

HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION

OFFICE ORDER

No.3-8/86-PSC

Dated; Shimla-171 002, the 20th May, 2020

The Himachal Pradesh Public Service Commission in its meeting held on 18-05-2020 decided to amend further the provisions of the Himachal Pradesh Public Service Commission (Procedure & Transaction of Business and Procedure for the conduct of Examinations & Personality Tests Etc.) Rules, 2018 notified vide Office Order No.3- 8/86-PSC dated 12-11-2018, as amended upto 26-08-2019, as under:-

Rule	Amendment
4 (b) (iv) (b)	In case selection for appointment(s) for the post(s) / service(s) is / are to be made on the basis of performance of the candidates in the computer based or offline objective type Subject Aptitude Test (SAT) and Personality Test (except Preliminary Examinations) the online recruitment 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), if feasible, and handed over to the Section Officer concerned for scrutinizing the same. The candidate will also have to submit his / her documents alongwith a printed copy of online recruitment application on the day of computer based or offline objective type Subject Aptitude Test (SAT) failing which their candidature shall be rejected. No further opportunity will be given to the candidate for submission of any document after the conduct of computer based or offline objective type Subject Aptitude Test (SAT). 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 or submitted by them on the day of computer based or offline objective type Subject Aptitude Test (SAT).
	Rule 4 (b) (iv) (d) & 4 (b) (iv) (e) shall become Rule 4 (b) (iv) (c) & 4 (b) (iv) (d)
7 (B)	SELECTION OF CANDIDATES TO THE POSTS IN THE CASES WHERE NO SELECTION PROCEDURE HAS BEEN PRESCRIBED IN THE CONCERNED NOTIFIED RECRUITMENT & PROMOTION RULES SHALL BE MADE AS UNDER:-

- (i) Considering all applications received, the Commission shall conduct a computer based or offline objective type Subject Aptitude Test (SAT) of 260 Marks of 2-1/2 hours duration consisting of two parts i.e. part-I General Knowledge – 60 Marks (30 questions of 02 marks each i.e. General Knowledge of H.P. – 20 questions, General Knowledge of India – 05 questions & International General Knowledge – 05 questions) and part-II respective subject – 200 Marks (100 questions of 02 marks each) and the second stage followed by the result of the Subject Aptitude Test (SAT), the qualified candidates, in all respect, will be called for the personality test. The personality test will carry 140 marks. The final merit list will be prepared on the basis of the aggregate marks, obtained in the SAT and personality test in proportion of 65% & 35% marks respectively.

Provided that in the event of a tie, order of merit shall be determined in accordance with highest marks secured in the personality test and if the marks in the 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 Subject Aptitude Test and in case there is still a tie then the elder candidate shall be placed higher in the merit.

Provided further that Computer Based Subject Aptitude Test (SAT) shall be conducted in single slot with same question paper and in different slots with different set of question papers depending upon the total number of candidates who have to take the test and the number of computer terminals available to the Commission at the particular date for Computer Based Subject Aptitude Test.

- (a) In the objective type Computer Based Subject Aptitude Test (SAT) there will be 130 questions of 02 marks each out of the 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 answer key of Computer Based SAT shall be uploaded online on the 'MY EXAMINATION MY ONLINE REVIEW' in the User IDs of all appeared candidates immediately after its conduct for inviting objection(s) for which 03 (three) days time from the day of publishing of answer key (day of publishing of the answer key plus 3 (three) next days upto 11.59 P.M. of the last date of receipt of objections after which the link will be disabled) shall be given to them to submit their objection(s) in online mode only. Objection(s) submitted in any other mode will not be entertained. The received objection(s), if any, will be got verified from the concerned Subject Expert / Paper Setter. Based on the opinion / decision of the concerned Subject Expert / Paper Setter to the objection(s) raised by the

candidates the revised answer key shall be prepared & finalized. After finalization of answer key category-wise zone of consideration in the ratio of 1:4 in the case of 20 & above category-wise posts advertised, in the ratio of 1:5 in the case of 11 to 19 category-wise posts advertised and in the ratio of 1:6 + 3 in the case of 10 or less than 10 category-wise posts advertised, will be prepared and provided by the concerned Secrecy Cell on the basis of performance of the candidates in the Computer Based SAT to check their eligibility by the Branch responsible for making direct recruitment on the basis of documents uploaded by them on the OTRS portal submitted on the day of Computer Based SAT. In case the number of candidate(s) to be declared qualified for personality test fall(s) below the prescribed ratio then to meet this shortfall an additional category wise zone of consideration as per requirement shall be prepared by the Secrecy Cell. In respect of the scrapped question(s) no credit to the appeared candidates shall be given. The final answer key alongwith question paper shall be uploaded on the website of the Commission immediately after the declaration of the result of the Computer Based SAT. No objection(s) / representation(s) shall be entertained against the final answer key.

