
HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Advertisement for the Post of Senior Scale Stenographer, Class-III (Non-Gazetted)

Advertisement Number : **6/3-2021**

Date of Issue:- 07/03/2021

Closing Date for: **03/04/2021 11:59PM** & Closing Date for Fee : **03/04/2021 11:59PM**

Online Recruitment Applications (ORA*) are invited from desirous and eligible candidates for recruitment to the posts of Senior Scale Stenographer, Class-III (Non-Gazetted) (on contract basis) in the H.P Public Service Commission through ORA, which shall be available on the Commission's website www.hppsc.hp.gov.in/hppsc.

IMPORTANT INSTRUCTIONS:-

1. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of Online Recruitment Applications (ORA).
2. The candidates must read instructions carefully, which are available on website of the Commission before applying for the post(s) concerned.
3. The candidates must establish 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, 10+2 certificate, Bonafide Himachali certificate, category certificate and experience certificate (where required) to avoid rejection of their candidature after the closing date.
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., S.C., S.T., O.B.C., E.W.S., Ex-Servicemen, W.F.F. and Persons with disabilities (Loco motor Disabled / Visually Impaired/Hearing Impaired)etc.
5. Category once claimed shall be treated final and no representation /correspondence will be entertained in this regard.
6. 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.
7. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date for submission of Online Recruitment Applications (ORA) on the website www.hppsc.hp.gov.in/hppsc
8. Number of post(s) is/are tentative and may increase or decrease from time to time.
9. No in service (regular service) candidate's documents will be evaluated unless he /she brings N.O.C. from the concerned employer.
10. Examination fees once paid will not be refunded under any circumstances nor can the fees be held in reserve for any other examination or selection.
11. Disputes, if any, shall be subject to Court jurisdiction at Shimla (Himachal Pradesh).
12. The candidates are required to upload the requisite documents on the OTRS portal.
13. Final selection of candidates will be made on the basis of marks obtained in the written objective type examination (online/offline) and document evaluation based on the parameters devised by the Department of Personnel vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017* subject to passing of skill test i.e. typing test/shorthand.

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

1. Matriculation certificate for age proof and 10+2 certificate.
2. Degree certificate along with Marks Sheets of all years in support of Educational Qualifications. The provisional certificate(s) along with marks sheets of all semesters/ years.
3. 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)-CF(10)-4/2010 dated 5th August, 2019.
4. Bonafide Himachali Certificate in case candidate has not passed his /her Matriculation and 10+2 from any school / institution situated in H.P
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

Note:- Strike out whichever is not applicable.

Post Details

Sno.	Name of Deptt	Name of post	No. of posts	Category Wise No. of Posts	Pay scale
1	HPPSC	SENIOR SCALE STENOGRAPHER (On Contact Basis)	2	UNRESERVED	Rs.10300-34800 + (G.P.4400) Contractual Amt.: Rs.14700 PM

Essential Qualification(s):

(i) Should possess a Bachelor's Degree or its equivalent from a recognized University .

(ii) Must possess the following speed in shorthand and typing on Computers in both languages i.e. English and Hindi at the time of initial recruitment:-

Speed in Shorthand:

English :- 100 WPM

Hindi :- 80 WPM

Speed in typing on Computer:

English :- 40 WPM

Hindi:- 30 WPM

Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed.

Provided further that the candidate will have to pass typing test in both the languages at the time of initial recruitment.

Provided further that the incumbent having passed shorthand test in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language, i.e. Hindi or English, within a period of 3 years from the date of appointment .The appointment letter of such candidate who does not qualify the short hand test in the second language at the time of initial recruitment shall contain the specific condition that he/she shall have to pass the test in the short hand in second language within a period of three years and if he/she qualifies the short hand test within the period of three years he/she will be eligible to draw his/her annual increment from the due date and the candidate who qualifies the said test after three years will be eligible to draw his/her first increment only from the date of qualifying of the prescribed test.

(iii) Should have the knowledge of "Word Processing" in Computer as prescribed by the recruiting authority.

