

THE HIMACHAL PRADESH PUBLIC SERVICE COMMISSION
(PROCEDURE AND TRANSACTION OF BUSINESS) RULES, 2023

No.3-8/86-PSC

Dated: Shimla-171002; the 3rd May, 2023

1. **Short Title and Commencement:**

- (i) These Rules may be called “The Himachal Pradesh Public Service Commission (Procedure and Transaction of Business) Rules, 2023”.
- (ii) These Rules shall come into force with immediate effect.
- (iii) The decision of the Commission after the promulgation of these Rules, if any, to be included in these Rules shall come into force from the date of recording by the Secretary on the relevant file under his / her signature.

2. **Definitions:**

In these Rules, unless the context otherwise requires:

- (i) ‘Advertisement’ means notice inviting Online Recruitment Application (ORA) and details of vacancies etc.
- (ii) ‘Chairman’ means a person appointed as such under Article 316 (1) of the Constitution of India and includes any Member appointed under the said Article to perform the duties of the Chairman.
- (iii) ‘Commission’ means the Himachal Pradesh Public Service Commission.
- (iv) ‘Committee’ means a committee constituted by the Commission or the Chairman from amongst its Members.
- (v) ‘Computer Based Test (CBT)’ means test conducted on Computer.
- (vi) ‘Controller of Examination’ means the Secretary unless due to some specific reason responsibility is entrusted to any other officer by the Chairman for a particular examination.
- (vii) “e-call letter” means the letter, summon or admit card issued electronically to a candidate by the Commission for appearing in an examination, interview or document verification and is downloaded by the candidate from the website of the Commission or is communicated to the candidate through email.
- (viii) ‘Examiner’ means and includes Paper setters, Scrutinizers, Evaluators and Moderators as appointed/ engaged for examination by the Commission.
- (ix) ‘Government’ means Government of Himachal Pradesh.
- (x) ‘Initiating Member’ means the Member proposing a discussion on any matter or to whom the file is first sent for his / her opinion / order in accordance with the allocation of business.

- (xi) 'Member' means a person appointed as Member of the Commission under Article 316 (1) of the Constitution of India and includes the Chairman.
- (xii) 'Merit List' means the list of eligible (selected) applicants arranged in the descending order of the marks obtained / secured in the main/ written/ preliminary test examination (written part as well as interview / Personality Test or any other test as applicable for determining the merit).
- (xiii) 'Multiple Boards' means more than one Board constituted by the Chairman for taking Personality Test of the candidates for selection to one particular post.
- (xiv) 'Multiple Members Board' means a Personality Test Board in which more than one Member is nominated by the Chairman.
- (xv) 'Single Member Board' means a Personality Test Board in which only one Member is nominated by the Chairman.
- (xvi) 'Nodal Officer' means System Analyst or officer designated from time to time to communicate between the Commission and Service Provider(s).
- (xvii) 'Office' means office of the Himachal Pradesh Public Service Commission.
- (xviii) 'Officer' means Secretary / Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary / Under Secretary of the Commission.
- (xix) 'OMR' means the Optical Mark Recognition.
- (xx) Online Recruitment Application (ORA) means application submitted by the candidate to the Commission through internet/online / computer in the manner prescribed and publicized by the Commission on its website or through print media.
- (xxi) 'OTRS' means One Time Registration System.
- (xxii) 'Personality Test' includes viva-voce or Personality Test or interview.
- (xxiii) 'Relation' for obtaining 'No Relation Certificate' means Parents / Spouse / Children including adopted or step children / siblings, their spouses and children (if any).
- (xxiv) 'Secretary' means Secretary of the Commission as appointed by the Government of Himachal Pradesh from time to time.
- (xxv) 'Senior Member' in relation to other Member or Members means a Member in respect of whom the order of appointment by the Governor was issued at an earlier date and if the date of the order is the same, the Member whose name stands higher in the order of appointment and 'Senior Most Member' means the senior most Member in relation to all other Members generally or among Members present in the meeting of the Commission or Committee or Personality Test Board.
- (xxvi) 'Service and Post' means service and post, appointments to which are

required to be made in consultation with the Commission under the Constitution of India or any other Act of Legislation or any other Rules and convention.

