

**INSTRUCTIONS TO CANDIDATES AS TO HOW TO APPLY FOR THE POSTS OF DISTRICT
MANAGER, CLASS-I ON CONTRACT BASIS (MAIN) WRITTEN EXAMINATION**

1. The candidates are required to visit at <http://www.hppsc.hp.gov.in/hppsc/> and down load the application format.
 2. The detail of examination fee to be paid by the candidates is given below:-
 - a) **General category** **Rs. 400/-**
(including General Physically disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/W.F.F. of H.P./ Ex-Servicemen relieved from Defence Services on their own Request before completion of normal tenure and candidates of other states (including reserved category candidates of other states)
 - b) **S.C. / S.T. & OBC of H.P.** (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) /BPL (UR) **Rs. 100/-**
 - c) **Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure) / Blind of H.P./ Visually Impaired of H.P./ Female candidates.** **No Fee**
 - d) Fees once paid will not be refunded.
- Demand draft for examination fee shall be prepared in favour of Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-171002, payable at Shimla.**
3. Paste your recent passport size photograph, duly signed by you on the space provided in the Application Form and send the same (along with bank draft) by Registered / Speed Post on or before **01/04/2020** to “The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-171002”.The Application, complete in all respects can also be deposited in the office of H.P. Public Service Commission, in person. The Application form must reach in the Commission office by **01/04/2020**
 4. In service candidates are required to furnish No Objection Certificate from the respective employer. No such candidates who are employees of the Govt. shall be interviewed unless he / she brings N.O.C. from the concerned employer.
 5. Candidates of reserved categories of states other than H.P. shall be considered as General Category candidate provided they have deposited requisite fee as prescribed to General Category candidates i.e. Rs.400/-
 6. Attested Copies* of following documents are required to be attached with the application form:-
 - a) Matriculation certificate or its equivalent showing the date of birth.
 - b) Degree/ Detailed marks certificate(s) of essential educational qualification.
 - c) S.C./S.T./ OBC/ BPL certificates must be on parental lineage on the proforma prescribed by the Government and issued by the competent authority of the concerned area of Himachal Pradesh.
 - d) The candidates belonging to Ex-Servicemen category must submit Copy of their discharge/release certificate from the concerned competent authority.
 - e) Bank draft

Note: * No extra time will be given to submit any documents. Application without any of above mentioned documents / requisite examination fees for will be rejected straightway.

7. **Scheme of Main Written Examination for the posts of District Manager, Class-I (Gazetted):-**

The number of candidates to be called for (Main) written examination will be 20 times of the total number of posts advertised. The candidates having been declared qualified in the Screening Test/ Preliminary Examination will be entitled for admission to the (Main) written examination consisting of three papers. The candidate(s) shall have to pass all the three subjects. Provided further that marks obtained by the candidates in the main examination (written part as well as interview) would determine their final ranking. 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 elder candidate shall be placed higher in the merit.

1. The candidates who are declared qualified in the Screening Test / Preliminary Examination shall be required to submit requisite documents in support of their eligibility for Main written examination separately on the prescribed application form along with examination fee as prescribed by the Commission from time to time, which will be uploaded on the official website of the Commission after declaration of result of Screening Test for the post(s) of District Manager, Class-I (Gazetted).
2. There will be following subjects for the (Main) examination for the direct recruitment of District Manager (Class-I) candidates:-

Sr. No.	Subject	Maximum Marks	Minimum Pass Marks
1	G.K. & Current Affairs	200	35%
2	General English	100	35%
3	Hindi	100	35%

3. The candidates shall have to pass all the three subjects. Any candidate, failing in any one of the above subjects shall be treated as not to have qualified the said examination. The candidates, who will qualify the above mentioned main written examination on the basis of merit, shall be called for Viva-Voce Test/ Interview.

APPENDIX-II

SYLLABUS FOR SUBJECTIVE TYPE MAIN EXAMINATION:-

Sr. No.	Paper	Max Marks	Duration of Paper
1	General Knowledge & Current Affairs	200 Marks	03 Hours
	(a) History, Geography and Socio Economic development of Himachal Pradesh.		40 Marks
	(b) Knowledge of current events of National and International importance and such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject.		80 Marks
	(c) Modern History (From 1857 onwards) of India, Indian culture, Indian Polity, Indian Economy, Geography of India.		80 Marks