(iv) A candidate shall be eligible for appointment to this post, if he / she has passed Matriculation and 10+2, from any School / Institution situated within Himachal Pradesh:

Provided this condition shall not apply to bonafide Himachalis.

Desirable Qualification

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

ELIGIBILITY CONDITIONS:-

1. The date of determining the eligibility of all candidates in terms of essential qualification(s), experience etc., if any, shall be reckoned as on the closing date for submission of Online Recruitment Applications through ORA portal.
2. The reserved category candidates falling under vertical reservation i.e. S.C. / S.T. /O.B.C./E.W.S. 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. / E.W.S. 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 at any stage of selection process in selecting S.C. / S.T. / O.B.C. / E.W.S. 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. / E.W.S. candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies in accordance with the instructions of the Government (in the Department of Personnel) issued vide letter No. PER (AP)- C-F (1)-2/2001 dated 12th November,

2014. The candidates belonging to reserved categories falling under horizontal reservation i.e. Ex-servicemen / Wards of Ex-servicemen, Children / Grand Children of Freedom Fighters (W.F.F.), Persons with Disabilities and Distinguished Sportspersons who acquire merit / marks on at 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 objective type Examination (MCQ) Online/Offline / Document Evaluation successfully without any relaxation.

3. For recruitment to the post(s) 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 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.

4. The decision of the Commission regarding eligibility etc. of a candidate for admission to document evaluation or selection will be final and no correspondence / personal enquiries will be entertained.

5. 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 document evaluation.

6. 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.

AGE:- Between 18 years to 45 years.

Clarification:-

1. 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. The age relaxation for these categories is available only if there is a post reserved for these categories.

2. Age of a candidate shall be reckoned as on **01.01.2021**.

HOW TO APPLY:-

Detailed instructions for filling up Online Recruitment Applications (ORA) are available on the above mentioned website.

a) Desirous/ eligible candidates must have to apply online through official website of the Commission <http://www.hppsc.hp.gov.in/hppsc>. Applications received through any other mode would not be accepted and will be 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 Page 3 of 10 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.

Examination Stations/Cities : SHIMLA

Examination Fees:-

The detail of fees is as under:-

Sr. No.	Category	Fee
1	General Category/EWS {including General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of HP/ Ex- Servicemen of HP relieved from Defence Services on their own request before completion of normal tenure, General wards of Ex-SM of H.P., i.e. Dependent sons, of Ex-SM of H.P. and candidates of other states (including reserved category candidates of other states)}	400
2	S.C. of H.P. /S.T. of H.P. /O.B.C./BPL of H.P./EWS (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 and wives of Ex-SM).	100
3	Female candidates/Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)/ Blind/Visually	No Fee

NOTE 1:- THE CANDIDATES BELONGING TO UNRESERVED BPL CATEGORY AND INTENDS TO APPLY UNDER EWS CATEGORY WILL BE ENTITLED FOR FEE CONCESSION I.E. 1/4TH OF THE FEE PRESCRIBED FOR UNRESERVED CATEGORY

CANDIDATES. REST OF THE EWS CANDIDATES WHO ARE NOT FALLING WITHIN BPL CATEGORY SHALL HAVE TO PAY FEE AS APPLICABLE FOR UNRESERVED CATEGORY. THEREFORE, THE EWS CATEGORY IS CATEGORIZED INTO TWO SUB CATEGORIES I.E. EWS-BPL AND EWS.

Note 2: Examination fees have been exempted for female candidates as per decision of the Govt. of H.P. (in the Deptt. of Personnel) conveyed vide letter No. Per (AP- B)B(15)-13/2019 dated 01st January, 2020.

Selection Process:-

Stage	Stage Name
1.	WRITTEN OBJECTIVE TYPE EXAMINATION (Online/Offline)
2.	SKILL TEST i.e. TYPING TEST / SHORTHAND
3.	DOCUMENT EVALUATION

MODE OF PAYMENT :

The desirous & eligible candidates shall pay the examination fee fixed category-wise online by Debit Card/Credit Card/Internet Banking through “e Payment 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. No candidate will interact directly with the staff in the Recruitment Sections.

