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

Tel. No. 0177-2830378, 2830381
Email: ps-hp@nic.in
Dated 20, February, 2025

Last date of receiving applications:
For Non-Tribal Areas 23-03-2025.
For Tribal Areas: 07-04-2025.

ADVERTISEMENT

It is notified for information of all the concerned that 01 (One) post of Copy Holder (on contract basis) is to be filled up in the Printing and Stationery Department by direct recruitment from amongst **Persons with benchmark disabilities (D,HH)** 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 by the Competent Medical Board i.e. District Medical Board or above, to this effect.

A. Detail of post(s) 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	Copy Holder = 01 Post (on contract basis)	From UR-Category and reserved for Sub-category Persons with benchmark disability “ D, HH ”.
4	Pay and allowances/ emoluments / daily wage rate	Copy Holder	Rs. 12,120/- as contractual amount or any other amount as decided by Government in future.
5	Classification of post/ Nature of vacancy	Copy Holder	Non-Ministerial, Class-III/Group-C, Non-Gazetted.
6	Physical requirements	Copy Holder	S= Sitting BN= Bending SE= Seeing RW= Reading and Writing MF= Manipulation with Fingers ST= Standing W= Walking.
7	Qualifications required		
	(i) Essential	Copy Hoder	i. Should have passed 10+2 Examination or its equivlavant from a recognized Board/ University. ii. Two years practical experience in proof Reading from a Government/Semi Government /private Press having ISO certification.
	(ii) Desirable	Knowledge of customs, manner and dialects of Himachal	

		Pradesh and suitability for appointment in the peculiar conditions prevailing in the State.
8	Age limits, if any.	Between 18 to 45 years as on 1st January, 2025 , for both categories. Upper age limit is relaxable by 5 years in respect of Persons with benchmark Disabilities.
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. as under :-	
	Weightage of marks	Maximum Marks Class-III i.e. Copy Holder
(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 Maximum 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).	02
	Total weightage of 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.	At the earliest.
15	Particulars regarding interview/test of applicants a) Date & time of document verification b) Designation and address of the person to whom applicant should report	Date(s) of 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 above, during the fourth week of April, 2025.

B. Other Conditions:-

1. The candidate/applicant should be bonafide resident of Himachal Pradesh.
2. 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 verification** by the competent authority
3. 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.
4. The candidates are advised to submit photocopies of the abovementioned latest Certificates.
5. Applications which are incomplete or are received after due date or 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.**
6. The Department will not be responsible for any kind of postal delay.
7. No TA/DA will be admissible.
8. **All the documents/certificates in original will have to be produced at the time of verification of documents**, failing which the candidature of the applicant will be cancelled/rejected.
9. In case of any objection, the decision of the Special Selection Committee shall be final.
10. The Department reserves the right whether to fill up the post or withdraw the advertisement at any point of time.
11. Disputes, if any, shall be subject to jurisdiction of Courts at Shimla.

C. Application Form:-

Application form as prescribed can also be downloaded after **22-02-2025** using the tab "**Download Form**" 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 REGISTERED 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 Copy Holder (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 23-03-2025** from **Non-Tribal Areas** and **on or before 07-04-2025** from **Tribal Areas** of Himachal Pradesh. The applications received after the last date and incomplete applications shall be rejected summarily.

F. Mode of Selection/ Selection Procedure:-

Selection for appointment to the post(s) being filled up shall be made on the basis of weightage/merit of 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; hence, the candidates are advised to visit the Website of the Department during the fourth week of April, 2025 to know about the Evaluation Schedule.

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APPLICATION FORM FOR THE POST OF COPY HOLDER
(NAME OF POST) FROM THE PERSON(S) WITH BENCHMARK
DISABILITIES IN THE PRINTING AND STATIONERY
DEPARTMENT, HIMACHAL PRADESH, SHIMLA-171005.

Self attested latest
coloured photograph
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 01.01.2025		 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.	Examination	Roll	Year	Board/	Marks	Total	%age

No.		No.	of passing	University / Institute	obtained	marks	
i)	+2 or its equivalent						
ii)							
iii)							
iv)							
v)							
vi)							
vii)							
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) attached:-						
	i)	Essential Educational qualification as mentioned above or as per R&P Rules Yes/No					
	ii)	Certificate of disabilities from Persons with benchmark 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 services.....	
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: / / 2025			
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 legal action/criminal proceeding in the matter under prevailing laws.

Dated:

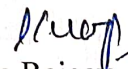
Place:

Signature of the applicant

REQUISITION FORM

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2	Telephone No. of Employer, if any.	0177-2830378, 2830381			
3	Name of Post and number of vacancies	Copy Holder = 01 Post (on contract basis)	From UR-Category and reserved for Sub-category Persons with benchmark disability "D, HH".		
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	(ii) Desirable	Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State.			
8	Age limits, if any.	Between 18 to 45 years as on 1st January, 2025. Upper age limit is relaxable by 5 years in respect of Persons with benchmark Disabilities.			
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 (Prabha Rajeev, HPAS)
 Controller,
 Printing and Stationery Department
 Himachal Pradesh.