



HIMACHAL PRADESH  
PUBLIC SERVICE COMMISSION

HIMACHAL PRADESH ADMINISTRATIVE SERVICE ETC. COMBINED COMPETITIVE EXAMINATION-2021

Advertisement Number : **42/6-2022** ,Closing Date for Application : **14/07/2022 11:59PM** and Closing Date for Fee : **14/07/2022 11:59PM**  
**Dated : 17/06/2022**

Online Recruitment Applications (ORA\*) are invited from desirous and eligible candidates for recruitment to various posts in different Departments of Government of Himachal Pradesh to be filled up through H.P. Administrative Service etc. Combined Competitive Examination-2021 through ORA Portal, which shall be available on the Commission's Website <http://www.hppsc.hp.gov.in/hppsc>.

**IMPORTANT INSTRUCTIONS:-]**

- 1.The candidates must read instructions carefully, which are available on website of the Commission before applying for the post(s) concerned.
- 2.The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement by uploading copies of certificates of essential qualification, Matriculation Certificate as age proof, Category Certificate and Experience Certificate (where required) to avoid rejection of their candidature after the closing date.
3. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as mentioned in Eligibility Criteria of this advertisement.
4. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz. Scheduled Caste (S.C.), Scheduled Tribe (S.T.), Other Backward Classes (O.B.C.), Economically Weaker Section (E.W.S.), Ex. Servicemen, Ward of Ex. Servicemen, Ward of Freedom Fighter (W.F.F.) and Persons with benchmark Disabilities (Locomotor Disabled / Visually Impaired / Hearing Impaired) etc.
- 5.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.
6. Category once claimed shall be treated final and no representation / correspondence will be entertained in this regard except under exceptional circumstances & subject to decision of the Commission.
7. Number of Post (s) is/are tentative and may increase or decrease from time to time.
8. No in service (regular service) candidate will be interviewed unless he/she produce N.O.C. from concerned employer.
9. The eligibility of the candidates applying for the post(s) reserved for Ex. Servicemen of H.P. for HPAS and H.P. Police Service will be decided as per provisions of Ex. Servicemen (Reservation of Vacancies, Pay fixation and Regulation of Seniority in the Himachal Pradesh Administrative Service) Rules, 2020 notified by the Government of H.P. (in the Department of Personnel) vide Notification No. Per (A-IV)-A(3)-I/2018 dated 25/02/2020 and instructions issued from time to time. As per these rules the candidates belonging to Ex. Servicemen shall not be permitted to compete more than three times for the posts of HPAS and H. P. Police Service and for other posts reserved for Ex. Servicemen candidates (except HPAS and HPPS) which are to be filled up on the basis of Himachal Pradesh Administrative Service etc. Combined Competitive Examination-2021, the eligibility will be decided in accordance with the Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non - Technical Services)Rules, 1972 and further amended vide notification No. Per (AP-C-A(4)-1/96-Vol.IV dated 18-09-2007 by the Govt. of H.P. in the Department of Personnel and accordingly there shall be no limit to avail number of chances.
10. The candidates will be allotted various services / posts keeping in view their ranks in the examination and the preference expressed by them for the various services and posts.
11. Examination Fee once paid will not be refunded.
12. Disputes, if any, shall be subject to Court jurisdiction at Shimla.
13. The desirous & eligible candidates may visit the Official Website of the Commission (<http://www.hppsc.hp.gov.in/hppsc>) and click on the link "Apply Online" on the Home Page. The candidate will register and create his/her profile on 'One Time Registration' and after logging into his/her account OTR, the list of advertisements will be displayed to the candidate on dashboard. The candidates will apply for a particular post through portal. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. The candidate shall specify in his/her Online Recruitment Application form the optional subject he / she desires to take. Before submission of application the candidate will be shown the preview of uploaded documents and he/she shall give an undertaking/ declaration that:

"It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reason of uploaded documents being non readable/poor quality of scanning".

No further opportunity will be given to the candidate for submission of any document after the submission of Online Recruitment Application.

14. Online Recruitment Application once submitted shall not be allowed any change.

15. No representation/ correspondence will be entertained against final rejection of candidature.

**Note:- The number of vacancy(s) in the service/post(s) if received from the Govt. upto closing date of Online Recruitment Application shall be included for the purpose of selection of candidates on the basis of aforesaid examination. All the candidates are requested to apply under their respective category(s) as any post of any reserved category can be included which is to be filled up on the basis of H.P.A.S. etc. Combined Competitive Examination-2021. The number of vacancies and reservation of post(s) is liable to be altered without any notice.**

**List of documents to be uploaded on the OTRS portal by the candidate:-**

1. Matriculation certificate for age proof.

2. Bachelor Degree Certificates along with Marks Sheets of all years / Consolidated Mark Sheet in support of Educational Qualifications i.e. Graduation.

3. Valid Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., Ex- Servicemen, Ward of Ex-Servicemen, WFF and Persons with disabilities etc. All these certificates along with undertaking wherever required, should be on Performa prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions of the Govt. issued vide letter No. PER (AP)-C-F(10)-4/2010 dated 5th August, 2019.

4. Bonafide Himachali Certificate in case of reserved category candidates.

5. Candidates applying under EWS category will have to submit either 'Income & Asset Certificate' or valid BPL Certificate countersigned by B.D.O. along with non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)-1/2019 dated 11th June, 2019.

6. The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate and full detail in respect of their P.P.O. No., Rank etc. and NOC with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Servicemen of Himachal Pradesh. They will also have to upload an undertaking regarding number of chances availed by them earlier for the posts of HPAS/HPS reserved for Ex-Servicemen.

