



## HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Examination-2022

Advertisement Number : **64/12-2022** ,Closing Date for Application : **27/01/2023 11:59PM** and Closing Date for Fee : **27/01/2023 11:59PM**

**Dated : 31/12/2022**

Online Recruitment Applications (ORA\*) are invited from desirous and eligible candidates for recruitment to 25 (UR = 14, UR Ex-SM=04, S.C. of H.P. = 04, S.T. of H.P. =01 and O.B.C. of H.P. = 02), posts of Principal (College Cadre), Class-I (Gazetted) (on regular basis) in the pay scale of (Rs. 37400-67000 +10000 G.P.) in the Department of Higher Education, H.P. through ORA, which shall be available on the Commission's website [www.hppsc.hp.gov.in/hppsc](http://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, category certificate and experience certificate (where required) to avoid rejection of their candidature after the closing date.
4. The candidates are required to upload the requisite documents on the OTRS portal.
5. 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.
6. Category once claimed shall be treated as final and no representation /correspondence will be entertained in this regard.
7. 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.
8. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on the closing date for submission of Online Recruitment Applications (ORA) on the website [www.hppsc.hp.gov.in/hppsc](http://www.hppsc.hp.gov.in/hppsc)
9. Number of post(s) is/are tentative and may increase or decrease from time to time.
10. No in service (regular service) candidate will be interviewed unless he /she brings N.O.C. from the concerned employer.
11. 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.
12. Disputes, if any, shall be subject to Court jurisdiction at Shimla (Himachal Pradesh).
13. In 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(s) by subjecting them to either Computer Based Screening Test (objective-type) or Offline Screening Test (objective/ descriptive). Marks obtained in the Screening Test are only meant to short list the number of candidates for personality test(s) and are in no way to be presumed by the candidates as being their merit for final selection.

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

1. Matriculation certificate for age proof.
2. Degree certificate along with Marks Sheets of all years/ consolidated mark-sheets or provisional certificate(s) along with marks sheets of all semesters/ years in support of Educational Qualification.
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. 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. In case of Short Service Commissioned Officer against the post reserved for Ex-Servicemen, as per definition of Ex-Servicemen contained in Ministry of Defence, Department of Ex-Servicemen Welfare, Govt. of India Office Memorandum No. 1(07)2014/D(ResI) dated 20th April, 2021, all Short Service Commissioned Officers (SSCOs) who were released from service with gratuity will get the status of Ex-Servicemen w.e.f 13-02-2020 or thereafter.
5. The N.O.C. with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh 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.
6. The eligibility will be decided in accordance with the Demobilized Armed Forces Personnel (Reservation of vacancies in Himachal State Non-Technical Services) Rules, 1972 amended from time to time. The period of one year shall be counted from the notified last date of receipt of application for the post(s) advertised.
7. Bonafide Himachali Certificate in case of reserved category candidates.
8. 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.
9. Documents in support of eligibility, required as per essential qualification / R & P Rules for the post.
10. Experience certificate duly counter signed by the competent authority.

**Note:- Strike out whichever is not applicable.**

**Post Details**

Sno.	Name of dept	Name of post	No. of posts	Category Wise No. Of Posts	Pay scale
1	DEPARTMENT OF HIGHER EDUCATION	PRINCIPAL (COLLEGE CADRE)	25	UNRESERVED =14, UNRESERVED(EX-SERVICEMEN OF HP (AFTER COMPLETION FULL TENURE OR ON MEDICAL GROUND)) =4, SCHEDULED CASTE OF HP =4, SCHEDULED TRIBE OF HP =1, O B C OF HP =2	Rs. 37400-67000 + (GP 10000)

**Desirable Qualification**

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

**Essential Qualification (s) :-**

- (i) A Master's Degree with atleast 55%marks (or an equivalent grade in a point scale wherever grading system is followed by a recognized University.

Provided that the candidate must have studied the concerned subject at the Graduation level:

Percentage equivalent of grade points for a seven point scale

	Grade	Grade Point	Percentage Equivalent
7	'O'- Outstanding	5.50 – 6.00	75 -100
6	'A'- Very Good	4.50 - 5.49	65 – 74
5	'B'- Good	3.50 - 4.49	55 –64
4	'C'- Average	2.50 - 3.49	45 –54
3	'D'- Below Average	1.50 - 2.49	35 –44
2	'E'- Poor	0.50 - 1.49	25 –34
1	'F'- Fail	0 - 0.49	00 –24

- (ii) A Ph. D. Degree in the concerned / allied/ relevant discipline (s) in the institutions concerned with evidence of published work and research guidance.
- (iii) Associate Professor with a total experience of fifteen years of teaching / research / administration in Universities, Colleges and other institutions of higher education duly recognized by the Central / H.P. Government.
- (iv) A minimum Consolidated Academic Performance Indicator (API) score of 400 points from category III (Research and Academic Contributions) of APIs as stipulated in the following Academic Performance Indicator (API) based Performance Appraisal System (PBAS):-

**CATEGORY-III : RESEARCH AND ACADEMIC CONTRIBUTIONS-**

Brief Explanation:Based on the teacher's self assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion in Government Colleges of H.P. The self assessment score will be based on verifiable criteria and will be finalized by the screening/ selection committee.

