

(For office use only)

THE HIMACHAL PRADESH PUBLIC SERVICE COMMISSION (PROCEDURE &  
TRANSACTION OF BUSINESS AND PROCEDURE FOR THE CONDUCT OF  
EXAMINATIONS & PERSONALITY TESTS ETC.) RULES, 2018

No.3-8/86-PSC-Part

Shimla-171 002, the 12<sup>th</sup> November, 2018

CHAPTER-I

1. SHORT TITLE AND COMMENCEMENT:

- (a) These Rules may be called the Himachal Pradesh Public Service Commission (Procedure & Transaction of Business and Procedure for the conduct of Examinations & Personality Tests Etc.) Rules, 2018.
- (b) These rules shall come into force with immediate effect.
- (c) The decision of the Commission to be included in these Rules shall come into force from the date of recording by the Secretary on the relevant file under his / her signature.

2. DEFINITIONS: In these Rules, unless the context otherwise requires:

- (a) "Allocation" means allocation of business of the Commission among the Members (including Chairman) as done by the Chairman or the Commission from time to time, as the case may be.
- (b) 'Chairman' means a person appointed as such under Article 316 (1) of the Constitution of India and includes any Member appointed under the said Article to perform the duties of the Chairman.
- (c) 'Commission' means the Himachal Pradesh Public Service Commission.
- (d) 'Committee' means a committee constituted by the Commission or the Chairman from amongst its Members.
- (e) 'Government' means Government of Himachal Pradesh.
- (f) "Initiating Member" means the Member who proposes a discussion on any matter or to whom the file is first sent for his opinion /orders in accordance with the allocation of business.
- (g) 'Member' means a person appointed as Member of the Commission under Article 316 (1) of the Constitution of India and includes the Chairman.
- (h) 'Multiple Board' means more than one Board constituted by the Chairman for holding Personality Test of the candidates for selection to one particular post.

- (i) 'Multiple Members Board' means a Personality Test Board in which more than one Member is nominated by the Chairman. 'Single Member Board' means a Personality Test Board in which only one Member is nominated by the Chairman.
- (j) 'Nodal Officer' means Computer Programmer or officer designated from time to time to communicate between the Commission and Service Provider(s).
- (k) 'Office' means office of the Himachal Pradesh Public Service Commission.
- (l) 'Officer' means Secretary / Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary / Under Secretary of the Commission.
- (m) 'OMR' means the Optical Mark Reader.
- (n) 'Online application' means submission of application by the candidate to the Commission through internet / computer in the manner prescribed and publicized by the Commission on its website & / or through print media.
- (o) 'OTRS' means One Time Registration System.
- (p) 'Personality Test' includes viva-voce or personality test or interview.
- (q) 'Secretary' means Secretary of the Commission as appointed from time to time by the Himachal Pradesh Government.
- (r) 'Senior Member' in relation to other Member or Members means a Member in respect of whom the order of appointment by the Governor was issued at an earlier date and if the date of the order is the same, the Member whose name stands higher in the order of appointment and 'Senior Most Member' means the senior most Member in relation to all other Members generally or among Members present in the meeting of the Commission or Committee or Personality Test Board.
- (s) 'Service and Post' means service and post, appointments to which are required to be made in consultation with the Commission under the Constitution of India or any other Act of Legislation or any other Rules and convention.
- (t) 'Scheduled Caste (S.C.) / Scheduled Tribe (S.T.) / Other Backward Class (O.B.C.) / Below Poverty Line (B.P.L.) / Person with disability (P.W.D.) / Ex-Serviceman / Ward of Freedom Fighter / Ward of Ex-Serviceman' means 'Scheduled Caste (S.C.) / Scheduled Tribe (S.T.) / Other Backward Class (O.B.C.) / Below Poverty Line (B.P.L.) / Person with disability (P.W.D.) / Ex-Serviceman / Ward of Freedom Fighter / Ward of Ex-serviceman of Himachal Pradesh.

## CHAPTER-II

### 3. TRANSACTION OF BUSINESS BY THE COMMISSION:

- (a) The business of the Commission shall be transacted by the Chairman and the Member or the Members on being nominated by the Chairman, as the case may

be, and the business so shall be deemed to have been transacted by the Commission.

Notwithstanding anything contained in sub-section (a) the Chairman may, if he / she considers necessary or expedient to do so in public interest, direct that any particular matter or business be placed before the Commission for disposal.

- (b) The Commission shall meet as often as necessary under the chairmanship of the Chairman for transaction of such business as cannot be settled by circulation of files and for such other items of business as the Commission may decide. The quorum for a meeting of the Commission shall be the Chairman (regular or officiating incumbent) plus at least two Members or in the event of non appointment of the Member(s), the Chairman shall constitute the quorum of the Commission. The Chairman may adjourn any business at a meeting if he / she is of the opinion that it cannot conveniently be transacted owing to the non-attendance by any Member.
- (c) The agenda will be drawn by the Secretary or in his / her absence by an officer not below the rank of Under Secretary and shall be sent to the Private Secretary to the Chairman and Member(s) at least two days in advance with prior approval of the Chairman. The Secretary shall ensure that no important item(s) ready for discussion and matter(s) on which the order(s) / opinion(s) / approval(s) of the Commission have to be sought has / have been omitted for inclusion in the agenda.
- (d) Extra ordinary meetings of the Commission may be held on short notice on any working day.
- (e) The decision of the Commission shall be unanimous. In a meeting if any divergent views are held by the Member(s) and unanimity in the decision cannot be reached on any item then that item shall be deferred for re-consideration / decision of the Commission in the subsequent meeting. If in the subsequent meeting it is realized that unanimity in the decision on that particular item cannot be reached then the decision shall be taken by the majority of more than half the total number of appointed Member(s) and in case the majority is equal then the opinion held by the Chairman shall be considered to be the final decision on that particular item.
- (f) The Chairman or in his / her absence, the senior-most Member present may deal with any urgent matter or business requiring immediate action. Such action shall be reported to the Commission in its next meeting.
- (g) All decisions taken during the meeting shall be reduced to writing on the relevant file under the signatures of the Members present in the meeting and shall not be invalidated due to the absence of any Member at such meeting, and the decisions shall be deemed to be that of the Commission. After approval of the Member(s) present the Secretary shall record each decision on the relevant file

under his / her signatures. Similarly, where the decision of the Commission is required by circulation of file(s) the Secretary after obtaining the approval of the Commission on the relevant file(s) shall record each decision on the relevant file(s) under his / her signatures.