2	General English	100 Marks	03 hours
	Candidates will be required to answer questions designed to test their understanding of English and workmen like use of words. Candidates will be tested in the following areas:		
	1. English Grammar	-	(20 Marks)
	2. Usage and vocabulary	-	(20 Marks)
	3. English essay		(30 Marks)
	<i>(A fair choice of topics covering (i) current affairs (ii) socio- political issues (iii) socio-economic issues (iv) aspects of culture and history and (v) reflective topics will be given to test the candidates' knowledge / awareness of a variety of subjects and their ability to compose a sustained piece of writing in the form of an essay)</i>		
	4. Comprehension of unseen passages	-	(10 Marks)
	5. Precis Writing	-	(20 Marks)
3	Hindi	100 Marks	03 hours
4	(i) Translation of an English passage into Hindi. (ii) Translation of Hindi passage into English. (iii) Explanation of Hindi passage in Prose and Poetry in the same language. (iv) Grammar & Composition (Idioms, corrections etc.)		
5	Viva-voce	50 Marks	

Note: 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.

8. ADMISSION / REJECTION OF APPLICATION :-

- (i). Incomplete, defectively filled up and unsigned application forms will be rejected straightway and no subsequent correspondence will be entertained.
- (ii). The candidates claiming reservation must submit valid certificates (proof) of concerned category in support of the claim. In case of invalid certificate, the application will be rejected. The category already claimed shall not be changed. If you belong to OBC category, you are requested to produce OBC certificate, at the time of last date fixed for receipt of applications along with latest affidavit duly attested by the authority authorized under the Indian Oath Act stating that your status as OBC has not changed

and you are not excluded from the category of OBC on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family. You will not be allowed to appear in the Examination if you fail to bring both these documents. No further time will be given for submission of these documents after the Examination.

- (iii). The S.C./ S.T. / O.B.C. / WFF candidates must possess such certificates(s) on parental basis.

9. OTHER CONDITIONS

- (i). The Commission will not be responsible for any delay in receipt of applications, due to any reasons, whatsoever.
- (ii). Disputes, if any, shall be subject to court jurisdiction at Shimla.
- (iii). 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 or any factual information in the application form come to the notice at any time during the service of person, the service would be liable to be terminated.
- (iv). No columns should be left blank in the application form.

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

DISTRICT MANAGER (MAIN) WRITTEN EXAMINATION

(Only for those who have qualified Objective Type Screening Test/ Preliminary Examination for the posts of District Manager, Class-I on contract basis in Himachal Pradesh Scheduled Castes and Scheduled Tribes Development Corporation under the Department of Social, Justice & Empowerment, H.P.)

Application No.

Roll No.

(Roll No. of Objective Type Screening Test/ Preliminary Examination for the posts of District Manager).

- 1 Applicant's Name in full :
- 2 Father's Name in full :
- 3 Mother's Name in full:
- 4 Date of Birth (Both in figures & words) :
-
- 5 Are you seeking relaxation of upper age :.....
(if yes, give reasons)
- 6 (i) Are you in the employment of H.P. Govt. / Public Sector Corporations/ Autonomous Bodies
(including the H.P. High Court and Courts subordinate thereto).....
.....
(ii) If yes please mention date of joining the post and present post held with name of the
organization.
- 7 i) Sex (Male/ Female) :
- ii) Category :
- 8 Phone No. Mob. No.....
E-mail:
- 9 Address for Correspondence: -
Vill./City/Town: P.O.....
Tehsil: District:
State: Pin code:.....

Latest passport size
photograph of the
candidate

10 Permanent Address: -

(Place of residence, Post Office/ Police station, District & State)

Vill./City/Town:P.O.

Tehsil:District:.....

State:Pin code:.....

11 Give particulars of all Examinations passed. Matriculation onwards (showing date of birth)

(Attach proof):

Sr. No.	Qualification	Board/ University	Subjects	Year	Marks obtained	% age of marks obtained
1						
2						
3						
4						
5						
6						

12 Have you ever been dismissed, removed or compulsorily retired from service if so give detail).

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.....

13 Have you ever been debarred or disqualified by Subordinate Service Selection Board/ any Public Service Commission from appearing in its Examination/ selection (if yes, give details)

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14 Have you ever been arrested/ prosecuted or convicted by a court of law (if so, give details).

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15 Particulars of Examination fees:

i. Bank Draft No. :

ii. Date :

iii. Amount :

iv. Name of Bank :

16 Details of Document Attached:

- | | |
|---------|---------|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |

DECLARATION

I hereby declare that the information given in this application is true, complete and correct to the best of my knowledge and belief. I undertake that in the event of any information being found false and incorrect at any stage, my candidature is liable to be cancelled.

Place:

Date:

Signature of the Applicant