(xxvii) Scheduled Caste (SC) / Scheduled Tribe (ST) / Other Backward Class (OBC) / Below Poverty Line (BPL) / Person with benchmark disability (PWD) / Ex-Serviceman (ESM)/ Ward of Ex- Serviceman (WESM) / Ward of Freedom Fighter (WFF) / Economically Weaker Section (EWS) means candidates of these categories who are domiciles of Himachal Pradesh.

(xxviii) 'SAT' means the Subject Aptitude Test conducted offline or online as the case may be to test the knowledge of the candidate in a particular subject or subjects.

3. Transaction of Business By The Commission:

(i) All issues arising for decision by the Commission shall be decided either by circulation amongst the Members of the Commission or at a meeting of the Commission. The business of the Commission shall be transacted by the Chairman and the Member or the Members on being nominated by the Chairman, as the case may be, and the business so carried out shall be deemed to have been transacted by the Commission. An urgent matter shall invariably be decided by circulating the matter/matters among the Members of the Commission for their opinion. If the opinion of a Member is not made available within the time fixed by the Chairman, then it will be presumed that the Member agrees with the proposal and has no say to the contrary.

Notwithstanding anything contained in sub-section (i) the Chairperson may, if he / she considers necessary or expedient to do so in public interest, directs that any particular matter or business be placed before the Commission for disposal. Also, any Member, if desires that an issue should be decided at a meeting he can request so and the same shall be considered and decided at a meeting of the Commission.

(ii) In the normal course, the Commission will have their meeting for purposes other than interview of candidates, every Tuesday and in case that happens to be a holiday or for any other reason, it is not possible to meet on Tuesday then on next working day. However, extraordinary meetings of the Commission may be held at short notice on any working day to decide any urgent matter.

(iii) The meetings of the Commission shall be held under the chairmanship of the Chairman. If the Chairman is unable to be present at a meeting, the senior most Member present shall chair the meeting and shall have all the powers of the Chairman.

Provided, that unless the Chairman directs, no action will be taken on any decision arrived at a meeting, he was unable to attend, until he has been informed of such decision and upon being so informed, he may direct

that any such decision will be reconsidered in the next meeting in which he shall also be present.

- (iv) The quorum for a meeting of the Commission shall be the two third (2/3rd) of the Chairman (regular or officiating incumbent) and Members or in the event of non - appointment / non-availability of Member(s), the Chairman shall constitute the quorum of the Commission. If the meeting cannot be held for want of quorum at the time fixed for it, the Chairman may adjourn the meeting for second half of the day and thereafter the meeting will be held at the same venue wherein the quorum will be half (1/2) of the Chairman and Members. The Chairman may adjourn the meeting or any business at a meeting if he / she is of the opinion that it cannot conveniently be transacted owing to lack of quorum or the non - attendance by any Member.
- (v) As far as possible every decision of the Commission in the meeting or through circulation shall be unanimous. However, if any divergent views are held by the Member(s) and unanimity in the decision cannot be reached on any item then the decision shall be taken by majority of the Members. In case of equal division of vote / opinion on any matter, the Chairman shall have a second and casting vote / opinion. Also, if the Chairman consider it appropriate keeping in view the importance of the matter under decision, the matter may be deferred to be deliberated again and if still unanimous decision cannot be reached on that particular matter then the decision shall be taken by the majority as explained above. Dissenting Member shall have the right to get his/her dissent (non-consent) recorded but the Member shall not intimate the Government or any authority or office or officer or any office / staff of Commission or any other person about his / her dissent.
- (vi) The agenda for the meetings will be drawn by the Secretary or in his / her absence by an officer not below the rank of Under Secretary and shall be sent to the Private Secretary to the Chairman and Member(s) at least two days in advance with prior approval of the Chairman for studying by them. The Secretary shall ensure that no important item(s) ready for discussion and matter(s) on which the order(s) / opinion(s) / approval(s) of the Commission have to be sought has / have been omitted for inclusion in the agenda.
- (vii) All the proceedings / decision of the Commission in a meeting will be recorded in the minutes by the Secretary and the said minutes after approval of the Chairman shall be circulated to all the Members, whether he/she was present in the meeting or not, within 7 days of the meeting and will be signed by the Chairman and the Members. If, a Member abstains from voting or does not put on his / her signature, the fact shall be entered in the minutes. It shall be duty of the Secretary to ensure that all the minutes of meetings of the Commission are preserved as a permanent record.

