

Printing and Stationery Department,
Himachal Pradesh, Shimla-171005.

Tel. No. 0177-2830378, 2830381

Email: ps-hp@nic.in

Dated 16th March, 2026.

Last date of receiving applications:

For Non-Tribal Areas :16-04-2026.

For Tribal Areas :30-04-2026.

ADVERTISEMENT

It is notified for information of all the concerned that 01 (One) post of Junior Office Assistant (IT) (as Job Trainee) is to be filled up in the Printing and Stationery Department by direct recruitment from amongst **Persons with benchmark disabilities "Blind or Low Vision"** for which applications on the **prescribed format** are invited from the desirous and eligible Persons with benchmark Disabilities (PwBDs) of Himachal Pradesh. The applicant should have minimum 40% permanent disability and he/she should also possess a Disability Certificate issued to this effect, by the Competent Medical Board i.e. District Medical Board or above.

A. Detail of post and eligibility conditions are as under:-

1	Name, Designation and address of the employer	Prabha Rajeev, Controller, Printing and Stationery Department, Ghora Chowki, Himachal Pradesh, Shimla-171005.	
2	Telephone No. of Employer, if any.	0177-2830378, 2830381.	
3	Name of Post and number of vacancies	Junior Office Assistant (IT) (as Job Trainee)=01 Post	Reserved for Persons with benchmark disability. " Blind or Low Vision " (B, LV).
4	Pay and allowances/emoluments	Junior Office Assistant (IT) (as Job Trainee)	Fixed amount of Rs. 12,500/- per month.
5	Classification of post/ Nature of vacancy	Junior Office Assistant (IT) (as Job Trainee)	Ministerial, Class-III/Group-C, Non-Gazetted.
6	Physical requirements	Junior Office Assistant (IT) (as Job Trainee)	S= Sitting, ST=Standing, W=Walking, MF= Manipulation by fingers, RW=Reading and Writing, SE=Seeing, H=Hearing.
7	Qualifications required		
	(a) Essential	Junior Office	(i) Should have passed 10+2 Examination from a recognized Board of School Education/ University.

		Assistant (IT) (as Job Trainee)	OR Matriculation from recognized Board of School Education with one/two years Diploma/Certificate from an Industrial Training Institute (ITI) in information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director 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): Provided that the candidate must have passed matriculation and 10+2 from any school/Institution situated within Himachal Pradesh: Provided further that this condition shall not apply to Bonafide Himachalis. (ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi: Provided that visually impaired person selected/recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/Computer Application/ Information Technology and passing of typing test. Instead He/She shall be imparted necessary basic training including computer training course by the Department through Composite Regional Centre (CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana. He/She 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. Explanation.—The term,
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			'differently abled persons' does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability/ deformity permanently prevents them from typing. The above criteria for grant of exemption from passing the typing test shall also be applicable to the skill test Norms on computers.
	(b) Desirable	Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	
8	Age limits, if any.	Between 18 to 45 years as on 1st January, 2026. Upper age limit is relaxable by 5 years in respect of Persons with benchmark Disabilities. "Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis: Provided further that if a candidate appointed on adhoc or on contract basis had become over-age on the date he/she was appointed as such, he/she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his/her such adhoc or contract appointment: Provided further that upper age limit is relaxable for Scheduled Castes/ Scheduled Tribes/ Other Backward Classes and Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government: Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were/are subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/ Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies."	