**The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity.**

**Note :- As the candidates will be allotted various services / posts keeping in view their ranks in the examination and the preference expressed by them for the various services and posts, therefore, a certificate in this regard shall be taken while applying for Main (Written) Examination-2021.**

**NOTE :- Strike out whichever is not applicable:-**

Post Details S.No.	Name of dept	Name of post	No. of posts	Category Wise No. Of Posts	Pay scale
1	PERSONNEL-IV	H.P. ADMINISTRATIVE SERVICES	7	UNRESERVED =3, UNRESERVED ( EX-SERVICEMEN OF HP) =1, SCHEDULED CASTE OF HP =1, SCHEDULED CASTE OF HP(WARDS OF FREEDOM FIGHTERS) =1 (BACKLOG), SCHEDULED CASTE OF HP(EX-SERVICEMEN OF HP =1 (BACKLOG)	Rs.15600-39100+(GP 5400)
2	REVENUE-A	TEHSILDAR	14	UNRESERVED =5, UNRESERVED(ORTHO PHYSICALLY HANDICAPPED OF HP) =1, UNRESERVED(WARDS OF FREEDOM FIGHTERS) =1, UNRESERVED(EX-SERVICEMEN OF HP) =3(INCLUDING 2 BACKLOG POST), SCHEDULED CASTE OF HP =1, O B C OF HP =1, O B C OF HP(EX-SERVICEMEN OF HP ) =1 (BACKLOG), ECONOMICALLY WEAKER SECTION OF H.P. =1	Rs.10300-34800+(GP 5000)
3	RURAL DEVELOPMENT	BLOCK DEVELOPMENT OFFICER	5	UNRESERVED =1, UNRESERVED(EX-SERVICEMEN OF HP) =2, UNRESERVED(HEARING IMPAIRED OF HP) =1, SCHEDULED TRIBE OF HP =1	Rs.10300-34800+(GP 5000)
4	TREASURIES, ACCOUNTS AND LOTTERIES	TREASURY OFFICER	3	UNRESERVED =1, UNRESERVED(EX-SERVICEMEN OF HP) =1, O B C OF HP =1	Rs.10300-34800+(GP 5000)

**ELIGIBILITY CONDITIONS:-**

1. A candidate must be a citizen of India.
2. **Essential Qualification(s) :-**
  - a) A candidate must possess a Bachelor's Degree or its equivalent from a recognized University.

b) (i) A candidate, who has appeared at an examination the passing of which would render him eligible to appear at this examination but has not been informed of result, may apply for admission to the examination.

(ii) A candidate, who intends to appear at such a qualifying examination, may also apply, provided the qualifying examination is completed before the commencement of this examination. Such candidates will be admitted to the examination, if otherwise eligible, but the admission would be deemed to be provisional and subject to cancellation, if they do not produce proof of having passed the examination as soon as passed and in any case not later than two months after the commencement of this examination.

c) Candidates who have passed the final professional M.B.B.S. or any other Medical Examination equivalent thereto, but have not completed their internship by the time of submission of their applications for the HAS etc. examination will be provisionally admitted to the examination provided they submit along with their applications a copy of certificate from the University/ Institutions that they had passed the requisite final professional medical examination. In such cases, the candidates will be required to produce at the time of their Personality Test original degree or a certificate from the concerned competent authority of the University / Institution that they had completed all requirements (including completion of internship) for the award of degree.

### **Desirable Qualification**

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

### **3. AGE LIMITS:-**

a) A candidate must have attained the age of 21 years and must not have attained the age of 35 years on the 01-01-2022, meaning thereby that candidates born on or after 02-01-2001 are underage whereas applicants born on or before 01-01-1987 are overage.

b) Provided that the upper age limit is relaxable by five years for candidates belonging to the Scheduled Castes/ Scheduled Tribes/ Other Backward Classes / Persons with disabilities and Children/Grand Children of Freedom Fighters of Himachal Pradesh as declared by the Govt. from time to time.

c) Age relaxation is also available to Ex-servicemen candidates of H.P. for the posts of Himachal Pradesh Administrative Service (HPAS) and Himachal Pradesh Police Service (HPPS) as per provisions of the Ex. Servicemen (Reservation of Vacancies, Pay fixation and Regulation of Seniority in the Himachal Pradesh Administrative Service) Rules, 2020 notified by the Government of H.P. (in the Department of Personnel) vide notification No. Per (A-IV)-A (3)-I/2018 dated 25/02/2020. And for other posts which are to be filled up on the basis of Himachal Pradesh Administrative Service etc. Combined Competitive Examination-2021, the age relaxation to Ex-servicemen candidates will be as per provisions mentioned in the Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non- Technical Services) Rules, 1972 and further amended vide notification No. Per (AP-C-A(4)-1/96-Vol.IV dated 18-09-2007.

d) A Govt. servant who is holding substantive / officiating / contractual appointment in H.P. Govt. or in High Court of Himachal Pradesh or any Court Subordinate thereto and employees of the Public Sector Undertakings /Corporations /Banks substantially owned or controlled by the H.P. Government shall be eligible to appear in the examination if he / she possesses a Bachelor's degree of a recognized University and has not attained the on the first day of January of the year in which the applications are invited by the Commission for Competitive examination as per detail given below:-

(i) Himachal Pradesh Administrative Service (HPAS) and other posts (Tehsildar, BDO, TO etc.) = 45 years

(ii) Himachal Pradesh Police Service & District Controller = 42 years.

### **NOTE I:**

Candidates should note that only the date of birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted by the Commission and no subsequent request for its change will be considered or granted.

### **NOTE II:**

Candidates should also note that once a date of birth has been claimed by them and entered in the records of the Commission for the purpose of admission to an examination, no change will be allowed subsequently (or at any other examination of the Commission) on any grounds whatsoever.

### **NOTE III:**

The candidate should exercise due care while entering their date of birth in respective column of the application Form. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their Matriculation or equivalent examination certificate, disciplinary action will be taken against them by the Commission under the Rules.

### **NOTE-IV:**

All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organizations or in private employment should apply to the Commission through Online Webportal. Persons already in Government service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under Public Enterprises are however required to inform their Head of Office/Department that they have applied for the Examination. They are also required to submit an undertaking on prescribed proforma that they have informed in writing their Head of Office/Department that they have applied for the Examination. The candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/ appearing in the examination, their application/ candidature will liable to be cancelled.

**NOTE-V:**

While filling in his/her Application Form, the candidate should carefully decide about his/her choice for the centre for the examination. More than one application from a candidate giving different centres will not be accepted in any case. Even if a candidate sends more than one completed applications, the Commission will accept only one application at their discretion and the Commission's decision in the matter shall be final.

