



Dr. Yashwant Singh Parmar University of Horticulture & Forestry,
Nauni (Solan)–173230, Himachal Pradesh
Office of the Registrar, “Establishment & Recruitment Branch”
☎ 01792-252219, 01792-252444 ✉: registrar@uhf.ac.in

No.UHF.Regr.Rectt.2-103/2026/- 12994-13143

Dated: - 14.07.2026

ADVERTISEMENT NO.03/2026

OPENING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION FORM (ORA*):	20.07.2026
CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION FORM (ORA*):	20.08.2026
DATES FOR WRITTEN EXAMINATION(S) ARE MENTIONED IN CLAUSE 13 BELOW:-	
(*: by using the website http://www.uhf.ac.in)	

Online applications are invited from desirous and eligible candidates, for direct recruitment on Job Trainee Basis of under mentioned categories of posts in Dr. Yashwant Singh Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (Himachal Pradesh). The online applications can be filled up from 20.07.2026 to 20.08.2026 till 11:59 PM, by logging on to this University website with <http://www.uhf.ac.in> thereafter the link will be disabled. The candidates are strictly advised to apply online well in advance to avoid rush during closing dates of submission of Online Recruitment Applications. No offline application form will be accepted by the University.

Candidates may note that the recruitment and engagement as per this advertisement shall be governed by the provisions of guidelines issued vide Department of Personnel's letter No. PER(AP)-C-B(15)-3/2024 dated 19.07.2025 read with letters of even numbers dated 22.07.2025 and dated 23.07.2025, further notified by the University vide Notification No.UHF.Regr.Rectt.2-106/2025/-27814-53 dated 30.08.2025 respectively

The downloaded copy of the online application form alongwith necessary original certificates and their self-attested photocopies must be brought at the time of documentation or to submit whenever required by this University to ascertain the eligibility of applicants.

AGE	Between 18 years to 45 years. Clarification: a) Age of a candidate shall be reckoned as on 01.01.2026 . b) Five years relaxation in upper age limit is admissible only to the bonafide Scheduled Caste, Scheduled Tribe, Other Backward Class and Persons with Disabilities of Himachal Pradesh. For H.P. Government employees and Ex-Servicemen candidates of HP, age relaxation is as per Government's instructions issued from time to time.
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1. IMPORTANT INSTRUCTIONS:

1. Date of determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of online recruitment applications (ORA), i.e. **20.08.2026**.
2. The candidates must read the INSTRUCTIONS/OTHER TERMS AND CONDITIONS CAREFULLY FOR APPLYING ONLINE, before filling up Online Recruitment Application Forms (ORA) for the post(s) concerned.
3. **The engagement to these advertised posts shall be governed by the provisions of guidelines issued vide Department of Personnel's letter No. PER(AP)-C-B(15)-3/2024 dated 19.07.2025 read with letters of even numbers dated 22.07.2025 and dated 23.07.2025, further notified by the University vide Notification No.UHF.Regr.Rectt.2-106/2025/-27814-53 dated 30.08.2025 respectively**
4. Examination fees once paid will not be refunded.
5. The candidates are advised to note down their USER ID and PASSWORD carefully as the same will be applicable for all future reference regarding downloading admit cards for written objective type examination, typing tests on computers, shorthand test, practical tests etc.
6. The candidates are advised to give their **working mobile number and email ID**, used by them in the Online Recruitment Application (ORA) and ensure that they are working till the completion of selection process to avoid inconvenience. There is no other means of contacting them except their e-mail ID & mobile numbers.
7. Online Recruitment Application (ORA) Forms submitted incomplete or having incorrect particulars/information, without requisite examination fee, without scanned photograph & scanned signature of prescribed size, will be summarily rejected.
8. The candidate shall be eligible for engagement as Job Trainee, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. **However, this condition of region shall not apply to Bonafide Himachalis.**
9. The candidates must ensure their eligibility in respect of category, age and essential qualification(s) etc. as mentioned against concerned post in the advertisement to avoid rejection at a later stage.
10. Number of post(s) is/are tentative and may increase or decrease as per requirement of the University.
11. **The reserved category candidates belonging to other States will be treated as GENERAL CATEGORY CANDIDATES and the benefit of reservation and fee concession will not be admissible to such candidates.**
12. The candidates, who wish to apply for more than one post, should apply separately for each post and shall have to pay the requisite examination fees for each post in the prescribed manner.
13. **The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Class should be as per provisions in Rules/Instructions of the H.P. Government, failing which candidature of such candidates will be rejected.**
14. **The candidates belonging to disabled categories with disability of 40%, or more are allowed extra time of 30 minutes for examination of 1½ hour duration i.e. 20 minutes per hour. In case of visually impaired candidates making request for the scribes, he/she will have to submit a written request for the same to the University immediately after receipt of his/her roll number/admit card.**

