

Sr.No.	Description	
1	Name of posts	Clerk
2	Number of posts	107 (One hundred seven)
3	Classification	Class-III (Non Gazetted) Ministerial service
4	Pay Band & Grade pay	Pay Band Rs. 5910-20200,+1900 Grade Pay (Now pay scale revised to Level-3 in Pay Matrix)
5	Whether selection post or no selection	Non selection
6	Age limit for direct recruitment	Between 18 to 45 years
7	Method of recruitment	90% by direct recruitment on a regular basis or by recruitment on contract basis as the case may be. 10% By promotion, failing which by direct recruitment.
8	In case of recruitment by promotion, grade from which to be made	From amongst Class IV ministerial employees having passed 10+2 Examination or its equivalent from a recognized Board of School Education/University with five years of service in the grade.
9	Minimum qualification and other qualifications required for direct recruit(s).	<p><b><u>Essential Qualification(s):</u></b></p> <p>i) Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education/University.</p> <p>ii) Should possess a minimum speed of 30 words per minute in English Type-writing or 25 words per minutes in Hindi typewriting on computer.</p> <p>iii) Should have the knowledge of word processing in Computer as prescribed by the recruiting authority.</p> <p><b><u>Desirable Qualification(s)</u></b></p> <p>Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>