**NOTE-VI:**

The provisionally admitted candidates may download the admit cards along with instructions for appearing in the HPAS etc. Combined Competitive (Preliminary) Examination-2021 from the official website [www.hppsc.hp.gov.in/hppsc](http://www.hppsc.hp.gov.in/hppsc). No admit card to any candidate will be sent through post. Further, If any candidate appears at a centre other than those indicated by the Commission in his/her Admit Card, the papers of such a candidate will not be evaluated and his/her candidature will be liable to cancel.

e) The decision of the Commission regarding eligibility etc. of a candidate for admission to Personality Test or selection will be final and no correspondence / personal enquiries will be entertained.

f) Onus of proving that a candidate has acquired requisite degree/ essential qualification by the stipulated date, shall be on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of certificate/ degree or the date of issue of certificate/degree shall be taken as date of acquiring essential educational qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of personality test(s).

g) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the candidature/Online Application is liable to be rejected.

**CLARIFICATION:-**

Five years relaxation in upper age limit is admissible only to the bonafide S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P. /W.F.F. of H.P. / Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and Ex-Servicemen of H.P.; age relaxation is as per Government's instructions issued from time to time and as mentioned in detail under title Age Limits. The age relaxation for bonafide S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P. /W.F.F. of H.P. / Persons with disabilities of Himachal Pradesh/ Ex. Servicemen of H.P. is available only if there is a post reserved for these categories.

**Age of a candidate shall be reckoned as on 01.01.2022.**

**HOW TO APPLY:-**

Detailed instructions for filling up Online Recruitment Applications (ORA) are available on <http://www.hppsc.hp.gov.in/hppsc> website of the Commission.

(a) Desirous/ eligible candidates must have to apply online through official website of the Commission i.e. <http://www.hppsc.hp.gov.in/hppsc>. Applications received through any other mode would not be accepted and rejected straightway.

(b) The candidates should exercise due care while entering their Mobile Numbers and e-mail IDs in the Online Recruitment Applications (ORA) for immediate intimation with regard to their application

(c) The desirous & eligible candidate may visit the official website of the Commission (<http://www.hppsc.hp.gov.in/hppsc>) and click on the link "Apply Online" on the Home Page. The candidate will register and create his/ her profile on 'One Time Registration' and after logging into his/ her account in OTR. The list of advertisements will be displayed to the candidate on dashboard. Candidate will apply for a particular post through portal. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application the candidate will be shown the preview of uploaded documents and he/ shall give an undertaking/ declaration that:-

"It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reason of uploaded documents being non readable/ poor quality of scanning."

No further opportunity will be given to the candidate for submission of any document after the submission of online recruitment application. Online Recruitment Application once submitted shall not be allowed any change.

(d) No representation /correspondence will be entertained against final rejection of candidature.

(e) The candidates must opt one of the following optional subject for the HPAS etc. Combined Competitive (Main) Written Examination, 2021.

INDIAN HISTORY, POLITICAL SCIENCE & INTERNATIONAL RELATIONS, MATHEMATICS, STATISTICS, ECONOMICS, COMMERCE & ACCOUNTANCY, CHEMISTRY, BOTANY, ZOOLOGY, PHILOSOPHY, LAW, SOCIOLOGY, PUBLIC ADMINISTRATION, MANAGEMENT, GEOGRAPHY, AGRICULTURE, MECHANICAL ENGINEERING, ELECTRICAL ENGINEERING, CIVIL ENGINEERING, HINDI, SANSKRIT, URDU, ENGLISH LITERATURE, PSYCHOLOGY, GEOLOGY, PHYSICS, ANIMAL HUSBANDRY & VETERINARY SCIENCE, ANTHROPOLOGY, FORESTRY, HORTICULTURE & MEDICAL SCIENCE.

**Note:** The candidates shall specify in his/her application form the optional subject he/she desire to take. No Change in the optional subject shall be allowed after the submission of Online Recruitment Application.

#### Examination Stations/Cities

BILASPUR, CHAMBA, HAMIRPUR, KANGRA, DHARAMSHALA, PALAMPUR, KULLU, MANDI, SHIMLA, NAHAN, SOLAN, UNA, SUNDERNAGAR, KEYLONG (LAHAUL AND SPITI), RECKONG PEO (KINNAUR)

**Note:-** In case large number of candidates will apply for HPAS etc. Combined Competitive (Preliminary) Examination- 2021, the examination may be conducted at Sub Divisional level also in Himachal Pradesh. However, the allotment of examination centres to the candidates and establishment of examination centres at District Headquarter level or Sub Division level will be at the discretion of the Commission.

#### EXAMINATION FEES:-

The detail of fee for respective categories is as under:-

Sr. No	Category	Exam.Fees
1	<b>General Category</b> {including General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ Economically Weaker Section (EWS)/ W.F.F. of HP/ Ex-Servicemen of H P relieve from Defence Services on their own request before completion of normal tenure, General wards of Ex-SM of H.P., i.e. Dependent sons / daughters of Ex-SM of H.P.}	₹400/-
2	Candidates of Other States ( including reserved category(s) candidates of other states)	₹400/-
3	S.C. of H.P. /S.T. of H.P. /O.B.C. of H.P./ EWS (Covered under BPL)/(including S.C. /S.T./O.B.C. Ex-Servicemen of H.P. relieved from Defence Services on their own requests before Completion of normal tenure and SC/ ST/ OBC wards of Ex-SM of H.P., i.e. Dependent sons/ daughters of Ex-SM of H.P.)	₹100/-
4	Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)/ Blind/Visually Impaired of H.P./Female Candidates..	NoFee

**NOTE:I** Female candidates shall be exempted from the examination fee in accordance with the instructions of the Government (in the Department of Personnel) issued vide letter No. Per(AP-B)B(15)-13/2019 dated 01st January, 2020.

**NOTE-II:-**The candidates belonging to unreserved BPL of H.P. category and intends to apply under EWSs of H.P category, will be entitled for fee concession,i.e.1/4th of the fee prescribed for unreserved category candidates. Rest of the EWSs candidates, who are not falling within BPL of H.P. category, shall have to pay fee as applicable for

unreserved category. Therefore, EWS category is further categorized into two sub categories, i.e. EWS–BPL of H.P. and EWS of H.P. for the purpose of examination fee.