ADMISSION/ REJECTION / CERTIFICATES/DOCUMENTS TO BE UPLOADED BY THE CANDIDATES:-

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

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 document 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.

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

· Candidates who failed to upload the requisite documents, their candidature will be finally rejected and no further representation will be accepted.

Note:- Original certificates will have to be produced at the time of document evaluation. If their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission. The detailed particulars of such candidates will be uploaded on the website of the Commission to blacklist such debarred candidates.

· **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 log in 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 Written Objective Type Examination (online/offline), in any condition/circumstances, whatsoever.

SCHEME OF EXAMINATION FOR THE POST OF SENIOR SCALE STENOGRAPHER

WRITTEN OBJECTIVE TYPE EXAMINATION /SHORTHAND / TYPE TEST / DOCUMENT EVALUATION:

1. There shall be a written objective type Examination (MCQ) (either online or offline). Marks obtained in written objective type Examination (MCQ) shall be counted for deciding the merit of candidates. The candidates, who will qualify the written objective type examination, will have to pass the type test/ shorthand test at prescribed speed, which will be qualifying in nature. Final selection of candidates will be made on the basis of marks obtained in the written objective type examination and document evaluation based on the parameters devised by the Department of Personnel vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017* subject to passing of skill test i.e.

typing test/shorthand in the prescribed speed.

(i)	Written Objective Type Examination	=85 marks
(ii)	Shorthand / Typing Test	=Qualifying nature
(iii)	Document Evaluation: As per parameters defined by the Govt. of H.P.	=15 marks
	TOTAL	= 100 marks

Candidates in the ratio of 20 times of total number of category wise posts advertised will be declared qualified in the Written Objective Type Examination (MCQ) and will be called for shorthand/ typing test.

SYLLABUS:-

1. Written Objective Type Examination (Online/Offline) consisting of 85 questions of Multiple Choices from General English of Graduation level, Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Social Science, Current Affairs & Logical Reasoning
Duration - 90 minutes.
2. Skill test i.e. typing test /shorthand on computer of qualifying nature in prescribed speed for those who qualify written objective type examination.

***Document Evaluation based on the parameters devised by the Department of Personnel for Class-III post(s) vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 is as under:-**

Sr. No.	Detail of Criteria of 15 marks	Maximum Marks	Competent authority to issue the certificates
i	Weightage for the minimum educational qualification, professional educational qualifications (for Technical posts) as per the Recruitment & Promotion Rules. (Percentage of marks obtained in the educational qualification would be multiplied by 0.025, For example, an individual has secured 50 % marks in the required educational qualifications, he /she will be allowed 1.25 marks (50 X0.025 = 1.25)	2.5 (two & a half)	Concerned University/ Board.
ii	Belonging to notified Backward Area or Panchayat, as the case may be.	1 (one)	Concerned SDO(C), Tehsildar/ Naib Tehsildar
iii	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1(one)	Concerned SDO(C), Tehsildar/ Naib Tehsildar

iv	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)	Concerned SDO(C), Tehsildar/ Naib Tehsildar
v	Differently abled persons with more than 40% impairment / disability / infirmity	1(one)	Health& Family Welfare authorities /Medical Boards
vi	NSS (atleast one year) certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions.	1(one)	Concerned Head of Institution. Certificate of medal winners in National level sports competitions shall be issued by concerned District Youth Services and Sports Officer/ Head of Institution.
vii	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time.	2(two)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. (Income Certificates: concerned SDO(C), Tehsildar/ Naib Tehsildar).
viii	Widow /divorced/destitute /single woman.	1(one)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
ix	Single daughter/Orphan.	1(one)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
x	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution.	1(one)	Competent authority of the concerned University/ Institution.
xi	Experience up to a maximum of 5 years in Govt./ semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (two and a half)	Competent authority of the concerned Govt./ semi Govt. organization.
	TOTAL	15 (Fifteen)	

CATEGORY CLAIMS:-

The category of the candidate claimed in the profile before he/she applied for the posts shall be treated as final. In case his /her category undergoes a change before the last date notified for submission of Online Recruitment Applications form through ORA portal 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 fees deposited by the candidate earlier shall stand forfeited and he/ she shall have to deposit fresh fees 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 type of requests shall be entertained by the Commission.

