



Atal Medical & Research University, H.P.

(A State Govt. University)

(SLBS Govt. Medical College & Hospital Campus, Ner Chowk, Mandi, H.P.)

Website:- amruhp.ac.in, Email: regmedicaluniv.mandi@gmail.com, Phone No. 01905-243962

No. AMRU/Rectt./01/2022/-3913-37

Dated:- 22-04-2022

Opening Date : 22-04-2022

Closing Date:- 20-05-2022

ADVERTISEMENT NOTICE

Online Applications are invited from eligible & desirous candidates for recruitment of the following posts of Group C & D on Contract basis in Atal Medical & Research University, H.P., Mandi at Nerchowk. The interested candidates may apply through Online Recruitment Portal of the University, i.e. <https://erpamruhp.in/employeeApplicantRegistration.htm> The online application can be uploaded from 22-04-2022 to 20-05-2022. Thereafter, the link will be disabled. The applicants are advised to apply well in advance to avoid rush during closing dates.

Sr. No.	Name of Post & Pay Scale	No. of Post(s)	Essential Qualifications
GROUP -C			
01.	Assistant Accountant (on Contract basis) Pay Scale :- Rs. 10300-34800+4400GP (Pre-Revised)	Gen. (UR) -02 Total = 02	<ul style="list-style-type: none">i. B.Com Degree from a recognised or any institute duly recognized by State/Centre Government.ii. Having knowledge of Computer Applications. <p>Desirable :-</p> <ul style="list-style-type: none">i. M.Com Degree from recognized University or any institute duly recognized by State/Centre Government.ii. Knowledge of customs, manners and dialects of Himachal Pradesh. <p>Max. age for direct recruitment : 45 years</p>
02.	Steno Typist (on Contract basis) Pay Scale :- Rs.		<ul style="list-style-type: none">i. Should have passed 10+2 examination or its equivalent from a recognised Board of School Education/University.ii. Must possess the following speed in short-hand and typewriting on Computers in both languages i.e. English and Hindi at the time of

	<p>5910+20200=2000 GP (Pre-Revised)</p> <p>Steno Typist (on Contract basis)</p>	<p>Gen. (UR) -03 Total = 03</p>	<p>initial appointment :-</p> <p>Speed in Short-hand English: 60 WPM Hindi : 60 WPM</p> <p>Speed in typing on Computers English : 25WPM Hindi : 25WPM</p> <p>Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed :</p> <p>Provided further that the candidate shall have to pass typewriting test in both the languages at the time of initial recruitment.</p> <p>Providing further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whoever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he/she shall have to pass the test in shorthand in second language within a period of three years and he/she will be eligible to draw his annual increment from due dates and the candidate(s) who qualifies the said test after three years will be eligible to draw his/her first increment only from the date of qualifying the prescribed test.</p> <p>iii. Should have the knowledge of word processing in computer as prescribed by the recruiting authority.</p> <p>Desirable :- Knowledge of customs, manners and dialects of Himachal Pradesh.</p> <p>Max. age for direct recruitment : 45 years</p>
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03	<p>Junior Office Assistant- IT (on Contract basis)</p> <p>Pay Scale :- Rs. 5910+20200=1950GP (Pre-Revised)</p>	<p>Gen. (UR) - 04 SC (UR) – 02 SC (Ex-Serviceman)- 01 OBC- 01 EWS-01</p> <p>Total = 09</p>	<p>i. Should have passed 10+2 Examination from a recognized Board of School Education/University.</p> <p>OR</p> <p>Matriculation from recognized Board of School Education with one/two year(s) Diploma/ Certificate from an Industrial Training Institute (ITI) in Information Technology (ITES) as notified by Director General of Employment & Training (GoI) 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>
GROUP- D			
04.	<p>Peon (on Contract basis)</p> <p>i. Pay Scale for regular incumbents :- Rs. 4900-10680+1300 GP</p> <p>ii. Emoluments for contract employees: Rs. 6200/- as per details given in 15-A (Pre-Revised)</p>	<p>Gen. (UR) – 03</p> <p>Total = 03</p>	<p>Essential Qualifications</p> <p>i. Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/University.</p> <p>Desirable Qualification(s) :</p> <p>ii. Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>

Important Instructions:

1. Age :-

The minimum and maximum age limit of 18 to 45 years will be reckoned as on 01-01-2022. The upper age limit is relaxable by five years for candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes & Children/Grand Children of Freedom Fighter of Himachal Pradesh. The upper age relaxation is also available to Ex-Serviceman candidates of H.P. as per provisions of relevant rules/instructions of H.P. Govt.

