



District Disaster Management Authority, Lahaul & Spiti
Office of Deputy Commissioner, Keylong, Lahaul & Spiti, HP – 175132
Recruitment Notification No. /DDMA, for Various Positions

Opening Date: 04th February, 2017, Closing Date: 05th March, 2017
Website: www.hplahaulspiti.nic.in :: Email: ddma.l&s@gmail.com :: Ph. No.: 01900-222115

The Recruitment Process for District Emergency Operation Centre (DEOC) of District Disaster Management Authority (DDMA), Lahaul & Spiti for recruitment of Duty In-Charge/Supervisor and Data Entry Operator initially for the period of one year purely on temporary basis. Any eligible candidate, who aspires to join District Emergency Operation Centre (DEOC) of District Disaster Management Authority (DDMA), Lahaul & Spiti as Duty In-Charge/Supervisor and Data Entry Operator, is required to register for the Recruitment Process.

A. Various Position Details

Sr. No.	Name of Post	No. of Vacancies	Consolidated Remuneration Per Month	Remarks
1.	Duty In-charge/Supervisor	4	Rs. 10,000/- Only	The DEOC will be functional 24X7.
2.	Data Entry Operator	4	Rs. 9,000/- Only	Therefore the duty will be in shifts.

B. Eligibility Criteria

Prospective Candidates should ensure that they fulfil the specified eligibility criteria before applying for the positions: Candidates may please note that the eligibility criteria specified is the basic criteria for appointment to the aforesaid positions in District Emergency Operation Centre (DEOC) of District Disaster Management Authority (DDMA), Lahaul & Spiti.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to nationality, age, educational qualifications etc as indicated in the application form. Please note that no changes in application form will be permitted at any stage after application received in this office. Merely applying for post/ appearing for and being shortlisted in written and/or in the subsequent interview does not imply that a candidate will necessarily be offered employment.

1. NATIONALITY/CITIZENSHIP

A candidate must be bonafide resident/domicile of Himachal Pradesh. The preference will be given to those who belong to District of Lahaul & Spiti.

2. AGE (As on 1st Jan, 2017)

For Duty In-charge/Supervisor: Above 21 Years – Below 45 Years i.e. the candidate should not have born earlier than 01.01.1972 and later than 01.01.1996(both dates inclusive)

For Data Entry Operator: Above 18 Years – Below 45 Years i.e. the candidate should not have born earlier than 01.01.1972 and later than 01.01.1999(both dates inclusive)

3. EDUCATIONAL QUALIFICATIONS & EXPERIENCE (As on the Date of Online Registration i.e. 29th Jan, 2017)

Name of Post	Educational Qualification
Duty In-charge/Supervisor	Degree in any discipline from a recognized University or its equivalent. (a) Proficiency in local languages (b) One Year Diploma in Computer
Data Entry Operator	10+2 in any discipline from a recognized Board or its equivalent. (a) Proficiency in local languages (b) Six Month Diploma in Computer (C) Typing Knowledge

Note:-

- I. All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before 29.01.2017.
- II. Proper document from Board / University for having declared the result on or before 31.01.2017 has to be submitted at the time of interview for the posts of Duty In-charge/Supervisor and Data Entry Operator. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.
- III. Candidate should indicate the percentage obtained in Graduation/10+2 calculated to the nearest two decimals in the online application.
- IV. Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

C. PROCESS OF RECRUITMENT

The top 40 candidates will be shortlisted as per the process described in point No. 1 bellow, from the eligible candidates for each category. The 10 candidates will be shortlisted against each post. The Shortlisted candidates will have to appear in the written test and further Computer Skill test (for Duty In-charge/Supervisor)/Typing Skill test (For Data Entry Operator Post). The candidates who passed the written test and computer skill test/typing skill test will face the interview. The top 4 candidates will be selected for each category based on their performance in written test, typing skill test and interview.