Sr. No	APIs	Faculties of Language Arts/ Humanities/ Social Sciences/ Library/ Physical Education/ Management and Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences	Maximum points for College teacher position
III (a)	Research Papers Published in:	Referred Journals*	15/ Publication
		Non-referred but recognized and reputed journals and periodicals, having ISBN/ ISSN numbers.	10/ Publication
		Conference proceedings as well as full papers, etc.(Abstract not to be included)	10/ Publication
III (b)	Research, Publications (books, other than referred, journal articles)	Text of Reference Books published by International publishers. With an established peer review system.	50/sole author, 10/chapter in edited Book.
		Subjects Books by National level publishers/State and Central Government Publications with ISBN/ISSN numbers.	25/sole author and 2/Chapter in edited Book.
		Subject Books by other local publishers with ISBN/ISSN number.	15/sole author, and 3/Chapter in edited Book.
		Chapters contributed to edited knowledge based volumes published by International Publishers.	10/ Chapter
		Chapters in knowledge based volumes in Indian/ National level publishers with ISBN/ISSN numbers of national and International directories.	5/ Chapter
III (c)	<b>RESEARCH PROJECTS</b>		
III (c) (i)	Sponsored projects carried out/ ongoing	(a)Major projects amount mobilized with grants above 5.0 lakhs. For Science /Sciences Major Projects amount Mobilized with grants above 30.00 lakhs.	20/ Each Points
		(b) Major projects amount mobilized with minimum of Rs. 3.0 lakh upto Rs. 5.00 lakh. For Science/Sciences major projects amount mobilized with grants above Rs 5.00 lakh upto Rs. 30.00 lakh.	15/ Each Points
		(c)Minor projects amount mobilized with grants above Rs. 25,000 upto Rs. 3.00 lakh. For Science/Sciences Minor projects (amount mobilized with grants above Rs. 50,000/- upto Rs. 5.00 lakhs.	10/ Each Points
III (c) (ii)	Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs. 10.00 Lakh. For Science/ Sciences amount Mobilized with Minimum of Rs. 10.0 lakhs.	10 per every Rs. 2.0 lakhs.

III (c) (iii)	Completed projects quality evaluation	Completed project Report (Accepted by funding agency) For Science/Sciences Completed Projects Report (Acceptance from funding agency)	20/each Major project and 10/each Minor project.
III (c) (iv)	Project outcome/ outputs	Major Policy Document of Government Bodies at Central and State level. For Science/ Sciences Patent/ Technology transfer/ Product/Process	30/each National Level output or patent 50/ each for international level.
III (d)	RESEARCH GUIDANCE		
III (d) (i)	M.Phil	Degree awarded only	3/each candidate
III (d) (ii)	Ph. D	Degree awarded	10/each candidate
		Thesis submitted	7/each candidate
III (e)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS		
III (e) (i)	Refresher courses, Methodology, workshop, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty development programmes (Max. 30 points)	a) Not less than two weeks duration.	20/ each
		b) One week duration.	10/each
III (e) (ii)	Papers in Conferences/ Seminars/ Workshops etc.	Participation and Presentation of Research Papers (oral/poster) in	
		a) International Conference	10/each
		b) National Conference	7.5/each
		c) Regional State Level	5/each
		d) Local-University/College level	3/each
III (e) (iii)	Invited lectures or presentation for conferences/ symposia	a) International Level	10/each
		b) National Level	5/each

\*Whenever relevant to any specific discipline, the API score for paper in referred journal would be augmented as follows: (i) indexed journals-by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor 5 and 10 by 25 points.

\*\*If a paper presented in conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a) not under presentation) III (e) (ii).

Notes: 1. It is incumbent on the Coordination Committee proposed in the Regulations and the University to prepare and publicize within six months subjects-wise lists of journals, periodicals and publishers under categories III A and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.

2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

### Mode of Recruitment-

Screening-cum-Evaluation Committee shall be constituted by the commission, who shall verify/ evaluate the Academic Performance Indicator (API) Score in PBAS and make the final selection as under:-

(a)	Academic Background	20%
(b)	Research performance based on API score and quality of publication	40%
(c)	Assessment of domain knowledge and Teaching skills.	20%
	This assessment shall be made as under:	
	i) Assessment of Aptitude for teaching research and administration.	20%
	ii) Ability to communicate clearly and effectively	10%
	iii) Ability to plan institutional programmes, analyse, discuss curriculum development, research support and college development/ administration	20%
	iv) Ability to deliver lecturer programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture.	10%
	v) Analysis of merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma to be developed by the concerned recruiting agency.	Deducted to 40% of the total API score
	Provided further that such publications shall be provided to the subject expert for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weight age scores while finalizing the outcome of selection.	
(d)	Interview performance	20%

#### 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 Sports persons 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 test / personality test 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 Personality Test 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 personality test(s).

