(Daily Wages) in board office Dharamshala.

DETAILS AND PREREQUISITES FOR RECRUITMENT PROCESS

Number of posts to be filled : 08

<u>Driver (Daily Wages)</u>	01 (SC Main=01)
<u>Peon(Daily Wages)</u>	03 (UR Main=01, SC Main=01, EWS=01)
<u>Chowkidar(Daily Wages)</u>	04 (UR Main=02, OBC Main=01, EWS=01)

Note :- (UR- Un-reserved, OBC- Other Backward Class of H.P, SC- Scheduled Casts of H.P
EWS- Economically Weaker sections)

(a) The candidates belonging to be bonafide Himachali only.

(b) It may be noted that all certificates issued/obtained for inclusion are in prescribed format as made applicable by the state of HP from time to time.

(A) Driver (Daily Wages)

1. Emoluments for the post of Driver (Daily Wages)

Rs 361/- per day or as revised by the Govt. from time to time.

2. Eligibility criteria for the post:

SR.No.	Name of the Post	Educational qualification
1.	Driver (Daily Wages)	<p><u>Essential Qualification(s)</u></p> <p>i) Should be a Matriculate or its equivalent from a recognized Board of School Education/Institution.</p> <p>ii) Must possess valid Driving Licence for the plying of heavy/light vehicles in Hilly terrain.</p> <p><u>Desirable Qualification(s)</u></p> <p>Knowledge of customs, manners and dialects of Himachal Pradesh and Suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>

4. Age (as on 1st January, 2022):

Candidate should be above 18 years and below 45 year of age. The candidate born between 01-01-2004 and 02-01-1977 (both days inclusive) are eligible. The upper age limit is relaxed by 05 years for candidates belonging to SC/ST/OBC/WFF/Persons with Disabilities and the relaxation in the age limit to the Ex-servicemen candidates shall be as per State Government guidelines

5. Application fee (non refundable):

1. Driver (Daily Wages)

(A) Online fee taken by HPBOSE :

SC	Rs. 400/- (Rupees Four Hundred only)
----	--------------------------------------

(B) Driving Test fee taken by HRTC :

Candidates used Departmental vehicle	Rs. 400/- (Rupees Four Hundred only)
Candidates used HRTC vehicle	Rs. 800/- (Rupees Eight Hundred only)

6. Selection Process :

1. Driver (Daily Wages)

All the candidates who apply for the post of Driver(on daily wages) and whose application forms are found correct shall be invited for Driving test (Practical test). The candidates who qualified the Driving test shall be considered for next stage i.e written test of 100 marks. The final merit list for the said post shall be drawn purely on the basis of written examination (covering the syllabus of driving, maintenance skill of vehicle and Motor Vehicle act etc.) with the letter issued by Department of Personal ,HP vide letter no PER(AP-B)B(15)H/2018 Dated: Shimla-171002, the 4th May,2022.

Addl. Fees for practical test, shall be borne by the candidate.

7. Examination Centres :

Examination centre shall be in compatibility with the number of application received and preferably at Board Head Quarter Dharamshala .

The examination centre once allotted to the candidate shall not be changed. No request for change of examination centre shall be entertained at any stage. While every effort shall be made to allot a center of choice of the candidate, the H.P. Board of School Education reserves the right to allot/change or cancel any examination centre at its discretion

(B) Peon (Daily Wages) & Chowkidar (Daily Wages)

1. Emoluments for the post of Peon (Daily Wages), Chowkidar (Daily Wages):

Rs 300/- per day or as revised by the Govt. from time to time.

2. Eligibility criteria for the post:

SR.No.	Name of the Post	Educational qualification
1.	Peon (Daily Wages)	<p><u>Essential Qualification(s)</u></p> <p>i) Should have passed Matriculation Examination or its equivalent from a recognized Board of School Education/Institution.</p> <p><u>Desirable Qualification(s)</u></p> <p>Knowledge of customs, manners and dialects of Himachal Pradesh and Suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>

SR.No.	Name of the Post	Educational qualification
2.	Chowkidar (Daily Wages)	<p><u>Essential Qualification(s)</u></p> <p>i) Should be Middle pass from a recognized Board of School education.</p> <p><u>Desirable Qualification(s)</u></p> <p>Knowledge of customs, manners and dialects of Himachal Pradesh and Suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>

3. Age (as on 1st January, 2022):

Candidate should be above 18 years and below 45 year of age. The candidate born between 01-01-2004 and 02-01-1977 (both days inclusive) are eligible. The upper age limit is relaxed by 05 years for candidates belonging to SC/ST/OBC/WFF/Persons with Disabilities and the relaxation in the age limit to the Ex-servicemen candidates shall be as per State Government guidelines

