



## H.P. Private Educational Institutions Regulatory Commission

Majitha House Complex, Shimla171002.  
Phone 0177-2629665,Telefax-0177-2629663 Email-secy-perc-hp@nic.in

### Advertisement No. 1/2016

The HP-PERC invites applications from qualified and experienced employees of Central or State Government or Central / State Universities or Institutions of Higher Education or Autonomous Bodies or PSUs etc. on secondment basis initially for a period of one year, extendable upto 3 years (year to year basis) on performance. The maximum period is for three years or attaining the age of sixty two years, whichever is earlier.

Sr. No.	Category of Post	Scale	No. of Post(s)
1.	Adviser-I	Rs. 37,400-67,000 + GP Rs. 10,000/- in PB-4 of GOI or equivalent PB-5 of GoHP. <b>(In case of retired personnel, consolidated salary as per applicable Government norms for equivalent post.)</b>	01
2.	Adviser-II	Rs. 37,400-67,000 + GP Rs. 9,000/- in PB-4 of Gol or equivalent PB-5 of GoHP or Six years' service in the corresponding pre-revised Scale of PB-4 of GoHP <b>(In case of retired personnel consolidated salary as per applicable Government norms for equivalent post.)</b>	01

The details regarding Educational Qualification, experience and General Terms and Conditions along with prescribed format available at the HP-PERC website [www.hp.gov.in/hpperc](http://www.hp.gov.in/hpperc). The Commission reserves the right to cancel the filling of above vacancies without assigning any reasons. Application giving all details may be sent through proper channel; so as to reach the Secretary, H.P. Private Educational Institutions Regulatory Commission, Majitha House Complex, Shimla-171002 on or before 06/08/2016 along with ACR dossiers for the last three years.

Sd/-

**SECRETARY**



**HIMACHAL PRADESH**  
**PRIVATE EDUCATIONAL INSTITUTIONS REGULATORY COMMISSION**

MAJITHA HOUSE COMPLEX, SHIMLA-171002 (HP)

Phone No. +91-177-2629664, 2629665 TeleFax--91-177-2629663 Email-[secy-perc-hp@nic.in](mailto:secy-perc-hp@nic.in)

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**Advertisement for filling-up of Vacant Posts (2 No.)**

**The HP-PERC invites applications from qualified and experienced employees of Central or State Governments or Central / State Universities or Institutions of Higher Education or Autonomous Bodies or PSUs etc. for the following posts initially for a period of one year extendable up to 3 years or till the posts are filled up on regular basis, The maximum period for both the posts is for three years or attaining the age of sixty two years, whichever is earlier.**

**About HP-PERC:**

The H.P. Private Educational Institutions Regulatory Commission has been established by the Govt. of Himachal Pradesh under Section 3 of the Himachal Pradesh Private Educational Institutions (Regulatory Commission) Act, 2010 for the purpose of providing a regulatory mechanism in the State and for working as an interface between the State Government and Central Regulatory Bodies for ensuring appropriate standards of admission, teaching examination, research and protection of interest of students in the Private Educational Institutions and for matters connected therewith or incidental thereto.

**Sr. No. 01: Adviser-I (Professor or equivalent)**

**Pay Scale:** Rs. 37400-67000+GP Rs. 10000/- in PB-4 of GOI or equivalent PB-5 of GOHP.

Officers from the Central or State Governments or Central/State Universities or Institutions of Higher Education or Autonomous Bodies or PSUs holding analogous post on regular basis or retired from Govt. service are eligible. In case of retired personnel, salary/emoluments payable as per Govt. of H.P. norms would be applicable.

**Essential Qualification:** The incumbent should possess Ph.D in **Science/ Engineering/ Pharmacy** discipline from a recognized University or equivalent.

**Experience:**

- Twenty years experience in the Central or State Governments or Central / State Universities or Institutions of Higher Education or Autonomous Bodies or PSUs with outstanding technical, academic, research, educational planning, administration, high-quality service orientation and creativity.
- Policy analysis and program monitoring and evaluation.

**Competencies:**

- Computer/IT proficient- Microsoft Office (Excel, Word, PowerPoint, Access etc.)
- Good communication and report writing skills etc.
- Ability to lead a team and take responsibility.
- Accountability for timely delivery.
- Managing available resources.

**Sr. No. 02: Adviser-II (Associate Professor or equivalent)**

**Pay Scale:** Rs. 37400-67000+GP Rs. 9000/- in PB-4 of GOI or equivalent PB-5 of GOHP or six years service in the corresponding pre-revised Scale of PB-4 of GOHP. The incumbents holding equivalent post in the corresponding scale of PB-4 of the GOHP with more than six years of service on the post, Officers from the Central or State Governments or Central/State Universities or Institutions or Higher Education or Autonomous Bodies or PSUs holding analogous post on regular basis or retired from Govt. service are eligible. In case of retired personnel, salary/emoluments payable as per Govt. of H.P. norms would be applicable.

