



## **St. Bede's College, Shimla**

**NAAC Accredited "A+" Grade Institution**

**NavBahar, Shimla, Himachal Pradesh**

Website: [www.stbedescollege.in](http://www.stbedescollege.in)

<b>Opening Date:</b>	<b>03/01/2022</b>	<b>Closing Date:</b>	<b>24/01/2022</b>
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Online applications are invited from the eligible candidates for appointment to the **Non-Teaching posts of Librarian, Clerk, Laboratory Attendant, Library Attendant, Peon and Chowkidar.**

For further details, visit college website: [www.stbedescollege.in](http://www.stbedescollege.in) (recruitment section).

<b>Sr.No.</b>	<b>Post</b>	<b>No. of Posts</b>
	<b>Librarian</b>	<b>1</b>
<b>1.</b>	<b>Clerk</b>	<b>2</b>
<b>2.</b>	<b>Lab Attendant</b>	<b>2</b>
<b>3.</b>	<b>Library Attendant</b>	<b>1</b>
<b>4.</b>	<b>Peon (Daily wages)</b>	<b>1</b>
<b>5.</b>	<b>Chowkidar (Daily wages)</b>	<b>1</b>

**Principal**

## **GUIDELINES FOR SELECTION OF NON-TEACHING STAFF**

### **1. Eligibility Criteria:**

<b>Sr.No.</b>	<b>Post</b>	<b>Minimum Qualification</b>
<b>1.</b>	<b>Clerk</b>	<b>10+2</b>
<b>2.</b>	<b>Lab Attendant</b>	<b>10+2</b>
<b>3.</b>	<b>Library Attendant</b>	<b>10+2</b>
<b>4.</b>	<b>Peon &amp; Chowkidar</b>	<b>8<sup>th</sup> standard</b>

### **Note:**

- A candidate shall be eligible for appointment for Sr.No 1-3 if he/ she has passed Matriculation and 10+2 and for Sr.No 4, if he/she has passed Middle or Matriculation from and any school/institution situated within Himachal Pradesh.
- This condition does not apply to Bonafide Himachalis if they are eligible.
- The age of the candidate should not be more than 45 years as on 01.01.2022

### **2. Application Processing Fees:-**

- *Application processing fee : Rs.1200/-*
- Fee once paid will not be refunded under any circumstances.

### **3. Mode of Payment:-**

Application forms have to be filled only through online mode, as available on the website of the College along-with the present advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted. Payment should also be made online only, through net banking/debit cards/credit cards/UPI/wallets.

### **4. Parameters for Screening/ Selection:**

All applications shall be screened by duly constituted Screening Committee for determining eligibility of each candidate. Incomplete applications shall be rejected summarily. No correspondence in this regard shall be entertained. The selection shall be based only on the basis of performance in the interview.

### **IMPORTANT INSTRUCTIONS:-**

1. The candidates must read the INSTRUCTIONS CAREFULLY before uploading the information on Online Application for the relevant post(s).

2. Closing date for submission of online application form is 24/01/2022.
3. Candidate can use separate email id to apply for more than one post. The candidates are advised to keep their registered **email id and password**, as the same will be applicable for all future reference.
4. The candidate(s) is also required to submit hardcopy after downloading the online application form along with requisite relevant documents in support of the information uploaded in the online application. The hardcopy along with all the requisite documents for each post(s) should reach in the college on 31.01.2022 upto 05:00 p.m.

However, for the candidate residing in Pangi and Bharmour Sub-Division of Chamba District, Dodra Kwar Sub Division of Shimla District, Kinnaur Districts and Lahaul & Spiti Districts of Himachal Pradesh, the last date for receiving of hardcopy of online application form shall be 07/02/2022 up to 05:00 p.m. The college will not be responsible for any postal delay.

The hardcopy along with all relevant documents should reach St. Bede's College on the following address on or before the last dates of submission of hardcopy.

**The Principal  
St. Bede's College,  
NavBahar,  
Shimla,171002, H.P.**

Kindly mark on the top of the envelope -'**Application Form for the post of .....**'.

If the candidate is found ineligible at any stage or hide/ suppress the information or furnished the false information, her/ his candidature will be cancelled at any stage of the recruitment process and shall be also liable for legal action in accordance with law.

5. The candidates must fulfill the required essential educational qualification(s) / experience and other conditions before the closing date of online portal as mentioned in the advertisement to avoid disqualification.
6. In-service candidates must submit their hardcopy through proper channel. The candidates called for interview shall have to essentially come with the original documents in support of their claims in Online Application and as prescribed in the interview call letter, failing which he/she shall not be considered for the interview.
7. No TA/DA will be admissible for attending interview.
8. In case of any dispute, suits or legal proceedings against the College, the territorial jurisdiction shall be restricted to the Hon'ble High Court of Himachal Pradesh and District Court at Shimla.
9. **The College/management reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process without assigning any reason. The Number of post(s) is/ are tentative and may increase or decrease from time to time.**

10. Any addendum/ corrigendum/ notices and any other information shall be posted on the recruitment section of the college website only. The candidates are advised to check the College Website regularly.
11. For any clarification/ guidance/ information regarding online application/fees contact:  
**0177-2842304 or 9418659871**

*The candidates are advised to visit the College website Recruitment Section from time to time for updates in their own interest.*

**The Principal  
St. Bede's College  
Nav Bahar, Shimla  
Himachal Pradesh**