- (viii) All decisions taken during the meeting shall be reduced to writing on the relevant file under the signatures of the Members present in the meeting and shall not be invalidated due to the absence of any Member at such meeting, and the decisions shall be deemed to be that of the Commission. After approval of the Member(s) present the Secretary shall record each decision on the relevant file under his / her signatures. Similarly, where the decision of the Commission is taken by circulation of file(s), Secretary after obtaining the approval of the Commission shall record each decision on the relevant file(s) under his / her signature.
 - (ix) The decisions / advice / proposals of the Commission shall in all cases be communicated to all concerned through a letter signed by the Secretary or in his / her absence by the senior most officer present not below the rank of Under Secretary. When the decision of the Commission is not unanimous neither the facts of nor the grounds for dissent shall be communicated to any authority unless the Chairman desires so.
 - (x) The Commission may invite expert officer(s) or non-expert officer(s) for the purpose of assisting it in the course of its meeting, and he / she shall be paid for his / her services in accordance with the rate(s) approved by the Commission from time to time except employees of the Himachal Pradesh Government.
 - (xi) No proceeding of a meeting of the Commission shall be invalid merely by reason of a vacancy in the Office of Chairman or the Member or on the ground that Chairman or the Member was absent from the Meeting of the Commission.
 - (xii) The Chairman or in his / her absence, the senior - most Member present may deal with any urgent matter or business requiring immediate action by the Commission. Such action shall be reported to the Chairman and other Members of the Commission immediately.
 - (xiii) Decision taken by the Commission on the basis of sufficient reasons, referenced rules, notifications, directions and rulings of the courts, can replace the earlier decisions, if any, with the prospective effect only.
4. (A) Procedure for Making Direct Recruitment to Various Categories of Post Services Falling Within The Purview of The Commission:
- (i) Advertisement of Vacancies:
 - a) After receiving the requisition from the concerned Administrative Department of the Government for making direct recruitment to the post(s) / service(s) an indicative advertisement (in brief) shall be published in atleast two leading newspapers (one in Hindi and one in English) on a date to be decided by the Chairman and detailed advertisement shall be uploaded on the official website of the Commission for inviting online recruitment applications (ORAs) from the desirous and eligible candidates through 'One Time Registration' (OTR) portal as per provisions of Service Rules, or on

principles agreed to by the Commission where there are no Service Rules in force at that time. Candidate shall upload all relevant documents / testimonials in support of his / her eligibility on the OTR portal. The detailed instructions regarding filling up of online application form shall be uploaded on the official website of the Commission. The requisition(s) received upto the prescribed closing date for submission of online applications through OTR portal shall be included in the number of posts initially advertised after notifying in the newspapers / gazette.

- b) Every such advertisement shall, among other things, will specify:
- I. number of vacancies with breakup of reservation if any;
 - II. the qualifications required for sitting in the examination or for appearing in an interview for the appointment to the posts;
 - III. the minimum and maximum age;
 - IV. prescribed fees;
 - V. whether the maximum age is relaxable;
 - VI. the last date for receipt of application;
 - VII. the subject, scheme and syllabus of the examination (in case of examinations / screening test);
 - VIII. whether, the post / examination is confined/restricted to applicants having domiciles of Himachal Pradesh only;
 - IX. whether those who have submitted applications in response to any earlier notification issued by the Commission need or need not apply again;
 - X. the certificates, testimonials and / or self – certified / attested copies thereof and other documents which are required to be uploaded alongwith the online application;
 - XI. the office / officer through whom applications shall be submitted, by those already in Government service; and
 - XII. other conditions of eligibility for appearing in the examination / appointment to the post.

4. (B) Procedure for Applying Online:

(i) How to Apply:

- a) The desirous and 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. On the opened page the candidate will click on the link “One Time Registration (OTR) for Examinations” and on the opened page will register and create his / her profile by clicking on “New Registration” if not registered already. After registration or if already registered the candidate will

have to log into his / her account in OTR page, Once logged in, the list of live advertisements will be displayed to the candidate on the dashboard. Candidate can apply for a particular post or any of the post with live advertisement for which he is eligible through the 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 / 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.”

- b) An application submitted in online mode shall be deemed to have been successfully submitted only after payment of fee has been acknowledged and the fee is credited to the account of the Commission
- c) Online Recruitment Application (ORA) once submitted shall not be allowed any change except change of category as per procedure laid down in Rule 5(iv) below.

