



Himachal Pradesh University

Summerhill, Shimla-171005

Advt. No. Rectt.-8/2015

Dated: 01.01.2016

Advertisement Notice

Applications on the prescribed format are invited from desirous and eligible candidates for recruitment to one post of Law Officer (on contract basis) in the Himachal Pradesh University so as to reach the Assistant Registrar, Recruitment Branch, Himachal Pradesh University, Summerhill, Shimla-171005 on or before **15th February, 2016**. The application received after this date will not be entertained. The University will not be responsible for delay in receipt of applications due to any reasons what so ever.

Sr. No.	Name of post	Number of post(s)	Mode of appointment
1.	Law Officer (₹ 10300-34800+₹ 4400 GP)	1 General (UR)	On contract basis (Consolidated fixed contractual amount @ ₹ 14,700/- per month.)

2. Minimum Educational and other Qualification(s):

(a) ESSENTIAL QUALIFICATION:-

- (1) Should possess a professional degree in Law from a recognized University or its equivalent.
- (2) Atleast 5 years experience as an Advocate.

(b) DESIRABLE QUALIFICATIONS:-

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

3. Selection Process:

Selection for appointment to the post will be made on the basis of via-voce test or if considered necessary or expedient by a written test or practical test, the standard/syllabus etc. of which will be determined by the H.P. University.

4. Age: Between 18 and 45 years as on 01-01-2016.

Provided relaxation in upper age-limit is admissible only to the bonafide SC of H.P./ST of H.P./ OBC of H.P./ W.F.F. of H.P./ Persons with disabilities of Himachal Pradesh/other categories of persons bonafide residents of H.P. to the extent permissible as per instructions issued from time to time by the Govt. of H.P.

5. Application processing fee:

The detail of fee for respective categories is as under:-

Sr.No.	Category	Fee
1	General category {including general Physically Disabled, i.e. Orthopaedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of H.P./ Ex-Servicemen of H.P. relieved from Defence Service on their own request before completion of normal tenure, General wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM of H.P. and candidates of other states (including reserved category candidates of other states)}	₹ 400/-

2	S.C. of H.P./S.T. of H.P./O.B.C. of H.P./Antodaya/B.P.L. of H.P. {including S.C./S.T./O.B.C. Ex-Servicemen of H.P. relieved from Defence Services on their own requests before completion of normal tenure and SC/ST/OBC wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM}	₹ 100/-
3	Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure) / Blind of H.P./ Visually Impaired of H.P.	No fee

6. **Mode of Payment:**

The candidate can pay requisite application processing fee either by way of Indian Postal Order/Bank Draft in the name of Finance Officer, Himachal Pradesh University, Shimla payable at Shimla or by cash at the Fee Counter of H.P. University, Summer Hill, Shimla (Fee Code P3240).

The application processing fee once paid will not be refunded.

7. **General instructions:**

- (i) The application must be submitted on the prescribed format only. Applications found incomplete in any manner during the scrutiny of applications shall be liable to be rejected.
- (ii) Date for determining eligibility of all candidates in respect of essential qualification(s) and experience etc. shall be the prescribed closing date for submission of completed application form.
- (iii) In respect of equivalent clause in Essential Qualifications, 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.
- (iv) The benefit of reservation, where applicable, will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh as per instructions issued from time to time by the Govt. of H.P. The reserved category candidates belonging to other states will be treated as General Category Candidates and benefit of reservation and fee concession will not be admissible to such candidates.
- (v) The candidate selected for appointment will be engaged on contract basis initially for one year, which may be extendable on year to year basis. However, the appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (vi) The contract appointee will be entitled for increase in contractual amount for further extended years, if any, as per applicable rules notified by the Govt. of H.P. and adopted in the University.
- (vii) The eligible candidates shall have to appear in a test/interview on the date/s to be notified separately and no TA/DA is admissible for this purpose.
- (viii) After selection of candidate, he/she shall sign an agreement/contract to be executed between the Law Officer & the Himachal Pradesh University on the specimen format to be provided with Appointment letter by the University.

- (ix) The candidate claiming fee exemption should possess a valid certificate of the respective category as on the last date of submission of application and the copy of certificate is required to be enclosed with the application form.
- (x) The University reserves the right to fill up or not to fill up the posts(s) or to call limited candidates for test/interview.
- (xi) The decision of Himachal Pradesh University regarding eligibility etc. of a candidate for admission to viva-voce/Personality test or selection will be final and no correspondence/ personal enquiries will be entertained.

8. **Application Forms:**

The prescribed application form may be downloaded from the Himachal Pradesh University website: <http://www.hpuniv.nic.in> and <http://www.hpuniv.in>. The candidates are advised to visit the University website from time to time for updates in their own interest.



Registrar
H.P. University, Shimla

Ends. No.2-52/2015-HPU(Rectt.)