- (h) The Commission may invite expert officer(s) or non-expert officer(s) for the purpose of assisting it in the course of its meeting, and unless, he / she happens to be a servant of the Himachal Pradesh Government, he / she shall be paid for his / her services in accordance with the rate(s) approved by the Commission from time to time.

### CHAPTER-III

#### 4. PROCEDURE FOR MAKING DIRECT RECRUITMENT TO VARIOUS CATEGORIES OF POSTS / SERVICES FALLING WITHIN THE PURVIEW OF THE COMMISSION:

(a) RECRUITMENT TO CLASS-I, II & III POSTS:

- (i) RECRUITMENT TO POST(S) / SERVICE(S) NOT TO BE MADE ON THE BASIS OF THE HIMACHAL PRADESH ADMINISTRATIVE SERVICE COMBINED COMPETITIVE EXAMINATION & THE HIMACHAL PRADESH JUDICIAL SERVICE COMPETITIVE EXAMINATION:

After receiving the requisition from the concerned Administrative Department of the Government for making direct recruitment to the post(s) / service(s) an advertisement (in brief) shall be published in the leading News Papers & detailed advertisement shall be uploaded on the official website of the Commission for inviting online applications from the desirous & eligible candidates through 'One Time Registration System' (OTRS) portal. Candidate shall upload all relevant documents / testimonials in support of his / her eligibility on the OTRS portal. The detailed instructions regarding filling up of online application form shall be uploaded on the official website of the Commission.

- (ii) RECRUITMENT TO THE POST(S) / SERVICE(S) TO BE MADE ON THE BASIS OF THE HIMACHAL PRADESH ADMINISTRATIVE SERVICE COMBINED COMPETITIVE EXAMINATION:

After receiving the requisition(s) from the Administrative Department(s) of the Government for making direct recruitment to the Himachal Pradesh Administrative Service and the post(s) to be filled up on the basis of the Himachal Pradesh Administrative Service Combined Competitive Examination an advertisement in the above manner shall be published in the month of January or any subsequent date to be decided by the Commission for inviting online applications from the desirous & eligible

candidates through 'One Time Registration System' (OTRS) portal. The requisition(s) for making direct recruitment to the posts / services to be filled up on the basis of this competitive examination received upto the prescribed closing date for submission of online applications through OTRS portal shall be included to the number of posts initially advertised after notifying in the newspapers / gazette.

(iii) RECRUITMENT TO THE POST(S) OF CIVIL JUDGE:

After receiving the requisition from the concerned Administrative Department of the Government for making direct recruitment to the post(s) an advertisement shall be published in the above manner on 15<sup>th</sup> June & on 15<sup>th</sup> December for inviting online applications from the desirous & eligible candidates through 'One Time Registration System' (OTRS) portal.

- (iv) A soft copy (e-mail) of each advertisement shall be sent to the Service Provider by the Nodal Officer for activating link for submission of online applications by the desirous and eligible candidates through 'One Time Registration System' (OTRS) portal.
- (v) All unfilled advertised posts including the posts reserved for persons with disabilities shall be sent back to the concerned Administrative Department of the Government for re-sending the fresh requisition(s) to this Commission for filling up all such unfilled post(s), after a period of six months.

(b) PROCEDURE FOR APPLYING ONLINE:

- (i) The desirous & eligible candidates may visit the official website of the Commission (<http://www.hppsc.hp.gov.in/hppsc/>) and click the link "Instruction guide for applying for One Time Registration System" on the Home Page for getting acquainted with the process of registration & filling up of online application form. After having gone through these instructions they will click the link 'One Time Registration System' (OTRS) on the Home Page and proceed as per instructions given for generating their own profile. After the creation of the profile, the candidate should submit his / her online application by clicking on the "Online Application" and then follow the instructions thereof.

(ii) PAYMENT OF EXAMINATION FEE BY THE CANDIDATES:

- (a) The desirous & eligible candidates shall pay the examination fee fixed category-wise online by debit / credit card or internet banking through "e-Payment Gateway", as the case may be, on or before the prescribed closing date for submission of online applications through OTRS portal. While making payment through "e-Payment

Gateway” the candidate(s) shall pay the fixed amount through Debit or Credit Card only after accepting the “Terms and Conditions to apply online”. Fee once paid shall not be refunded.

- (b) The candidates of General / General Physical Handicapped / Hearing Impaired / Wards of Freedom Fighter categories of Himachal Pradesh shall pay full examination fee.
- (c) The candidates of S.C. / S.T. / O.B.C. / B.P.L. categories of Himachal Pradesh shall pay 1/4<sup>th</sup> of the examination fee.
- (d) The Ex-serviceman / Blind / Visually Impaired candidates of Himachal Pradesh are exempted from paying the examination fee.

However, the Ex-serviceman of Himachal Pradesh who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India shall pay examination fee as is applicable to them in the respective category.

- (e) The candidates of reserved category(ies) of other States i.e. other than the Himachal Pradesh State will be treated as General candidates and the benefits of reservation and fee concession will not be admissible to such candidates.