S.C. of H P / S.T. of H P / O.B.C. of H P/ E.W.S. of H P/ W.F.F. of H P / Ex-Servicemen of H P and Physically Disabled of H P candidates must possess such certificates(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.

1. 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 date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh.

(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.

2. WARDS OF EX-SERVICEMEN OF HIMACHAL PRADESH, i.e. DEPENDENT SONS, DAUGHTERS AND WIVES OF EX-SM 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.

3. 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 their Levant 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 document 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.

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. Other wise 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 and also a non-SC / ST / OBC certificate issued by the competent authority. 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 11 th June, 2019. If a BPL candidate applies for the post reserved for EWS category he / she shall have to submit a valid BPL certificate 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.

COMPUTER BASED TEST / OFFLINE TEST (OBJECTIVE OR DESCRIPTIVE/ EXAMINATION/ EVALUATION/ FINAL SELECTION):-

(i) Final selection of a candidate will be made solely on the basis of his/ her performance in the Written Objective Type Examination (online/offline) which will be of maximum 85 marks and document evaluation which will be of 15 marks as per Govt. notification subject to passing of Skill test i.e. typing test/shorthand. Minimum pass marks in Written Objective Type Examination (online/offline) are 25% for candidates of General category and 20% for the candidates of reserved category.

(ii) Where selection is to be made on the basis of marks scored by the candidates in the Written Objective Type Examination (online/offline) as well as in document evaluation , a candidate scoring more marks in both Written Objective Type Examination (online/offline)and document evaluation shall be placed above the candidate scoring lesser marks If the candidate scores equal marks in Written Objective Type Examination (online/offline) and document evaluation then a

candidate securing more marks in the Written Objective Type Examination (online/offline) will be placed above the candidate securing lesser marks in the Written Objective Type Examination (online/offline). In case the marks of Written Objective Type Examination (online/offline) are equal then the candidate who is senior in age will be placed above the candidate junior in age.

(iii) In the Written Objective Type Examination (online), there will be 85 questions of 01 mark each on the basis of syllabus 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 Written Objective Type Examination (online) 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. In respect of the scrapped question(s) no credit to appeared candidates shall be given. The final answer key along with question paper shall be uploaded on the website of the Commission immediately after the declaration of the result of the Written Objective Type Examination (online/offline). No objection(s) / representation(s) shall be entertained against the final answer key.

(iv) In the Written Objective Type Examination (offline) there will be 85 questions of 01 mark each on the basis of syllabus 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 Written Objective Type Examination (offline) shall be uploaded on the website of the Commission immediately after the conduct of offline screening test 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 Written Objective Type Examination (offline) shall be scanned in the OMR Scanner and evaluated by using the final answer key. The final answer key shall be uploaded on the website of the Commission immediately after the declaration of the result of the Written Objective Type Examination (offline). No objection(s) / representation(s) shall be entertained against the final answer key.

(v) After finalization of answer key of the Written Objective Type Examination (online/offline), the candidates in the ratio of 1:20 will be declared qualified for the typing test /shorthand. The requisite documents uploaded by the candidates on the web portal of the Commission will be scrutinised in respect of only those candidates, who will qualify skill test i.e. typing test / shorthand. After scrutiny of documents of candidates who qualify the typing test / shorthand and a list of final rejected candidates, if any will be uploaded on the website of the Commission for information of all concerned. No separate intimation in this regard will be sent and no further opportunity will be given to the candidates to make any representation against his/her final rejection. All those candidates who were found to be eligible after scrutiny of documents and have also qualified the skill test i.e. typing test /shorthand will be called for document evaluation.

