# Instructions for filling the online form for recruitment of Non-Teaching Posts
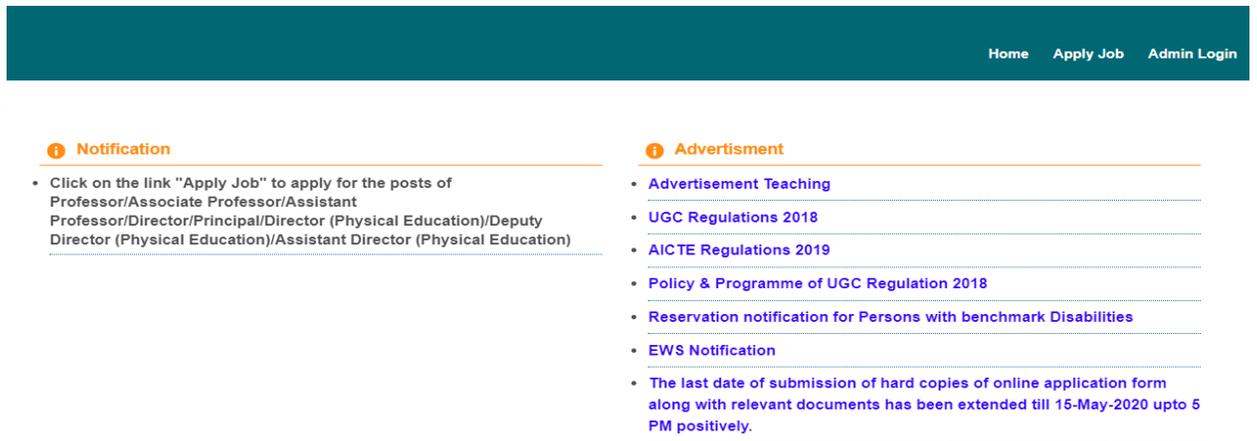
1) Visit the homepage of H.P University recruitment portal at recruitment.hpushimla.in.
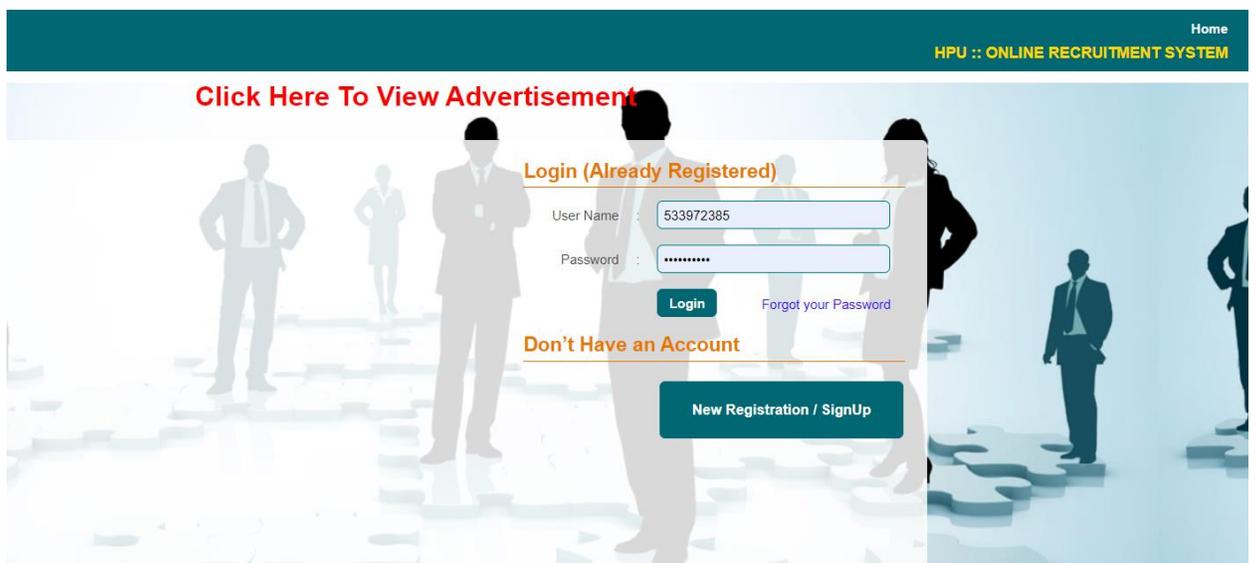2) Click on the link Apply Job to apply for a new post-



3) If you are a first time visitor, click on the link "New Registration/Signup" to create a new account. Or you can login to the portal if you already have your login credentials.