(iii) TIME LIMIT FOR SUBMISSION OF ONLINE APPLICATION FORMS:

21 (twenty one) days for the desirous & eligible candidates shall be given for submission of online applications through OTRS portal. Each advertisement shall indicate closing date for submission of online applications through OTRS portal. The online applications can be filled up by the desirous & eligible candidates till 11.59 P.M. of the prescribed closing date for submission of application through OTRS after which the link will be disabled.

(iv) RECEIPT OF ONLINE APPLICATIONS AND ITS RECORD:

- (a) After the expiry of the prescribed closing date for submission of applications through OTRS portal a check list of the candidates provisionally admitted on the basis of requisite fee deposited by the candidates will be provided by the Service Provider through Nodal Officer to the Section Officer of the Branch responsible for making recruitment to the advertised post(s) under proper receipt. After scrutinizing the applications of the candidates by the Branch concerned the candidates shall be admitted provisionally to appear in the Preliminary Examination / Written Examination or Test /

Screening Test / Personality Test, as the case may be, on the basis of their claims made in the online applications.

- (b) In case selection for appointment(s) for the post(s) is / are to be made on the basis of Personality Test the online application(s) along with requisite documents of the candidates will be downloaded by the Nodal Officer / Computer Programmer (Computer Cell) and handed over to the Section Officer concerned for scrutinizing the same.
- (c) In case selection for appointment(s) for the post(s) / service(s) is / are to be made on the basis of Personality Test preceded by a screening test (objective type) / written test or practical test or physical standard test, as the case may be, the online applications along with requisite documents of all the candidates or candidates falling in the zone of consideration after holding the test, as the case may be, will be downloaded by the Nodal Officer / Computer Programmer (Computer Cell) and handed over to the Section Officer concerned for scrutinizing the same. Scrutiny of only those documents of the candidates will be done which are uploaded on the OTRS portal in support of their eligibility while applying for the post(s) / service(s) advertised by the Commission.
- (d) In-service candidates may apply to the Commission through OTRS portal. No in-service candidate will be allowed to appear in the Personality Test unless he / she brings 'NOC' from his / her employer on the day of said test.
- (e) The Section Officer responsible for making direct recruitment shall maintain the record of all online applications received category-wise / post-wise in the Branch.

#### CHAPTER-IV

##### 5. SCRUTINY OF ONLINE APPLICATIONS:

- (a) After scrutinizing the online applications category-wise / post-wise properly by the concerned Branch the candidates fulfilling the prescribed eligibility criteria shall be admitted provisionally and the candidates not fulfilling the prescribed eligibility criteria shall be rejected. The original documents of the successful candidates admitted provisionally shall be checked / scrutinized on the day of personality test.
- (b) The admit cards of the provisionally admitted candidates shall be created & uploaded individually against their USER ID by the Service Provider / Computer Cell for downloading by them. SMS alert / email shall also be sent to such candidate(s) who submit their mobile numbers and e-Mail addresses, by the Service Provider / Computer Cell.

- (c) The rejection of candidature of the candidate(s) for any reasons shall be provisional and the same will be got approved by the Chairman, Himachal Pradesh Public Service Commission. The provisionally rejected candidate(s) will be allowed 07 (seven) days time for uploading his / her / their representations, if any, along with documents in support of their eligibility on OTRS portal against the proposed rejection. However, the final rejection shall be approved by the Commission and the list of such rejected candidates shall be uploaded on the official website of the Commission and also the status of rejected candidates shall be uploaded individually against their USER ID by the Computer Cell / Service Provider. SMS alert / e-mail shall also be sent to such candidates who submit their mobile numbers and e-Mail addresses, by the Computer Cell / Service Provider. No examination fee will be refunded to the candidates whose applications are rejected by the Commission for any reason(s).

6. ELIGIBILITY OF THE CANDIDATES:

- (a) The age-limit for direct recruitment to the posts will be reckoned on the first day of the year in which the post(s) is / are to be advertised. Five years relaxation in the upper age limit is available for the candidates of S.C. / S.T. / O.B.C. and W.F.F. categories of Himachal Pradesh and the person(s) with disabilities of Himachal Pradesh. The relaxation in the upper age limit for the employees of Himachal Pradesh Government and Ex-servicemen of Himachal Pradesh will be as per the prevalent instructions of the Himachal Pradesh Government.

Provided that the age-limit for direct recruitment to the posts of Civil Judge will be reckoned on the last date for receipt of applications i.e. 5<sup>th</sup> July & 5<sup>th</sup> January. Three years relaxation in the upper age limit is available for the candidates belonging to S.C. / S.T. / O.B.C. / WFF categories of Himachal Pradesh and the person(s) with disabilities of Himachal Pradesh as on the last date prescribed for receipt of applications.

- (b) The eligibility of the candidates in terms of the essential educational qualification(s) and experience etc., if any, notified for direct recruitment to the post(s) in the advertisement will be adjudged on the prescribed closing date for submission of online applications through OTRS portal and, therefore, all candidates must possess / acquire the requisite essential educational qualification(s) and experience etc., if any, by that day positively.
- (c) For recruitment to the posts to be filled up on the basis of experience it will be necessary for the candidates to have the required experience for determining his / her eligibility either after acquiring the requisite essential educational qualification(s) or as per the notified provision(s) of the Recruitment & Promotion Rules, as the case may be.

Provided that if a dispute arises as to whether a candidate is eligible or ineligible, the decision of the Commission in this regard shall be final.

Provided further that the onus of proving that a candidate has acquired degree / essential qualification by the stipulated date shall be on the candidate and in 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 the date of acquisition of essential educational qualification.