(ii) Payment of Examination Fee by The Candidates:

The desirous and eligible candidates shall pay the examination fee fixed category - wise online by debit / credit card / UPI / any other online digital mode, as the case may be, on or before the prescribed closing date for submission of online recruitment applications through OTR portal. While making payment the candidate(s) shall pay the fixed amount only after accepting the “Terms and Conditions to apply online”. Fee once paid shall neither be refunded under any circumstance nor can it be held in reserve for any other examination or selection.

- (a) The male candidates of General, General Physically Disabled (orthopedically disabled, Deaf & Dumb and Hearing Impaired), Economic Weaker Section (EWS) (not included in BPL category), Wards of Freedom Fighter categories (WFF) and General – Ex-Servicemen of Himachal Pradesh who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India, shall pay full examination fee.
- (b) The male candidates of SC, ST, OBC and EWS covered under UR – BPL categories of Himachal Pradesh and Ex-Servicemen candidates of Himachal Pradesh belonging to SC, ST and OBC categories who are relieved from the Defence Services on their own

request before completion of their normal tenure of service under the Government of India, shall pay 1/4th of the examination fee.

- (c) The Ex-Servicemen male candidates of Himachal Pradesh who are relieved from the Defence Services after completion of their normal tenure of service under the Government of India and the Blind and Visually Impaired male candidates of Himachal Pradesh are exempted from paying the examination fee.
- (d) The male candidates of reserved categories of other States i.e. other than the Himachal Pradesh State will be treated as General category candidates and the benefits of reservation and fee concession will not be admissible to such candidates.
- (e) Female candidates of all categories shall be exempted from the payment of examination fee in accordance with the instructions of the Government of Himachal Pradesh.

(iii) Time Limit for Submission of Online Recruitment Applications:

All desirous and eligible candidates shall be given 28 (twenty eight) days for submission of online applications through OTR portal. However, for recruitment to the post(s) of Civil Judge through the Himachal Pradesh Judicial Service Examination, 21 (twenty one) days shall be given. Each advertisement shall indicate closing date for submission of online recruitment applications through OTR portal. The online recruitment applications can be filled up by the desirous and eligible candidates till 11.59 P.M. of the prescribed closing date for submission of application through OTR portal after which the link will be disabled. However, in exceptional circumstances, the date can be extended with the prior approval of the Chairman of the Commission after recording the reasons for the same.

4. (C) Processing of Online Recruitment Application (ORA):

- (i) After the expiry of the prescribed closing date for submission of online applications through OTR portal a check list of all the candidates who had applied for the post and the requisite fee deposited by the candidates will be generated by the Section Officer of the Branch responsible for making recruitment to the advertised post(s). Application submitted without the prescribed fee / mode shall be summarily rejected and the remaining candidates shall be admitted provisionally to appear in the Screening Test / Preliminary Examination / Written Examination / Personality Test, as the case may be, on the basis of their claims made in the online applications. However, in cases of Himachal Pradesh Judicial Service Examination, scrutiny will be done as per the procedure prescribed in the respective Recruitment and Promotion Rules.

- (ii) In case selection for appointment(s) for the post(s) is / are to be made on the basis of Personality Test only, the online application(s) alongwith requisite documents of the candidates will be downloaded by the Section Officer concerned for scrutinizing the same.
- (iii) In case selection for appointment(s) for the post(s) / service(s) is / are to be made on the basis of Personality Test preceded by a test (objective type) / written test or practical test or physical standard test, as the case may be, the online 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 Section Officer concerned for scrutinizing the same.
- (iv) No Government employee will be allowed to appear in the Personality Test unless he / she brings 'No Objection Certificate (NOC)' from his / her employer on the day of the said Personality Test / document verification.
- (v) On the day, following the closing / last date prescribed for receipt of applications, an abstract under the headings indicated below shall be prepared by the Section Officer concerned with the help of Nodal officer/computer cell and will be submitted under the signature of Under Secretary incharge of that branch to the Secretary for information:-
 - (a) Date on which departmental requisition was received;
 - (b) Date of issue of Notification;
 - (c) Last date for receipt of applications;
 - (d) Total number of applications received category-wise;
 - (e) Total number of applications received without fees.

The Section Officer responsible for making direct recruitment shall maintain the record of all online recruitment applications received category - wise / post - wise in the Branch.

