

**Himachal Pradesh Panchayati Raj Training and Capacity Building Society
(Office in the Panchayati Raj Training Institute, Mashobra, Shimla-171007)**

Advertisement No. 2/2021.

Himachal Pradesh Panchayati Raj Training and Capacity Building Society (HPPRTCBS) through Divisional level Panchayati Raj Training Institutes, Mashobra, Baijnath and Thunag undertakes Training activities.

HPPRTCBS invites applications for filling up of one post of Data Entry Operator to be filled on contract basis.

Eligibility for the said post viz. qualifications, experience, age and consolidated contractual amount etc. are as follows:-

1. Application to the said post is to be made on a simple paper addressed to the Member Secretary, Himachal Pradesh Panchayati Raj Training and Capacity Building Society, Mashobra, Shimla-171009 and it should reach in the office of the Member Secretary, HPPRTCBS by 30.04.2021. No application received after 17.04.2021 shall be entertained.
2. The candidate should possess minimum Educational Qualification of Graduate in any stream along with one year diploma in computer application from any University/Institute recognised by the Government of Himachal Pradesh.
3. The Candidate should have minimum of 2 years working experience in the Government Department and preference will be given to such candidate who has working experience in Rural Development and Panchayati Raj.
4. The candidate should be Bonofide resident of Himachal Pradesh.
5. The age of the candidate shall be between 18 to 45 years as on 1st January, 2021.
6. The selected candidate will be paid a Consolidated Contractual Amount of Rs.14,532/- month.
7. Experience and qualification will be reckoned as on the last date of submission of application. Self attested clear quality Photostat copies of all important certificates and documents must be attached with the application.
8. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for selection after scrutiny of records submitted with application. More stringent criteria may be applied for short-listing the candidates. Applicants having higher qualification and merit will be given preference.
9. HP PR Training and Capacity Building Society (HPPRTCBS) reserves the right not to fill up this advertised post, if the circumstances so warrant. The HPPRTCBS reserves the rights to withdraw the advertised post at any time without giving any reason. The Society may relax the qualification/experience and age limit at its discretion at any stage in case of candidates with exceptional experience and merit.
10. No correspondence will be entertained as regards short-listing, selection or appointment.
11. Candidates selected will be posted anywhere in the three Panchayati Raj Training Institutes. and shall be required to undertake touring in any part within as well as outside the State for which he/she shall be entitled for travel and daily allowances as admissible to the official of the State Government having grade pay equivalent to Rs. 1900/-.

12. The HPPRTCBS reserves the right to decide to fill up or not to fill up the advertised post.
13. The HPPRTCBS shall verify the antecedents or documents submitted by a candidate at any time, i.e., at the time of appointment or during the tenure of the contract. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
14. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the HPPRTCBS reserves the right to modify/withdraw/cancel any communication made to the candidates.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Chairman of the General Body of the HPPRTCBS shall be final.
16. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification/requirement laid down in the advertisement.
17. The Contract shall initially be for one year and can be extended further keeping in view the requirement of work, availability of funds, work performance and conduct of the candidate.
18. The service of the selected candidate will be dispensed with before contractual period, if there is shortage of own funds of the society.
19. The contractual period may be terminated at any time without assigning any reasons.

S. S. Hasme
**Principal, PRTI Mashobra-cum-
Member Secretary, HPPRTCBS.**