- (d) 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 application through OTRS then the 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 candidates, the Commission may consider such cases on case to case basis subject to submission of documentary proof by the candidates. Such claims shall be entertained on or before the conduct of screening test / written examination or 07 (seven) days before the personality test in case there is no screening test (Computer Based Test (CBT) or Offline Test) / preliminary examination, as the case may be.
- (e) The statutory certificates like bonafide Himachali, S.C., S.T., W.F.F. & legal heir issued on parental basis on the prescribed format are of permanent nature and are acceptable to the Commission. However, the certificate of O.B.C. also issued on parental basis on the prescribed format by the competent authority to be valid for the relevant term of the financial year & covering the prescribed closing date for submission of online application through OTRS, alongwith self certificate / undertaking stating that his / her status has not been changed and he / she is not excluded from the category of O.B.C. on account of being covered under Creamy Layer will have to be submitted by the candidate to the Commission on the day of personality test.
- (f) Since the eligibility of all provisionally admitted candidates will be adjudged / checked on the day of personality test / evaluation, therefore, the candidates are required to produce original certificates / documents as proof in support of their claims regarding age-limit, category, educational qualifications & experience etc. made in the online application. On the day of personality test / evaluation if any candidate fails to produce original certificate of his / her category of which he / she has made claim in the online application in addition to other original certificates with regard to his / her eligibility, he / she shall not be allowed to appear before the personality test / evaluation board and, his / her candidature shall stand rejected.

- (g) 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), be liable to be debarred from an examination or future examinations or his candidature may be cancelled, w.e.f. the date as decided by the Commission, if he or she is found to be guilty of the following:-
- (1) obtaining / seeking support for his / her candidature whether in the Examination or Interview by any means; or
  - (2) impersonating; or
  - (3) procuring impersonation by any person; or
  - (4) submitting false / fabricated documents or documents which have been tampered with; or
  - (5) 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
  - (6) 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;
    - (c) influencing the Examiners; or
  - (7) Using or attempting to use unfair means in the Examination hall; or
  - (8) writing obscene matter or drawing obscene sketches in the scripts; or
  - (9) harassing, threatening or causing physical injury to the staff engaged in the conduct of Examination; or
  - (10) 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; or
  - (11) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Examination, creating a disorderly scene and the like; or
  - (12) 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; or

- (13) being debarred earlier on the above mentioned grounds by the Union Public Service Commission or any State Public Service Commission including this Commission.
- (14) 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:-

- (i) giving the candidate an opportunity of making such representation in writing as he / she may wish to make in that behalf; and
- (ii) 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.

#### CHAPTER-V

7. (A) DIRECT RECRUITMENT TO THE FOLLOWING CATEGORIES OF POSTS / SERVICES SHALL BE MADE ON THE BASIS OF SELECTION PROCEDURE PRESCRIBED IN THE RESPECTIVE NOTIFIED RULES / REGULATIONS:

- (i) The Himachal Pradesh Administrative Service & Allied posts: As per the selection procedure notified in the Himachal Pradesh Administrative Service Rules, 1973, as amended from time to time.
- (ii) Civil Judge: As per the selection procedure notified in the Himachal Pradesh Judicial Service (Syllabus and Allocation of Marks) Regulations, 2005, as amended from time to time.
- (iii) The Himachal Pradesh Forest Service (Assistant Conservator of Forest): As per the selection procedure notified in the Recruitment & Promotion Rules for the post, as amended from time to time.
- (iv) Range Forest Officer: As per the selection procedure notified in the Recruitment & Promotion Rules for the post, as amended from time to time.
- (v) Inspector (Excise & Taxation), Inspector (Civil Supplies), Inspector (Panchayat), Inspector (Co-operative), Extension Officer (Industries), Election Kanungo and Mukhiya Sevika: As per the selection procedure notified in the Himachal Pradesh Subordinate Allied Services / Posts (Class-III, Non-Gazetted) Examination Rules, 2017 dated 29<sup>th</sup> September, 2017, as amended from time to time.

- (vi) Naib Tehsildar: As per the selection procedure notified in the Himachal Pradesh Naib Tehsildari Service Rules, 1973, as amended from time to time.

For recruitment to the posts of Naib Tehsildar there shall be negative marking in the objective type screening test / examination as detailed below:-

- (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 penalty for that question.
- (d) Where there will be two correct answers instead of one correct answer out of four options of a question, all those candidates who will encode any one of these two correct answers will be awarded marks allotted to that question.

(Marks obtained by the candidates in the main examination (written part as well as interview / personality test) would determine their final ranking. In the event of a tie, order of merit shall be determined in accordance with highest marks secured in interview / personality test and in case the marks in the interview / personality test of the candidates tie, then the candidate who is senior in age will be placed above the candidate junior in age.)

(B) SELECTION OF CANDIDATES TO THE POSTS SHALL BE MADE ON THE BASIS OF PERSONALITY TEST PRECEDED BY SCREENING TEST (DESCRIPTIVE (WRITTEN) OR OBJECTIVE – COMPUTER BASED TEST (CBT) OR OFFLINE TEST) OR PERSONALITY TEST, AS THE CASE MAY BE, IN THE CASES WHERE NO SELECTION PROCEDURE HAS BEEN PRESCRIBED IN THE RESPECTIVE NOTIFIED R&P RULES:

- (i) Where ratio between the number of eligible candidates and the posts advertised is below thirteen or as the Commission may deem fit, then all of them shall directly be called for personality test.
- (ii) In the cases where the number of eligible candidates for recruitment to the post(s) advertised by the Commission is inordinately large, the Commission may limit / shortlist the number of eligible candidates to be called for personality test by subjecting them to either Computer Based

Screening Test (objective-type) or Offline Screening Test (objective / descriptive) of two hours duration.