2. Reservation :-

The benefit of reservation for various post(s) will be admissible only to the applicants, who are Bonafide residents of Himachal Pradesh in respect of categories, viz. SC., ST, OBC, EWS, BPL/IRDP, Ex-Serviceman and WFF etc. No change of category shall be allowed after receipt of application, i.e., from SC to OBC/ST etc.

3. Application Processing Fees :-

The detail of application fees for respective categories is as under :-

Sr. No.	Category	Fee	
		Class-C	Class-D
1.	General Category (Including WFF OF H.P./ Wards of Ex-Servicemen of H.P. and all Ex-Servicemen of H.P.)	1200/-	1200/-
2.	SC/ST/OBC/EWS/BPL of H.P. (General-BPL/SC-BPL/ ST-BPL/OBC-BPL) including SC/ST/OBC and all female candidates.	600/-	600/-

4. A candidate shall be eligible for appointment to Group-C post(s), if he/she has passed Matriculation and 10+2 and for Group-D post(s), if he/she passed Middle or Matriculation from any School/Institutions situated within Himachal Pradesh. Provided, this condition shall not apply to Bonafide Himachalis.

MODE OF PAYMENT :

The desirous & eligible candidates shall pay the examination fee fixed category-wise online by Debit Card/Credit Card/Internet Banking through “e Payment Gateway”, as the case may be, on or before the prescribed closing date for submission of Online Recruitment Applications (ORA). While making payment through “e-Payment Gateway” the candidate(s) shall pay the fixed amount through Debit Card/Credit Card/Internet Banking only after accepting the “Terms and Conditions to apply online”. Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection. Before applying online, all

candidates are advised to go through detailed instructions given on the above mentioned website. NOTE:- Candidates should note that payment of fee can be made only through the modes prescribed above. Payment of fee through any other mode is neither valid nor acceptable. Applications submitted without the prescribed fee/mode shall be summarily rejected.

5. **The applicants must submit Hardcopy of online application form along with relevant documents in support of the information uploaded in the online application by post upto 27-05-2022 upto 05:00 PM.** However, the candidate residing in Andaman and Nicobar Islands, Lakshadweep, Ladakh, Assam, Tripura, Meghalaya, Nagaland, Manipur, Mizoram Arunachal Pradesh, Pangi and Bharmour Sub Division of Chamba District, Dodra Kwar Sub Division of Shimla District, Kinnaur Districts and Lahul & Spiti Districts of Himachal Pradesh, the last date for receiving of hardcopy of online application by post shall be **04-06-2022 upto 05:00 P.M.** addressed to **The Registrar, Atal Medical & Research University, H.P. Mandi (H.P.), SLBS Govt. Medical College campus Nerchowk-175008.** The University will not be responsible for any postal delay. No extra opportunity shall be provided to the applicants to produce appropriate certificates at later stage.

General Instructions:

1. The candidates must read the IMPORTANT INSTRUCTIONS/GENERAL INSTRUCTIONS/Other Terms and Conditions CAREFULLY before uploading/submitting the online application form for the relevant post.
2. The candidates are advised to note down the USER ID and PASSWORD and this User ID and Password will be applicable for all future references/ correspondence regarding the written examination/ test, downloading Roll Nos./Call letters for Documentation/ entering fee detail etc.
3. The candidates are required to apply separately for each post with requisite application processing fee. The candidates belonging to reserve category from other state, their candidature shall be treated in General category only and required to submit full application fees of General category. Further, a candidate of reserve category willing to apply against Gen(UR) posts is also required to remit full application fees, if otherwise eligible for the said post under Gen (UR) category.
4. The candidates are advised to give their working mobile Number and e-mail ID, used by them in the Online Application (OA) and ensure their working till the completion of selection process to avoid inconvenience. There will be no other means of contacting them except their e-mail & Mobile number
5. The candidate shall fill their complete and correct particulars in the online application forms to avoid rejection of candidature.
6. Date of determining eligibility of all applicants in respect of essential qualification and experience, if any, etc., shall be the prescribed closing date for submission of online application forms .
7. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned against each post in the advertisement to avoid rejection at later stage. The decision of University in this regard, shall be final.

