**Himachal Pradesh Horticulture Development society**

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No.HP-HDP/PCU-41/HR-COEs /2019 Dated: 20th June, 2019

**HIRING OF STAFF FOR TWO CENTRES OF EXCELLENCE BEING ESTABLISHED UNDER HIMACHAL PRADESH HORTICULTURE DEVELOPMENT PROJECT**

The Himachal Pradesh Horticulture Development Society (HP-HDS), intends to hire the services **of skilled field** **helpers** as mentioned in the table below for the implementation of the world bank assisted “Himachal Pradesh Horticulture Development Project” (HPHDP).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Position** | **Approx.**  **Number** | **Qualifications & Experience etc.** | **Consolidated Remuneration PM** |
| 1 | Skilled Field Helper   1. Centre of Excellence- Palampur, District Kangra. 2. Centre of Excellence- Shillaru, District Shimla. | 5  5 | ***Essential Qualification***: Matriculation with minimum 45% marks for General category and 40% marks for SC/ST/OBC candidates respectively and should have completed either One-year vocational course on Horticultural Management or minimum 6 months Gardener Training Course from authorized institutions located within the state of H.P.  ***Desirable experience***: A) Minimum 2 years’ Practical experience required in the field of commercial Horticulture from institutions dealing with commercial Horticulture, both in private and Government sectors.  B) should be able to perform practical propagation tasks through vegetative (budding, grafting and layering etc.) and sexual (seed) methods including tissue culture.  C) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.  **Age Limit**: Between 18-45 years.  **Roles and responsibilities:**   1. To undertake large scale propagation of high value fruit, floricultural, vegetable and ornamental landscape plants from asexual(vegetative), sexual(seed) and other means including tissue culture methods. 2. To perform physical orchard operations viz. maintenance of orchards, grafting, budding, layering, stooling pruning, digging of pits, growing nursery plants of fruits and flowers, watering etc. under the directions of the controlling officer. 3. To look after commercial horticultural crops being grown under protected environments. 4. To perform the duties of a Mali such as preparation and maintenance of flower beds and flower pots for beautifying office compound and corridors etc. 5. Any other duty/work in addition to the above as may be considered necessary by the In charges of centres. | Rs 12000/ per Month |

Note: The above positions are purely temporary project assignments on contract initially for a period of 11Months and the selected candidates can be placed anywhere at either of these two centres in Himachal Pradesh. The selected contractual appointee will have no claim to continue after 11 months’ period which could only be considered on the basis of exceptional performance for future period of 11 months under the project. Similarly, they will not have any claim against Govt. of HP jobs.

Potential candidates between 18 - 45 years (as on the ………….) having the requisite qualification and experience may apply as per the prescribed CV formats given in Annexure-A in a sealed envelope clearly marking as “Application for …….…. (Name of the position applied for)" so as to reach the address given below on or before 4:00 PM. On \_\_\_\_\_\_\_\_\_\_\_. Only the short-listed candidates will be called for an Interview/test. Canvassing in any form will lead to disqualification and rejection of candidature.

Annexure-A

**FORMAT: APPLICATION CUM CURRICULUM VITAE (CV)**

|  |  |
| --- | --- |
|  | **NAME OF THE POST APPLIED:** |

1. Full Name:
2. Father’s Name:
3. Nationality (attach a copy of evidence):

Paste recent self-attested passport photo

1. Category (attach a copy of evidence):
2. Complete Permanent Address (attach a copy of evidence):
3. Current Address:
4. Telephone/ Cell No.:
5. Email Address:
6. Date of Birth:
7. Current Designation (if any):
8. Current Employer’s Full Address with contact email and phone number (if any):
9. Educational qualification (attach a copies of evidences):
10. Marital Status:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Examination** | **Specialization/stream** | **Year of Passing** | **Name of School/College** | **Name of Board/ University** | **Class/Percentage of marks obtained** |
| 1. | HSLC/Class-X |  |  |  |  |  |
| 2. | HSLC/Class-XII |  |  |  |  |  |
| 3. | Graduation |  |  |  |  |  |
| 4. | Post-Graduation |  |  |  |  |  |

1. **Training details relevant to the position applied** (attach the copy of evidence):

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Training Field** | **Period of Training** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

1. **Language known:**
2. **Computer proficiency:**
3. **Employment Record** (starting from the latest):

|  |  |  |  |
| --- | --- | --- | --- |
| 1. 4. | *Years of experience (Provide* *certificates)* | Total: | Years Months |
| Relevant to Post | Years Months |
|  |  |

|  |  |  |
| --- | --- | --- |
| **From [Month/Year]: To [Month/Year]:** | | |
| **Employer** | : |  |
| **Position held** | **:** |  |
| **Duties performed** |  | {Describe in brief the works handled / duties performed that Best Illustrate the Capability to handle the proposed tasks as per Job Description for the said post}       |

Add boxes as required.

1. **Works/ Activities undertaken the best illustrates the experiences in similar position(s) applied for** (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

|  |  |
| --- | --- |
| **Name of assignment or project:**  **Year:**  **Employer:**  **Main features of the project:**  **Positions held:**  **Activities performed:** |  |

Add boxes as required

**17.** References: Mention any two references with their complete address and contact numbers.

**18**. Do you have any corruption or criminal charges pending against you (if yes, furnish Details).

**19.** Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for violation of any law (if yes Furnish details).

**20.** Have you ever been discharged or forced to resign from any position (if yes, furnish details)

**21. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature of Applicant] (Day/Month/Year)

**Attach self-attested copies of certificates/testimonials**