

DEPARTMENT OF STATE TAXES & EXCISE, HIMACHAL PRADESH.

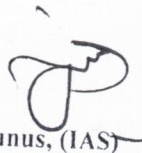
Advertisement No-2-96/83-EXN-H-Estt-(PH)-2016-

NOTICE FOR RECRUITMENT of PERSONS WITH DISABILITIES

Applications are invited on prescribed proforma for filling up 05 posts of Excise & Taxation Inspectors(ASTEO) and 05 posts of Jr. Office Assistant(IT) amongst the candidates covered under following disabilities-

05 = Excise & Taxation Inspectors(ASTEO)	01 (Gen.)= <u>a</u> -blindness and low vision 02 (Gen.)= <u>b</u> -deaf and hard of hearing 01 (Gen.)= <u>C</u> -locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attach victims and muscular dystrophy 01(Gen.)= <u>d & e</u> -autism, intellectual disability, specific learning disability and mental illness Multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness
05 = Junior Office Assistant (IT)	02 (Gen.)= <u>a</u> -blindness and low vision 01 (Gen.)= <u>b</u> -deaf and hard of hearing 01 (Gen.)= <u>C</u> -locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attach victims and muscular dystrophy 01(Gen.)= <u>d & e</u> -autism, intellectual disability, specific learning disability and mental illness Multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness

The detailed advertisement along with application form may be downloaded from the website of the Department of State Taxes & Excise i.e. www.hptax.gov.in



Yunus, (IAS)
Commissioner of State Taxes & Excise
Himachal Pradesh, Shimla 171009

DEPARTMENT OF STATE TAXES & EXCISE, HIMACHAL PRADESH.

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NOTICE FOR RECRUITMENT of PERSONS WITH DISABILITIES

Applications are invited on prescribed proforma for filling up 05 posts of Excise & Taxation Inspectors (Asstt State Taxes & Excise Officers) and 05 posts of Junior Office Assistant(IT) amongst the Persons with Disabilities (PWDs) candidates on regular basis who are Bonafide Himachalis and possess the requisite qualification as mentioned below can apply against the following post-

1.	Name & Address of employer	The Commissioner of State Taxes & Excise State Taxes & Excise Department, Himachal Pradesh. Shimla-171009.
2.	Telephone number of the employer	2621835
3.	Classification	Excise & Taxation Inspector (ASTEOS) Class-III (Non-Gazetted)
		JOA (IT) Class-III (Non-Gazetted) Ministerial services
	Type of workers required (Designation)	Excise & Taxation Inspector (ASTEOS) JOA(IT)
(a) i.	Description of duties	Excise & Taxation Inspectors (ASTEOS) Inspections, detection and recovery of Govt. revenue dues under the various Excise & Taxation Laws/Acts being administered by the department.
		JOA(IT) Ministerial
ii.	Physical requirements (i.e job involves visual accuracy, frequent movement/walking, continuous long hours sitting etc.)	Excise & Taxation Inspectors(ASTEOS) Frequent movement for detection and recovery of Govt.revenue dues under various Excise & Taxation laws/Acts.
		JOA(IT) S-Sitting, ST-Standing, W-Walking, SE- Seening, MF-Manipulation of Fingers, RW- Reading & writing, C-communication.
(c) i.	Qualifications required: Essential Qualification(s):	Excise & Taxation Inspectors(ASTEOS) Bachelor's Degree or its equivalent from a University recognized by Himachal Pradesh/Central Government.
		JOA(IT) (i) (i) Should have passed 10+2 Examination from a recognized Board of School Education University. OR Matriculation from recognized Board of School Education with one/two year's Diploma/Certificate from an Industrial Training Institute (ITI) in Information Technology (IT) Enabled Sectors (ITES) as notified by Director