8. Onus of proving that a candidate has acquired requisite essential qualifications by the stipulated date is on candidate and in the absence of the contrary, the date as mentioned on the face of certificate/ degree or the date of issue of certificate / degree shall be taken as date of acquiring essential qualification. No extra opportunity shall be provided to the candidate to produce any certificates / documents at the time of evaluation.
9. In respect of equivalent clause in essential qualification, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected.
10. **The selection process is annexed at Annexure “A” of the advertisement.**
11. Number of post(s) is/are tentative and may increase or decrease from time to time. The University reserves the right to fill up or not to fill up the advertised post(s) or to call limited applicants for evaluation of documents/personality test/ interview. No TA/DA will be paid for attending written/skill test/ evaluation of documents/ personality test/ interview etc.
12. In service (regular) applicants may apply along-with requisite fee with information to their Head of Departments/Employer for issuing NOC. Such candidates are required to produce “**No Objection Certificate**” (NOC) from the Employer at the time of evaluation of documents/ personality test/ interview etc.
13. The shortlisted applicants are required to produce original documents and self attested photocopies of educational qualifications, age, category and NOC from the employer alongwith hardcopy of online application form at the time of Evaluation/ Interview /Personality test.
14. In case of any legal proceedings against the University, the territorial jurisdiction shall be restricted to the District Court Mandi (H.P.)/Hon’ble High Court of H.P. at Shimla.
15. In case of any inadvertent mistake/error in process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the applicants.
16. **CATEGORY CLAIMS & ELIGIBILITY CONDITIONS: -**
The category of the candidate claimed in the application form for the post shall be treated as final **S.C’s** of H.P./**S.T’s** of H.P./**O.B.Cs’** of H.P. and Ex-Servicemen of H.P. applicants must possess such certificate(s) in support of their claims made in the application(s), while applying for these posts. All the applicants belonging to reserved categories are also required to go through the relevant instructions issued from time to time by the Government of Himachal Pradesh, in order to ensure that they are eligible under a particular category.
17. **EX-SERVICEMEN OF HIMACHAL PRADESH: -** The applicants belonging to Ex-Servicemen of Himachal Pradesh will have to furnish discharge certificate and full detail in respect of their PPO No., Rank, and date of retirement from the Defence Services to claim the benefit of concession for the category of Ex-Servicemen of Himachal Pradesh.
18. **OBC of H.P. (Other Backward Classes of Himachal Pradesh): -** Applicants belonging to OBC of H.P. category must produce OBC certificate on the

prescribed format valid till the relevant term of the Financial Year (1st April to 31st March) as notified by the Government of Himachal Pradesh (in the Department of Revenue) in Rajpatra dated 09th January, 2012. Applicants must have valid OBC Certificates covering the entire period from last date of submission of applications till date of evaluation along with an undertaking that her/his status as OBC has not changed and she/he has not been excluded from the category of O.B.C. of H.P. on account of being covered under creamy layer.

19. EWS of Himachal Pradesh: - Applicants belonging to EWS of H.P. category must produce EWS certificate(s) on the prescribed proforma as per instructions of the H.P. Government issued vide letter No. PER(AP)-C-B(12)-1/2019 dated 11.06.2019 adopted by the University on the last date prescribed for submission of application.

20. Any clarification/guidance/Information regarding application/fee can be had on telephone No. 01905-243962,. The clarification/ information regarding qualification and eligibility criteria can also be obtained on telephone No. 01905-243962.

DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s): No candidate will be eligible for admission to the examination:-

- a. If he/she has been dismissed from any previous Govt./ Semi Govt. service;
- b. If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred / disqualified from appearing in any examination or selection;
- c. If he/she is found either directly or indirectly influencing the selection process in any manner; or
- d. If he/she is an un-discharged insolvent.

ABBREVIATIONS :-

HP: Himachal Pradesh, AMRU- Atal Medical & Research University, H.P., UR: Unreserved, SC: Scheduled Castes of H.P., ST: Scheduled Tribes of H.P., OBC: Other Backward Classes of H.P., BPL: Below Poverty of H.P. EWS: Economically Weaker Section of H.P., as declared by the Govt. of H.P. from time to time, Ex-SM: Ex-Servicemen of H.P., WFF: Wards of Freedom Fighters of H.P., OTRS: One Time Registration System, NOC: No Objection Certificate and EQ: Essential qualification(s).