4. (D) Scrutiny of Online Recruitment Applications (ORAs):

- (i) The scrutiny of the applications to determine the eligibility or otherwise of the applicant to participate in the selection process shall be undertaken by dealing hand and the Section Officer of the concerned branch under the supervision of the Under Secretary or equivalent supervising that branch or as decided by the Secretary or the Controller of Examination to filter out the applicants who have not paid the requisite examination fees. All the remaining candidates shall be admitted provisionally for further selection process.
- (ii) The e-admit cards of the provisionally admitted candidates shall be created and uploaded individually against their USER ID by the Computer Cell to be downloaded by the candidates. SMS alert / email

shall also be sent by the Computer Cell to such candidate(s) on their mobile numbers and e-Mail.

5. Eligibility of The Candidates:

- (i) The age - limit for direct recruitment to the posts will be reckoned on the first day of the year in which the post(s) is / are to be advertised. Five years relaxation in the upper age limit is available for the candidates belonging to SC, ST, OBC, WFF and the Person(s) With Benchmark Disabilities categories who are domiciles of Himachal Pradesh. The relaxation in the upper age limit for the employees of Himachal Pradesh Government and Ex-servicemen of Himachal Pradesh will be as per the prevalent instructions of the Himachal Pradesh Government.

However, the age - limit for direct recruitment to the posts of Civil Judge will be reckoned on the last date for receipt of applications. Three years relaxation in the upper age limit is available for the candidates belonging to SC, ST, OBC, WFF and the Person(s) With Benchmark Disabilities categories who are domiciles of Himachal Pradesh.

- (ii) Last date of receipt of application as indicated in the notification shall for all purposes be the cut-off date for determining eligibility, acquiring of minimum qualifications, experience, improvement in the qualification, distinction in sports / NCC and special attributes if any, or any other attribute claimed by the candidate. Experience, improvement in qualification, distinction in sports or any other special attribute/s acquired by the candidates after the cut-off date (i.e. the last date for receipt of applications) shall neither be taken into account nor be given any weightage except in cases where the date of eligibility has been specifically mentioned in the Recruitment and Promotion Rules.
- (iii) For recruitment to the posts 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 either after acquiring the requisite essential educational qualification(s) or as per the notified provision(s) of the Recruitment and Promotion Rules, as the case may be.

Provided that if a dispute arises as to whether a candidate is eligible or ineligible, the decision of the Commission in this regard shall be final.

Provided further that the onus of proving that a candidate has acquired degree / essential qualification by the stipulated date shall be on the candidate and in 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 the date of acquisition of essential educational qualifications.

- (iv) The category of the candidate claimed in the profile before he / she applies for the post shall be treated as final. In case the candidate has inadvertently filled his category wrongly in the ORA or his / her category undergoes a

change before the prescribed closing date for submission of online recruitment application through OTR portal then such candidate shall have to get his / her application modified by requesting the Commission to that effect in writing. In such a situation, the candidate shall have to deposit the difference amount of the application fees as is applicable for the category claimed by him / her. However, in cases where candidate finds out at any later stage that he / she has wrongly filled his category in the ORA or there is 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 in writing to the Commission within 15 days after the conduct of screening test / preliminary examination failing which no such type of requests shall be entertained by the Commission. In such cases, if he / she has paid the examination fees as per the norms of reserved category then he / she will have to deposit the requisite fees. Decision of Commission on his / her request to change the category shall be final.

- (v) The statutory certificates like Bonafide Himachali, SC, ST, WFF and legal heir issued on parentage basis on the prescribed format are of permanent nature and are acceptable to the Commission. However, the certificates of O.B.C. on parentage basis on the prescribed format and 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. The latest certificate issued by the competent authority alongwith self 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. or B.P.L. will have to be submitted by the candidate to the Commission as and when asked by the Commission as well as on the day of main (written) examination and Personality Test / document verification.
- (vi) Since the eligibility of all provisionally admitted candidates will be adjudged / checked on the day of Personality Test / document verification, therefore, the candidates are required to produce original certificates / documents as proof in support of their claims regarding age-limit, category, educational qualifications and experience etc. made in the online recruitment application. On the day of Personality Test / document verification if any candidate fails to produce original certificate of his / her category of which he / she has made claim in the online recruitment application in addition to other original certificates with regard to his / her eligibility, he / she shall not be allowed to appear before the Personality Test / document verification board and his / her candidature shall stand automatically rejected.
- (vii) A candidate at any stage of examination / selection which shall include final selection and sending recommendation(s) thereof or during the course of examination or any selection process conducted or being conducted may in addition to rendering himself / herself liable to criminal prosecution under

relevant laws (in the case of candidate already in service under Government, to disciplinary action and criminal prosecution under the appropriate rules and relevant laws) may be debarred from appearing in any written examination / Personality Test for a period not exceeding 15 years, or his candidature may be cancelled at the discretion of the Commission w.e.f. the date as may be decided by the Commission, if he or she is found to be guilty of the following:-