- (a) In the Computer Based Test (CBT) (objective type) there will be 100 questions of 01 mark each on the basis of syllabus to be approved by the Commission for the test. Each question will be followed by four (a, b, c, d) answer options. The candidate will have to click on the circle adjacent to the option he / she thinks is correct. The key of CBT (objective type) shall be uploaded online on the 'MY EXAMINATION MY ONLINE REVIEW' in the User ID of the concerned candidates immediately after the conduct of computer based test for calling objections against the answer key, if any. Three days time from the day of publishing the key (day of publishing the key plus 3 (three) days upto 11.59 P.M. of the last date of receipt of objections after which the link will be disabled) shall be given for inviting objections in the key which shall be submitted only in online mode. Objection(s) submitted in any other mode will not be entertained. The objections, if any, will be got verified from the concerned Subject Expert / Paper Setter and, if found correct, a revised key of that screening test shall be prepared. After finalization of answer key category-wise zone of consideration in the ratio of 1:6 + 3 i.e. six times plus three the number of post(s) advertised will be prepared and provided by the Secrecy Cell on the basis of performance of the candidates in the Computer Based Test (objective type) to check their eligibility by the Branch responsible for making direct recruitment on the basis of documents uploaded by them on the OTRS portal. In case the number of candidate(s) to be declared qualified for personality test fall(s) below the prescribed ratio i.e. six candidates for a single post and three candidates for every subsequent post then to meet this shortfall an additional zone of consideration as per requirement shall be prepared by the Secrecy Cell. The final / revised answer key alongwith question paper shall be uploaded on the website of the Commission immediately after the declaration of the result of CBT uploaded on the website.
- (b) In the Offline Test (objective type) there will be 100 questions of 01 mark each on the basis of syllabus to be approved by the Commission for the test. Each question will be followed by four (a, b, c, d) answer options. The candidate will have to encircle / blacken the option he / she thinks is right / correct on the OMR answer sheet. The key of Offline Test (objective type) shall be uploaded on the official website immediately after the conduct of test for inviting objections, if any, from the candidates. Seven days

time (day of publishing the key plus seven days upto 05.00 P.M. of the prescribed last date of receipt of objections) shall be given for inviting objections, if any, against the provisional key. The objections, if any, will be got verified from the concerned Subject Expert / Paper Setter and, if found correct, a revised key of that Screening Test shall be prepared. After finalization of answer key, the OMR answer sheets of the candidates who appeared in the Screening Test shall be scanned in the OMR Scanner and evaluated by using the final / revised answer key to prepare a category-wise zone of consideration in the ratio of 1:6 + 3 i.e. six times plus three in proportion to the number of post(s) advertised by the Secrecy Cell on the basis of performance of the candidates in the Screening Test, to check their eligibility by the Branch responsible for making direct recruitment on the basis of documents uploaded by them on the OTRS portal. In case the number of candidate(s) to be declared qualified for personality test fall(s) below the prescribed ratio i.e. six candidates for a single post and three candidates for every subsequent post then to meet this shortfall an additional zone of consideration as per requirement shall be prepared by the Secrecy Cell. The final / revised answer key shall be uploaded on the website of the Commission immediately after the declaration of result of screening Test uploaded on the website.

Note: In the CBT / Offline Test (objective) there will be negative marking for incorrect answers as per detail given below:

- (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 penalty for that question.
- (d) Where there will be two correct answers instead of one correct answer out of four options of a question, all those candidates who will click / encode any one of these two correct answers will be awarded marks allotted to that question.

- (iii) Minimum pass marks in Computer Based Test / Offline Test (objective or descriptive) are 25% for the candidates of General category and 20% for the candidates of reserved categories.
- (iv) The result of each Computer Based Test / Offline Test (objective or descriptive) in respect of eligible candidates shall be declared as early as possible.
- (v) Number of candidates to be called for Personality Test on the basis of Computer Based Test / Offline Test (objective or descriptive):

Normally six eligible candidates for a single post and three eligible candidates for every subsequent post will be declared qualified. If the number of qualified candidates in a particular category is fewer than all of them will be called for personality test. In case there is a tie between or amongst the candidates on account of having obtained equal minimum cut off marks in the screening test all such candidates shall be called for the personality test.

- (vi) Guidelines for conducting Computer Based Screening Test / Offline Screening Test (objective / conventional) / Examination for Persons with Disabilities shall be as under:-
  - (a) There shall be no separate criteria for regular and competitive examinations.
  - (b) The facility of Scribe / Reader shall be allowed to any person who has disability of 40% or more if so desired by the person. The facility to meet the Scribe / Reader shall be provided a day before the Screening Test/ Examination to check the suitability of scribe by the candidates, if he/ she desires so.
  - (c) Criteria like educational qualification, marks scored, age or other such restrictions for the Scribe / Reader shall not be fixed. Instead, the invigilation system shall be strengthened, so that the candidates using Scribe / Reader do not indulge in malpractices like copying and cheating during the examination.
  - (d) The candidates shall be allowed to take more than one Scribe / Reader for writing different papers especially for languages and in case of emergency the Scribe / Reader shall be allowed to be changed.
  - (e) The candidates shall be allowed to check the computer system one day in advance only when the online examination facility is introduced by the Commission.

- (f) The procedure of availing the facility of Scribe / Reader shall be simplified and the necessary details shall be recorded at the time of filling up of the forms. The Commission shall ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- (g) The disability certificate issued by the competent medical authority at any place shall be accepted across the country.
- (h) The compensatory time shall not be less than 20 minutes per hour of examination for persons who are making use of Scribe / Reader. All the candidates with disability not availing the facility of Scribe / Reader shall be allowed additional time of minimum of one hour for examination of three hours duration which could further be increased on case to case basis.
- (i) Proper seating arrangement (preferably on the ground floor) shall be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers shall be marked accurately and timely supply of supplementary papers shall be ensured.
- (j) The Commission shall provide reading material in E-Text or on computers having suitable screen reading software's for open book examination or online examination shall be in accessible format when online examination facility is introduced.

