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Government of Himachal Pradesh
Department of Social Justice & Empowerment
(Section-B)

22-11-2016
SD/SD/W

No: SJE-B-B(12)-1/2014 Dated Shimla-171002, the 18th November, 2016

NOTIFICATION

The Governor, Himachal Pradesh is pleased to notify the "Training & Proficiency in Computer Application & Allied Activities" Scheme, 2008 to the candidates belonging to Scheduled Castes/Scheduled Tribes/Other Backward Classes, Handicapped, Single Women, Widow & Minorities.

These shall come into force from the date of their Notification.

1. Definition:

- i) "Below Poverty Line Family" means below poverty line family identified by the Department of Rural Development Himachal Pradesh provided that candidate whose parents/guardian's income is less than ₹ 2.00 lakhs per annum will also be covered in event of short fall/non availability of candidates belonging to BPL families as against the district targets.
- ii) ✓ "Candidates" means the candidate belonging to Scheduled Castes/ Scheduled Tribes/ Other Backward Classes, Handicapped, Single Women, Widows & Minorities as notified by the Government of Himachal Pradesh from time to time.
- iii) Director means Director of SCs, OBCs and Minority Affairs, Himachal Pradesh.
- iv) "District Welfare Officer" means District Welfare Officer of District concerned.
- v) "Department" means the Department of Social Justice & Empowerment Himachal Pradesh.
- vi) "Government" means Government of Himachal Pradesh/Government of India.

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2. Aims and Objectives:

The main purpose of the scheme is to provide training & proficiency in Computer application and allied activities to the bonafide residents of Himachal Pradesh belonging to Scheduled Castes/Scheduled Tribes/Other Backward Classes, Handicapped, Single Women, Widow & Minorities, through recognized institutions and placement in offices of Government/other organization for the purpose of making them eligible for career opportunities available in private/Government sector.

3. Eligibility:

- i) The candidate should be a bonafide resident of Himachal Pradesh.
- ii) The candidate should be not more than 35 years of age on the date of publication of advertisement.
- iii) The candidate should have passed minimum educational qualification from recognized Board/University as would be required for various courses/programmes offered by the Department of Social Justice & Empowerment.
- iv) The candidate should belong to Scheduled Castes/Scheduled Tribes/ Other Backward Classes, Minorities, Handicapped, Single women & widow as notified by the Government of Himachal Pradesh from time to time.
- v) The candidate should belong to Below Poverty Line family as identified by the Department of Rural Development, Himachal Pradesh. Provided that the candidate whose parents/guardian's income is less than ₹ 2.00 lakhs per annum will also be covered in event of short fall/non availability of candidates belonging to BPL families as against the district targets.

4. Selection of Candidates:-

- 1) The Director or any officer authorized by him/her will advertise in two local dailies/All India Radio/Department web-site/Local Cable T.V network inviting application from eligible candidates. The District Welfare Officer will also make special efforts to inform all Panchayati Raj Institutions and Urban Local Bodies in his jurisdiction. The applications are required to be submitted in the office of concerned District Welfare Officers not later than 30 days from the date of advertisement by the Department.

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2) The District Welfare Officer of the District concerned or his/her authorized officer shall draw separate merit lists as prescribed at Annexure-I of eligible applicants by way of giving weight-age to performance in minimum educational qualification examination, additional educational qualification, knowledge of computer and proficiency in typing. The course wise merit list will be prepared in accordance with the following procedure:-

a)	Weight-age for performance in class 10+2(10% of percentage of marks obtained in +2 examination.	Max.10 marks
b)	Weight-age for additional qualification	
	Graduation	2 marks
	Post Graduation	2 marks
c)	Weight-age for knowledge of computer:- (The weight-age is allowed to those applicants who produce a certificate of having done a computer course of duration more than six months from any recognized computer institution)	2 marks
d)	Weight-age for proficiency in typing: The weight-age is allowed to those applicants who produce a certificate of having done a typing course of duration more than six months from any institution)	2 marks
Total		18 marks

The candidates having more marks (out of 18 marks) shall be selected as trainees subject to following conditions.

- i) The candidates will be selected strictly as per targets allotted to each District. However further distribution of targets running various categories would be made on the basis of their population.
- ii) The eligible ex-inmates of Bal/Balika Ashrams, persons with disabilities, Widows deserted and destitute women will be selected out rightly on first come first serve basis from amongst their categories subject to the condition of fulfillment of minimum educational qualification as prescribed in Rules 4.