15. In-service candidate(s) may apply to the post(s) along with requisite fee with information to their Head of the Departments/Employer for issuing NOC. In service candidate will not be entertained unless he/she brings NOC from the concerned employer at the time of documentation.
16. The decision of the University regarding eligibility etc. of a candidate will be final and no correspondence/personal enquiries will be entertained.
17. Centers of Examination to be allotted for the Written Objective Type Examination, for these posts, is at the discretion of the University.
18. **The candidate should enter his/her particulars i.e. Name, Father's Name, Mother's Name & Date of Birth as per his/her Matric Certificate and upload scanned photograph and scanned signature. The size of scanned photograph should be less than 50 kb and size of scanned signature should be less than 30 kb. Only after filling the mandatory fields, the candidate can move to the next step, otherwise the application will be considered as incomplete.**
19. The University reserves the right to change any of the terms of the advertisement or to rectify the inadvertent errors at any stage. It also reserves right to implement any clarifications/instructions, received from the government during the recruitment process.
20. Depending upon the category-wise merit of written objective type examination (followed by qualifying the typing test or shorthand test or practical test, wherever applicable), final summoning of number of candidates (merit-wise) to be called for documentation or say verification of original documents/certificates will be at the discretion of the University.

2. DETAIL OF POSTS:

Sr. No.	Name of the Post and emoluments	Post Code	Number of Posts	Total
1.	Junior Scale Stenographer on Job Trainee Basis @ ₹ 17,500/- fixed monthly consolidated amount . [Under ICAR-AICRP at College of Horticulture & Forestry, Neri (Hamirpur)]	801	UR=01,	01
2.	Field Assistant Gr-I on Job Trainee Basis @ ₹ 15,500/- fixed monthly consolidated amount . [Under ICAR-AICRP at College of Horticulture & Forestry, Neri (Hamirpur)]	802	UR= 01	01
TOTAL:-				02
Abbreviations:- UR:- Unreserved				

3. MINIMUM ESSENTIAL QUALIFICATION:

Junior Scale Stenographer (Job Trainee) (POST CODE-801)	i) Should have passed 10+2 examination or its equivalent from a Board of School Education/University recognized by the Himachal Pradesh Government.
	ii) Should possess the following speed in shorthand and typewriting in both the language i.e. English and Hindi at the time of initial recruitment. <u>SPEED IN SHORTHAND:</u> English=80 W.P.M., Hindi=70 W.P.M. <u>SPEED IN TYPEWRITING ON COMPUTERS:</u> English=40 W.P.M., Hindi=30 W.P.M.

	Provided that at the time of initial recruitment, the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed. Provided further that the candidate will have to pass typewriting test in both the language at the time of initial recruitment. Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whichever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in shorthand in second language within a period of three years, he will be eligible to draw his annual increment from the date(s) and the candidate(s) who qualifies the said test after three years will be eligible to draw his first increment only from the date of qualifying the prescribed test. iii) Should have the knowledge of Word Processing in Computer as prescribed by the recruiting authority.
FIELD ASSISTANT GR-I (JOB TRAINEE) (POST CODE-802)	10+2 Science from a recognized Board of School Education.
DESIRABLE QUALIFICATION FOR ALL THE ABOVE POSTS	
Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	

4. MODE OF SELECTION:

FOR POST CODES 801 TO 802
WRITTEN TEST OF 100 MARKS
There will be a written objective type (MCQ) examination for all the eligible candidates. Marks obtained in written objective type examination (MCQ) shall be counted for deciding the merit of the candidates. <u>For the posts of Junior Scale Stenographer [Post Code-801], the candidates declared qualified in the written objective type examination shall be subject to typing test (on computers) and shorthand test, which will be of qualifying in nature.</u> Final selection of candidate will be made on the basis of marks obtained in the written objective type examination, passing the typing test (on computers), shorthand test, as the case may be (followed by documentation or say verification of documents/certificates), as detailed below. If the candidates score equal marks, then a candidate who is senior in age will be placed above the candidate junior in age:-

(i)	Written objective type Examination (MCQ)	=	100 Marks
(ii)	Typing Test (on Computers) and Shorthand Test [For Post Code 801]	=	Qualifying nature

Total = 100 Marks

Note: Candidates in the ratio of 20 times of total posts will be declared qualified in the written objective type Examination (MCQ) and will be called for typing test (on computers), shorthand test as the case may be. However, if none of the candidates so called qualifies the prescribed typing and/or shorthand test, the University may, at its discretion, call additional candidates in order of merit from the written objective-type (MCQ) examination until the requisite number of candidates qualifies the qualifying skill test(s).