		<p>General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering/ . Computer Science/IT from a Polytechnic as approved by All India Council for Technical Education (AICTE):</p> <p>(ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p>Provided that visually impaired persons selected/recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/Computer Application/Information Technology and passing of typing test instead they shall be imparted necessary basic training including computer training course by the department concerned through Composite Regional Centre (CRC), Sundernagar, or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/ her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training; Provided further that differently abled persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test.</p> <p>Explanation:-The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those who are hearing impaired but cover only those whose physical disability/deformity permanently prevents them from typing.</p> <p>The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.</p>
Desirable Qualification(s):		Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the HP.
(d) Age limits, if any		The applicant should not be less than 18 years and not more than 45 years as on last date of receipt of application. The relaxation in upper age limit is permissible upto 5 years as per instructions of the government of HP.
(e) Whether women are eligible?		No gender bar

4.	Number of vacancies:- (a) Regular	05 = Excise & Taxation Inspectors	01 (Gen.)=a-blindness and low vision 02 (Gen.)=b-deaf and hard of hearing 01 (Gen.)=C-locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy 01(Gen)=d & e-autism, intellectual disability, specific learning disability and mental illness Multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness
		05 = Junior Office Assistant (IT)	02 (Gen.)=a-blindness and low vision 01 (Gen.)=b-deaf and hard of hearing 01 (Gen.)=C-locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy 01(Gen)=d & e-autism, intellectual disability, specific learning disability and mental illness Multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness
	Temporary		Temporary but likely to continue.
5.	Scale of Pay:-	Excise & Taxation Inspectors(ASTEOs)	(i) Pay scale for regular incumbent(s) Pay band ₹10300-34800+3600 G.P Pay band ₹10300-34800+4200 G.P (This pay band and grade pay will be given after 02 years of regular service) (ii) Pay scale for contract employee(s) ₹13,900/- per month (which shall be equal to minimum of the pay band + grade pay). An amount of 417 (3% of the minimum of pay band+ grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.
		JOA (IT)	(i) Pay scale for regular incumbent(s) Pay band ₹5910-20200+1950 G.P (ii) Pay scale for contract employee(s) ₹ 7860/- per month (which shall be equal to minimum of the pay band + grade pay). An amount of 235 (3% of the minimum of pay band+ grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.
6.	Place of work (Name of town/village & district in which it is situated)		Any where in H.P
7.	Probable date by which the vacancy will be filled		Immediately after selection.
8.	Particulars regarding interview/ test of applicants:- Date/ Time of interview/test-		Will be intimated to the candidate by the Department.
	Place of interview/test-		Will be intimated to the candidate by the Department.
	Designation & address of the person to whom applicants should report.		The Commissioner of State Taxes & Excise, H.P, Shimla-09. Phone No- 2621635.
9.	Any other relevant information-		

The desirous candidates can submit their application on the prescribed APPLICATION FORMAT to the address given below either personally or through registered/speed post on or before 10-06-20 (till 5 PM). The department will not be responsible for delay in receipt of application due to any reasons whatsoever.

Address:- The Commissioner of State Taxes & Excise, State Taxes & Excise Department, Block No-30, SDA Complex, Kasumpti, Shimla-171009. Ph No-2621835.

Mode of Selection:-

In pursuance of Govt. instruction issued by the Department of Social Justice and Empowerment vide Letter No- SJE-B-B(15)-03/2014-I dated 28-8-2017, selection of PWDs shall be made according to the following parameters:-