Provided that:

The eligible ex-inmates of Bal/Balika Ashrams, persons with disabilities, widows, deserted and destitute women belonging to SCs/ST/OBCs/Minorities from BPL families will be selected out rightly on first come first serve basis from amongst their categories subject to the condition of fulfillment of minimum education qualification as prescribed in Rule 4. The number of candidates so selected shall not exceed 20 % of the targets of a particular category.

iii) The selection process will be completed within 15 days from the last date of receipt of applications. The selected candidate will be informed through registered post to report their willingness to District Welfare Officer in person within 15 days from the date of issue of letter failing which the District Welfare Officer will invite the next candidate in the merit list to report to him in person or send his willingness through fax. He shall then send a list of candidates for training to the institutions as identified by the Department. The training shall commence as per training schedule intimated by the Department to the concerned District Welfare Officer.

5. Selection of Organization to impart training:

1) The Department will nominate the selected candidates to the reputed organization approved by Department of Information & Technology, HP. Institute of Public Administration or any other Government/Institution who are already running computer training and allied activities centers in association with the above organization.

Or

The bids will be invited by the Director from the recognized organizations engaged in the field of computer training through leading news papers. A tender selection Committee and other Chairpersonship of Director and member from National Information Center, Director, Labour & Empowerment and other Department associates with training will select the organization/institution for imparting training in computer applications and allied activities. After the selection of organization/institutions, list of such organization/institution will be communicated to the concerned District Welfare Officer.

2) After the finalization of rates of computer and allied course, agreement will be executed between the Director and the selected organization/institution.

Training:

1) The candidates shall be provided training in following computer and allied courses for duration mentioned against each:-

A	Post Graduate Diploma in Computer Application	One year
b	DOEACC'O' Level	One year
c	DOEACC'A' Level	One year
d	DOEACC'B' Level	One year
e	DOEACC'C' Level	One year
f	Post Graduate Diploma/Diploma in Computer Applications	One year
g	DOEACC Bio-informatics 'O' Level	One year
h	Office Automation/Computer concept Course (CC)	8 weeks
i	DOEACC'O' Level (Hardware)	One year
j	Any other allied course to be included from time to time as short listed by a committee comprising the members from the department of Information & Technology, Technical Education, Labour & Employment and Social Justice and Empowerment.	

2) The department will bear cost of training not exceeding Rs. 1350/- per month per candidate (Rs. 1500/- pm for disabled candidate), which would be paid as under:

- 20% at the time of enrollment.
- 60% after completion of training.
- 20% after placement of candidate.

The Institute/Agency will ensure 70% placement to the trainees & 20 % amount of payment will be paid after completion 240 days attendance of trainees during the period of placement. Amount of payment for the training Institute will be released after full filling the above condition.

3) The selected candidates will have to make their own boarding and lodging arrangements during period of training and no assistance will be provided for the purpose by the Department.

4) The selected candidates shall be provided a stipend of Rs.1000/- P.M. during the training.

- 5) The selected candidates will have to execute a bond/undertaking that they will not leave the course in the middle of training and in event of such act, the candidate will have to deposit the expenditure incurred by the Department on training.
- 6) The institutions will send monthly attendance report as prescribed at Annexure-II to the concerned District Welfare Officer.
- 7) After completion of training the candidates will have to appear in the examination to be conducted by the institutions/organization. The examination fee will be shared in the ratio of 50:50 by the Department and the candidate.
- 8) If the examination centre is fixed other than the place of training the candidates will have to appear in the examination at their own cost and no TA/DA will be provided by the Department.
- 9) The candidates declared successful in the examination will be provided certificates by the said institutions/ organizations in token of having passed the said examination and they will be placed as trainee in the Government Office/Private Organizations for gaining apprenticeship in computer applications and allied subjects for a period of six months. The concerned District Welfare Officer will decide the place of apprenticeship. However, the period of placement in the employment would be given after the apprenticeship period. In case the trainees does not wanted to attend the apprenticeship training then the period of one year shall be given after completion of his training, but duly this period the candidate shall not be eligible for grant of any allowance as is being given to other trainees under training apprenticeship.
- 10) The candidates who are unable to pass the examination will have to reappear in the examination at their own cost. The department will not share examination fee for another chance or the TA/DA needed for the purpose.
- 11) The candidate shall attend the office/ organization on all working days for the full duration of working hours as prescribed for the office. The apprenticeship will, however, not confer any right to the candidate for appointment to the Government Service.