- I. obtaining / seeking support for his / her candidature whether in the Examination or Document verification or Physical Test or Personality Test by any means; or
- II. impersonating; or
- III. procuring impersonation by any person; or
- IV. submitting false / fabricated documents or documents which have been tampered with; or
- V. making statements which are incorrect or false or flouts any instructions, guidelines, terms and conditions, given in advertisement(s) or instructions communicated in any manner or suppressing therein material information at any stage of selection process; or
- VI. resorting to the following means in connection with his/her candidature for the examination, namely:-
 - (a) found making effort to obtain / obtaining copy of question paper through improper means;
 - (b) finding out the particulars of the persons connected with secret work relating to the Examination, Document verification, Physical Test and Personality Test,
 - (c) influencing the Examiners; or
- VII. using or attempting to use unfair means in the Examination hall; or
- VIII. writing obscene matter or drawing obscene sketches in the scripts; or
- IX. harassing, threatening or causing physical injury to the staff engaged in the conduct of Examination, Document verification, Physical Test, Personality Test; or
- X. violating any of the instructions given to the candidates in their admission card or other directives including oral instructions given by the Centre Supervisor / Superintendent or other staff engaged in the conduct of Examination, Document verification, Physical Test, Personality Test; or
- XI. misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Examination, Document verification, Physical Test, Personality Test, creating a disorderly scene and the like; or
- XII. being in possession of or using mobile phone, pager, scanner or any

electronic equipment or device or any other equipment capable of being used as a communication device during the Examination, Document verification, Physical Test, Personality Test; or

XIII. being debarred earlier on the above mentioned grounds by the Union Public Service Commission or any State Public Service Commission or any other Government Department / recruiting agency including this Commission; or

XIV. attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses;

Provided that no penalty under this Rule shall be imposed except after:-

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

Provided further that the order of debarring or cancellation of candidature of a candidate shall be passed only after the Commission has considered the matter and approved the proposed punishment of debarring the candidate or cancellation of his / her candidature.

6. (A) Selection to The Posts / Services on The Basis of Procedure Prescribed in The Respective Notified Rules / Regulations:

Selection to the following Posts / Services will be done as per selection procedure mentioned in the respective notified rules / regulations:

(i) The Himachal Pradesh Administrative Service and Allied posts / Services:

As per selection procedure notified in the Himachal Pradesh Administrative Service Rules, 1973, as amended from time to time.

(ii) The Himachal Pradesh Judicial Service:

As per selection procedure notified in the Himachal Pradesh Judicial Service (Syllabus and Allocation of Marks) Regulations, 2005, as amended from time to time.

(iii) The Himachal Pradesh Forest Service (Assistant Conservator of Forest):

As per selection procedure notified in the Recruitment and Promotion Rules for the service / post, as amended from time to time.

(iv) Range Forest Officer:

As per selection procedure notified in the Recruitment and Promotion Rules for the post, as amended from time to time.

For physical examinations of the qualified candidates of (iii) and (iv) the notified regulations of the Department of Personnel and Training (DoPT), Government of India shall be followed.

(v) Naib - Tehsildar:

As per the selection procedure notified in the Himachal Pradesh Naib-Tehsildar Service Rules, 1973, as amended from time to time. Provided that in case a large number of candidates apply then there will be an objective type screening test preceding the main examination, consisting of one paper of General Knowledge as per the syllabus to be determined by the Commission in order to short list the candidates for the main examination which will be 20 - 25 times of the total number of vacancies advertised.

(vi) Himachal Pradesh Subordinate Allied Services / Posts (Class-III, Non - Gazetted):

As per selection procedure notified in the Himachal Pradesh Subordinate Allied Services / Posts (Class -III, Non - Gazetted) Examination Rules, 2017, as amended from time to time.