Dated: 01.01.2016

Copy for favour of wide publicity to:

1. The Labour Commissioner-cum-Director of Employment, H.P. Shimla-1.
2. All the Regional/District Employment Officers, Employment Exchanges in Himachal Pradesh with the request to please display the photocopy of the advertisement on their respective notice boards for wide publicity.
3. The Employment, Information & Guidance Bureau, H.P. University., Shimla-5.
4. Dean of Studies/Chief Warden/Dean, Students' Welfare, H.P. University, Shimla.
5. The Chairman, Deptt. of Laws, H.P. University, Shimla-5.
6. The Finance Officer/Controller of Examinations, HPU, Shimla-5.
7. Deputy Registrar (Estt.)/Assistant Registrar, Admn./Budget, HPU, Shimla.
8. The SPS to Vice-Chancellor/Pro-Vice Chancellor, HPU, Shimla.
9. The Public Relations Officer, H.P. University, Shimla-5. He is request to get the advertisement news broadcasted from All India Radio, Shimla, Dharamshala and Hamirpur & Doordarshan Kendra in the Pradeshik Samachar. The contents of this advertisement may also be got published within two days in at least one leading newspapers for wide publicity and thereafter send a copy of the paper containing the advertisement to Recruitment Branch for record.
10. The Incharge, Computer Centre (B.Tech)/C.C.E.W.-Web Incharge, H.P. University, Shimla-5 with the request to upload and make available the above advertisement alongwith application form on the University website.
11. Notice Board.



Registrar
H.P. University, Shimla.



Himachal Pradesh University

Summerhill, Shimla-171005

APPLICATION FORMAT FOR RECRUITMENT

Affix recent self- attested
passport size coloured
photograph

Advertisement No. Rectt.-8/2016

Name of post applied for: Law Officer (on contract basis)

Signature of Candidate

1. Name of applicant:
(In Capital Letters)
2. Father's Name:
(In Capital Letters)
3. Mother's Name:
(In Capital Letters)
4. Date of birth:

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D	D		M	M		Y	E	A	R		
5. Sex (Male/Female) : _____
6. Marital Status (Married/Unmarried) : _____
7. Name of spouse (if married) : _____
8. Category (General/SC/ST/OBC) : _____
9. Sub-Category : _____
(Un-reserved/BPL/Ex-Servicemen/Sportsperson/PWD/WFF)
10. Address for Communication : _____
(In Capital Letters) _____
_____ PIN : _____
Mobile. No. _____
email ID:- _____
11. (a) Name of the Employment Exchange where registered: _____
(b) Registration No. _____
12. Province of Domicile: _____
(H.P./Other state)

13. (a) Date of enrolment as an Advocate: _____
 (b) Enrolment No. _____
14. Practice experience : _____ Year(s)
 (The period is to be calculated from the date of enrolment in the State Bar Council)
15. Practising in : _____
 Civil side: _____
 Criminal side: _____
 Taxation side: _____
 Revenue Courts: _____
16. Details of application processing fee paid : Amount ₹ _____
 IPO's/DD/Rt. No. _____
17. Detail of Educational Qualifications :

Sr. No.	Exam Passed	Year of passing	Subjects studied	Division with Percentage of marks obtained/ Grade	Name of Board/ University
i)	Matric				
ii)	10+2/ Inter/ HSC				
iii)	Graduation				
iv)	LLB/Degree in Laws				
v)	LLM/PG Degree in Laws				

18. Detail of Technical Qualifications, if any:

Sr. No.	Exam Passed	Name of University/ Board	Year of Passing	Division with Percentage of marks obtained/ Grade	Specialization

19. Details of Work Experience (Total): _____ Year(s)
 (Please write in chronological order, starting from your first employment & ending with present employment)

Sr. No.	Employer's/ Organization name& address	Post held	Pay Scale	Duration of service		Nature of duties performed
				From	To	

20. Details the list of documents attached along with the form:

i.	Copy of Matriculation certificate for age proof	_____(Yes/No)
ii.	Copy of 10+2 / Inter/ HSC certificate	
iii.	Copies of original degree certificate along with marks sheets of all years	_____(Yes/No)
iv.	Copies of LLB Degree along with marks sheets of all years	_____(Yes/No)
v.	Copy of Enrolment Certificate issued from the State Bar Council	_____(Yes/No)
vi.	Copy of Certificate of having practiced law (COP) issued by the State Bar Council	_____(Yes/No)
vii.	Copy of the caste/category certificate, if applicable	_____(Yes/No)
viii.	Copy of Employment Exchange Registration Card	_____(Yes/No)
ix.	Copies of work experience Certificate, if any	_____(Yes/No)
x.	Application Processing fee remitted through IPOs/DD/University receipt	_____(Yes/No)
xi.	One self addressed envelope (size 4.12" x 9.5") by affixing postal stamps of ₹ 5/-	_____(Yes/No)

21. Total number of pages attached with the application form: _____

Note: If the sheets above are not sufficient, please attach extra sheets, wherever necessary.

22. **DECLARATION**

- a) I hereby declare that the information filled in the application form is true and correct to the best of my knowledge and belief.
- b) I understand that any willful mis-representation of facts or concealment of information shall result in the cancellation of my candidature and that I may be subject to legal/disciplinary proceedings.
- c) That I have never been dismissed either from Government or from University, College or other Public or Private Organization service.
- d) I have never been arrested/prosecuted or involved in any criminal case or convicted by a Court of Law (If otherwise, please provide details separately).

Place: _____

Date: _____

Signature of the Applicant

FOR OFFICIAL USE ONLY

Received application on dated _____ and entered at Sr. No. _____

in the application receipt register maintained in the Recruitment Branch.

Signature of Recipient

- Eligible:
 Ineligible:

Discrepancy(ies) if any:

- 1.
- 2.
- 3.

Signature of the Screening Committee:

1. _____ 2. _____ 3. _____