Sr. No.	Remarks	Maximum Marks
		Class-III
1.	Weightage for essential educational qualification as per the R&P Rules (%of marks obtained in educational qualification prescribed for the posts would be divided by 10).	10 (ten)
2.	Weightage for maximum disabilities as certificate by the Medical Board/Authorities. (40% to 59% = 2 marks. (60% to 79%) = 4 marks. (80% to 100% = 6 marks.	6 (six)
3.	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	4 (four)
4.	Belonging to notified Backward Area or Panchayat, as the case may be. (Issued or countersigned by Naib Tehsildar)	1 (one)
5.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1 (one)
6.	Non-employment Certificate to the effect that none of the family member is in Government/Semi Government. (Issued or countersigned by Naib Tehsildar)	1 (one)
7.	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time. (Certificates with validity issued by Panchayat Secretary/ Pradhan/ BDO subject to the condition that valid income certificate with income below 40,000/- issued or countersigned by Naib Tehsildar or above.)	2 (two)
8.	Widow/divorced/destitute/single woman. (Certificate of widow/divorced/destitute/single woman issued by the Naib Tehsildar)	1 (one)
9.	Single daughter/Orphan. (Certificate of Single daughter /Orphan issued by the Naib Tehsildar)	1 (one)
10.	Training of atleast 6 months duration related to the post applied for from a recognized University/Institution.	1 (one)
11.	Experience upto a maximum of 5 years in Govt./semi-Govt. organization relating to the post applied for (0.4 mark only for each completed year in case of Class-III posts and 0.7 mark only for each completed year in case of Class-IV).	2 (two)
	Total	30 (thirty)

Terms and conditions-

(A) **The applicants may apply for the post as per eligibility given below:-**

1. The applicant should possess not less than 40% Benchmark disabilities certificate issued by the Competent Medical Board i.e District Level Medical Board or above.
2. The applicant must be a Bonafide resident of Himachal Pradesh.

(B) **Age Limit:-**The applicant should not be less than 18 years and not more than 45 years as on last date of receipt of application. However, the upper age limit is relaxable for Physically Handicapped upto 05 years as per instructions of the Government of H.P.

(C) **How to apply:-** The desirous and eligible candidates applying for the post of **Junior Office Assistant (IT)** and **Excise & Taxation Inspectors** on the prescribed application format can be downloaded from the website of State Taxes & Excise Department HP i.e. www.hptax.gov.in. The application should be addressed to the Commissioner of State Taxes & Excise, State Taxes & Excise Department, Block No-30, SDA Complex, Kasumpti, Shimla-171009. The envelope containing application form should be super-scribed as **“application for the post of Junior Office Assistant (IT), or Excise & Taxation Inspector.”**

No other application will be accepted.

D. Enclosures to be attached with the application-

1. Attested photo copy of the Date of Birth Certificate (Certificate of Secondary/ Matric in which Date of Birth is mentioned).
2. Attested photocopies of +2 certificate for the post of **JOA(IT)**.
Attested photocopies of +2 certificate and Graduation Certificates (Ist, IInd and IIIrd) and B.A Degree for the post of **Excise & Taxation Inspector**.
3. Attested photocopy of the SC/ST/OBC/EWS and Antodaya/BPL Certificate issued by the Competent Officer (Executive Magistrate).
4. The validity of EWS/IRDP/ BPL Certificated is of six months from the date of its issuance, the candidates required to furnish the valid certificate in support of his/her claim.
5. No Objection Certificate of the employer, if applicable.
6. Two self addressed envelopes with one of them having affixed Rs. 5/- postage stamp.
7. Two recent passport size photographs (Name and address of the candidate should be written on the reverse of these photographs).
8. Attested copy of the disability certificate not less than 40% Benchmark disabilities certificate issued from competent District Level Medical Board.
9. The name of the candidate must be registered in the concerned Employment exchange.
The attested photocopies of the employment registration certificate must be produced.
10. All other documents mentioned at **Annexure-II (i.e Mode of Selection)**.

Note-

1. No TA/DA will be payable to the applicants for appearing in the interview.
2. The applications must reach the office of the Commissioner, State Taxes & Excise, H.P., Block No-30, SDA Complex, Kasumpti, Shimla-171009 before ~~10-06-2022~~.
3. The application will be rejected if found without necessary documents/certificates.
4. The application forms should be submitted through ordinary posts.
5. Candidates have to affix a coloured recent passport size photograph duly signed & attested. Two passport size photographs should also be enclosed. Name and address of the candidate should be written on the reverse of these photos.
6. Application forms should be filled in the prescribed application format.
7. Those who are employed in Central/State Government Services, should submit their application form with a "No Objection Certificate" from their Head of Department. Without NOC the application form will be rejected.
8. Two self addressed envelopes (Size 26X12 cm) should be enclosed. One of them should be affixed with rupees 5/- postage stamp.
9. The candidate will have to make their own arrangements for their stay during the entire recruitment process.
10. The Department does not take any responsibility of sending reply to the candidates nor recruited or not called for interview.