(vii) Himachal Pradesh Finance and Accounts Service:

As per selection procedure notified in the Himachal Pradesh Finance and Accounts Service Rules, 2018, as amended from time to time.

(viii) Himachal Pradesh Subordinate Accounts Service (State Audit Department) :

As per selection procedure notified in the Himachal Pradesh Subordinate Accounts Service (State Audit Department) Examination Rules, 2018, as amended from time to time.

(ix) Other categories of posts / Services for whom the selection procedures are prescribed in the concerned Recruitment and Promotion Rules shall be filled up accordingly.

6 (B) Selection to Class I and II Posts / Services Where No Selection Procedure Has Been Prescribed in The Respective Notified Recruitment and Promotion Rules:

Selection to the Posts / Services where no selection procedure has been prescribed in the respective notified Recruitment and Promotion Rules will be done as per selection procedure mentioned below:

- (i) Where there are only few posts for filling up and ratio between the number of eligible candidates and the posts advertised is below thirteen, then all of them shall directly be called for Personality Test except posts of Assistant Professor (College Cadre) where all the recruitment shall be made as per method prescribed in (ii) below.
- (ii) In all other cases the selection will be done by the Commission by subjecting the applicants to two types of written papers/tests to be conducted on the same day in two sessions, followed by a Personality Test in the following manner:

(a) **Paper-I**

A Computer Based Test (CBT) or Offline Screening Test of one hour duration having 100 marks consisting of objective type Multiple Choice Questions (MCQ) with negative marking for incorrect/ wrong answers as follows:

- I. General knowledge of Himachal Pradesh = 30 Marks
- II. General knowledge of National and International Affairs= 30 Marks
- III. Knowledge of Hindi language = 20 Marks
- IV. Knowledge of English language = 20 Marks

(b) **Paper-II**

A descriptive Subject Aptitude Test (SAT) of three hours duration having 120 marks as per the syllabus to be decided by the Commission from time to time.

Provided that test shall be conducted in a single slot with same question paper and in different slots with different sets of question papers depending upon the total number of candidates who have to take the test and the number of computer terminals available to the Commission at the particular date for Computer Based Screening Test. Also both the Papers will be conducted on the same day in morning and evening sessions at any place in Himachal Pradesh as per decision of the Commission.

Based on the merit of Paper –I, the answer sheets of Paper –II of the candidates, 20 times of the total number of the vacancies to be filled up, shall be evaluated. No candidate securing zero or negative marks in Paper –I shall form part of the merit list.

- (iii) Both in the Computer Based Test (CBT) and offline Test (objective type) each question will be followed by four (A, B, C, D) answer options and one option 'E' in case candidate does not want to answer the question. There shall be negative marking in all the objective type screening tests / examinations (CBT or Offline Test). The candidate will have to click or encircle / blacken with blue / black ball pen on the circle adjacent to the option he / she thinks is correct in the computer or in OMR answer sheet as the case may be. No answer will be left blank. In case the candidate does not want to answer a question to avoid negative marking he/she shall have to encircle / blacken the option 'E'. If any answer is left blank and none of the option is clicked / encircled then it will also result in negative marking. 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 while that of offline test, shall be uploaded on the website of the Commission immediately after the conduct of test and depositing of the answer sheets in the Commission, for inviting objection(s) from the appeared candidates. A time period of 05 (five) days excluding the day of publishing of answer

key shall be given to them to submit their objection(s) with supporting documents / references. A non – refundable fee of Rs 100/- per objected question subject to maximum of Rs 500/- will be charged from the candidates. The objections have to be filed in online mode only through the HPPSC website by uploading the supporting documents. No other mode shall be entertained and no objection shall be entertained / considered without depositing the requisite fees.

- (iv) The received objection(s), if any, will be got verified from the Subject Expert / Paper Setter. Based on the opinion / decision of the Subject Expert / Paper Setter to the objection(s) raised by the candidates, the revised answer key shall be prepared and finalized. In respect of the scrapped question(s) no credit to appeared candidates shall be given and passing marks will accordingly be proportionally reduced. The final answer key alongwith question paper shall be uploaded on the website of the Commission after the declaration of the result. No objection(s) / representation(s) shall be entertained against the final answer key.
- (v) In case of SAT, if there is any discrepancy in the question paper due to typographical / printing error or question being out of syllabus and the same is noticed by the Commission after the conduct of examination or pointed out by the candidates within 05 (five) days of examination, the same shall be got verified from the Subject Expert / Paper Setter. Based on the opinion of the Subject Expert / Paper Setter to the objection(s), final decision shall be taken.
- (vi) In case of bilingual papers, if there is any difference in English and Hindi version of the question and answer option, the English version shall be treated as correct and final.