**NOTE-III:-** The candidates who belong to any of the reserved category and there is no post reserved for such category but the candidates claiming fee concession available to them shall have to upload the category certificate in support of their claim.

#### **MODE OF PAYMENT:-**

The desirous & eligible candidates shall pay the examination fee fixed category-wise online by Debit Card/CreditCard/Internet Banking through “ePayment Gateway”, as the case may be, on or before the prescribed closing date for submission of Online Recruitment Applications (ORA). While making payment through “e-payment Gateway” the candidate(s) shall pay the fixed amount through Debit Card/Credit Card/Internet Banking only after accepting the “Terms and Conditions to apply online”. Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection. Before applying online, all candidates are advised to go through detailed instructions given on the above mentioned website.

**NOTE:-** Candidates should note that payment of fee can be made only through the modes prescribed above. Payment of fee through any other mode is neither valid nor acceptable. Applications submitted without the prescribed fee/mode shall be summarily rejected.

#### **Facilitation Counter For Guidance of Candidates:-**

In case of any guidance/ information/clarification regarding Online Recruitment Applications (ORA), candidates can contact H.P.P.S.C.'s Reception Counter in person or on Toll Free No. 1800-180- 8004 or Ph. No. 0177-2629738 on any working day between 10:00 A.M. to 05:00 P.M. Queries related to online applications can also be mailed by the candidates on e-mail ID [hppsc\\_shimla@msn.com](mailto:hppsc_shimla@msn.com). No candidate will interact directly with the staff in the Recruitment Sections.

#### **ADMISSION/ REJECTION:-**

1. Incomplete Online Recruitment Applications (ORA) submitted without requisite examination fee/fictitious fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.

2. The desirous & eligible candidate may visit the official website of the Commission (<http://www.hppsc.hp.gov.in/hppsc>) and click on the link “Apply Online” on the Home Page. The candidate will register and create his/ her profile on ‘One Time Registration’ and after logging into his/ her account in OTR. The list of advertisements will be displayed to the candidate on dashboard. Candidate will apply for a particular post through portal. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application the candidate will be shown the preview of uploaded documents and he/ shall give an undertaking/ declaration that:-

“It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reason of uploaded documents being non readable/ poor quality of scanning.”

No further opportunity will be given to the candidate for submission of any document after the submission of online recruitment application.

3. Online Recruitment Application once submitted shall not be allowed any change.

4. Candidates who failed to upload the requisite documents, their candidature will be provisionally rejected and they will be allowed 7 day's time for submitting their representations along with requisite documents either through e-mail, in person or by post. No representation / correspondence will be entertained against final rejection of candidature. However, no extra time for depositing examination fee will be given and such application will be rejected straightway.

5. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to interview or selection will be final and no correspondence / personal enquiries will be entertained.

Note:-

i Original certificates will have to be produced at the time of personality Test. If their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission.

ii In case of wrong encoding of Application Number, Roll Number or both by the candidate, the OMR (Optical Mark Recognition) Sheet shall not be evaluated and shall be rejected straightway.

**Candidates are advised to visit the Commission's website from time to time for updates in their own interest.**

### E- ADMIT CARDS/E-CALL LETTERS :-

No Admit Cards/Call Letters will be sent by post and provisionally admitted candidates will have to download their respective e-Admit Cards/e-Call Letters along with instructions for the concerned post(s) from the official website of the Commission. Therefore, the candidates are advised to remember their User ID(s) and password(s) earlier created by the candidates to login to download their respective e-Admit Cards/e-Call Letters. The provisionally admitted candidates will have to paste a passport size photograph duly self attested / attested by a Gazetted Officer on the space provided on the downloaded e-Admit Cards, failing which he/she will not be allowed to appear in the Screening Test/ Examination, in any condition/ circumstances, whatsoever.

### SELECTION PROCESS:-

Stage	Stage Name
1.	PRELIMINARY EXAMINATION
2.	(MAIN) WRITTEN EXAMINATION
3.	PERSONALITY TEST

### Scheme of Examination :-

#### Preliminary Examination :-

(i) This preliminary examination will consist of two objective type papers (multiple choice questions) and carry a maximum of 400 marks in the subjects of General Studies and Aptitude Test as per detail given below. This examination is meant to serve as a screening test only: the marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit.

(ii) The number of candidates to be admitted to the Main Examination will be about 20 times the total approximate number of vacancies to be filled in the year through this examination. Only those candidates who have been declared by the Commission to have qualified the Preliminary Examination will be eligible for admission to the Main Examination corresponding to the said Preliminary Examination provided they are otherwise eligible for admission to the Main Examination.

(iii) Provided that Aptitude Test (Paper-II) of the Preliminary Examination will be a qualifying paper with minimum qualifying marks fixed at 33% and, therefore, marks obtained in this paper shall not be counted for determining the merit of the candidates to be drawn exclusively on the basis of marks obtained in General Studies (Paper-I) of the Preliminary Examination for their admission to the Main Examination.

Note: There will be penalty (Negative Marking) for wrong answers marked by a candidate in the objective type question papers.

i. 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 third of the marks assigned to that question will be deducted as penalty.

ii. 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.

iii. If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

Duration: The duration of Papers No. I and II (General Studies and Aptitude Test) will be two hours each.