9	Other documents required to be submitted by the candidate(s) for completion of selection process and weightage as per letter dated 28.08.2017 of the Department of Social Justice & Empowerment, H.P., are as under :-	
	Weightage of marks	Maximum Marks
		Class-III/ Group-C i.e. Junior Office Assistant (IT) (as Job Trainee)
(i)	Weightage for essential educational qualification as mentioned above or as per the R&P Rules (% of marks obtained in educational qualification prescribed for the posts would be divided by 10)	10
(ii)	Weightage for disability as per Certificate issued by the competent authority i.e. District Medical Board or above. (40% to 59%) = 2 marks (60% to 79%) = 4 marks (80% to 100%) = 6 marks	06
(iii)	Weightage for maximum additional qualification (% of marks obtained would be divided by 25)	04
(iv)	Belonging to notified backward Area or Panchayat, as the case may be (Certified by SDO(C), Tehsildar/Naib-Tehsildar)	01
(v)	Landless family/ family having land less than 01 Hectare to be certified by the concerned Revenue Authority (SDO(C), Tehsildar/Naib-Tehsildar)	01
(vi)	Non-employment Certificate to the effect that none of the family member is in Government/Semi-Government services (Certified by SDO(c), Tehsildar/Naib-Tehsildar)	01
(vii)	BPL family having family annual income (from all sources) below 40,000/- or as prescribed by the Govt. from time to time (Certified by BDO).	02
(viii)	Widow/divorced/destitute/single women (Certificate by BDO)	01
(ix)	Single daughter/Orphan (Certified by BDO)	01
(x)	Training of atleast 6 months' duration related to the post applied for from a recognized University/Institution	01
(xi)	Experience upto a maximum of 5 years in Govt./Semi Govt. organization relating to the post applied for (0.4 marks only for each completed year in case of Class-III posts and 0.7 mark(s) only for each completed year in case of Class-IV).	02
	Total marks	30
10	Certificate of Bonafide Himachali. (issued by competent authority)	
11	Certificate of category (SC/ST/OBC/EWS) (issued by competent authority)	
12	Employment Registration Certificate	
13	Self addressed envelope alongwith postal stamps	

14	Probable date by which the vacancy will be filled up.	About 3-4 months subject to availability of eligible candidates.
15	Particulars regarding interview/test of applicants g) Date & time of document verification h) Designation and address of the person to whom applicant should report	Date(s) for documents verification and the authority to whom applicant should report, will be intimated later on to the candidate by the Department. However, the candidates may also contact on telephone numbers as mentioned earlier, during the 3 rd week of May, 2026.

B. Other Conditions:-

- (a) The candidate/applicant should be bonafide resident of Himachal Pradesh.
- (b) The applicant should have minimum 40% permanent disability and possess a Disability Certificate issued by the competent authority i.e. District Medical Board or above. Such Certificate **in the event of selection for the post will be subject to fresh certification/verification** by the competent authority.
- (c) The date of determining the eligibility of candidate in terms of essential qualification etc shall be reckoned as on the closing/last date fixed for submission of applications.
- (d) The candidates are advised to submit photocopies of the abovementioned latest Certificates.
- (e) Applications which are incomplete or are received after due date or are not found in accordance with the prescribed format shall not be considered and will be rejected straightaway without any intimation to the candidate. No correspondence will be entertained in this regard. Therefore, the **candidates are advised to ensure their eligibility for the post and submission of complete application form alongwith all relevant documents/certificates.**
- (f) The Department will not be responsible for any kind of postal delay.
- (g) No TA/DA will be admissible.
- (h) **All the documents/certificates will have to be produced in original at the time of verification of documents, failing which the candidature of the applicant will be cancelled/rejected.**
- (i) In case of any objection, the decision of the Special Selection Committee shall be final.
- (j) The Department reserves the right whether to fill up the post or withdraw the advertisement at any point of time.
- (k) Disputes, if any, shall be subject to jurisdiction of Courts at Shimla.

C. Application Form:-

Application form as prescribed can be downloaded after 16-03-2026 using the tab "Advertisement/Result" of the official Website of the Printing and Stationery Department(hppns.hp.gov.in). Application on any other format will not be accepted.

D. How to apply:-

The application must be submitted on the **prescribed format only** alongwith passport size latest **photograph** pasted thereon. Application form duly filled in all respects alongwith **self-attested photocopies of all relevant/requisite documents/certificates** as mentioned above, be sent through **SPEED POST/BY HAND** to the following address:-

Controller,
Printing and Stationery Department,
Ghora Chowki, H.P., Shimla-171005.

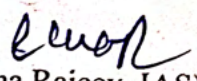
The envelope containing application form should be super-scribed as follows:-
"Application for the post of(name of the post)".

E. Last Date for submitting applications:-

The applications alongwith relevant supporting/essential documents should reach in the Printing and Stationery Department, Ghora Chowki, H.P., Shimla-171005, **on or before 16-04-2026** from **Non-Tribal Areas** and **on or before 30-04-2026** from **Tribal Areas** of Himachal Pradesh. The applications received after the last date and incomplete applications shall be rejected.

F. Selection Procedure:-

Selection for appointment to the post being filled up shall be made on the basis of weightage/merit through evaluation process as mentioned in Table-A above as per the Department of Social Justice & Empowerment, HP letter No. SJE-B(15)-03/2014-I dated 28th August 2017. The date of evaluation/verification of documents will be intimated separately through post and the same will also be notified on the official Website of the department (<http://hppns.hp.gov.in>); hence, the candidates are advised to visit the Website of the Department during the 3rd week of May, 2026 to know about the Evaluation Schedule.


