



**HIMACHAL PRADESH  
PRIVATE EDUCATIONAL INSTITUTIONS REGULATORY  
COMMISSION**

**Happy Nest Building, Kagnadhar, Below BCS, Shimla-171009**  
Phone No. +91-177-2673664, 2673665 TeleFax-+91-177-2673663 Email-[secy-  
perc-hp@nic.in](mailto:secy-perc-hp@nic.in)

**No. HPPER/Advertisement/2012 - 5503**

**Dated: 05.09.2019**

**Advertisement**

Application from the eligible employees of Central or State governments or Central / State Universities or Institutions of Higher Education or Autonomous Bodies or PSUs etc. are invited for filling up the following posts in the Himachal Pradesh Private Educational Institutions Regulatory Commission, Happy Nest Building, Kagnadhar, Below BCS, Shimla-9 on secondment basis, whichever is earlier:-

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Pay Scale</b>	<b>No. of Posts</b>	<b>Mode of recruitment</b>
1	Law Officer	10300-34800+4400 GP	1	Secondment basis
2	Private Secretary	15600-39100+5400 GP	1	-do-
3	Senior Assistant	10300-34800+4400 GP	1	-do-
4	Personal Assistant	10300-34800+4800 GP	2	-do-
5	Class IV (Peon/Chowkidar/Baildar)	4900-10680+1300 GP	3	--do

1. Officers / officials under the Central Government or the State Government or Union Territories or Public Sector Undertakings or recognized State or Central Universities / Organisation / Departments holding analogous post on regular basis in the present cadre or department carrying the pay scale of the respective post as mentioned above.
2. The minimum age limit for appointment shall not exceed 55 years as on the closing date of receipt of application.
3. The applications in the prescribed proforma from eligible officers/officials who can be spared in the event of their selection may be forwarded to the Secretary, H.P. Private Educational Institutions Regulatory Commission, Happy Nest Building, Kagnadhar, Below BCS, Shimla-9 on or before 31.10.2019 along with (a) upto date photocopies of annual confidential reports of the candidate concerned for the last five years; (b) that no disciplinary or criminal proceedings are either pending or contemplated against the Officer/official concerned; (c) statement showing the minor / major penalties imposed, if any and (d) integrity certificate.

4. Incomplete applications or applications not received through proper channel or applications received after the specified date shall not be entertained and would be straightway rejected. The Commission reserves the right not to fill up the above vacancies without assigning any reason.
5. The eligible candidates should address their applications to the Secretary, H.P. Private Educational Institutions Regulatory Commission, Happy Nest Building, Kagnadhar, Below BCS, Shimla-9.
6. The prescribed application form and general instructions can also be downloaded from the website of Commission: [www.hp.gov.in/hpperc](http://www.hp.gov.in/hpperc)

Sd/-

**Secretary**

## General Instructions

1. All posts are tenable at Shimla, Himachal Pradesh.
2. Posts listed of the advertisement will be on tenure basis.
3. Applicants must clearly fill the name of post against which he/she has applied along with his/her category in the form clearly. The last date for submission of duly completed applications along with attested copy of certificates in the Commission is 31.10.2019, thereafter no applications will be entertained.
4. Commission reserves the right to fill up the posts, not to fill up the posts or cancel the advertisement in whole or partly without assigning any reason. The Commission will also reserve the right to place a reasonable limit on the total number of candidates to be called for test/ interviews. The decision of the Commission in this regard will be final.
5. Incomplete applications/without relevant supporting enclosures application not on prescribed form will be out rightly rejected. Commission will not be responsible for any postal delay.
6. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/ or interview and reasons for not being called for test/or interview.
7. The candidates fulfilling the laid down eligibility criteria may submit their application on the prescribed application form along with testimonial; and latest passport size photograph to Secretary, H.P. Private Educational Institutions Regulatory Commission, Happy Nest Building, Kagnadhar, Below BCS, Shimla-9 on or before 31.10.2019. The envelop should be super scribed as “Application for the post of .....). The application received after the due date shall not be considered.
8. The prescribed application form available in University website.
- 9. The Commission reserves the right to :**
  - A) The Commission may constitute a Screening Committee to fix criteria after taking into account the qualification and experience of the applicants to shortlist candidates to be called for written test/ interview.
    - a) Not to fill any of the advertised positions.
    - b) Fill consequential vacancies including additional posts arising at the time of interview from available candidates by direct recruitment/deputation/contract. The number of positions is thus open to change. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidence.
- 10.** No TA/DA shall be paid to the candidates for attending the written test/interview.
11. Candidates desirous of applying for more than one post should send separate application for each post along with prescribed free and attested copies of certificates and testimonials as required.
12. Applicants who are in employment with Government, semi-Government, Autonomous Bodies, PSUs etc. should route their applications through proper channel or should

furnish No Objection Certificate from the Head of Deptt./Appointing Authority at the time of Interview.

13. Eligibility of a candidate with regard to qualification and experience shall be calculated / considered with reference to last date for the receipt for applications.
14. The Commission shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
15. The prescribed application form can also be downloaded from the website of Commission: [www.hp.gov.in/hpperc](http://www.hp.gov.in/hpperc)



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**APPLICATION FORM**

(Note: Please go through instructions given in the website [www.hp.gov.in/hpperc](http://www.hp.gov.in/hpperc) carefully before filling-up the Application Form)

Post applied for.....

Affix here a Recent	
Passport	size
Photograph	

**Section-A: General**

1. Name in full (in Block Letters).....
2. Date of Birth..... (in words).....
3. Father's / Spouse Name.....
4. Mailing Address (with Pin code) .....
- .....
- Telephone Number.....Email Id.....
5. Permanent Address: .....
- .....
- .....
6. Marital Status.....
7. Nationality.....
8. State of Domicile.....
9. Category: SC/ST/OBC/General.....
10. Religion:.....
11. Present Employer.....

**Section-B**

12. Educational Qualifications (Starting with highest degree obtained):

Sr. No.	Examination/Degree	Name of Board / University	% of marks	Subject(s)	Year of Passing

(Please attach photocopies in support)

13. Details of Employment Experience: (In chronological order starting with the most recent) (Attach separate sheet if necessary)

Sr. No.	Employer	Post Held	Regular/ Contract/ Adhoc	Pay Scale with GP	Basic Pay	Period of Employment	
						From	To

Important /unique contribution(s) at work, if any.

.....  
 .....  
 .....

14. List of enclosures:

15. Declaration to be signed by the candidate:

I hereby declare that the information given by me in the application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed / distorted any information or given any false statement, my application / appointment shall liable to be summarily rejected / terminated without notice or compensation.

(Signature of the Applicant)

Date .....

Place .....

16. Forwarding letter from present employer of the applicant (in case of in-service candidates, the application must be endorsed / forwarded by the Head of the Department / Employer. However an advance copy may be sent directly to the Secretary, H.P. Private Educational Institutions Regulatory Commission, Happy Nest Building, Kagnadhar, Below BCS, Shimla-9).

Forwarded with the remarks that Mr. / Ms..... is working in this organisation in the capacity as ..... from .....to..... and the institution / organization has no objection to the candidature of the applicant being considered for the post applied for as above. It is certified that no disciplinary / vigilance case is contemplated or is pending against the said applicant.

Place.....

Signature of Head of the Institution

Date.....

Name:.....

Fax.....

Designation.....

Email.....

Address:.....