(C) RE-CHECKING/ RE-EVALUATION OF ANSWER BOOKS / OMR ANSWER SHEETS:

Re-checking & re-evaluation of answer books & OMR answer sheets of the candidates appeared in the written examination(s) / offline Screening Test(s) conducted by the Commission will not be allowed in any case.

(D) PERSONALITY TEST:

- (i) The copies of Online Application along with documents of eligible and qualified candidates supporting their eligibility & category claim, duly scrutinized and authenticated by the Section Officer / Superintendent of the concerned Branch shall be placed on record before the Personality Test Board.
- (ii) The personality test shall be of 100 marks. Minimum pass marks in personality test are 45 for the candidates of general category and 35 marks for the candidates of reserved categories. The marks obtained by the

candidates in the screening test will not be counted for determining final order of merit.

- (iii) (a) Where selection is to be made on the basis of performance of the candidates having qualified the Computer Based Test / Offline Test (objective or descriptive), before the Personality Test Board, a candidate scoring more marks in the Personality Test shall be placed above the candidate scoring lesser marks in the Personality Test. If the candidates will score equal marks in the Personality Test, then a candidate securing more marks in the Computer Based Test / Offline Test (objective or descriptive) will be placed above the candidate securing lesser marks in the Computer Based Test / Offline Test (objective / descriptive). In case the marks of Computer Based Test / Offline Test (objective or descriptive) are equal then the candidate who is senior in age will be placed above the candidate junior in age.
- (b) Where selection is to be made purely on the basis of performance of the candidates before the Personality Test Board, a candidate scoring more marks in the Personality Test shall be placed above the candidate scoring lesser marks in the Personality Test. If the candidates will score equal marks in the Personality Test, then a candidate who is senior in age will be placed above the candidate junior in age.
- (iv) A Member shall ordinarily preside over the Personality Test Board set up for selection of candidates and such Member shall act as Chairman of the Personality Test Board.

Provided that where more than one Member will sit in the Personality Test Board, the senior most Member shall act as Chairman of the Board, except in the cases where the Chairman himself, will preside over the Personality Test Board along with one or more Members, and in the case of other Boards constituted without a Member, the nominee of the Chairman shall preside over the Personality test Board.

- (v) Ordinarily, a single Board shall be constituted by the Chairman for selection to a particular post or post(s), but where the number of candidates is large, the Chairman may constitute Multiple Boards (more than one Board) for the purpose. The Personality Test Board(s) will, in addition to the Expert(s) and the Departmental Representative(s), comprise of as many Members as may deem fit in view of the Class of the post / service for which the Personality Test are being conducted. The marks to be awarded to the candidates on the basis of performance before the Personality Test Board shall be recorded by the Chairman of the

Personality Test Board in ink after taking into consideration the views of the Members of the Personality Test Board and the Members participating in the Personality Test shall put their signatures on the Personality Test Sheet in ink.

Provided that twenty days notice or the Commission as may deem fit shall be given to the candidates to appear before the Commission for personality test and the personality test programme shall be fixed keeping in view the said period of notice.

Provided also that if a Member of single Board is unable to attend the personality test fixed for him / her, any other Member may be nominated by the Chairman to hold the personality test in his / her place and this fact shall not invalidate the proceedings of such selection.

Provided further that if a Member of a multiple-Member Board to be presided over by the senior most Member is unable to attend, or has to leave the Board during the course of its sitting and an alternative arrangement cannot be made, the other remaining Member or Members, as the case may be, may hold or continue to hold the Personality Test and the proceedings of the Board shall not be vitiated only on the ground that Member was absent from the sitting of the Board.

- (vi) The Personality Test Form and Personality Test Sheet duly signed by all the Members comprising the Personality Test Board shall on the same day be sealed by the Private Secretary / Personal Assistant of the Chairman / Members of the Commission or by an officer of the Commission i.e. either the Secretary or an officer lower in rank to the Secretary duly authorized by the Chairperson, in the presence of the Chairman / Member and kept in the safe custody by the Secretary to be acted upon and used as and when required.
- (vii) The recommendation(s) of the Personality Test Board shall be placed before the Commission for its approval before they are communicated to the concerned Administrative Department of the Government. Where delay in sending these recommendations to the Government is likely to occur as a result of following the above procedure, the Secretary may beforehand, seek the written orders of the Chairman to authorize him / her to issue such recommendations on behalf of the Commission, without their being placed before the Commission first. An ex-post facto sanction on the relevant file will be obtained subsequently.
- (viii) The recommendations of the Commission shall be valid till the appointments are offered to the candidates by the appointing authority irrespective of the time span.

- (ix) If a candidate fails to join the post on the basis of the recommendation(s) of the Commission, on demand from the concerned appointing authority after cancellation of the offer of appointment of such candidate, the replacement will be given by the Commission at its discretion if the demand is received within a period of one year from the date of sending recommendation(s) by the Commission to the concerned appointing authority provided that no fresh requisition has been processed and advertisement has been issued / published for filling up of the said post in the intervening period. However, in the case of appointments to the posts of Civil Judge, the posts / services to be filled up on the basis of the Himachal Pradesh Administrative Service Combined Competitive Examination and for the posts to be filled up on the basis of the combined competitive examination for recruitment to the posts covered under the Himachal Pradesh Subordinate Allied Services / Posts (Class-III, Non-Gazetted) Examination Rules, 2017, no replacement will be given by the Commission against non-joining of the candidate.
- (x) The Commission may contact eminent authorities to suggest suitable names for the consideration of the Commission where it is anticipated that open advertisement is not likely or has failed to attract suitable candidates.
- (xi) The reserved category candidates falling under vertical reservation i.e. S.C. / S.T. / O.B.C. who are appointed on their own merit and not owing to reservation will not be adjusted against reserved points and they will be adjusted against unreserved points. The S.C. / S.T. candidate appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of S.C. / S.T. and will be eligible to get benefit of reservation in future / further promotions, if any. However, only such S.C. / S.T. / O.B.C. candidates falling under vertical reservation who are selected on the same standard as applied to general candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied in selecting S.C. / S.T. / O.B.C. candidates, for example in the age-limit, experience, qualification, permitted number of chances in written examination (screening test / written examination), extended zone of consideration larger than what is provided for general category candidates etc., the S.C. / S.T. / O.B.C. candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies.

