



H.P. PRIVATE EDUCATIONAL INSTITUTIONS REGULATORY COMMISSION

Majitha House Complex, Shimla -171002
Tel: 0177-2629665, Fax: 0177-2629663, Email: cp-perc-hp@nic.in

Advertisement No. 1/2014

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 on **SECONDMENT BASIS** (except the posts at Sr. No. 6 & 7) initially for a period of one year extendable on yearly basis based on performance:

S. No	Category of Post	Scale	No. of post (s)
1.	Adviser-I (Professor or equivalent)	Rs. 37400-67000 + GP Rs. 10000/- in PB-4 of GOI or equivalent PB-5 of GOHP.	01
2.	Law Officer	10300-34800 +GP Rs.4400/-	01
3.	Personal Assistant	Rs. 10300-34800 + GP Rs. 4800/-	01
4.	Clerk	Rs. 5910-20200+ GP Rs.1900/ Rs. 10300-4800+ GP Rs.3200/-	01
5.	Chowkidar	Rs. 4900-10680 + GP Rs.1300/-	01
6.	Driver (Contract basis)	Consolidated Fixed Contractual amount @ Rs. 7910/- P.M.(Pay Band Rs. 5910-20200 + GP Rs. 2000/-)	01
7.	.Net Programmer (only for a period of one year)	Consolidated fixed emoluments of Rs. 20000/- P.M.	01

The details regarding Educational Qualification, Experience and General Terms and Conditions along with prescribed format for application are available at the HP-PERC website www.himachal.nic.in/perc. The number of posts may vary. 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 Secretary, H.P. Private Educational Institutions Regulatory Commission, Majitha House Complex, Shimla-171002 on or before **06.12.2014** along with ACR dossiers for the last three years.

Sd/-
SECRETARY

H. P. PRIVATE EDUCATIONAL INSTITUTIONS REGULATORY COMMISSION

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Tel: 0177-2629663, 2629663, Fax: 0177-2629665, Email: secv-perc-hp@nic.in

Advertisement for filling-up of Vacant Posts

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 on **SECONDMENT BASIS** (except the posts at Sr.No. 5 & 6) initially for a period of one year extendable on yearly basis based on performance:

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.

S. 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.

Essential Qualification: The incumbent should possess Ph. D qualification in Science/Engineering/Management 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 work & lead a team and take responsibility.
- Accountability for timely delivery.
- Managing available resources.

Duties and Responsibilities of Adviser:

- 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. are 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.
- Enhancing employability of students.
- Any other tasks assigned by the Commission from time to time.

S. No. 02: Law Officer

Pay Scale: Rs. 10300-34800 + GP Rs. 4400/-. Holding analogous post in Central/State Govt./Universities/Board/Corporation/ Autonomous Body/PSUs etc

S.No. 03: Personal Assistant

Pay Scale: Rs. 10300-34800 + GP Rs. 4800/-. Holding analogous post in Central/State Govt./Universities/Board/Corporation/ Autonomous Body/PSUs etc. Or Senior Scale Stenographers with 6 years service experience and proficiency of working on computer.

S.No. 04: Clerk

Pay Scale: Rs. 5910-20200 +GP Rs. 1900/10300-34800 + GP Rs. 3200/-. Holding analogous post in Central/State Govt./Universities/Board/Corporation/ Autonomous Body/PSUs etc.

S. No. 05: Chowkidar

Pay Scale: Rs. 4900-10680 + GP Rs. 1300/-. Holding analogous post in Central/State Govt./Universities/ Board/Corporation/ Autonomous Body/PSUs etc.

S. No. 06: Driver (Contract basis) Fixed Contractual amount @ Rs. 7910/- P.M. in the PB of Rs. 5910-20200 + GP Rs. 2000/-. The posts will be filled-up through direct recruitment on Contract basis. The applicant should be a Matriculate from recognized Board/Institution and possess valid driving license for plying of heavy/light vehicles in Hilly Terrain having a minimum experience of five years of working in Govt./PSUs/Company etc. Salary/emoluments for Contract appointee would be payable as per Govt. of H.P. norm. The driver will also be expected to multi-task assistance in the office as assigned from time to time.

Desirable: 12th pass, computer proficient.

S. No. 07: .Net Programmer to be temporarily associated on short term basis for a period of one year only on Fixed contractual amount @ Rs. 20,000/- P.M.