1. Short listing of Top 40 Eligible Candidates:

The 40 candidates for each category i.e. Duty In-charge/Supervisor and Data Entry Operator will be shortlisted for further process. The candidates will be selected on the basis of merit. The merit criteria for short listing candidates are given below:

No. of Candidates to be Short listed				
Sr. No.	Name of Post	No. of Candidates Shortlisted for each Post	Total No. of Posts	Total Shortlisted Candidate
1	Duty In-charge/Supervisor	10	4	40
2	Data Entry Operator	10	4	40

Merit Criteria for Short list for The Post of Duty In-charge/Supervisor		Marks
Marks in Graduation	40% weightage will be given for graduation marks/grads. The percentage gained in graduation marks will be evaluated out of 20 Marks	20
Experience	20% weightage will be given for experience. The marks will be based on the years of experience and relevance to the post applied for. Two marks will be given for each year of experience. Full 10 marks will be given to the candidate who will possess experience of five years or more.	10
Resident of Lahaul & Spiti	20% weightage will be given for being resident of Lahaul & Spiti i.e. 10 Marks will be given to the candidates who are permanent resident of Lahaul & Spiti.	10
Training certificate on disaster management	20% weightage will be given to the candidate for the training on disaster management. The candidate must submit the certificate of mentioned training program issued by an appropriate authority. The minimum duration of the training attended should be three days at a recognised training centre.	10
Total Marks		50

Merit Criteria for Shortlist for The Post of Data Entry Operator		Marks
Marks in 10+2	40% weightage will be given for 10+2 marks/grads. The percentage gained in 10+2 marks will be evaluated out of 20 Marks.	20
Experience	20% weightage will be given for experience. The marks will be based on the years of experience and relevance to the post applied for. Two marks will be given for each year of experience. Full 10 marks will be given to the candidate who will possess experience of five years or more.	10
Resident of Lahaul & Spiti	20% weightage will be given for being resident of Lahaul & Spiti i.e. 10 Marks will be given to the candidates who are permanent resident of Lahaul & Spiti.	10
Training certificate on disaster management	20% weightage will be given to the candidate for the training on disaster management. The candidate must submit the certificate of mentioned training program issued by an appropriate authority. The minimum duration of the training attended should be three days at a recognised training centre.	10
Total Marks		50

Note: the list of short listed candidates will be attached in the district website.

2. Selection procedure for shortlisted candidates:-

The shortlisted candidates will further appear in the written test. The candidates obtaining minimum 14 marks out of total 40 marks in the written test will be selected for skill test and typing test. The candidates appearing for the position of supervisor will be tested for their basic knowledge on computer and those who are appearing for the post of data entry operator will appear for the typing test. Both the tests will be qualifying in nature and those who qualify the mentioned test will finally appear for the interview for the final selection.

2.1. Written test: - A written test will be organised for the short listed candidates on the following topics:-

S.No	Topic	Marks
1.	General English	15
2.	General knowledge of Himachal Pradesh with special focus on Lahaul and Spiti	15
3.	Basic knowledge of Computer	10
	Total	40

- 2.2. Basic Knowledge of Computer:** - The candidates who are appearing for the post of supervisor will be tested for their basic knowledge of computer applications. The test will be based on the basics of computer system, MS windows, MS office and Internet. The candidate will be assigned twenty assignments on the mentioned topics and those who will complete thirteen assignments successfully will qualify for the interview.
- 2.3. Typing Test:** - The candidates appearing for the post of Data Entry Operator will appear for the typing test. The candidates must possess the typing speed of minimum 30 words per minute to qualify for the interview.
- 2.4. Interview:** - The candidates selected for the final stage of the selection procedure will be called for the interview constituting 10 marks. Top eight candidates based on the selection procedure will be selected for the assignment.
- Note:** - The final selection of the candidate will be made on the basis of total cumulative marks scored by the candidate in all stages of the selection procedure.

D. How to apply:-

The interested candidates may download the application form from the district website www.hplahaulspiti.nic.in and send the application form to the office of Disaster Management Authority, Deputy Commissioner Office, Lahaul and Spiti, Pin-175132 within 30 days of the notification released i.e on 05/03/2017, before 5 PM. The candidate will have to produce the original documents at the time of interview. In case, any false information provided by the candidate, it will be considered as a cognisable offence.



Vivek Bhatia
Deputy Commissioner,
Lahaul and Spiti, District.