The applicants are advised to visit the University website <http://amruhp.ac.in> from time to time for updates in their own interest.

Sd/-

Registrar

Atal Medical & Research University,

Endst. No. & Date : As above.

Copy for favour of wide publicity to (by email):-

1. The Secretary to Governor (Chancellor), H.P. Raj Bhawan, Shimla-2.
2. The Secretary (Health), to the Govt. of Himachal Pradesh, Shimla.

3. The Director, Medical Education and Research, H.P. Shimla.
4. All the Regional Employment Officers/District Employment Officer/Employment Officers/Incharge Sub-Employment Exchanges in H.P.
5. The Labour Commissioner-cum-Director of Employment, H.P. Shimla-1.
6. The Director, Social Justice and Employment Department (Disability Cell), Himachal Pradesh., Shimla-9.
7. The Controller of Examination/Finance Officer/Deputy Controller (Finance), AMRU.
8. The Web-Incharge, AMRU. He is requested to upload and make available the above advertisement on the University Website.
9. PA to Vice-Chancellor, AMRU, H.P.
10. Guard File/Notice Board.

Sd/-

Registrar

Atal Medical & Research University,

Selection Process

Sr. No.	Name of Post	Syllabus			
GROUP-C					
(Subsequent to Notification No. (AP-B)B(15)11/2018 Dated 04-05-2022)					
Mode of Selection - Part-I (Written test of 100 marks)					
The Written Objective type Screening test of two hours duration will consist of 100 Multiple Choice Questions (MCQ) of 100 marks. Each question will be of 01 mark. The skill tests wherever applicable will be of qualifying nature for those who qualify the Written Objective type Screening Test.					
01.	Assistant Accountant	Sr. No.	Syllabus	No. of Questions	Marks
		01.	Subject Aptitude Test (SAT) in the concerned field and as per requirement of the post(s).	70	70
		02.	General Knowledge (GK of Himachal Pradesh, India & International GK, Current Affairs, Science, Social Science), General Hindi & English	30	30
		Total		100	100
02.	Steno Typist	Sr. No.	Syllabus	No. of Questions	Marks
		01.	General Knowledge (GK of Himachal Pradesh, India, International GK, Current Affairs, Science, Environment, Social Science etc.)	70	70
		02.	General Hindi and English.	30	30
		Total		100	100
		03.	Must possess the following speed in short-hand and typewriting on Computers in both languages, i.e., English and Hindi at the time of initial appointment. Speed in Short-hand English : 60 WPM Hindi : 60 WPM Speed in typing on Computers English: 25 WPM Hindi : 25 WPM Provided that at the time of initial recruitment the		