SYLLABUS FOR WRITTEN EXAMINATION

FOR THE POST OF JUNIOR SCALE STENOGRAPHER [POST CODE 801]		
There will be 100 questions in all. Each question will carry one mark.		
1.	Objective type questions (MCQ) related to Himachal GK and current affairs.	40 marks
2.	Objective type questions (MCQ) related to English of 10 +2 Standard.	40 marks
3.	Objective type questions (MCQ) related to Hindi of Matric Standard.	20 marks
TOTAL		100 marks
Duration of Examination		1 ½ hr (90 minutes)

FOR THE POST OF FIELD ASSISTANT GR-I [POST CODE 802]		
There will be 100 questions in all. Each question will carry one mark.		
1.	Objective type questions (MCQ) related to Science of 10+2 Standard.	60 marks
2.	Objective type questions (MCQ) related to English of 10 +2 Standard.	10 marks
3.	Objective type questions (MCQ) related to Hindi of Matric Standard.	10 marks
4.	Objective type Questions (MCQ) related to Himachal GK and current affairs.	20 marks
TOTAL		100 marks
Duration of Examination		1 ½ hr (90 minutes)

Note:- There will be negative marking for incorrect answers in the written examinations. For further detail, please see Clause-12 below.

EVALUATION SCHEME FOR STENOGRAPHY & TYPING TEST

English Stenography Test (Qualifying)

1. Total of 400 words shall be dictated @ 80 words per minutes for 05 minutes.
2. 30 Minutes Time shall be provided for transcription i.e. 05 minutes for reading and 25 minutes for typing i.e. 05 times of the dictated time.
3. Total of 10% mistakes shall be allowed.
4. Candidates committing more than 10% mistakes shall be disqualified.

Hindi Stenography Test (Qualifying)

1. Total of 300 words shall be dictated @ 70 words per minutes for 04:30 minutes.
2. 30 Minutes Time shall be provided for transcription i.e. 05 minutes for reading and 25 minutes for typing i.e. 05 times of the dictated time.
3. Total of 10% mistakes shall be allowed.
4. Candidates committing more than 10% mistakes shall be disqualified.

English Typing Test (Qualifying)

The English Typing Test shall be conducted on computers. A passage comprising **400 words** shall be provided, which the candidate shall be required to type within **10 minutes**.

The typing speed shall be assessed as follows:

1. Total words shall be calculated on the basis of five (5) keystrokes per word.
2. Errors up to 5% of the total words (i.e. 20 errors in a 400-word passage) shall be exempted.
3. Each error beyond the permissible limit shall carry a penalty of two (2) words.
4. Corrected words typed shall be calculated by deducting twice the number of errors beyond the permissible limit from the total words typed.
5. The typing speed (words per minute) shall be determined by dividing the corrected words typed by the prescribed time of 10 minutes.

Hindi Typing Test (Qualifying)

The Hindi Typing Test shall be conducted on computers. A passage comprising **300 words** shall be provided, which the candidate shall be required to type within **10 minutes**.

The typing speed shall be assessed as follows:-

1. Total words shall be calculated on the basis of five (5) keystrokes per word.
2. Errors up to 5% of the total words (i.e. 15 errors in a 300-word passage) shall be exempted.
3. Each error beyond the permissible limit shall carry a penalty of two (2) words.
4. Corrected words typed shall be calculated by deducting twice the number of errors beyond the permissible limit from the total words typed.
5. The typing speed (words per minute) shall be determined by dividing the corrected words typed by the prescribed time of 10 minutes.

5. HOW TO APPLY:

The candidates must apply online through the website <http://www.uhf.ac.in>. Applications received through any other mode would be summarily rejected. Detailed instructions for filling up Online Recruitment Applications are available on the above-mentioned website.