Educational Qualification: The applicant should have good skills in SQL Server development and possess Master Degree in Computer Application or B.Tech in Computer Sciences & Engineering or equivalent with specialization in computer programming and having a minimum experience of five years as programmer.

Specific Job Requirement: Development and implementation of web- enabled system for monitoring of various regulatory provisions related to standards of admission, teaching, examination research, extension programme, faculty, infrastructure and grievances redressal etc. in the Private Higher Educational Institutions of the State.

Desirable: Experience with W3C standards, java script development and application architecture. The person should be self motivated and fast learner. Preference will be given to candidates who have worked on applications for educational institutions monitoring and holding M.Tech degree in Computer Science & Engineering or equivalent.

GENERAL TERMS & CONDITIONS

1. Number of posts is tentative, may vary and Regulatory Commission reserves the right to increase or decrease number of posts and may or may not fill any post(s).
2. Application must be neatly typewritten on A-4 size paper in the prescribed proforma (**Annexure-I**) for Adviser and (**Annexure –II**) for Law Officer, Personal Assistant Chowkidar & Driver and (**Annexure –III**) for **.net programmer**
3. The proforma can also be downloaded through the website **www.himachal.nic.in/perc**
4. One recent passport size photograph should be pasted on the top right hand corner of the application and be signed by self across.
5. Envelope containing application should be super-scribed with “**APPLICATION FOR THE POST OF _____ (Sl. No. _____).**”
6. A candidate has to submit separate applications, if he/she desires to apply for more than one post.
7. The candidates short-listed for interview will be informed by post and e-mail (if address is communicated in the application). The Regulatory Commission will not be responsible for any postal delay.
8. Final selection for the positions of Advisers will be based on merits of qualification/experience and screening process through interview. Deemed necessary the Commission may also conduct group discussions and/or written assessment of the shortlisted applicants.
9. Original certificates should be produced only at the time of interview.
10. Candidates may send an advance copy of application. However, advance application shall be entertained only when application **through proper channel (Forwarding Authority)** is received. It shall be necessary to furnish “**No Objection Certificate**” from the parent department/ present employer at the time of interview.
11. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained.
12. The decision of the Regulatory Commission in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
13. The application complete in all respects must be sent through Proper Channel to **Secretary, H.P. Private Educational Institutions Regulatory Commission, Majitha House Complex, Shimla -171002** latest by **12 December 2014**.
14. Forwarding Authority is to ensure that the applications must be accompanied by ACRs for last three years, Integrity Certificate and Vigilance Certificate. In case of photocopies of A.C.R are sent, these may be attested by an officer not below the rank of Under Secretary or equivalent of the Government of India/ State Govt.

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PROFORMA
(For the posts of Adviser)

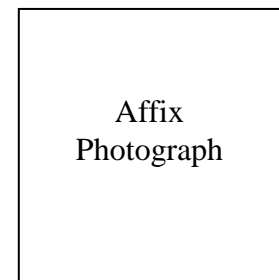
PART-A

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)

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 _____

Date _____

SIGNATURE OF THE CANDIDATE

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

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PROFORMA

(For the posts of Law Officer/PA/Clerk/Driver/Chowkidar)

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)

Pin Code _____

Telephone _____

E-Mail ID _____

- b) Permanent Address (in block letters)**

Pin Code : _____

Affix
Photograph

8. Educational Qualifications :-
(In chronological order from Matric 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. Computer Proficiency- (Microsoft Office - Excel, Word, PowerPoint, Access etc.) Please specify.
(Not required for the post of Chowkidar)

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

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 _____

Date _____

SIGNATURE OF THE CANDIDATE

PART-C
(For Law Officer/PA/Clerk/Chowkidar)

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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.

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Signature of the Employer with Office Seal

Date _____

Place _____

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PROFORMA
(For the posts of .Net Programmer)

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)

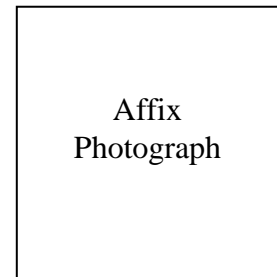
Pin Code _____

Telephone _____

E-Mail ID _____

- b) Permanent Address (in block letters)

Pin Code : _____



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(In chronological order from Matric onwards)

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

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

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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 _____

Date _____

SIGNATURE OF THE CANDIDATE