The candidates belonging to reserved categories falling under horizontal reservation i.e. Ex-servicemen / Wards of Ex-servicemen, Children / Grand Children of Freedom Fighters (WFF), Persons with Disabilities, Distinguished Sportspersons and Antodya / B.P.L. who acquire merit / marks on a par with the purely general candidates shall not

be selected / appointed against general / unreserved posts and will be adjusted against the post reserved for respective category falling under horizontal reservation. However, it does not debar or preclude a candidate falling under vertical / horizontal reservation from applying and competing for any unreserved post subject to his / her eligibility and clearing the written test / personality test successfully without any relaxation.

- (xii) The Commission will itself defend such suits or petitions in which the Commission as such is impleaded as a defendant / respondent and no one else is impleaded as a defendant / respondent. The suits or proceedings in which the Commission is made a defendant / respondent alongwith other parties such as Union / State Government or in which the Members and / or Officers of the Commission are joined as defendants / respondents by designations or name need not to be defended by the Commission as these will be defended by the Departments concerned. However, the replies framed by the Departments concerned may be shown to the Commission before submission in the Court concerned so that paras concerning the Commission are vetted by it.
- (xiii) The Commission will consider and dispose of the representation received by them which are against the final decision taken by them. However, in other cases the Government servants should not directly or indirectly submit their representation to the Commission in regard to the cases pertaining to their service matters but should made their representations to the appropriate authority through proper channel.
- (xiv) The result of the candidate shall be made available on the website of the Commission after the recommendation has been sent to the Administrative Department concerned. It shall be made in the format (a) marks obtained in each paper of the written examination / screening test by the candidate (b) cut off percentage or cut off marks and (c) marks obtained by the candidate in the Personality Test. This information can be viewed by the candidate concerned by opening his / her log in / user ID. Besides this no other information shall be made available either by means of a hard copy or soft copy.

## CHAPTER-VI

### 8. ALLOCATION OF BUSINESS AMONG MEMBERS OF THE COMMISSION:

- (i) The various items of the works of the Commission shall be allocated to Members by the Chairman as indicated in the Annexure. Any matter not covered in the Annexure may also be allocated to one or more Members by the Chairman.

Notwithstanding any allocation made in the Annexure, Chairman may, in any particular case, direct that the matter may be placed before all the Members of the Commission for a decision.

- (ii) The Chairman may refer any matter to an individual Member or to a Committee consisting of Members and such other person, if any, or to a Committee without any Member on it, as the Chairman may appoint, for consideration and report to the Commission.
- (iii) The Commission may, subject to such directions as they may deem fit, delegate to an individual Member, or to a Committee constituted from amongst the Members, any of its functions. The Commission may also delegate to a Committee without a Member sitting on it any of its functions and the Members of such a Committee shall be appointed by the Commission;

Provided that when any of functions are delegated to an individual Member, the Chairman shall appoint such other persons to aid and advise him as the Chairman may deem fit.

- (iv) Where the Commission is required to give advice, or to submit a proposal to or to be consulted by any authority, the decision of the Commission shall be communicated in a letter signed by the Secretary or any other officers of the Commission's office authorized for the purpose, and in a case where the decision is not unanimous neither the fact of, nor the ground for dissent shall be communicated unless the Chairman so directs.
- (v) If no opinion is received from a Member within the time specified by the Chairman such Member shall be deemed to have agreed to the proposal.
- (vi) The decision of an individual Member or Committee to which powers have been delegated under Sub-section (i) shall be communicated to the Chairman before any action is taken thereon; and the Chairman may, thereupon direct that such decision shall be referred to a meeting of the Commission for further consideration and decision; and where no such direction is given by the Chairman the decision of the Committee shall be deemed to be the decision of the Commission.

## CHAPTER-VII

### 9. PROMOTION, DISCIPLINARY AND OTHER MATTERS:

- (i) (a) In the case of promotions to State Services and posts in respect of which the Departmental Promotion Committee procedure as laid down in the concerned Rules / by the instructions issued by the Government of Himachal Pradesh is applicable, and the Commission is associated with the Departmental Promotion Committees, the Chairman shall either himself or nominate a Member who shall preside over the Committee

for considering cases of promotion. The Committee constituted for the purpose shall (i) consider the claims of all candidates who were eligible for being considered for promotion according to the Recruitment & Promotion Rules laid down for the post / service in question; and (b) thereafter recommend to the Appointing Authority the names of persons who are considered suitable for promotion in their order of merit / seniority, as the case may be. The recommendations of the Departmental Promotion Committee shall be ratified by the Commission.