6. EXAMINATION FEES:

The detail of fee for respective categories is as under:

Sr. No.	Category	Examination Fee
1.	General Category/ Economically Weaker Section/ Reserved Category Candidates of Other States (including Ex-Servicemen of HP released from Defence Services on their own request before completion of normal tenure)	₹ 1200/-
2.	General BPL of HP, Persons with Disability of HP (orthopedically disabled, Deaf & Dumb and Hearing Impaired).	₹ 600/-
3.	S.C. of HP/S.T. of HP/O.B.C. of HP (including SC-BPL/ST-BPL/OBC-BPL of HP, Ex-Servicemen belonging to reserved category relieved on their own request before completion of normal tenure)	₹ 600/-
4.	Ex-Servicemen of HP (who are released from Defence Services after completion of normal tenure)/ Visually Impaired of HP.	No Fee

7. MODE OF PAYMENT:

The candidates can pay requisite examination fee through “Online Payment Gateway” using Credit Card/Debit Card/Net Banking/UPI. There will not be any other mode of payment of examination fee.

8. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:

In case of any bottlenecks in filling the online recruitment applications, candidates can contact at 01792-252444 or on e-mail id recruitment@uhf.ac.in or rectt.uhf@gmail.com between **10:00 AM to 05:00 PM (Monday to Saturday), on working days.**

9. ADMISSION/ REJECTION:-

The information in respect of provisionally admitted candidates on claim basis and rejected candidates (for want of requisite examination fees or other reasons) will be uploaded on the website of the University before the conduct of written objective type Examination and **no separate intimation to the candidate will be sent.**

The candidates are required to submit their requisite documents in support of their eligibility for the concerned post(s) at the time of documentation.

CANDIDATES ARE ADVISED TO VISIT THE UNIVERSITY WEBSITE FROM TIME TO TIME FOR UPDATES IN THEIR OWN INTEREST.

10. ADMIT CARDS:-

Admit Card(s) will not be sent by post and provisionally admitted candidates will have to download their respective Admit Card alongwith instructions for the concerned post(s) from the official website of the University <http://www.uhf.ac.in>. **Therefore, the candidates are advised to remember their User ID(s) and password(s) to login to download their Admit Card(s).** The provisionally admitted candidates will have to paste a latest passport size photograph duly attested by a Gazetted Officer/Self Attested on the space provided in the downloaded Admit Card(s), failing which he/she will not be allowed to appear in the written objective type examination.

Note: The false/fake claims or any information given by the candidate(s) will be viewed seriously and he/she will be debarred for recruitment to any post to be advertised by the University for a period of three years from the date of submission of Online Recruitment Application(s) by such candidate(s).

The candidates will be required to bring one of the following documents as identity proof at the time of written objective type test:

(i) Aadhaar Card, (ii) Voter Identity Card, (iii) Driving License, (iv) Bank Pass Book, (v) Identity Card issued by Government/Employer etc., (vi) PAN Card, and (vii) Disability Certificate.

11. CATEGORY CLAIMS:-

The category once claimed by the candidate(s) will not be allowed to be changed at any stage. The S.C. of HP/S.T. of HP/O.B.C. of HP/Ex-Servicemen of HP/Ward of ESM of HP/Persons with Disabilities of HP/EWS of HP and BPL of HP candidates must possess such certificate(s) in support of their claims made in the Online Recruitment Application(s) (ORA) while applying for the concerned post(s). The benefit of reservation will be admissible as per provisions in Rules/Instructions of the H.P. Government. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category and submit the applicable certificates only on the prescribed formats at the time of documentation.

12. IMPORTANT POINTS IN RESPECT OF WRITTEN OBJECTIVE TYPE EXAMINATION:-

- (i) Answer Key of written objective type examination will be uploaded on the official website of the University after freezing the answer sheets and objection(s), if any; will be entertained upto seven days after displaying/uploading the same on the website of the University. **A non-refundable fee of ₹ 200/- shall be charged for every challenge to the answer key.** The objection(s) will be got verified from the concerned subject matter expert(s) and if found valid; a revised answer key of that written objective type question(s) will be uploaded on the website of the University.
- (ii) **There will be negative marking for incorrect answers (as detailed below) for all questions:**
(a) There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, **one fourth (0.25) of the marks assigned to that question will be deducted as penalty.**
(b) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question.
(c) If a question is left blank i.e. no answer is given by the candidate, there will be no marking for that question.
- (iii) **The eligibility of candidate(s) called for the documentation will be determined on the basis of original documents produced on the day(s) of documentation and the University will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the appointing authority. As such, admission to the written objective type examination/typing test/shorthand test/practical test/documentation shall be purely provisional.**
- (iv) The summoning of the candidate(s) for documentation conveys no assurance whatsoever that they will be selected or recommended.
- (v) Re-checking/ re-evaluation, for the Written Objective Type Examination/Type test/Short Hand Test will not be allowed in any case.