**Essential Qualification:** The incumbent should possess Ph.D in **Management/ Commerce/ Social Sciences** discipline from a recognized University or equivalent.

**Experience:** Fifteen years' experience in the Central or State Governments or Central / State Universities or Institutions of Higher Education or Autonomous Bodies or PSUs with outstanding technical, academic procedures & administration, research, educational planning, financial administration.

**Competencies:**

- Ability to organize & coordinate conferences/events & lead a team.
- Accountability for timely delivery.
- Computer/IT proficient-Microsoft Office (Excel, Word, PowerPoint, Access etc.)
- Good communication and technical report writing skills etc.

**Duties and Responsibilities of Advisers:**

- Develop process guidelines/regulations to ensure fair and rational system of standards of admission, course approval process, teaching, examination, research, extension programme, faculties and infrastructure etc. being maintained by the Private Educational Institutions in accordance with the guidelines issued by the Regulatory Bodies of the Central Government or the State Government.
- To develop and institutionalize web-enabled e-governance system to ensure transparency, accountability, quality assurance and compliance of regulatory norms.
- To manage inspection process of Private Educational Institutions as and when required.
- Dissemination of information on institutional policies, procedures, annual administrative reports of the Commission.
- Analyzing regulatory matters, to strengthen academic curriculum, develop policies and procedures.
- Providing assistance regarding legal/court matters and institutional development programs.
- Developing innovative approaches for improvement of tertiary education in the State.
- Develop partnerships & collaboration with external institutions, industries etc.
- Enhance employability of students.
- Any other tasks assigned by the Commission from time to time.

**IMPORTANT:**

**One applicant can apply for one post only.**

**H. P. PRIVATE EDUCATIONAL INSTITUTIONS  
REGULATORY COMMISSION**

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**PROFORMA**  
(For the posts of Adviser)

**PART-A**

1. Name of the Post \_\_\_\_\_
2. Name in Full (in block letters) \_\_\_\_\_
3. Father's Name \_\_\_\_\_
4. Marital status \_\_\_\_\_
5. Date of Birth \_\_\_\_\_ Age \_\_\_\_\_
6. Nationality \_\_\_\_\_
7. a) Address for correspondence (in block letters)

Affix  
Photograph

\_\_\_\_\_

Pin Code \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail ID \_\_\_\_\_

- b) Permanent Address (in block letters)

\_\_\_\_\_

Pin Code : \_\_\_\_\_

8. Educational Qualifications :-  
(In chronological order from the Bachelor's Degree and onwards)

Sl. No	Degree / Specialization	University / Institution	Division or equivalent	Percentage or Marks



9. Employment Record (details in reverse chronological order, starting with the last job)

S. No.	Name & Address of the Employer	Period of service in each post (Duration) From                  To	Designation of post held & scale of pay	Nature of work and level of responsibilities

10. Professional Training:

S. No.	Organization	Period From                  To	Particulars of Training

11. Computer Proficiency- (Microsoft Office - Excel, Word, PowerPoint, Access etc.) Please specify.

12. Any other skills/experience that you would like to share:

13. Publications and Reports:

14. Additional details about present employment, if any.

Present Pay Scale	
(Central Govt. / State Govt. / Universities/ Autonomous Body/ PSU / Others)	
Member / Fellowship of Professional Society	
Any other information you may wish to furnish (in brief and no annexure be enclosed)	
Name and address of 2 persons (not related to you) who are well acquainted with your academic record and professional work for reference.	

15. What makes you think you are the best candidate for the position you are applying for? (Please write not more than 500 words)



**PART-B**

**DECLARATION**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice /compensation.

Place \_\_\_\_\_

**SIGNATURE OF THE CANDIDATE**

Date \_\_\_\_\_

**PART-C**

**FORWARDING AUTHORITY / EMPLOYERS ENDORSEMENT**

This is to certify that Dr. /Sh./Smt..... is working as.....from..... on regular basis in our department / institute /organization. The above details given by \*him/her are verified and found correct as per our records. It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against him/her. The integrity of the officer is also certified. In case of \*his/her selection, \*he/she will be relieved immediately on \*secondment and \*his / her lien will be retained by this organization.

\* Strike out whichever is not applicable.

**Signature of the Employer with Office Seal**

Date \_\_\_\_\_

Place \_\_\_\_\_

**Note:** Attested copies of all the relevant documents must be attached with the application