**Note:- It is mandatory for the candidate to appear in both the Papers of HPAS (Preliminary) Examination for the purpose of evaluation. Therefore a candidate will be disqualified in case he/she does not appear in both the papers of HPAS (Preliminary) Examination.**

**Syllabus For H.P. Administrative Service etc. Combined Competitive (Preliminary) Examination:-**

Paper	Detail of questions and marks	Syllabus
Paper – I General Studies (Code No. 01)	This paper shall be of 200 marks and there shall be 100 objective type (multiple choice) questions.	<ul style="list-style-type: none"> <li>· History, Geography, Political, Art &amp; Culture and Socio Economic Development of Himachal Pradesh.</li> <li>· Current events of National and International importance.</li> <li>· History of India and Indian National movement.</li> <li>· Indian and World Geography -</li> <li>· Physical, Social, Economic Geography of India and the world.</li> <li>· Indian Polity and Governance - Constitution, Political System, Panchayati Raj, Public Policy, Rights issues, etc.</li> <li>· Economic and Social Development- Sustainable Development, Poverty, inclusion, Demographics, Social Sector initiatives, etc.</li> <li>· General issues on Environmental Ecology, Bio-diversity and Climate Change - that do not require subject specialization.</li> <li>· General Science.</li> </ul>
Paper-II Aptitude Test (Code No.- 02)	This paper shall be of 200 marks and in this paper there shall be 100 objective type (multiple choice) questions	<ul style="list-style-type: none"> <li>· Comprehension.</li> <li>· Interpersonal skills including communication skills.</li> <li>· Logical reasoning and analytical ability.</li> <li>· Decision making and problem solving</li> <li>· General mental ability</li> <li>· Basic numeracy (numbers and their relations, orders of magnitude etc. (Class X level),</li> <li>· Data interpretation (charts, graphs, tables, data sufficiency etc.– Class X level)</li> <li>· English Language comprehension skills (Class X level)</li> </ul>

**2. (Main) Written Examination:-**

1. The main examination shall include compulsory subjects and one optional subject. Before this main examination a preliminary objective type examination based on multiple choice questions is to be conducted.
2. The candidate shall specify in his / her application form the optional subject he / she desires to take. He / She may intimate any change of his / her intention to the Secretary of the Commission not later than the last date prescribed for the payment of the examination fee. A candidate shall answer the Optional Paper in English or in Hindi as per his / her option.
3. No candidate shall be considered to have qualified the written examination unless he / she obtains at least 40% marks in compulsory papers of Hindi and English and 45% marks in the aggregate (excluding compulsory papers of Hindi & English).
4. The total number of candidates to be called for interview / personality test on the basis of written examination, shall not exceed three (3) times the number of the vacancies notified for recruitment through that examination;  
Provided that in case there is a tie between or amongst the candidates on account of having obtained equal minimum qualifying marks on the basis of written examination, all such candidates obtaining equal minimum marks shall be called for interview / personality test.
5. The marks obtained by the candidates in the main examination (written part as well as interview / personality test) shall determine their final ranking. Candidates will be allotted various services / posts keeping in view their ranks in the examination and the preference expressed by them for the various services and posts.

**6. The compulsory and optional subjects and maximum marks fixed for each subject shall be as below:-**

**1. COMPULSORY PAPERS**

Paper No.	Subject	Maximum Marks
Paper-I	English	100
Paper-II	Hindi	100
Paper-III	Essay	100
Paper-IV	General Studies-I	200

Paper-V	General Studies - II	200
Paper-VI	General Studies-III	200

## 2. OPTIONAL SUBJECT (ONE)

Paper No.	Subject	Maximum Marks
Paper-VII	Paper-I (optional subject opted)	100
Paper-VIII	Paper-II (optional subject opted)	100

7. The standards and contents of papers in general (excluding compulsory papers of English and Hindi) shall be similar to those of the Degree level, i.e. B.A. or B.Sc. etc. examinations of a recognized University. The standards and contents of compulsory papers of English and Hindi shall be of 10+2 level.

8. All Papers shall be of three hours duration.

9. The marks obtained in the Compulsory Papers of English and Hindi will not be counted for over all ranking though it would be necessary to obtain 40% marks in each of these papers to qualify.

10. Marks and ranking will be decided on the basis of marks obtained in all other compulsory and optional papers (excluding marks of English and Hindi Papers of Compulsory Papers).

11. Credit will be given for good English / Hindi including orderly, effective and exact expression combined with the economy of words, in all subjects of the examination.

**Note:- DETAILED SYLLABUS FOR THE HIMACHAL PRADESH ADMINISTRATIVE SERVICE etc. COMBINED COMPETITIVE PRELM. & MAIN (WRITTEN) EXAMINATION IS AVAILABLE ON THE OFFICIAL WEBSITE OF THE COMMISSION.**

## 3. INTERVIEW / PERSONALITY TEST ( 150 Marks) :-

(i) The total number of candidates to be called for interview / personality test on the basis of written examination shall not exceed three (3) times the number of the vacancies notified for recruitment through this examination. Provided that in case there is a tie between or amongst the candidates on account of having obtained equal minimum qualifying marks on the basis of written examination, all such candidates obtaining equal minimum marks shall be called for interview / personality test.

(ii) The marks obtained by the candidates in the main examination (written part as well as interview/personality test) shall determine their final ranking.

(iii) Candidates will be allotted various services/posts keeping in view their ranks in the examination and the preference expressed by them for the various services and posts.

**NOTE I :-** Marks obtained by the candidates in the (Preliminary) Examination will not be counted for the purpose of final order of merit. However, marks obtained in the Main Written Examination as well as in the Personality Test would determine their final merit for selection. The marks obtained in the Compulsory Papers of English and Hindi will not be counted for overall ranking.

**NOTE II:-** In the event of a tie, order of merit shall be determined in accordance with highest marks secured in the interview / personality test and if the marks in the interview / personality test are also equal, then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the aggregate of the compulsory subjects (excluding English and Hindi papers) and if the marks in the aggregate of the compulsory subjects are also equal, then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the essay paper and in case there is still a tie then the elder candidate shall be placed higher in the merit.

### Category Claims:-

The category of the candidate claimed in the profile before he / she applies for the post shall be treated as final. In case his/her category undergoes a change before the prescribed closing date for submission of online recruitment applications

through OTRS portal then such candidate shall have to cancel his / her previous application and apply afresh under the category which he /she intends to claim after updating category in his / her profile. In such a situation the fee deposited by the candidate earlier shall stand forfeited and he / she shall have to deposit fresh fee as is applicable for the category claimed by him / her. However, in case of change of category which is beyond the control of the candidate at any stage during the recruitment process; provided he / she has not availed any relaxed standards in terms of age, experience, qualification etc., he / she will inform about it to the Commission within 15 days from the date of change of his / her category failing which no such type of request shall be entertained by the Commission.

