

INSTRUCTIONS TO CANDIDATES AS TO HOW TO APPLY FOR THE NAIB TEHSILDAR & TEHSIL WELFARE OFFICER (MAIN) WRITTEN EXAMINATION.

1. The candidates are required to visit at www.hppsc.hp.gov.in/hppsc format and Option form.
2. The detail of examination fee to be paid by the candidates is given below:-

General Category	(including General Physically Disabled, i.e. Orthopedically disabled, Dumb, Hearing Impaired / WFF of H.P. / Ex-Servicemen relieved Defence Services on their own request before completion of normal tenure and candidates of other states (including reserved category of other States)	Rs. 400/-
S.C./S.T./OBC/ Antodaya BPL of H.P.	(Including S.C./S.T./OBC. Ex-Servicemen of H.P. relieved from Defence.	Rs.100/-
	Ex-Servicemen of H.P. (Ex-Servicemen who are relieved from Defence Services after completion of normal tenure) Blind of H.P./ Visually Impaired of H.P.	No Fee
Fees once paid will not be refunded.		
Demand Draft for examination fee may be prepared in favour of Secretary, H.P. Public Service Commission, Nigam Vihar Shimla-171002 payable at Shimla.		

3. Paste your recent passport size photograph, duly signed by you on the space provided in the Application Form and send the same (alongwith bank draft) by Registered / Speed Post on or before 27-08-2018 to “The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-171002”. The Application, complete in all respects can also be deposited in the office of H.P. Public Service Commission, in person.
4. In service candidates are required to furnish “No Objection” from the respective employer. No such candidates who are employees of the Govt. shall be interviewed unless he/she brings N.O.C. from the concerned employer.
5. **Candidates of reserved categories of States other than H.P. shall be considered as General Category.**
6. Attested Copies of following documents are required to be attached with the application form:-
 - a) Matriculation certificate or its equivalent showing the date of birth.
 - b) Degree/ Detailed marks certificate(s) of essential educational qualification.
 - c) S.C. / S.T./ OBC certificates must be on parental lineage on the proforma prescribed by the Government and issued by the competent authority of the concerned area of Himachal Pradesh.
 - d) The candidates belonging to Ex-Servicemen category must submit copy of their discharge/release certificate from the concerned competent authority.

The candidates claiming reservation must submit valid certificates of concerned category in support of the claim. In case of invalid certificate, the application will be rejected. The S.C. / S.T / OBC certificate should be based on parental basis. The candidates belonging to OBC of HP category are required to produce valid / latest OBC certificate on parental basis which should not be more than 01 year old.

7. It may be ensured by the candidates before submitting the applications that furnishing of false information and documents of suppression of any factual information in the application form would entail disqualification. If the false information / documents has been furnished or there has been suppression or any factual information in the application come to the notice at any time during the service of person, the service would be liable to be terminated.

SCHEME OF EXAMINATION

There will be following 04 papers for the posts of
NAIB TEHSILDAR & THESIL WELFARE OFFCIER for the Main Examination
as under:-

Sr. No.	Paper	Marks	Time
1	Paper-I (General Knowledge & Current Affairs)	100 Marks	2 Hours
2	Paper-II (General English)	50 Marks	1.30 Hours
3	Paper-III (English Essay)	50 Marks	1.30 Hours
4	Paper-IV (Hindi)	50 Marks	1.30 Hours

8. ADMISSION / REJECTION OF APPLICATION

- i) Incomplete, defectively filled up and unsigned application forms will be rejected straightway and no subsequent correspondence will be entertained.
- ii) The candidates claiming reservation must submit valid certificates (proof) of concerned category in support of the claim. In case of invalid certificate, the application will be rejected. The category already claimed shall not be changed. If you belong to OBC category, you are requested to produce OBC certificate, at the time of last date fixed for receipt of applications alongwith latest affidavit duly attested by the authority authorized under the Indian Oath Act stating that your status as OBC has not changed and you are not exclude from the category of OBC on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family. You will not be allowed to appear in the Examination if you fail to bring both these documents. no further time will be given for submission of these documents after the Examination.
- iii) The S.C./S.T./O.B.C./WFF candidates must possess such certificate(s) on lineage of parental families.

9. OTHER CONDITIONS

- i) The Commission will not be responsible for any delay in receipt of application, due to any reasons, whatsoever.
- ii) Disputes, if any, shall be subject to court jurisdiction at Shimla.
- iii) It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression or any factual information in the application form come to the notice at any time during the service of person, the service would be liable to be terminated.
- iv) No columns should be left balnk in the application form.

**HIMACHAL PRADESH PUBLIC SERVICE COMMISSION
APPLICATION FORM**

Roll No. _____

APPLICATION FOR THE POST(S) OF NAIB TEHSILDAR CLASS-II GAZETTED IN THE DEPARTMENT OF REVENUE, H.P. AND TEHSIL WELFARE OFFICER CLASS-II NON-GAZETTED IN THE DEPARTMENT OF SOCIAL JUSTICE AND EMPOWERMENT, H.P. ADVERTISED VIDE ADVERTISEMENT NO. 3/2018 DATED 03-02-2018.

1. Name of the applicant:
(in capital letters) _____

2. Father's Name _____

3. Mother's Name _____

4. Sex (Male/Female) _____

Latest passport size photograph of the candidate

5. Date of Birth

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6. Address for communication (In Capital Letters With Pin code)

Pin : _____

7. Telephone No. / Mobile No. : _____

8. Permanent Home Address (In Capital Letters With Pin code)

Pin : _____

9. State to which he/she belongs : _____

10. Name of category : - _____

(Already claimed in the application for the Screening Test, if belongs to reserve category attach certificate)

11. ACADEMIC QUALIFICATIONS (attach certificate)

Sr. No.	Exam Passed	% age of Marks	Year of Passing	Board University	Subject

12. Are you H.P. Govt. Servant Yes/No. : _____

13. Give Chronological detail of your employment

Sr. No.	Name of Department	Post held	From	To	Whether permanent / Temporary/ Tenure	Remarks

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

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

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

17. Particulars of Examination fees:
- i) Bank Draft No. : _____
- ii) Date : _____
- iii) Amount : _____
- iv) Name of Bank : _____

18. Detail of documents enclosed:

Sr. No.	Name of Document
1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

I hereby declare that I am an Indian National and all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature is liable to be cancelled.

Date:

Place:

Signature of the Applicant