		<p>candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed :</p> <p>Provided further that the candidate shall have to pass typewriting test in both the languages at the time of initial recruitment:</p> <p>Providing further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whoever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he/she shall have to pass the test in shorthand in second language within a period of three years and he/she will be eligible to draw his annual increment from due dates and the candidate(s) who qualifies the said test after three years will be eligible to draw his/her first increment only from the date of qualifying the prescribed test.</p> <p style="text-align: center;">Skill test will be of qualifying nature.</p>																						
	04.	Should have the knowledge of word processing in computer as prescribed by the recruiting authority.																						
03.	Junior Office Assistant (IT)	<table><tr><th>Sr. No.</th><th>Syllabus</th><th>No. of Questions</th><th>Marks</th></tr><tr><td>01.</td><td>Syllabus relating to Computer Science/ Computer Application/ Information Technology/ Information Technology Enabled Sectors (ITES)/ Information Practices (IP) etc. prescribed as essential qualification(s) in R&P Rules and as notified in the advertisement.</td><td>70</td><td>70</td></tr><tr><td>02.</td><td>General Knowledge (GK of Himachal Pradesh, India, International GK, Current Affairs, Science, General Hindi & English.</td><td>30</td><td>30</td></tr><tr><td colspan="2">Total</td><td>100</td><td>100</td></tr><tr><td rowspan="2">03.</td><td rowspan="2">The Typing Skill Test will be of qualifying nature in one of the language i.e. English or Hindi for those who qualify the written</td><td>English</td><td>Hindi</td></tr><tr><td>30WPM</td><td>25WPM</td></tr></table>	Sr. No.	Syllabus	No. of Questions	Marks	01.	Syllabus relating to Computer Science/ Computer Application/ Information Technology/ Information Technology Enabled Sectors (ITES)/ Information Practices (IP) etc. prescribed as essential qualification(s) in R&P Rules and as notified in the advertisement.	70	70	02.	General Knowledge (GK of Himachal Pradesh, India, International GK, Current Affairs, Science, General Hindi & English.	30	30	Total		100	100	03.	The Typing Skill Test will be of qualifying nature in one of the language i.e. English or Hindi for those who qualify the written	English	Hindi	30WPM	25WPM
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		objective type screening test.		
Skill test will be of qualifying nature.				
<p>The candidates declared qualified in the Written Objective type screening test (MCQ) will be called for typing/Skill test, wherever applicable, in the ratio of 1:10. Thereafter final merit will be prepared on the basis of marks obtained in written test for the post of Assistant Accountant & on the basis of marks obtained in written test & qualification of skill test for the post of Steno Typist & JOA (IT).</p>				
GROUP-D				
04. Peon				
<p>Evaluation based on the parameters devised by the Department of Personnel to the Govt. of Himachal Pradesh for GROUP-D post(s) vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 is as under :-</p>				
Sr. No.	Detail of Criteria of 100 marks	Marks	Competent Authority to issue the certificates	
01.	Percentage of marks obtained in qualifying examination to be calculated out of 85. For example, a candidate getting 50% marks in Matric will be given 42.5 marks.	85 (Eighty Five)	Concerned University/ Board	
02.	Belonging to notified Backward Area or Panchayat, as the case may be.	1(one)	Concerned SDO(C)/Tehsildar/Naib Tehsildar.	
03.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	2(Two)	Concerned SDO(C)/Tehsildar/Naib Tehsildar	
04.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	2.5(Two & half)	<p>i) Tehsildars/Naib Tehsildar/Sub Divisional Officer (Civil)/Additional District Magistrate/Additional Deputy Commissioner/Deputy Commissioner</p> <p>ii) The Commissioner/ Additional Commissioner/Joint Commissioner of the Municipal Corporation/ Executive Officer of the municipal council/Secretary of the Nagar Panchayat</p>	
05.	Differently abled persons with more than 40%	1(one)	Health & Family Welfare authorities/ Medical Boards.	

	impairment/disability/ infirmity		
06.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions	1(one)	Head of Concerned Institution. Certificate of medal winners will be issued by concerned District Youth Services and Sports Officer/Head of Institution.
07.	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time.	2.5 (Two & half)	1. Rural areas:- Concerned BDO (by taking the authenticated entries in the „Parivar Register“ as the basis of such certificate) or concerned panchayat Secretary/Sahayak and countersigned by the Pradhan. 2. Urban areas:- i) Municipal Corporation:- Commissioner ii) Municipal Council:- Executive Officer iii) Nagar Panchayats:- Secretary.
08.	Widow/divorced/destitute/single woman	1.5 (One & half)	1. Rural areas:- Concerned BDO by taking the authenticated entries in the „ Parivar Register“ as the basis of Page 18 of 23 such certificate. 2. Urban areas:- i) Municipal Corporation:- Commissioner ii) Municipal Council:- Executive Officer iii) Nagar Panchayats:- Secretary.
09.	Single daughter/Orphan	1(one)	1. Rural areas:- Concerned BDO by taking the authenticated entries in the „Parivar Register“ as the basis of such certificate. 2. Urban areas:- i) Municipal Corporation:- Commissioner ii) Municipal Council:- Executive Officer iii) Nagar Panchayats:- Secretary.
10.	Experience up to a maximum of 5 years in Govt./semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (two & half)	Competent authority of the concerned Govt./Semi Govt. Organization.

The shortlisted candidates on the basis of evaluation of above parameters will be called for evaluation of documents in the ratio of 1:3. The final selection shall be based on the parameters determined by the Department of Personnel, Govt. of H.P. vide notification No. Per (AP.B)B(15)-5/2014 dated 17th April, 2017.

- The University reserves the right to dispense with/change any examination centre, if the strength of the applicants is inadequate.