



## Himachal Consultancy Organization Ltd

(Promoted by State Govt. Corporations, SIDBI & Commercial Banks)

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### RECRUITMENT

Refer to Advertisement published on 3<sup>rd</sup> January 2021, Applications are invited from Indian Citizens for the following positions:

1. Assistant Manager (Training)  
Pay Scale: 13000-560(5)-15800-570(5)-19240-590(5)-21600-610(5)-24650-630(5)-27800.
2. Senior Computer Operator (Training)  
Pay Scale: 11650-500(5)-14150-520(5)-16750-540(5)-19450-560(5)-22250-570(5)-25100-590(3)-26870.

The eligible criteria (age, qualifications and experience) and other details are available at our website [www.himcon.org](http://www.himcon.org).

#### How to apply:

The candidates may download the application form from the above mentioned website. The applications shall be required to submit DD for Rs. 500/- in favour of HIMCON payable at Shimla along with the application form.

Note: The candidates are advised to go through the details on the above website link for ensuring meeting of eligibility criteria before applying.

Last date of receipt of application: January 27, 2021 (latest by 5 PM).



I) Application for the following posts as per the relevant eligibility criteria are invited:

Sr. No.	Department	Particular	
1	Training	Post Name	Assistant Manager (Training)
		Qualification	Graduate preferably with MBA
		Relevant Experience	10 Years
		Job Description	<ul style="list-style-type: none"> <li>➤ To assist the head of Training wing</li> <li>➤ To plan and monitor trainings</li> <li>➤ To coordinate placement of trainings by wage/ self-employment</li> <li>➤ To write and formulate proposals, to see timely and effective conduct of the programmes as per guidelines of the sponsoring institutions, institutional liasoning, sending the claims in time and ensure timely recovery of payments</li> </ul>
2	Training	Post Name	Senior Computer Operator
		Qualification	Graduate with diploma in Computer
		Additional qualification	a) 1 year diploma in Computer Application b) 1 year diploma in Stenography in English c) 1 year diploma in Stenography in Hindi
		Other essential requirements	The candidate should possess minimum speed of 25 words per minute in Hindi typing and 30 words per minute in English typing
		Relevant Experience	10 Years
		Job Description	To assist the Training wing, dictation writing in Hindi & English To assist in proposal preparation, securitizing of training related documents To prepare the claims, liasoning with training partners To prepare MIS for training wing Other duties assigned by the head of training wing on time to time.

II) **Age Limit:**

The maximum age limit for the above positions is 35 years, with provision of relaxation as per Government guidelines (relaxation of 5 years for SC/ST candidates and 3 years for OBC candidates). The recruitment shall also be open to existing staff of HIMCON as also to those who have rendered their services to HIMCON on contract/ assignment basis for a cumulative period of 5 years or more. HIMCON shall give 5 years relaxation in upper age limit to such candidates, if they are otherwise eligible for the post of Assistant Manager and Senior Computer Operator.

III) **Reservation:**

The reservations to various categories would be as per Government of India Guidelines.

IV) **Cut-off date:**

For assessing the eligibility criteria, the cut-off date would 31<sup>st</sup> December, 2020.

V)

It may be noted that only shortlisted candidates would be called for interviews.



**HIMACHAL CONSULTANCY ORGANISATION LIMITED**

**1 Instructions:**

- a) All columns should be filled in Block letters.
- b) Incomplete application/ applications without enclosures will be rejected.

2 Post applied for : \_\_\_\_\_  
(To be filled by candidate)

3 Full Name (In capital letters) : .....

4 Father's Name & Occupation : .....

5 Date of Birth : ..... / Age .....

6 Sex :  Male  Female

7 Marital Status :  Married  Unmarried

8 Category (Tick Mark) :  GEN  SC  ST  OBC

(In case of SC/ST/OBC Name of the Community and sub-caste \_\_\_\_\_ (Enclose copy of valid certificate)

9 Whether Physically challenged :  Yes  No

10 If yes, indicate type of Disabilities? :  OH  VH  HH

11 Permanent Address : .....  
.....  
.....

12 Correspondence Address : .....  
.....  
.....

13 State of Domicile : ..... Nationality .....

14 Telephone No. : ( R ) ..... ( O ) .....

15 Mobile No. : .....

16 E-mail ID (mandatory) : .....

17 EDUCATIONAL QUALIFICATIONS (Starting from matriculation):

Education	Name of the Institution	Year Studied		Class/ Div.	Branch/ Discipline	Grade/ % of Marks
		From	To			
SSLC/ Matric						
12 <sup>th</sup> Std.						
Degree						
Post-Graduation						
Others ..... (Please specify)						

18 EXPERIENCE:  
(Start with the current employment)

Name of the employer and address	Designation	Duration		Brief note on Duties & responsibilities/ projects handled	Total years of Exp.
		From	To		

(Attach separate sheet if required)

19 Salary last drawn  
Gross Pay : .....

20 Language Known : (Underline Mother Tongue)  
Read Write Speak  
.....  
.....

21 Application fee: DD No. .... Amount Rs. ....  
Name of Bank and Branch: .....

**DECLARATION**

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. In the event, if the information is found to be false or incorrect, candidature/ appointment may be terminated without notice.

Signature of candidate

Place: .....

Date: .....