(Prabha Rajeev, IAS)
Controller,
Printing and Stationery Department,
Himachal Pradesh.

APPLICATION FORM FOR THE POST OF JUNIOR OFFICE ASSISTANT (IT) (AS JOB TRAINEE) TO BE FILLED FROM AMONGST THE PERSON(S) WITH BENCHMARK DISABILITIES- BLIND OR LOW VISION, IN THE PRINTING AND STATIONERY DEPARTMENT, HIMACHAL PRADESH, SHIMLA-171005.

Self attested **latest coloured** photograph of the applicant to be pasted

1	Name of applicant (in CAPITAL letters)	
2	Father's/Husband's name (in capital letters)	
3	Mobile No.	
4	Email id	
5	Date of birth (as per matriculation certificate)	
6	Age as on 01.01.2026	 YearsMonths days
7	Permanent home address with pin code	
8	Correspondence address with pin code	
9	Category (General/SC/ST/OBC/EWS etc.) (Proof be attached)	
10	Nature of disability	
11	Percentage of disability (40% & above)	
12	Male/Female	
13	Nationality	
14	Religion	
15	Whether Himachali Bonafide? (Yes or No)	
16	Name of Employment Exchange	

17	Employment Registration No.							
18	Detail of Educational qualification:-							
	Sr. No.	Examination	Roll No.	Year of passing	Board/ University / Institute	Marks obtained	Total marks	%age
	i)	10 th or its equivalent						
	ii)	+2 or its equivalent						
	iii)							
	iv)							
	v)							
Note: Self attested copies of education certificates to be attached.								
19	Have you ever been debarred or disqualified by any Public Service Commission/Recruitment Board etc from any of the Examination Selection? Yes or No Detail if yes							
20	Have you ever been convicted by any court for any offence? (Yes or No)							
21	Whether the following other additional document(s) are attached:-							
	i)	Essential Educational qualification as mentioned above or as per R&P Rules Yes/No						
	ii)	Certificate of disabilities with more than 40% disability (as certified by the competent authority i.e. Medical Board or above) Yes/No						
	iii)	Certificate(s) of maximum/additional qualification Yes/No						
	iv)	Certificate of belonging to notified Backward Area or Panchayat, as the case may be. (Issued by SDO(c)/Tehsildar/Naib Tehsildar). Yes/No						
	v)	Landless family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority (Issued by SDO(c)/Tehsildar/Naib Tehsildar) Yes/No						
	vi)	Non-employment Certificate to the effect that none of the family member is in Government/Semi-Government service. (Issued by SDO(c)/Tehsildar/Naib Tehsildar). Yes/No						
	vii)	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time. (Issued by the BDO). Yes/No						

	viii)	Widow/divorced/destitute/single woman. (Issued by the BDO)	Yes/No
	ix)	Single daughter/Orphan (Issued by the BDO)	Yes/No
	x)	Training of atleast six months duration related to the post applied for, from a recognized Institution.	Yes/No
	xi)	Experience upto a maximum of 05 years in Govt./Semi Govt. organization relating to the post applied for.	Yes/No
22	Certificate of bonafide Himachali (issued by the Competent authority)		Yes/No
23	Certificate of category (SC/ST/OBC/EWS) (issued by the Competent authority)		Yes/No
24	Employment Registration Certificate with Registration No.		Yes/No
25	Self addressed envelope alongwith postal stamps		Yes/No
26	If employed, then indicate	Designation..... Department..... Period of service.....	
27	List of documents attached		
	1.....	8.....	
	2.....	9.....	
	3.....	10.....	
	4.....	11.....	
	5.....	12.....	
	6.....		
	7.....		
(Signature of applicant) Name in Block letters..... Date: Place:			

Declaration

I,.....S/D/W/o Sh.....
hereby solemnly declare that I have read and understood all the conditions as per advertisement and I am a bonafide resident of Himachal Pradesh and all the statements/particulars/documents/certificate furnished by me in this application form are correct and true to the best of my knowledge and belief and nothing has been concealed therein. In the event of any information being found false or incorrect, suppressed or ineligibility is detected at any stage, my candidature may be cancelled/rejected without any notice besides initiating legal action/criminal proceeding in the matter under prevailing laws.

Date:
Place:

Signature of the applicant