Note: 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 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.
- (b) In the offline objective type Subject Aptitude Test (SAT) (except Preliminary Examinations) there will be 130 questions of 02 marks each out of the 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 with blue / black ball pen. The answer key of offline SAT shall be uploaded on the website of the Commission immediately after

the conduct of offline SAT for inviting objections from the appeared candidates for which 07 (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. The received objection(s), if any, will be got verified from the concerned Subject Expert / Paper Setter. Based on the opinion / decision of the concerned Subject Expert / Paper Setter to the objection(s) raised by the candidates the revised answer key shall be prepared & finalized. After finalization of answer key the OMR answer sheets of the candidates who appeared in the offline SAT shall be scanned twice in the OMR Scanner(s) and evaluated by using the final answer key to prepare a category-wise zone of consideration in the ratio of 1:4 in the case of 20 & above category-wise posts advertised, in the ratio of 1:5 in the case of 11 to 19 category-wise posts advertised and in the ratio of 1:6 + 3 in the case of 10 or less than 10 category-wise posts advertised, will be prepared by the concerned Secrecy Cell on the basis of performance of the candidates in the offline SAT, to check their eligibility by the Branch responsible for making direct recruitment on the basis of documents uploaded by them on the OTRS portal submitted on the day of offline SAT. 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 concerned Secrecy Cell. In respect of scrapped question(s) no credit to appeared candidates shall be given. The final answer key shall be uploaded on the website of the Commission immediately after the declaration of the result of the offline SAT. No objection(s) / representation(s) shall be entertained against the final answer key.

Note: 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 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.			
7 (B)	<p>(ii) In the case of Preliminary Examination (objective type) the candidate will have to encircle / blacken the option he / she thinks is right / correct on the OMR answer sheet out of four (a, b, c, d) answer options with blue / black ball pen. The answer key(s) of the Preliminary Examination (objective type) shall be uploaded on the website of the Commission immediately after the conduct of the preliminary examination for inviting objections from the appeared candidates for which 07 (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 (in the case of preliminary examination for recruitment to the post(s) of Civil Judge only 03 (three) days time (day of publishing the key plus three days upto 05.00 P.M. of the prescribed last date of receipt of objections) shall be given to the appeared candidates for inviting objections in the answer keys)). The received objection(s), if any, will be got verified from the concerned Subject Expert / Paper Setter. Based on the opinion / decision of the concerned Subject Expert / Paper Setter to the objection(s) raised by the candidates the revised answer key shall be prepared & finalized. After finalization of answer key, the OMR answer sheets of the candidates who appeared in the Preliminary Examination shall be scanned twice in the OMR Scanner(s) and evaluated by using the final answer key to prepare a category-wise zone of consideration in the prescribed ratio in proportion to the number of post(s) advertised, by the concerned Secrecy Cell on the basis of performance of the candidates in the said Preliminary Examination. In respect of scrapped question(s) no credit to appeared candidates shall be given. The final answer key alongwith score of the appeared candidates in the preliminary examination shall be uploaded on the website of the Commission immediately after the declaration of the result of said Preliminary Examination. No objection(s) / representation(s) shall be entertained against the final answer key.</p> <p>(iii) Minimum pass marks in the Computer Based or offline objective type Subject Aptitude Test (SAT) are 30% i.e. 78 Marks for the candidates of General category & 25% i.e. 65 Marks for the candidates of reserved categories.</p> <p>(iv) The result of each Computer Based or offline objective type Subject Aptitude Test (SAT) in respect of eligible candidates shall be declared as early as possible.</p>			
7 (D)	<p>(ii) Personality Test shall be of 140 marks as per following break-up:-</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="width: 5%; text-align: center;">(a)</td> <td style="width: 75%;">For subject aptitude, personality & suitability for appointment and job profile of the concerned</td> <td style="width: 20%; text-align: center;">50% i.e.</td> </tr> </table>	(a)	For subject aptitude, personality & suitability for appointment and job profile of the concerned	50% i.e.
(a)	For subject aptitude, personality & suitability for appointment and job profile of the concerned	50% i.e.		

