

**HP BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD
THAKUR VATIKA, KHALINI SHIMLA-171002**

Phone No. 0177-2620210, 2625084

E-Mail: hpbocwwboard@gmail.com

BOCWWB-B001/1/2024-ESTT- **6348-6480**

Dated: **30-7-2024**

To

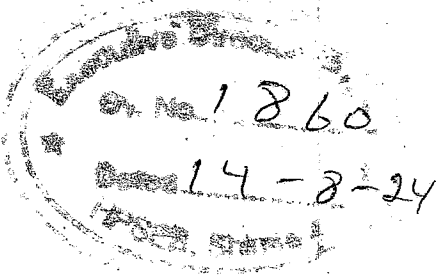
1. The Principal Secretary (SAD) to the Government of Himachal Pradesh, Shimla-171002.
2. All the Divisional Commissioners Himachal Pradesh.
3. All the Head of Departments in Himachal Pradesh.
4. All the Deputy Commissioners in Himachal Pradesh.
5. All the Managing Directors of Boards/Corporation and Autonomous bodies in Himachal Pradesh.

Subject: Regarding filling up 1 post of Executive Officer, 1 post of Personal Assistant, 2 post of Senior Assistant, 1 post of Office Assistant, 1 post of Clerk in Himachal Pradesh Building and Other Construction Workers Welfare Board Shimla on secondment basis.

Sir,

The HP Building and Other Construction Workers Welfare Board, Khalini Shimla-02 proposes to fill up One post of Executive officer, One post of Personal Assistant, Two post of Senior Assistant, One post of Office Assistant, One post of Clerk, from amongst the eligible and willing officers/ officials working in the HP Government Department/ Board/Corporation on Secondment basis. The details regarding Pay scales & eligibility criteria is as under:

Sr. No.	Name of Post	No. of Post	Pay Band+ Grade Pay	Eligibility /Qualification
1.	Executive Officer	1	Level-16	Officer with minimum Level -11 and possessing:- 1. MBA or post graduation diploma in personnel management & Labour Welfare. 2. Experience preferably in any construction related organization including handling of Administration & Human Resources/ Labour Welfare Matters/ Schemes.
2.	Personal Assistant	1	Level-12	Holding analogous post in any H.P Government Department /Board/Corporation etc.



US(E)

16/8/2024
So Deputy

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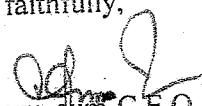
3.	Senior Assistant	2	Level-II	1. Graduate and holding analogous post in any H.P Government Department/Board/Corps. etc. 2. Junior Assistant / Stenographer possessing Graduation qualification with 3 years service in any H.P Government Department/Board/Corps. can also be considered.
4.	Office Assistant	1	Level-7	Holding analogous post working as Junior Assistant under any H.P Government Department /Board/Corporation etc.
5.	Clerk/ Jr. Assistant	1	Level-3	Holding analogous Post on regular basis in parent cadre/Department/ Board/ Corporation of HP Government.

It is, therefore, requested that applications on prescribed Proforma annexed as Annexure-A from interested and eligible officers/ officials alongwith PARs for the three years may be sent to this office latest by 31 August, 2024.

Incomplete applications which are not duly verified and recommended by Employer /Cadre Controlling Authority will not be entertained by this office. The terms of appointment on Secondment basis shall be governed under the instructions of Government of Himachal Pradesh issued from time to time please.

Encls: Application Proforma

Yours faithfully,


Secretary-dum-C.E.O
HPBOCW Welfare Board,
Khalini, Shimla-2.



Application for the post of to be filled up in the H.P. Building and Other Construction Workers Welfare Board, Thakur Vatika, Khalini, Shimla-171002 on Secondment basis (to be filled up by applicant).

(Bio-Data Proforma)

1. Name and Address (in Block Letters) :
2. Name of parent office/ organization to which you belong :
3. Date of Birth (in Christian era) :
4. Date of initial appointment & present post held :
5. Date of retirement under rules :
6. Educational Qualification :
7. Whether educational & other experience required for post applied are satisfied or not? The brief of the same be given as under:-
Qualification / Experience required : Qualification and experience possessed by the Official
8. Detail of employment in chronological order (enclose a separate sheet duly authenticated by your signature, if space below is insufficient)

Office/ Institute / Organization	Post Held	From	To	Scale of pay, + grade pay and present basic pay	Nature of duties

9. Please state early whether in the light of entries made by you above, you meet the requirement of post
10. Additional information, if any, which you would like to mention in support of your suitability for the post
11. Remarks (if any)

Date:

Place:

(Signature of Applicant)
with complete address & Mobile No.

(FOR THE USE OF EMPLOYER / CADRE CONTROLLER AUTHORITY)

Certificate to be given by the Employer:

1. Certified and verified that the particulars furnished by the applicant above are correct and as per Service Book / Record held by the Office / Department / Board / Corporation.
2. Certified that no disciplinary proceedings/vigilance case is pending / contemplated against the above officer.


Dated:

Signature with stamp of Cadre
Controlling Authority

No. HPSEBL/Circular/Depn/2024-26950

Dated - 17/8/24

Copy forwarded to S.E (IT) cell upload this application on the HPSEBL website.


15/8/2024
Under Secretary (GE),
HPSEBL, Shimla-4