4. Application fee (non refundable):

1. Peon (Daily Wages)

GENERAL & its Sub Categories	Rs. 600/-(Rupees Six Hundred only)
SC/EWS	Rs. 400/-(Rupees Four Hundred only)

2. Chowkidar (Daily Wages)

GENERAL & its Sub Categories	Rs. 600/-(Rupees Six Hundred only)
SC/ OBC/EWS	Rs. 400/-(Rupees Four Hundred only)

5. Selection Process :

1. Peon (Daily Wages)

Selection shall be made on the basis of merit of prescribed educational qualification i.e Matric as the case may be followed by evaluation. Percentage of marks obtained in Matric will be calculated out of 85. For example , a candidate getting 50% marks will be given 42.5 marks. Evaluation of the remaining 15 marks will be done on the basis of parameters devised by the Govt. of H.P vide Department of Personnel's Notification No Per(AP ,B)B(15)-5/2014 dated 17.04.2017(given above). 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 candidate 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 as per above criteria and the marks obtained in evaluation.

2. Chowkidar (Daily Wages)

Selection shall be made on the basis of merit of prescribed educational qualification i.e Middle as the case may be followed by evaluation. Percentage of marks obtained in Middle will be calculated out of 85. For example , a candidate getting 50% marks will be given 42.5 marks. Evaluation of the remaining 15 marks will be done on the basis of parameters devised by the Govt. of H.P vide Department of Personnel's Notification No Per(AP ,B)B(15)-5/2014 dated 17.04.2017(given above). 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 candidate 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 as per above criteria and the marks obtained in evaluation.

(A) USE OF CALCULATING DEVICES/ELECTRONIC GADGETS/ PHONES/ WRITTEN/TEXTUAL MATERIAL:-

Use of Calculators, Watches with Facilities of Calculator and Cellular Phones is strictly prohibited in the Examination Hall. Candidates are also strictly forbidden from carrying any Textual Material printed or written, bits of paper, envelope or any other material into the Examination Hall except the Admit Card.

(B) ADMIT CARD

The Admit Card shall be issued only to those candidates who have submitted their Application Form complete in all respects within the stipulated time frame and who fulfills the minimum eligibility criteria laid down for the purpose. The Admit Card shall be downloaded from board website www.hpbose.org before the five days commencement of examination.

Admit Card is not transferable to any other person. Impersonation is legally punishable/cognizable offence.

The Admit Card will contain your name, roll number, photograph, signature of the candidate, address of the examination centre and test schedule.

No candidate will be allowed to enter in the Examination Hall without a valid Admit Card.

Application form without online shall not be considered and no Admit card shall be issued to such candidates.

(C) Other Instructions:-

1. Only bonafide Himachali can apply against the advertised posts and it required him/her to be a domicile of Himachal Pradesh. However, the desirable qualification for direct recruitment is that he/she should have knowledge of customs, manners and dialects of H.P. and suitability of candidate for appointment in the peculiar conditions prevailing in H.P.
2. Before filling the application form, the candidate must ensure that he/she fulfills all the eligibility criteria with respect to age, educational qualifications etc. in respect of the post for which he/she is making the application and that the particulars furnished in the application form are correct in all respects. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria, and/or that he/she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will stand cancelled and it will lead of disqualification of the candidate from the selection process. If any of these shortcomings is/are detected even after the appointment, his/her services are liable to be terminated.
3. 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.
4. 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 for unreserved category.
5. The candidate have to write their Employment Exchange Number issued by concern employment exchange while fill up online application form.
6. An application once made will not be allowed to be withdrawn and the application fee once paid will NOT BE refunded on any account nor would be held in reserve for any future examination or selection. The application fee shall also NOT BE refunded in case the application is rejected/not considered by the Board.
7. Candidates should apply online by visiting the Board website www.hpbose.org No other mode of application will be accepted.

8. Eligible candidates have to appear for a written test, skill test and Document verification at their own expense at the venue and date notified on call letter.
9. Selection for appointment to the post of Driver shall be made on the basis of written test and practical test for driving and maintenance skill of the candidate. Addl. Fees for practical test, if any, shall be borne by the candidate.
10. Admission to written examination will be purely provisional without verification of age/qualification/experience/category etc. of the candidates with reference to documents. Candidates have to produce all the requisite certificates/documents in original with Xerox copies for verification at the time of interview/Document verification. Failure to do so shall lead to disqualification of the candidate. Decision of the HP Board in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of documentation etc. and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal inquiries shall be entertained by the HP Board in this regard.
11. Canvassing in any form will be a disqualification.

-sd-

Sunil Sharma
(Section Officer)

-sd-

N.D Raghuvansi
(Assistant Secretary)

-sd-

Smt. Sabina Korla
(Additional Secretary)

-sd-

Secretary