- (b) In cases where Departmental Promotion Committee procedure is not followed and recruitment is to be made by adhoc promotion / appointment to any post or service and consultation with the Commission is required, the Commission shall (i) consider the claims of all candidates who were eligible for being considered for adhoc promotion / appointment according to the Recruitment & Promotion Rules laid down for the post / service in question; and (ii) thereafter recommend to the Appointing Authority the names of persons who are considered suitable for adhoc promotion / appointment in their order of merit.
- (ii) (a) Where recruitment is made by transfer of an officer to any post or service and consultation with the Commission is required, the Commission shall advise the Governor or the Appointing Authority, as the case may be, in respect of any candidate nominated whether he fulfils the qualifications prescribed and whether from his record of service he possesses the qualifications and experience required for the post / service to which it is proposed to transfer him.
  - (b) Where recruitment is made by transfer on deputation / secondment basis to a post or service and consultation with the Commission is required, the Commission shall make a selection from amongst the officers who have responded to the circulars issued by the Ministries / Departments on the basis of confidential records, educational qualification and experience of the officers concerned. The Commission may, if considered necessary, also take Personality Test of the candidates. The selected candidates may be recommended for appointment in their order of merit.
- (iii) Where advice of the Commission is tendered in regard to disciplinary matters including appeals and memorials the Commission shall see that the opinion given by the Commission forms part of the record of the case and is communicated to the officer or officers concerned along with the orders of the authority empowered to pass orders in the case.

(iv) The Secretary and other officers of the Commission's office shall be responsible for necessary compliance with the provisions of these Rules.

10. POWER TO RELAX:

Where the Commission is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing relax the provision(s) (except the provisions of Rule-7 (A) of these Rules)).

11. REPEAL & SAVINGS:

- (i) The Himachal Pradesh Public Service Commission (Procedure & Transaction of Business and Procedure for the conduct of Examinations, Screening Tests & Personality test Etc.) Rules, 2007 (as amended upto 20th April, 2017) notified vide the Himachal Pradesh Public Service Commission Order No.3-8/86-PSC-Vol-III dated 11-05-2017 and subsequent amendments notified vide office order of even Nos. dated 27-02-2018, 21-05-2018 and 02-07-2018 are hereby repealed.
- (ii) Notwithstanding such repeal, anything done or any action taken under the rules, so repealed under sub-rule (i) supra shall be deemed to have been validly made or done or taken under these rules.
- (iii) In matters for which no provision is made in these Rules, the Commission may regulate its proceedings in such a manner as it deem fit.

Place: Shimla-2.  
Dated: 12<sup>th</sup> November, 2018

Sd/-  
(Himanshu Shekhar Chaudhary), IAS  
Secretary,  
Himachal Pradesh Public Service Commission

ANNEXURE

STATEMENT SHOWING ALLOCATION OF BUSINESS AMONG THE  
CHAIRMAN AND MEMBERS OF THE COMMISSION

GENERAL AND OTHER FUNCTIONS COMMON TO MORE THAN ONE  
BRANCH

Sr. No.	Function	Allocation
1	Administrative & General Administration	Chairman (During his leave or tour by the Senior Most Member Present)
2	Co-ordination of Commission's work	Chairman
3	Matter(s) not specifically allotted to the Member(s)	Chairman
4	Conference of Chairman, Public Service Commissions and correspondence with the Union Public Service Commission and other States Public Service Commission on important policy	Chairman
5	Selection of Adviser(s) for Personality Test Board(s)	Chairman
6	Nomination of the Chairman of the Departmental Promotion Committee	Chairman
7	Annual Report of the Himachal Pradesh Public Service Commission	Commission
8	Library	Chairman & One Member
9	Publication except Secrecy Work	Chairman & One Member

EXAMINATION & RECRUITMENT BRANCHES

Sr. No.	Function	Allocation
1	Examination Rules including scheme of examination and syllabus	Commission
2	Creation of new Centre and physical arrangements for the conduct of examination / screening / written test	Commission
3	Appeals from the candidates whose applications are rejected	Commission
4	Any new decision or changing the existing system of conduct of examinations / screening test / written test	Commission

CONFIDENTIAL WORK

Sr. No.	Function	Allocation
1	Appointment of Examiner(s) & Moderator(s)	Chairman
2	Approval and printing of Question Paper(s)	Chairman
3	Scrutiny of Applications	Commission
4	Approval of results	Commission

EXAMINATION REFORMS

Sr. No.	Function	Allocation
1	Selection of item writers, item reviewers, paper setters and item translators	Chairman
2	Preparation of guidelines, manuals etc.	Commission
3	Scoring & Scaling / Moderation	Commission
4	Result of item analysis and test analysis	Commission

RECRUITMENT & PROMOTION RULES, ADVERTISEMENTS, PERSONALITY TESTS & DECLARATION OF FINAL RESULTS

Sr. No.	Function	Allocation
1	Recruitment & Promotion Rules	Commission
2	Scrutiny of applications	Commission
3	Drawing up of Personality Test Programme and formation of Personality Test Board and selection of expert(s)	Chairman
4	Presiding over the Personality Test Board	Chairman or Member to be nominated by the Chairman
5	Determination of criterion for short listing of eligible candidates for Personality Test	Commission
6	Operation of main and supplementary list	Chairman
7	Disciplinary cases relating to candidates	Commission
8	Approval of final result	Commission
9	Cases where there is disagreement	Commission

GENERAL AND COORDINATION SECTION

Sr. No.	Function	Allocation
1	Departmental Promotion Committee / Selection Committee for appointment by deputation (on secondment), transfer and re-employment cases	Chairman or any Member nominated by the Chairman

Sr. No.	Function	Allocation
2	Proposal for amendments in the Himachal Pradesh Public Service Commission (Exemption from Consultation) Regulations, 1973	Commission
3	Proposal for exclusion from Commission's purview or extension of functions of the Commission	Commission
4	Adhoc appointment cases	Commission
5	Penalty cases (Major penalty)	Commission
6	Re-imburement of legal expenses	Commission
7	Extra-ordinary pension	Commission

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