(vi) There will be negative marking for incorrect answers (as detailed below) for all questions:-

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- 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.
2. (i) The marks of all candidates (successful & unsuccessful) obtained by them in the Written Objective Type Examination (online/offline) and document evaluation (if appeared) including cut off marks in their category shall be made available in their login / User IDs by the Computer Cell on receipt of the same from the officer(s) dealing with Secrecy after declaration of the final result.
- (ii) For more information of candidates, HPPSC (PROCEDURE & TRANSACTION OF BUSINESS AND PROCEDURE FOR THE CONDUCT OF EXAMINATIONS & PERSONALITY TESTS ETC) RULES, 2018 is available on Commission's website.
- (iii) The eligibility of candidate(s) called for the document evaluation will be determined on the basis of original documents produced on the day of document evaluation 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 Written Objective Type Examination (online/offline)/ Typing Test/ Shorthand/ Document Evaluation shall be purely provisional.
- (iv) Summoning of the candidate(s) for document evaluation; 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 along with copy of disability certificate issued by the competent authority at least seven days prior to the screening test (Computer Based Test/ Offline Test) for the concerned post. Such applications will be entertained on merit and as per rules.**
- (vi). Re-checking/ re-evaluation, for the Written Objective Type Examination (online/offline) and typing / shorthand test will not be allowed in any case.
- (vii) Disputes, if any, shall be subject to Court jurisdiction at Shimla.

OTHER CONDITIONS:-

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in regular Government service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for a particular post. In case, a communication is received from their employer by the Commission withholding permission to any candidate applying for/appearing for the examination, his/her application(s) will be liable to be rejected.
2. Contract / Casual / adhoc/ daily rated/ work charged employees do not need to produce NOC

from the concerned employer.

3. 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 called for document evaluation unless he/she produces NOC from the concerned employer.

4. 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.

5. The candidates applying for the posts should ensure that they fulfil 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., written objective type examination/skill test/ document evaluation will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Written Objective type examination (offline/online) or document evaluation, it is found that they do not fulfil any of the eligibility conditions; their candidature for the concerned post / examination will be cancelled by the Commission.

6. Candidate, who is or has been declared by the Commission to be guilty of:-

(a) Obtaining support for his/her candidature by the following means, namely:- · offering illegal gratification to, or · applying pressure on, or · blackmailing, or threatening to black mail any person connected with the conduct of the examination, or

(b) impersonating, or

(c) procuring impersonation by any person, or

(d) uploading /submitting fabricated document or documents which have been tampered with, or

(e) making statements which are incorrect or false or suppressing material information, or

(f) resorting to the following means in connection with his/her candidature for the examination, namely:- · obtaining copy of question paper through improper means, · finding out the particulars of the persons connected with secret work relating to the examination, · influencing the examiners, or

(g) using unfair means during the examination, or

(h) writing obscene matter or drawing obscene sketches in the scripts, or

(i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or

(j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or

(k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or

(l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or

(m) attempting to commit or as the case may be abetting the commission of all or any of the acts

specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable:- to be disqualified by the Commission from the examination for which he/she is a candidate and/or

(n) to be debarred either permanently or for as specified period:-

- by the Commission from any examination or selection held by them.
- by the Central Government from any employment under them ,and

(o) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after:-

- giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf ;and
- taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

7. The centres of holding the examination(s)are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the examination centre(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different centre to a candidate when circumstances so warrant.

CHECKLIST :

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 there in would be used to determine the eligibility of candidates to be called for document evaluation.

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.”

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.

c) 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 and 10+2 certificate.
- ii) Degree/ certificate along with Marks Sheets of all years in support of Educational Qualifications.

The provisional certificate(s) along with marks sheets of all semesters/ years.

iii) Experience certificate(s) wherever required.

iv) 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.

v) Bonafide Himachali Certificate in case candidate has not passed his Matriculation and 10+2 from any school / institution situated in H.P and in case of a candidate who belongs to any reserved category.

vi) Candidates applying under EWSs 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.

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 Line 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/-
(Ashutosh Garg), IAS
Secretary
H.P. Public Service Commission
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