S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ E.W.S. of Himachal Pradesh/ W.F.F. of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificate(s) in support of their claims made in the online recruitment applications while applying for the concerned post(s). If any B.P.L. candidate applies for the post reserved for EWS category he/she shall have to submit a valid B.P.L. certificate countersigned by the Block Development Officer and also a non-SC/ST/OBC certificate issued by the competent authority. The benefit of reservation will be admissible on parental basis only. 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.

The statutory certificates like bonafide Himachali, S.C., S.T.,W.F.F. etc. issued on parental basis on the prescribed format are of permanent nature and are acceptable to the Commission. The validity of all other category certificate is for six months or one year. The candidates must ensure that they are in possession of valid category certificate on the date of filling up ORAs at all stages ) and upload a valid certificate on the ORTS portal.

**1.O.B.C. of H. P. (OTHER BACKWARD CLASSES OF HIMACHAL PRADESH) :-** The candidates belonging to O.B.C. of H.P. category must produce O.B.C. certificate(s) on the prescribed format valid till the relevant term of the Financial Year (i.e. 1st April to 31st March) as notified by the Government of Himachal Pradesh from time to time. Candidates must have a valid O.B.C. Certificate covering the entire period from last date of submission of Online Recruitment Applications till date of Personality Test/ evaluation along with an undertaking that his / her status as O.B.C. has not been changed and he / she has not been excluded from the category of O.B.C. of H.P. on account of being covered under creamy layer.

## **2.EX-SERVICEMEN OF HIMACHAL PRADESH:-**

(a) The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate and full detail in respect of their P.P.O. No., Rank and NOC with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity.

(b) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-Serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-serviceman but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union. The period of one year shall be counted from the notified last date of receipt of applications for the post(s) advertised. Such candidate(s) should also upload NOC with date of retirement from the Defence Services to claim the benefit of reservation under the category of Ex-Serviceman of Himachal Pradesh.

(c) The eligibility of the candidates applying for the post(s) reserved for Ex. Servicemen of H.P. for HPAS and H.P. Police Service will be decided as per provisions of Ex. Servicemen (Reservation of Vacancies, Pay fixation and Regulation of Seniority in the Himachal Pradesh Administrative Service) Rules, 2020 notified by the Government of H.P. (in the Department of Personnel) vide notification No. Per (A-IV)-A(3)- 1/2018 dated 25/02/2020 and as per these rules the candidates belonging to Ex. Servicemen shall not be permitted to compete more than three times for HPAS and H.P. Police Service.

And for other posts reserved for Ex. Servicemen candidates (except HPAS and HPPS) which are to be filled up through Himachal Pradesh Administrative Service Combined Competitive Examination-2021, the eligibility will be decided in

accordance with the Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and further amended vide Notification No. Per(AP-C-A(4)-1/96-Vol.IV dated 18-09-2007 by the Govt. of H.P. in the Department of Personnel and there shall be no limit to avail number of chances.

**3. WARDS OF EX-SERVICEMEN OF HIMACHAL PRADESH i.e. DEPENDENT SONS, DAUGHTERS AND WIVES OF EX-SERVICEMEN OF H.P.:-** Dependent sons, daughters & wives of Ex-Servicemen of Himachal Pradesh (Wards of Ex-Servicemen of Himachal Pradesh) may apply against the posts specifically reserved for Wards of Ex-Servicemen category (i.e. Dependent sons, daughters and wives) and not against the posts reserved for Ex-Servicemen of H.P. in order to avoid rejection of their candidature at any later stage for the concerned posts. Candidates belonging to Wards of Ex-Servicemen category will have to submit a Dependent Certificate issued by the competent authority and a latest affidavit duly attested by the authority authorized under the Indian Oath Act to the effect that no person in the family has been rehabilitated through employment against the posts reserved for Ex-Servicemen with the H.P. Govt./ Corporation/ Board/ Autonomous Body of H.P. as well as Central and other State/ Union Territory Government or P.S.U./ Autonomous Body / Banks etc. under the control of the said Central or other State / Union Territory Government. The daughters of Ex-Servicemen will also have to submit an undertaking to the effect that she is un-married and dependent upon her father in support of her category claim on the day of Personality Test.

Married daughters will be admitted provisionally against the posts reserved for Ward of Ex. Serviceman on production of provisional Ward of Ex. Servicemen certificate issued by the competent authority as per instructions of the Govt. (Department of Personnel) Himachal Pradesh letter No. PER (AP)-C-B(12)-1/2013 dated 18th March, 2020.

#### **4. W.F.F. OF H.P. (WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH):-**

For the posts reserved for Wards of Freedom Fighters of Himachal Pradesh (WFF of H.P.), sons/ grandsons/ daughters/ grand daughters of Freedom Fighters of Himachal Pradesh, who have been appointed on regular basis shall not be entitled for the benefits of reservation provided to the Wards of Freedom fighters in Government services, against the identical posts in the same scale. The employed children/ grand children of Freedom Fighters will be deemed to have been excluded from the definition of Ward of Freedom Fighter for the purpose to this extent. The children/ grand children of Freedom fighters of Himachal Pradesh, who have been appointed in Govt. / Semi Govt. or Private Sector etc. services against the post(s) reserved for the Wards of Freedom Fighters on regular basis will remain entitled to compete for higher rank/ grade posts/ services on the basis of reservation earmarked to the Wards of Freedom Fighters of Himachal Pradesh. The un-married daughters/ grand daughters will have to submit an affidavit being spinster (un-married) in support of their claim(s) issued by the authority authorized under the Indian Oath Act. Otherwise such candidates will be rejected straightway.

Married daughters and Married granddaughters will be admitted provisionally against the posts reserved for WFF on production of provisional WFF certificate issued by the competent authority as per instructions of the Govt. (Department of Personnel) Himachal Pradesh letter No. PER(AP)-C-E(3)-1/2020 dated 17th March, 2020.

