



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA
16 MILE SHIMLA-MANDI NATIONAL HIGHWAY
GHANDAL DISTRICT SHIMLA, HIMACHAL PRADESH-171014
Ph. 0177-2779802, 0177-2779803, Fax-0177-2779802
Website: <http://hpnlu.ac.in>

Advertisement No.-HPNLU-A(7)-11(ADVT.)/2021/11

Dated: 12 August, 2021

Website: <http://www.hpnlu.ac.in>

Opening date for submission of Application Form: 13 August, 2021

Closing date for submission of Application Form: 30 September, 2021 (5.00 PM)

ADVERTISEMENT for Recruitments (Non-Teaching, Regular posts)

Online Applications are invited for direct recruitment to the posts of under mentioned categories. Interested candidates may apply using the online recruitment portal of the Website of Himachal Pradesh National Law University, Shimla i.e. <http://www.hpnlu.ac.in>. **The application may be submitted by registering at the:**; **within the time duration prescribed.** The candidates are strictly advised to apply online well in advance to avoid rush during closing dates of submission of Online Recruitment Applications (ORA). **No offline Application Form will be accepted by the University. The candidates must read the instructions carefully for filling up ORA available on the website of HPNLU i.e. <http://www.hpnlu.ac.in>.**

The downloaded copy of the online application form along with necessary original certificates and self-attested photocopies must be brought at the time of Exams/tests/interview etc., as the case may be. Category and details of the posts advertised are given below:

Sr. No.	Post Name	No. of Post	Pay Scale	Educational and Technical Qualifications of Candidates	Payable application Fee
<i>Group A</i>					
1.	Section Officer	01 UR	15600- 39100+5400 G.P.	A Graduate from a recognized University or its equivalent. Five years' experience as Superintendent Grade-II/Personal Assistant/ or an equivalent position in Central/State University/Government Department/ Education or Research Institution. Desirable: Good Working knowledge of computer applications.	2,500/-
2.	Section Officer (Accounts)	01 UR	15600- 39100+5400 G.P.	A Graduate from a recognized University or its equivalent. Five years' experience as Superintendent Grade-II/ Personal Assistant or an equivalent position in Central/State University/Government Department/Education or Research Institution. Or, A qualified Chartered Accountant (CA)	

Group C					
3.	Junior Assistant	01 (U.R)	10300-34800+3600 G.P.	A Graduate in any discipline from a recognized University. At least 5(five) years' experience of working as a Clerk/ in an educational institution/government department. Knowledge of computer.	1,200/ <i>(For SC, OBC and EWS the payable fee Rs. 600/-)</i>
4.	Library Assistant	1 (U.R)	5910-20200+2000 G.P.	A Graduate in Library/Library Information Sciences from a recognized University/Institute; Two years of work experience in the relevant field in a University/Research Establishment/Central/State Govt./PSU and other autonomous body's library; Knowledge of Computer applications such as Koha and Dspace etc.	
5.	Driver Cum Office Attendant (Heavy)	2 (U.R)	5910-20200+2400 G.P.	10 th pass Heavy Vehicle Driving License issued by the Competent Authority and knowledge of Hindi. Preferable: 2 years Driving experience.	
6.	Driver Cum Office Attendant (Light)	02 (UR-2,	5910-20200+2000 G. P.	10 th pass. Light Vehicle/Heavy Vehicle Driving License issued by the Competent Authority and knowledge of Hindi. Preferable: 2 years Driving experience.	
7.	Clerk	15 (UR-7, SC-3, OBC-3, EWS-2)	5910-20200+1900 G.P.	10+2 from a recognized Board of School Education. A minimum typing speed of 30 words per minute in English. Knowledge of MS Office including MS Excel and word processing.	
8.	Caretaker	01 (U.R)	5910-20200+1900 G.P.	10+2 from recognized Board or University. Experience of maintenance of Hostels.	
Group D					
9.	Chowkidar	5 (UR-2, SC-1, OBC-1, EWS-1)	4900-10680+1300 G.P.	10 th pass or its equivalent from a recognized Board of School Education	1200/-
10	Security Guard (Male)	10 (UR-6, SC-2, OBC-1, EWS-1)	4900-10680+1300 G.P.	10 th pass from a recognized Board of School Education. Preferable: Ex- Servicemen who have been released from the service most recently. The Ex-Serviceman male Security Guards should be preferably below the age of 50 years	
11	Library Attendant	2 (U.R)	4900-10680+1650 G.P.	10+2 from a recognized Board of School Education/University. 01 Year of Diploma in Library Science from a recognized Institution and, preferably 2 year's working experience in a reputed Institution.	

