

HIMACHAL PRADESH  
PUBLIC SERVICE COMMISSION  
OFFICE ORDER

No.3-8/86-PSC

Dated; Shimla-171 002, the 03<sup>rd</sup> August, 2019

The Himachal Pradesh Public Service Commission in its meeting held on 03-08-2019 decided to amend further the following Rules of the Himachal Pradesh Public Service Commission (Procedure & Transaction of Business and Procedure for the conduct of Examinations & Personality Tests Etc.) Rules, 2018 notified vide Office Order No.3-8/86-PSC dated 12-11-2018 and amended further vide Office Orders of even No. dated 11-12-2018 & 10-06-2019 as under:-

Rule	Amendment
2 (n)	Online Recruitment Application (ORA)
2 (t)	Scheduled Caste (S.C.) / Scheduled Tribe (S.T.) / Other Backward Class (O.B.C.) / Below Poverty Line (B.P.L.) / Person with disability (P.W.D.) / Ex-Serviceman / Ward of Freedom Fighter (W.F.F.) / Ward of Ex-Serviceman / Economically Weaker Section (E.W.S.) means 'Scheduled Caste (S.C.) / Scheduled Tribe (S.T.) / Other Backward Class (O.B.C.) / Below Poverty Line (B.P.L.) / Person with disability (P.W.D.) / Ex-Serviceman / Ward of Freedom Fighter (W.F.F.) / Ward of Ex-serviceman / Economically Weaker Section (E.W.S.) of Himachal Pradesh State.
2 (u)	'Computer Based Test (CBT)' means test conducted on Computer.
4 (b) (ii) (a)	The desirous & eligible candidates shall pay the examination fee fixed category-wise online by debit or credit card or internet banking through "e-Payment Gateway", as the case may be, on or before the prescribed closing date for submission of online recruitment applications through OTRS portal. While making payment through "e-Payment Gateway" the candidate(s) shall pay the fixed amount through Debit or Credit Card 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.
4 (b) (iv) (b)	In case selection for appointment(s) for the post(s) is / are to be made on the basis of Personality Test(s) the online recruitment application(s) along with requisite documents of the candidates will be downloaded by the Nodal Officer / Computer Programmer (Computer Cell) and handed over to the Section Officer concerned for scrutinizing the same. In case of any discrepancy in the

	downloaded documents from the portal, the candidates will be asked to submit their documents within 10 days to ascertain their eligibility.
4 (b) (iv) (c)	In case selection for appointment(s) for the post(s) / service(s) is / are to be made on the basis of Personality Test(s) preceded by a screening test (objective type) / written test or practical test or physical standard test, as the case may be, the online recruitment applications along with requisite documents of all the candidates or candidates falling in the zone of consideration after holding the test, as the case may be, will be downloaded by the Nodal Officer / Computer Programmer (Computer Cell) and handed over to the Section Officer concerned for scrutinizing the same. The candidate will also have to submit his / her documents alongwith a printed copy of online recruitment application on the day of offline Screening Test / CBT failing which their candidature shall be rejected. No further opportunity will be given to the candidate for submission of any document after the conduct of the offline Screening Test / CBT. Scrutiny of only those documents of the candidates will be done which are uploaded on the OTRS portal in support of their eligibility while applying for the post(s) / service(s) advertised by the Commission or submitted by them on the day of offline Screening Test / CBT, as the case may be.
5 (c)	The rejection of candidature of the candidate(s) for any reason(s), duly approved by the Commission, shall be final and no representation against such rejection will be entertained. The list of such candidate(s) shall be uploaded on the website of the Commission and also the status of rejected candidates shall be uploaded individually against their USER ID by the Computer Cell / Service Provider. SMS alert / e-mail shall also be sent to such candidates who submit their mobile numbers and e-Mail addresses, by the Computer Cell / Service Provider. No examination fee will be refunded to the candidates whose applications are rejected by the Commission for any reason(s).
6 (d)	The category of the candidate claimed in the profile before he / she applies for the post shall be treated as final. In case his / her category undergoes a change before the prescribed closing date for submission of online recruitment application through OTRS then such 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 fee deposited by the candidate earlier shall stand forfeited and he / she shall have to deposit fresh fee as is applicable for the category claimed by him / her.
6 (e)	The statutory certificates like bonafide Himachali, S.C., S.T., W.F.F. & legal heir issued on parental basis on the prescribed format are of permanent nature and are acceptable to the Commission. However, the certificates of O.B.C. on