#### **5. E.W.S. OF H.P. (ECONOMICALLY WEAKER SECTIONS OF H.P.)**

The benefit of reservation under the EWS category (other than SCs / STs / OBCs) in posts under the Government of Himachal Pradesh can be availed against the posts reserved for EWS category on production of an Income and Asset Certificate issued by the competent authority in the State of Government of Himachal Pradesh in the prescribed format. The reservation to the category of EWS and (document to be submitted in support of claim), will be as per instructions issued by the Government of H.P. (in the Department of Personnel) vide letter No. PER(AP)-C-B(12)-1/2019 dated 11th June, 2019. If a BPL candidate applies for the post reserved for EWS category he / she shall have to submit a valid BPL certificate issued by competent authorities and countersigned by the Block Development Officer and also a non-SC / ST / OBC certificate issued by the competent authority in the prescribed format.

In case Economically Weaker Section (EWS) candidates is not available for selection, the vacancies will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.

## **OTHER CONDITIONS :-**

1. Onus of proving that candidate is qualified shall be on the candidate. In case no date of notification/declaration of final result is mentioned in any certificate the date of issue of certificate shall be deemed date of obtaining Essential Qualification Incomplete, defectively filled up, old, unsigned and zerox application forms will not be entertained and no subsequent correspondence will be admitted.

2. Categories like General/ EWS/ SC/ ST/ OBC/ Persons with disabilities / Ex- Servicemen/ WFF/ Physically Handicapped once claimed in the application forms will not be substituted /changed later on. The SC / ST / OBC / WFF / Physically Handicapped and Ex-servicemen candidates of other states than H.P. should write / encode their category code as 01, because they will be treated as unreserved candidates and upper age relaxation is not applicable to them. The candidates belonging to disabled categories are advised to claim their respective category only if the % of disability is 40% or more than this. The candidates who need scribes must inform the Commission immediate after the receipt of call letter for Preliminary/ Main ( Written) Examination. Other terms and conditions are meant for General candidates are also applicable to them.

3. No individual letters will be sent to the candidates regarding rejection of their applications. The details of rejection will be uploaded only on official website of the Commission.

4. The candidate(s) should upload their correct Mobile number and e-mail address on the box provided in the online application.

5. The SC/ST/OBC certificates must be on parental basis.

6. The applicant shall upload his/her latest photograph in the space provided in the application form. In case, photograph uploaded on the application of Preliminary examination is found different / varying to that of pasted on the Identity Card for appearing in the Main examination, the candidature of such candidates shall stand cancelled.

7. Generally Wards of Ex-serviceman erroneously apply against the post of Ex. Servicemen and choosing the code of Ex- Servicemen of H.P. in the relevant Column of the Online Recruitment Application (ORA) resulting rejection of their candidature. Therefore, they shall write and choose the code of category(s) to which actually they belong and not select the code of Ex. Servicemen. The Ex-servicemen candidates of H.P. must go through the relevant Rules and instructions of the reservation notified / issued by the H.P. Govt. from time to time in order to ensure their eligibility for admission to the aforesaid examination. Similarly, other reserved categories candidates are also required to go through the relevant instructions in order to ensure that they are eligible under the particular category(s).

8. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Preliminary Examination, ( Main ) Written Examination and Personality Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions.

If on verification at any time before or after the written examination or Personality test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission. The decision of the Commission as to the eligibility or otherwise of a candidates for admission to interview or selection will be final and no correspondence / personal enquiries will be entertained.

9. A candidate at any stage of examination / selection which shall include final selection and sending recommendation(s) thereof or during the course of examination or any selection process conducted or being conducted may in addition to rendering himself / herself liable to criminal prosecution (in the case of candidate already in service under Government, to disciplinary action under the appropriate rules), shall be liable to be debarred from an examination or future examinations or his candidature may be cancelled, w.e.f. the date as may be decided by the Commission, if he or she is found to be guilty of the following:-

- (i) obtaining / seeking support for his / her candidature whether in the Examination or Evaluation or Physical Test or Interview / Personality Test by any means; or
- (ii) impersonating; or
- (iii) procuring impersonation by any person; or

- (iv) submitting false / fabricated documents or documents which have been tampered with; or
- (v) making statements which are incorrect or false or flouts any Instructions Guidelines, terms and condition, given in advertisements or instructions communicated in any manner or suppressing therein material information at any stage of selection; or
- (vi) resorting to the following means in connection with his / her candidature for the examination, namely:-
  - (a) obtaining copy of question paper through improper means;
  - (b) finding out the particulars of the persons connected with secret work relating to the Examination; Evaluation, Physical Test and Interview / Personality Test,
  - (c) Influencing the Examiners; or
- (vii) using or attempting to use unfair means in the Examination hall; or
- (viii) writing obscene matter or drawing obscene sketches in the scripts; or
- (ix) harassing, threatening or causing physical injury to the staff engaged in the conduct of Examination; Evaluation, Physical Test or Interview / Personality Test; or
- (x) violating any of the instructions given to the candidates in their admission card or other directives including oral instructions given by the centre supervisor / superintendent or other staff engaged in the conduct of Examination; Evaluation, Physical Test or Interview / Personality Test; or
- (xi) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Examination, Evaluation, Physical Test or Interview / Personality Test, creating a disorderly scene and the like; or
- (xii) being in possession of or using mobile phone, pager, scanner or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination / personality test; evaluation or physical Test; or
- (xiii) being debarred earlier on the above mentioned grounds by the Union Public Service Commission or any State Public Service Commission or any other government department / recruiting agency including this Commission.
- (xiv) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses; Provided that no penalty under this Rule shall be imposed except after:-
  - (a) giving the candidate an opportunity of making such representation in writing as he / she may wish to make in that behalf; and
  - (b) taking into consideration the representation, if any, submitted by the candidate within the period allowed to him / her.

Provided further that the order of debarring or cancellation of candidature shall be passed only after the Commission has considered the matter and approved the proposed punishment of debarring the candidate or cancellation of his / her candidature.

10. The centres of holding the Preliminary Examination are liable to be changed at the discretion of the Commission. While every effort will be made to allot the candidates the centre of their choice for examination, the Commission may, at their discretion, allot a different centre to a candidate when circumstances so warrant.

11. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the (Main) Written Examination will be final and no correspondence / personal inquiry will be entertained.

Note: Original certificates will have to be produced at the time of Personality Test. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission.

12. The eligibility conditions of the candidates called for Personality Test will also be determined on the day of Personality Test on the basis of their original documents and rejection, if any, at that stage.

13. The allocation of examination centres for HPAS etc. Combined Competitive (Preliminary) Examination-2021 will be made according to the option exercised by the candidates in the online application form. No candidate will be allowed to change the centre of examination once claimed in the online application. This examination will be conducted in the examination centres located at Shimla, Mandi, Sundernagar, Kangra, Dharamshala, Palampur, Solan, Una, Nahan, Bilaspur, Kullu, Chamba, Hamirpur, {Reckong peo (Kinnaur) and Keylong (Lahaul & Spiti) if no. of candidate is more than one hundred}, respectively in case adequate number of candidates opt for each of these stations as examination venue. However, the Commission reserves the right to allot any centre of examination to candidates irrespective of the option exercised. The centre for the (Main) Written Examination will, however, be at Shimla only.

14. If any candidate appears in the HPAS (Preliminary) Examination -2021 on the centre other than the allotted centre, his / her candidature will be rejected straightway and no correspondence will be entertained in the matter.

15. Re-checking / Re-evaluation for Preliminary as well as for the (Main) Written Examination shall not be allowed in any case.
16. The number of vacancies to be filled in on the basis of this examination may increase or decrease. Disputes, if any shall be subject to court jurisdiction at Shimla.
17. i) The marks of all candidates (successful & unsuccessful) obtained by them in the Written (Preliminary & Main) Examinations and Personality Tests (if appeared) including cut off marks in their category shall be made available in their login / User IDs after completion of the recruitment process.
- ii) For more information of candidates, H.P. Public Service Commission (Procedure & Transaction of Business Procedure for Conduct of Examination & Personality Tests Etc.) Rules, 2021 is available on Commission's website.
- (iii) The eligibility of candidate(s) called for the Personality Test will be determined on the basis of original documents produced on the day of Personality Test and the Commission 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 Preliminary Examination/ (Main) Written Examination/ Personality Test shall be purely provisional.
- (iv) Summoning of the candidate(s) for Personality Test; conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the appropriate Appointing Authority.
- (v) If any person with disability requires scribe/ reader, having disability of 40% or more, he / she has to request for the same in writing to the Commission alongwith copy of disability certificate issued by the competent authority at least seven days prior to the Preliminary /Main Examination for the concerned post. Such applications will be entertained on merit and as per rules.
18. Contract/Casual/ adhoc / daily rated/ work charged employees do not need to produce NOC from the concerned employer.
19. In Government service (regular service) candidates may apply to the Commission along with requisite examination fees with information to their Head of Departments / Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be interviewed unless he/she produces NOC from the concerned employer.
20. It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application; comes to the notice at any time during the service of a person, his service would be liable to be terminated.
21. The candidates applying for the posts should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of examination for which they are admitted by the Commission, viz., Preliminary Examination / (Main) Written Examination and Personality Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification at any time before or after the written examination or Personality Test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the concerned post/examination will be cancelled by the Commission.

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## **CHECK LIST:-**

### **VERIFY THE FOLLOWING BEFORE UPLOADING THE ONLINE APPLICATION OR DOCUMENTS/ CERTIFICATES:**

- a) That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for Main Examination and Personality Test.
- b) The desirous & eligible candidate may visit the official website of the Commission (<http://www.hppsc.hp.gov.in/hppsc>) and click on the link "Apply Online" on the Home Page. The candidate will register and create his/ her profile on One Time Registration and after logging into his/ her account in OTR. The list of advertisements will be displayed to the candidate on dashboard. Candidate will apply for a particular post through portal. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application the candidate will be shown the preview of uploaded documents and he/ shall give an undertaking/ declaration that:-  
"It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That

I shall not object to rejection of my candidature based on the sole reason of uploaded documents being non readable/ poor quality of scanning.”

c) No further opportunity will be given to the candidate for submission of any document after the submission of online recruitment application. Online Recruitment Application once submitted shall not be allowed any change. No representation / correspondence will be entertained against final rejection of candidature.

d) That the following documents/ certificates are to be uploaded in support of claims made/ information given in the Online Application:-

i. Matriculation certificate for age proof.

ii. Degree certificates alongwith Marks Sheets of all years/ Consolidated Mark Sheet in support of Educational Qualifications i.e. Graduation.

iii. Valid Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., Ex-Servicemen, Ward of Ex-Servicemen, WFF and Persons with disabilities etc.

All these certificates alongwith undertaking wherever required, should be on Form prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions of the Govt. issued vide letter No. PER (AP)-C-F(10)-4/2010 dated 5th August, 2019.

iv. Bonafide Himachali Certificate in case of reserved category candidates.

v. Candidates applying under EWSs category will have to submit either 'Income & Asset Certificate' or valid BPL Certificate countersigned by B.D.O. alongwith non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)-1/2019 dated 11th June, 2019.

vi. The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate and full detail in respect of their P.P.O. No., Rank etc. and NOC with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity.

**DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(S):-**

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

a) If he/ she has been dismissed from any previous Govt./ Semi Govt. service;

b) If he/ she has been convicted of 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; or

d) If he / she is an un-discharged insolvent.

**ABBREVIATIONS:**

HP: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Castes of H.P., ST: Scheduled Tribes of H.P., OBC: Other Backward Classes of H.P., BPL: Below Poverty of H.P. EWS: Economically Weaker Section of H.P., as declared by the Govt. of H.P. from time to time,

Ex-SM: Ex-Servicemen of H.P., WFF: Wards of Freedom Fighters of H.P.,

Wards of Ex-SM: Dependent sons, daughters and wives of Ex-SM of H.P., PWDs: Persons with disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired, OTRS: One Time Registration System, NOC: No Objection Certificate and

EQ: Essential qualification(s)

Sd/-  
(Devinder Kumar Rattan), IAS  
Secretary  
H.P. Public Service Commission  
Tel. No. : 0177-2624313 (Ext. No.-219)