					<i>(For SC, OBC and EWS the payable fee Rs. 600/-)</i>
12	Peon	10 (UR-6, SC-2, OBC-1, EWS-1)	4900-10680+1300 G.P.	10 th pass from a recognized Board of School Education.	
13	Sweeper	10 (UR-6, SC-2, OBC-1, EWS-1)	4900-10680+1300 G.P.	Middle pass from a recognized Board of School Education. Preferable: Experience in carrying out cleanliness work.	

INSTRUCTIONS/CONDITIONS AND ESSENTIAL QUALIFICATION(S) AND EXPERIENCE ETC.

- i. The University reserves the right to dispense with the written examination for any post keeping in view the number of applications viz-a-viz vacancies and other circumstances. In lieu of marks for written test, the University may prescribe a direct selection criterion based on essential qualifications prescribe in the Regulations, (as applicable), and may directly conduct the Interview, Skill test/ evaluation of all the eligible applicants, as the case may be.
- ii. Date for determining eligibility of all candidates in respect of Essential Qualification(s) and Experience, if any, etc. shall be determinable according to the prescribed closing date for submission of On-Line Recruitment Application (ORA) Form.
- iii. **Age:** The minimum and maximum age limit of 18 to 45 years shall be determinable according to the prescribed closing date for submission of On-Line Recruitment Application (ORA) Form.
- iv. The upper age limit is relaxable by five years for candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Persons with disabilities & Children/Grand Children of Freedom Fighters of Himachal Pradesh. The upper age relaxation is also available to Ex-servicemen candidates of H.P. as per provisions of relevant rules.
- v. The candidates are advised to note down the USER ID and PASSWORD and this user ID and password will be applicable for all future reference regarding the examination/tests, downloading roll numbers/call letters/entering fee detail etc. No other assistance can be provided in these issues.
- vi. The candidates are advised to give their working mobile number and email ID, used by them in the online recruitment (ORA) application and ensure their working till the completion of selection process to avoid inconvenience. There is no other means of contacting them except their email & Mobile numbers.
- vii. The candidates shall fill up their complete and correct particulars in the ORA forms to avoid rejection of candidature. Furnishing incorrect information may disqualify the candidate from appearing for recruitment to any post to be advertised by the University for a period of three years.
- viii. No other mode except online payment (through the 'payment gateway' prescribed and available on the recruitment portal of the university, is acceptable for deposit of fees.
- ix. No. of post(s) is/ are tentative and may increase or decrease from time to time for different categories of posts may be added. Therefore, candidates are requested to apply under their

respective category (s) as the post of any reserved category can be included to be filled up on the basis of this advertisement. The number of vacancies & reservation of post is liable to be altered without any notice.

- x. The candidates must keep on checking the website regularly for any further information regarding their roll numbers, admit card, evaluation schedule etc.
- xi. As per the Government notification vide No. PER(AP)-C-B-1/2019 Government of Himachal Pradesh Department of Personnel (AP-III) dated 11.06.2019 when an Economically Weaker Sections EWS candidate is not available for selection, the post(s) will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.
- xii. In cases of posts under categories 'C' and 'D' the candidate shall be eligible for applying and appointment, 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*.
- xiii. Dispute, if any, shall be subject to Court jurisdictions of HP.
- xiv. The University reserves the right to change any other terms of the advertisement or to rectify the inadvertent errors at any stage.
- xv. For all Groups of posts, terms and conditions of eligibility, appointment and services shall be governed by the relevant rules of the University.
- xvi. Applicants must upload experience certificate, wherever required, from appropriate institution/authority clearly specifying duration of service, pay scale and last gross salary drawn.
- xvii. All further communications related to the above recruitments shall be through letter/ notices displayed on the University website i.e. <http://www.hpnl.ac.in>.
- xviii. *UR*- unreserved; *SC*- Scheduled Casts; *OBC*- other backward classes; *EWS*- economically weaker sections.
- xix. Candidate are Requested to Check there email (**Inbox as wall as spam**) for login User Id and Password, after filling up the Registration form on recruitment portal Link at University Website.

-Sd-
Registrar