4) Select the option "Non-Teaching" in the Job Type list.



5) Click on the link "Click here to apply", corresponding to the post, for which you want to apply for.



| Sr.No. | Category | Job | Nature Type | Advt. No. | Advt. Year | Advt.Date | Last Date | Click |
|---|---|---|---|---|---|---|---|---|
| 1 | B | Librarian | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 2 | B | Assistant Librarian,HPU Main Library | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 3 | B | Assistant Librarian,RC Dharamshala | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 4 | B | Placement Officer | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 5 | B | Medical Officer(Dental) | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 6 | B | Medical Officer(Allopathic) | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 7 | B | System Analyst (UIT) | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 8 | B | Public Relation Officer(PRO) | (On Contract Basis) | Rectt.-17/2019 | 2019 | 16-01-2020 | 25-06-2020 | Click to apply |
| 9 | B | Assistant Architect | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 10 | B | Computer Programmer | (On Contract Basis) | Rectt.-17/2019 | 2019 | 25-05-2020 | 25-06-2020 | Click to apply |
| 11 | C | Law Officer | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 12 | C | Assistant Librarian | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 13 | C | CLERK | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 14 | C | Data Entry Operator | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 15 | C | Junior Office Assistant( IT) | (On Contract Basis) | Rectt.-17/2019 | 2019 | 16-01-2020 | 25-06-2020 | Click to apply |
| 16 | C | Junior Office Assistant (Accounts) | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 17 | C | Junior Engineer (Automobiles) | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |
| 18 | C | Junior Engineer (Civil) | (On Contract Basis) | Rectt.-17/2019 | 2019 | 17-01-2020 | 25-06-2020 | Click to apply |

6) Fill out the Personal Information page, upload the necessary documents and add all other necessary information required for the post as per Advertisement.



**Himachal Pradesh University**
(NAAC Accredited 'A' Grade University)
Established : 1970

>⊅ Logout

≡ Steps for Registration

1. Personal Information

2. Photo and Signature Information

3. Educational Qualifications

4. Experience

5. Document Evaluation

5 (a). Details Of Documents

6. Application Summary

7. Payment

8. Declaration & Print

📝 **Personal Information**

| | |
|---|---|
| Advertisement No. | Rectt.-17/2019 |
| Name of Post applied for | CLERK * |
| Name of Applicant : | MANOJ KUMAR * |
| Father's Name | MANOJ KUMAR *    Mo |
| Date of Birth | 📅 20/02/1985 * |
| Aadhaar No. | 777777777777 |
| District of Examination Centre | -- Select Centre -- ⌄ *   (Note:-The University space available) |
| Marital Status | ○ Married ⦿ Unmarried ○ Divorcee |
| Correspondence Address : | HP UNIVERSITY, GYAN PATH, SUMME * |
| Mobile No. : | 9882840557 * |

☐ Is your correspondence address same as your permanent address ?

7) In the Application Summary page, verify all information filled by you. You can edit any information by just clicking on the edit button present next to the related section. After final verification, click on the "Final Save' button to submit your application form. <u>No further changes in the form will be allowed after final submitting your application form</u>.

8) After final submitting your form, click on "Payment" and you will be redirected to the payment gateway. Fill your Bank Details for Refund purposes. You can select any of the two mentioned gateways i.e. HDFC Bank or SBI Bank.
Note- You can pay with any of your bank accounts in both these payment gateways through Debit/Credit Cards and NetBanking.

**BACK**

Choose Your Payment Gateway to pay...

While making the payment it is advised that do not press back button or do not referesh from the browser,keyboard or do not close the browser until get response from bank site to our website .

भुगतान करते समय यह सलाह दी जाती है कि बैंक साइट से हमारी वेबसाइट पर वापस न आने तक कोई भी बटन न दबाएं या फिर रीफ्रेश न करें

Please note that Maximum limit of payment transactions per/single card(Debit/Credit) for 24 hrs should not exceed 8 attempts.