Payment of Stipend/Course Fee

- 1) The candidate shall be provided a stipend of Rs.1000/- per month (for disabled Rs. 1200/- per month) during the training prescribed in Rule 7(2) and Rs. 1600/- (Rs. 1800/- for disabled) during the placement. However, during the above period the candidate can also claim the SDA (Skill Development Allowance) of the State Government as per applicable scheme for undergoing training. However, only one benefits either stipend from Department of Social Justice and Empowerment or SDA (Skill Development Allowance) from Department of Labour and Employment shall be admissible to the extent it is equivalent. The additional amount, if any, for any category shall be borne by the Department of Social Justice and Empowerment. It shall be the responsibility of the Department of Social Justice and Empowerment to ensure bulk release of SDA (Skill Development Allowance) from Department of Labour and Employment to candidates under this scheme so that duplicacy of any kind is avoided.
- 2) The District Welfare Officer of the district concerned shall be competent authority for sanction/disbursement of stipend on monthly basis during the period of training and placement.
- 3) The stipend shall be drawn on the basis of monthly attendance sheet submitted by in-charge of institutions/organizations and the officer in-charge of the office where the candidate has been placed. The stipend for the period of absence shall be deducted if the in-charge of institution/organization or the officer in-charge of the office as the case may be, is satisfied that the absence was unauthorized and without sufficient reasons.
- 4) The candidate shall be allowed one day casual leave per month and all gazette holidays during the period of placement.
- 5) The District Welfare Officer of the District concerned may discharge any candidate, if he/she is of the opinion that the candidate is not taking adequate interest in training or that his/her conduct of discipline is not satisfactory. While discharging the candidate, the concerned District Welfare Officer will record the reasons. Besides of the above the Institute/ Agency will also be responsible for tracking of the trainees after completion of training for attendance period of joining.

- 6) The Director will release that total payment of course fee etc. to the institutions/organization who had imparted training as per terms and conditions laid down in the agreement.

8. Expenditure on publicity & Advertisement

All the expenditure involved on publicity and advertisement of the scheme will be debitable to the budget allotted under the scheme.

9. Monitoring of Scheme

- 1) The implementation of the scheme will be monitored at State/District level by the following committees comprising with following member:-

a) State Level Committee:

1.	Director, SCs, OBCs and Minority Affairs, Himachal Pradesh	Chairperson
2.	Director, SIO, NIC or his representative	Member
3.	Director, Information Technology or his representative	Member
4.	Director, Labour and Employment or his representative	Member
5.	Director, Technical Education or his representative	Member
6.	In-charge of selected organization/institution	Member

b) District Level Committee:

1.	Deputy Commissioner	Chairperson
2.	DIO, NIC	Member
3.	District Welfare Officer	Member
4.	District Employment Officer	Member
5.	In-charge of selected institutions	Member

The above Committee will monitor the implementation of the scheme once in six month.

10. Powers of relax:

The Government may, from time to time issue any instructions under the scheme which is felt necessary for the effective implementation of this scheme.

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11. Audit:

The transactions under these rules shall be subject to audit by the Accountant General (Audit), Himachal Pradesh.

12. Head of Accounts:

The expenditure involved under this scheme will be debitable to the respective heads of accounts already existing in the budget for the scheme "Proficiency in Shorthand and typing".

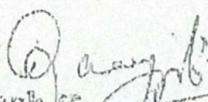
It supersedes all previous Notifications issued by this Department in this regard.

By order

Anuradha Thakur
Secretary (SJ&E) to the
Government of Himachal Pradesh.

Endst. No. as above Dated Shimla-171002, the 18th November, 2016
Copy to :-

1. The Chief Secretary, Himachal Pradesh, Shimla-171002.
2. All the Additional Chief Secretaries to the Government of H.P. Shimla-171002.
3. All the Pr. Secretaries/ Secretaries to the Government of H.P. Shimla-171002.
4. The Secretary to the Governor, Himachal Pradesh, Shimla-171002.
5. The Principal Accountant General (A&E)/Accountant General (Audit), Himachal Pradesh, Shimla-171003.
6. All the Divisional Commissioners/HODs/DCs in Himachal Pradesh.
7. The Director, SCs, OBCs and Minority Affairs, HP, SDA Complex, Kasumpti, Shimla - 171009.
8. All the District Welfare Officers in Himachal Pradesh.
9. All Private Secretaries of the Ministers/CPS in H.P. Sectt. Shimla-2.
10. The Controller, Printing and Stationary, H.P. Government Printing Press Shimla-5 for publication in the Gazette as the same has been uploaded on e-Gazette.


(Ramesh Kumar Gupta)
Deputy Secretary (SJ&E) to the
Government of Himachal Pradesh.