13. DATES OF WRITTEN EXAMINATION(S):

The Written Objective Type examination of the provisionally admitted candidates, on claim basis, list of which will be uploaded in the University website after the closing date prescribed for submission of application form, will be held on the following date(s):-

Sr. No.	Name of the Post alongwith Post Code	Tentative Date(s) for Written Objective Type Examination(s)
1.	Junior Scale Stenographer [Post Code-801]	08.09.2026 (Tuesday)
2.	Field Assistant Gr-I [Post Code-802]	10.09.2026 (Thursday)

The exact date(s)/timing(s) and venue of examination(s) will be mentioned in the Admit Card(s) for the concerned post(s) which will be made available for its downloading at official website of the University <http://www.uhf.ac.in>, **seven (07)** days before the above respective date(s) prescribed for written examination(s). **However, further change or amendment in above prescribed date(s) for written examination(s), if any, will be purely at the discretion of the University.**

14. OTHER CONDITIONS:-

1. Casual/adhoc/daily rated/work charged/contractual employees do not need to produce NOC from the concerned employer.
2. The applicant shall upload his/her latest photograph in the space provided in the application form. He/she is also required to paste a similar photograph on the Identity Card portion of his/her Admit Card, which will be downloaded by the candidates from the website of the University for appearing in the written objective type examination.
3. **The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of screening test, examination for which they are admitted by the University viz. written examination, typing test/shorthand test/practical driving test (wherever applicable) and documentation will be purely provisional, subject to satisfying the prescribed eligibility conditions. If on verification at any time before or after the written test, type test, shorthand test, practical test or documentation, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the University.**
4. A candidate who is declared by the University to be guilty of any of the following acts shall be liable to disciplinary action:-
 - (a) Obtaining support for his/her candidature by any of the following means, namely:-
 - offering illegal gratification to any person;
 - applying undue pressure on any person connected with the conduct of the examination;
 - blackmailing or threatening to blackmail any such person.
 - (b) Impersonating another person or allowing himself/herself to be impersonated.
 - (c) Procuring impersonation by any person.
 - (d) Submitting fabricated, forged, or tampered documents.
 - (e) Making incorrect or false statements or suppressing any material information.
 - (f) Using unfair means during the examination.
 - (g) Writing obscene matter or drawing obscene sketches in the answer scripts.
 - (h) Misbehaving in the examination hall, including tearing answer scripts, provoking fellow candidates to boycott the examination, creating disorderly scenes, or indulging in any other act of misconduct.
 - (i) Harassing, intimidating, or causing bodily harm to the staff engaged by the University in connection with the conduct of the examination.

(j) Being in possession of, or using, a mobile phone, pager, electronic gadget, communication device, or any other equipment capable of transmitting or receiving information during the examination.

(k) Violating any of the instructions issued by the University to candidates along with the Admission Certificate or any other instructions relating to the conduct of the examination.

(l) Attempting to commit, or abetting the commission of, any of the acts specified in the foregoing clauses.

A candidate found guilty of any of the above acts shall, in addition to rendering himself/herself liable to criminal prosecution wherever applicable, be liable to any one or more of the following penalties:-

- i) Disqualification from the examination for which he/she is a candidate and/or debarment, either permanently or for a period of three years:-
 - by the University from appearing in any examination or selection conducted by it; and/or
 - by the State Government from appointment to any employment under it.
- ii) Where the candidate is already serving under the Government or the University, disciplinary action under the applicable Conduct and Discipline Rules. Provided that no penalty under these Rules shall be imposed unless:-
 - the candidate has been given a reasonable opportunity to submit a written representation in his/her defence; and
 - the representation, if any, submitted by the candidate within the prescribed period has been duly considered by the competent authority.

15. DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION:

No candidate will be eligible for admission to the examination:-

- a) If he/she has been dismissed from any previous service;
- b) If he/she has been convicted in any offence involving moral turpitude or has been permanently debarred/disqualified from appearing in any examination or selection;
- c) If he/she is found either directly or indirectly influencing the selection process in any manner;
- d) A candidate having more than one spouse living; or
- e) If he/she is an un-discharged insolvent.


(Siddhartha Acharya, HPAS)
Registrar