	<p>parental basis on the prescribed format &amp; E.W.S. also on the prescribed format issued by the competent authority to be valid not only for the relevant term of the financial year but also covering the prescribed closing date(s) for submission of online recruitment application through OTRS and application form for the main (written) examination, if any, alongwith self certificate / undertaking stating that his / her status has not been changed and he / she is not excluded from the category of O.B.C. or E.W.S. will have to be submitted by the candidate to the Commission on the day of personality test / evaluation.</p>
<p>7 (B) (ii) (a)</p>	<p>In the Computer Based Test (CBT) (objective type) there will be 100 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 CBT (objective type) 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 &amp; finalized. After finalization of answer key category-wise zone of consideration in the ratio of 1:6 + 3 i.e. six times plus three the number of post(s) advertised will be prepared and provided by the Secrecy Cell on the basis of performance of the candidates in the CBT to check their eligibility by the Branch responsible for making direct recruitment on the basis of documents uploaded by them on the OTRS portal submitted on the day of CBT. In case the number of candidate(s) to be declared qualified for personality test fall(s) below the prescribed ratio i.e. six candidates for a single post and three candidates for every subsequent post then to meet this shortfall an additional zone of consideration as per requirement shall be prepared by the Secrecy Cell. In respect of scrapped question(s) equal credit to all appeared candidates shall be given. The final answer key alongwith question paper shall be uploaded on the website of the Commission immediately after the declaration of the result of the CBT. No objection(s) / representation(s) shall be entertained against the final answer key.</p>
<p>7 (B) (ii) (b)</p>	<p>(i) In the offline Screening Test (objective type) (except Preliminary Examinations) there will be 100 questions of 01 mark each on the basis</p>

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 offline Screening Test (objective type) 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 offline Screening Test shall be scanned in the OMR Scanner and evaluated by using the final answer key to prepare a category-wise zone of consideration in the ratio of 1:6 + 3 i.e. six times plus three in proportion to the number of post(s) advertised by the Secrecy Cell on the basis of performance of the candidates in the offline Screening Test, to check their eligibility by the Branch responsible for making direct recruitment on the basis of documents uploaded by them on the OTRS portal submitted on the day of offline Screening Test. In case the number of candidate(s) to be declared qualified for personality test fall(s) below the prescribed ratio i.e. six candidates for a single post and three candidates for every subsequent post then to meet this shortfall an additional zone of consideration as per requirement shall be prepared by the Secrecy Cell. In respect of scrapped question(s) equal credit to all appeared candidates shall be given. The final answer key shall be uploaded on the website of the Commission immediately after the declaration of the result of the offline screening Test. No objection(s) / representation(s) shall be entertained against the final answer key.

- (ii) In the case of Preliminary Examination (objective type) the candidate will have to encircle / blacken the option he / she thinks is right / correct on the OMR answer sheet out of four (a, b, c, d) answer options with blue / black ball pen. The answer key(s) of the Preliminary Examination (objective type) shall be uploaded on the website of the Commission immediately after the conduct of the preliminary examination for inviting objections from the appeared candidates for which 07 (seven) days time (day of publishing the key plus seven days upto 05.00 P.M. of the prescribed last date of receipt of objections) shall be given (in the case of preliminary examination for recruitment to the post(s) of Civil Judge only

	<p>03 (three) days time (day of publishing the key plus three days upto 05.00 P.M. of the prescribed last date of receipt of objections) shall be given to the appeared candidates for inviting objections in the answer keys)). The received objection(s), if any, will be got verified from the concerned Subject Expert / Paper Setter. Based on the opinion / decision of the concerned Subject Expert / Paper Setter to the objection(s) raised by the candidates the revised answer key shall be prepared &amp; finalized. After finalization of answer key, the OMR answer sheets of the candidates who appeared in the Preliminary Examination shall be scanned in the OMR Scanner and evaluated by using the final answer key to prepare a category-wise zone of consideration in the prescribed ratio in proportion to the number of post(s) advertised, by the Secrecy Cell on the basis of performance of the candidates in the said Preliminary Examination. In respect of scrapped question(s) equal credit to all appeared candidates shall be given. The final answer key shall be uploaded on the website of the Commission immediately after the declaration of the result of said Preliminary Examination. No objection(s) / representation(s) shall be entertained against the final answer key.</p>
<p>7 (D) (ix)</p>	<p>The reserved category candidates falling under vertical reservation i.e. S.C. / S.T. / O.B.C. 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 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.</p> <p>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, Distinguished Sportspersons and B.P.L. who acquire merit / marks on a par with the purely general candidates shall not be selected / appointed against general / unreserved posts and will be adjusted against the post reserved for</p>

	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.
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Sd/-  
(Rakhil Kahlon) IAS  
Secretary,  
H.P. Public Service Commission  
03-08-2019