कृपया ध्यान दें कि प्रति कार्ड (डेबिट / क्रेडिट) भुगतान लेनदेन की अधिकतम सीमा 24 घंटे में 8 प्रयासों से अधिक नहीं होनी चाहिए।

Please Fill Refund Bank Detail ( Money will be Refunded in case of money deducted but Payment status failure)

Account Holder Name : [          ] *       Bank Name : [          ] *
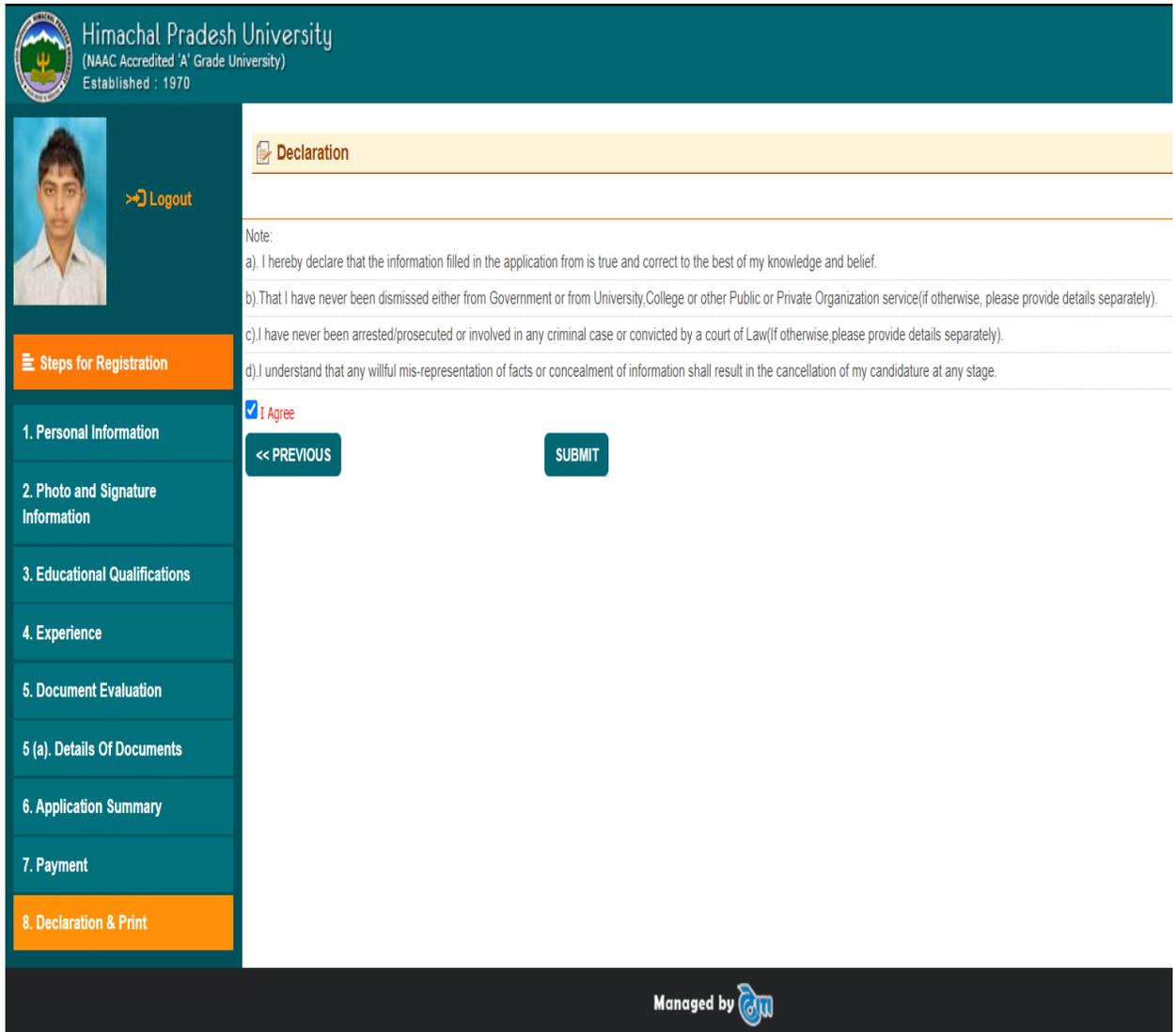
Account Number : [          ] *       IFSC Code : [          ] *



○   **HDFC Bank**       ○   **SBI Bank**

**Previous Payment Status**

9) After successful payment, click on "Declaration and Print".
   Read the Declaration carefully and click on the checkbox "I Agree" and hit "Submit"
   button to download the final printout of your application form.

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📝 **Declaration**

Note:
a). I hereby declare that the information filled in the application from is true and correct to the best of my knowledge and belief.

b).That I have never been dismissed either from Government or from University,College or other Public or Private Organization service(if otherwise, please provide details separately).

c).I have never been arrested/prosecuted or involved in any criminal case or convicted by a court of Law(If otherwise,please provide details separately).

d).I understand that any willful mis-representation of facts or concealment of information shall result in the cancellation of my candidature at any stage.

☑ I Agree

<< PREVIOUS          SUBMIT