	Department	70 Marks
(b)	For qualification & experience (if any) higher than prescribed for the post applied for	10% i.e. 14 Marks
(c)	For knowledge of Himachal languages, culture, art, customs etc. as per desirable qualification prescribed for the post	40% i.e. 56 Marks

Minimum pass marks in the personality test are 45% i.e. 63 Marks for the candidates of General category and 35% i.e. 49 Marks for the candidates of reserved categories.

- (iii) The process for allotment of boards for candidates and subsequent evaluation in the personality test will be strictly held as per the under lying procedure:-
- (a) Candidates will be allotted Serial Number by draw of lots at the time of registration by the respective Section Officer I / C Recruitment / Examination Section. In case of multiple boards for the same post, the boards i.e. A, B, C etc. will also be allotted to each candidate by draw of lots.
 - (b) Nominal rolls will be prepared as per the Serial Nos. allotted and the mark sheet will be prepared accordingly. However, the mark sheet will be kept with the Section Officer concerned till the interview process is completed by the Chairperson(s) of the respective board(s).
 - (c) The personality test panel interview panel will be given blank sheets with the serial numbers printed on top of the sheet depending upon the number of candidates appearing before each board.
 - (d) Candidates when appears before the panel, will only carry a placard displaying his / her Serial No.
 - (e) No panel member will ask the candidate about his personal details. The qualification of the candidate may be asked. Thesis or research paper(s) if any carried by the candidate into the interview room, the name of the candidate and respective guide or institution will be blocked / hidden.
 - (f) Each candidate will be given equal opportunity of time for the personality test. The sequence and time allotted to each member of the panel will be controlled by the Chairperson of the 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(s) is / are being conducted. The Expert Member shall be as far as possible an Expert in the field related to the post / field for which the Personality Test is being conducted and his / her role shall be to assist the Chairman of the Personality Test Board in assessing the subject knowledge of the candidates whereas the role of the Departmental Representative shall be to assist the Chairperson of the Personality Test Board to judge the candidate's suitability for appointment in the Department. After the completion of Personality Test of the candidate he / she will be independently graded by each panel member into one out of the categories of Outstanding, Very Good plus, Very Good, Good plus, Good, Average plus, Average and below Average. At the end of the process of Personality Test marks will be allotted by the Chairman to each candidate by arriving at the overall average grading obtained by each candidate as per example given below:-

1. Outstanding – 5 Marks
2. Very Good – 4 Marks
3. Good – 3 Marks
4. Average – 2 Marks &
5. Below Average – 1 Mark

If the candidate is assessed to be shade above the overall grading given above, he / she may be given Very Good Plus, Good Plus etc. grading.

Example to arrive at an overall grading:

Candidate – 1

Chairperson - Outstanding = 5 Marks

Member-I - Very Good = 4 Marks

Member –II - Good = 3 Marks

Average = $12/3 = 4$ (Overall grade is Good)

Final marks to be awarded to the candidate(s) on the basis of his / her performance before the Personality Test Board shall be recorded in ink on the final marks sheet to be supplied by the concerned Section Officer on demand, by the Chairperson of the Personality Test Board against the overall grading of Outstanding / Very Good plus / Very Good / Good plus

	<p>/ Good / Average plus / Average / Below Average and all Members participating in the Personality Test shall put their signatures on the marks sheet in ink after ascertaining that all candidates have been allotted marks against their respective serial number and no column is left blank.</p> <p>As far as feasible, the Controller of Examination will compile / prepare the result(s) and get it signed from all the members on the final day of the Personality Test and published it on the website the same day.</p>
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The above amendment shall be applicable for all posts to be advertised on or after 20-05-2020.

Sd/-
(Rakhil Kahlon) IAS
Secretary,
H.P. Public Service Commission