Application form liable to be rejected-

1. Incomplete, illegible or over written application form.
2. Unsigned and without thumb impression application form.
3. Application form without photographs.
4. Without envelope and requisite photos.
5. Without attested photocopies of certificates.
6. Application forms received before the date of notification and after closing date and time.
7. No applications shall be entertained after the last date.
8. Incomplete/defective applications forms will be summarily rejected and no correspondence will be entertained in this respect.
9. Only a single application will be entertained. In case of multiple applications of the same candidate received, then the candidature will be cancelled.

APPLICATION FORMAT

Affix here your recent Passport size photograph duly attested with date.

To,

**The Commissioner of State Taxes & Excise
State Taxes & Excise Department,
Himachal Pradesh.
Shimla-171009.**

Subject: Recruitment under Persons with Disabilities.

1)	Name of the post applied for
2)	Full Name in CAPITAL letters: (English/Hindi)
3)	Father's/Husband's Name
4)	Date of Birth (Enclose Certificate) (in figures) (in words)	Days.....Month.....Years.....
	
	
5)	Age as on
6)	Nature of disability and percentage (Enclose certificate)
7)	Category/Sub-Category
8)	Name of Employment exchange
9)	Percentage of marks in Qualifying Examination
10)	Permanent Address	

	
	
		Post office.....
		Distt.....
		State.....Pin code.....
		Phone No-(Mob.).....Land line.....
11)	Address of Correspondence
	
	
		Post office.....Distt.....
		State.....Pin code.....
		Phone No-(Mob.).....Land line.....
12)	Nationality
13)	Religion
14)	Sex(Male/Female)
15)	WhetherSC/ST/OBC/EWS/BPL (Enclose certificate)

16) Educational Qualification:

(Enclose Certificate)

Sr. No.	Educational Qualification	School/Board/ University/Institute	Year of Passing	%age of Marks	Subjects

17) Have you ever been debarred or disqualified by any Recruitment board/ Public service Commission from any of the Examination Selection?

----- (Yes/No)

18) Have you ever been convicted by any court for any offence?

----- (Yes/No)

19) **Marks of Identification-**

- 1).....
- 2).....

20) **If employed, then indicate**
(Enclosures)

- 1) Designation-.....
- 2) Department-.....
- 3) Period of Service-.....

21) **Details of enclosed documents (with attested Xerox copies)**

- | | |
|----------|-----------|
| 1) | 2) |
| 3) | 4) |
| 5) | 6) |
| 7) | 8) |
| 9) | 10) |

I, hereby declare that, I have read the advertised eligibility conditions and undertake to abide by them. As far as my knowledge and belief are concerned, all the details submitted in the application are correct and complete. I also understand that my candidature for examination and whole selection shall be deemed to be cancelled in case my details and information are found to be misleading and incorrect. Also in the event of any misstatement/discrepancy in the particulars being detected after my appointment, my services are liable to be terminated without any notice.

.....
Signature of the Candidate

Thumb impression of the Candidate

Place.....
Date.....

ADMIT CARD FOR JUNIOR OFFICE ASSISTANT(IT)

Annexure-V

Affix here your recent
Passport size photograph
duly attested with date

1. **Name of candidate**
(To be filled in by the candidate)
2. **Son of/Daughter of/Wife of**
(To be filled in by the candidate)

FOR OFFICE USE ONLY

1. Roll No
2. Examination Centre
3. Date and Time of Examination

Signature of the Candidate
(At the time of examination)

Signature of the issuing Authority