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.**

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 **01.01.2022**.

**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 DEPARTMENT OF PERSONNEL CONVEYED VIDE LETTER NO. PER (AP- B)B(15)-13/2019 dated 01st January, 2020.

**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), candidate scan 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:-**

· 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/she shall give an undertaking/ declaration that:-

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

**The provisionally rejected candidate(s) will be allowed 07 (seven) days time to file representation(s) along with requisite supporting documents against their provisional rejections, if any, from the date of uploading provisional rejection list on Commission's website for the concerned post(s), failing which no representation(s) will be entertained thereafter. The status of rejected candidates shall be uploaded individually against their USER ID(s). The concerned candidates shall also be informed through SMS alerts / e-mail(s) on their respective registered mobile Nos./e-mail IDs. No examination fee will be refunded to the candidates, whose applications are rejected by the Commission for any reason(s).**

**Note:-** Original certificates will have to be produced at the time of personality Test. If their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission. 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 further recruitment process/ selection process.

#### **CERTIFICATES/ DOCUMENTS TO BE UPLOADED BY THE CANDIDATES:-**

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.

### **Selection Process:-**

#### **Stage**

#### **Stage Name**

1. Screening-cum-Evaluation & Personality Test

### **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 in category which is beyond the control of the candidate at any stage during the recruitment process; provided he/she has not availed any relaxed standards in terms of age, experience, qualification etc., he / she will inform about it to the Commission within 15 days from the date of change of his/her category failing which no such type of request shall be entertained by the Commission.**

S.C. of 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.

In case of Short Service Commissioned Officer against the post reserved for Ex-Servicemen, as per definition of Ex-Servicemen contained in Ministry of Defence, Department of Ex-Servicemen Welfare, Govt. of India Office Memorandum No. 1(07)2014/D(ResI) dated 20th April, 2021, all Short Service Commissioned Officers (SSCOs) who were released from service with gratuity will get the status of Ex- Servicemen w.e.f 13-02-2020 or thereafter.

### **2. WARDS OF EX-SERVICEMEN OF HIMACHAL PRADESH, i.e. DEPENDENT SONS, DAUGHTERS 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 relevant term of the Financial Year (i.e. 1st April to 31st March) as notified by the Government of Himachal Pradesh from time to time. Candidates must have a valid O.B.C. Certificate covering the entire period from last date of submission of Online Recruitment Applications till date of Personality Test/ evaluation along with an undertaking that his / her status as O.B.C. has not been changed and he / she has not been excluded from the category of O.B.C. of H.P. on account of being covered under creamy layer.

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

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/ Screening cum Evaluation & Personality Test / Final Selection):-**

1. (i) The marks of all candidates (successful & unsuccessful) obtained by them in Screening - cum- Evaluation and Personality Tests (if appeared) including cut off marks in their category shall be made available in their login / User IDs 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, 2021 is available on Commission's website.

(iii) The eligibility of candidate(s) called for the Personality Test will be determined on the basis of original documents produced on the day of Personality Test and the Commission will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the Appointing Authority. As such, admission to the Screening Test/ Examination/ Personality Test shall be purely provisional.

(iv) Summoning of the candidate(s) for Personality Test; conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the appropriate Appointing Authority.

(v) 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 interviewed 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 fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of Screening Test/ examination for which they are admitted by the Commission, viz., written examination and Personality Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination or Personality Test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the concerned post / examination will be cancelled by the Commission.

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.

**CHECKLIST :**

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

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

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.

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 alongwith 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 of reserved category candidates.

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 RECRUITMENT / SELECTION PROCESS:**

No candidate will be eligible for admission to the recruitment / selection process:-

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

b. If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred / disqualified from appearing in any examination or selection;

c. If he/she is found either directly or indirectly influencing the selection process in any manner; or

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

#### **ABBREVIATIONS:**

HP: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Castes of H.P., ST: Scheduled Tribes of H.P., OBC: Other Backward Classes of H.P., BPL: Below Poverty of H.P. EWS: Economically Weaker Section of H.P., as declared by the Govt. of H.P. from time to time, Ex-SM: Ex-Servicemen of H.P., WFF: Wards of Freedom Fighters of H.P., Wards of Ex-SM: Dependent sons, daughters and wives of Ex-SM of H.P., PWDs: Persons with disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired, OTRS: One Time Registration System, NOC: No Objection Certificate and EQ: Essential qualification(s).

Sd/-  
(D.K. Rattan), IAS  
Secretary  
H.P. Public Service Commission  
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