Note: There shall be negative marking in all the objective type screening tests / examinations (Computer Based Test or Offline Test) including those conducted under the notified rules where there is no specific mention about it in the rules as detailed below:-

- (a) 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 happens to be correct and there will be same penalty as above for that question also i.e. one fourth (0.25) of the marks assigned to that question will be deducted as penalty..
- (c) If a question is left blank i.e. no circle is clicked or encircled / blackened by the candidate, there will be same penalty as above for that question also i.e. one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
- (d) Where there are two correct answers instead of one correct answer

out of four options of a question, all those candidates who will click or encircle / blacken any one of these two correct answers will be awarded marks allotted to that question.

- (vii) Minimum pass marks in the Subject Aptitude Test (SAT) to qualify for the Personality Test shall be 35% for the candidates of General category and 30% for the candidates of reserved categories. Those securing less than the prescribed marks will be disqualified and will not be considered for the remaining selection process.
- (viii) After finalization of answer key the candidate responses of CBT of each candidate in case of Computer Based Test will be evaluated and in case of offline Test the OMR answer sheets of the candidates shall be scanned in the OMR Scanner and evaluated by using the final answer key and prepare a list of candidates whose Paper-II shall be evaluated to prepare category-wise zone of consideration on the basis of performance of the candidates in Paper-II as per following:

Number of Posts advertised	Ratio for category wise zone of consideration for scrutiny of documents by the branch concerned.
1 to 10	1:6+3
11 and above	1:5

- (ix) The details will then be provided by the Secrecy Cell to the Branch responsible for making direct recruitment in order to check their eligibility on the basis of documents uploaded by them on the OTR portal at the time of filling up of ORA. The concerned branch shall examine each application and determine the eligibility or otherwise of the applicants in accordance with the rules applicable and the terms and conditions of the advertisement inviting the application. The result of the scrutiny in the tabulated format shall be prepared for each application individually and signed by all the concerned.
- (x) In case the number of candidate(s) to be declared qualified for Personality Test / document verification fall(s) below the prescribed ratio then to meet this shortfall an additional zone of consideration (category wise) as per requirement shall be prepared and provided by the Secrecy Cell from the qualified candidates to the concerned branch.
- (xi) The application forms alongwith the scrutiny sheet(s) shall be put up to the Secretary or the Controller of Examination, as the case may be, for perusal and determination of eligibility.
- (xii) After scrutinizing the online recruitment applications category - wise / post-wise properly, the candidates fulfilling the prescribed eligibility criteria shall be admitted and the candidates not fulfilling the prescribed

eligibility criteria shall be rejected provisionally with the approval of the Secretary.

- (xiii) The list of rejected candidates shall also be uploaded on the official website of the Commission as well as individually against their USER ID by the Computer Cell. SMS alert / e-mail shall also be sent to such candidates. The provisionally rejected candidate(s) will be allowed the time of 10 (ten) days including Sunday and holidays to submit their representations, along with requisite documents, either through e - mail or in person only. The same shall then be scrutinized by the concerned branch and all record concerning scrutiny will be put up before the Commission for approval and the decision of the Commission in this regard shall be final. No objection(s) / representation(s) shall be entertained against the final rejection.
- (xiv) After decision of the Commission on such representations, the list of finally rejected candidates shall be uploaded on the official website of the Commission as well as individually against their USER ID by the Computer Cell. No separate correspondence shall be made with any candidate by any official of the Commission unless he / she is specially permitted to do so. Examination fee will not be refunded to the candidate whose applications stand rejected by the Commission for any reason(s).
- (xv) The original documents of the candidates admitted provisionally to appear in the Personality Test / document verification shall be checked / scrutinized on the day of Personality Test / document verification.
- (xvi) Written test shall be followed by a Personality Test. The Personality Test shall be of 30 marks and be held only in the Commission's office at Shimla. Minimum pass marks in Personality Test shall be 40% i.e. 12 marks for the candidates of general category and 30% i.e. 09 marks for the candidates of reserved categories.
- (xvii) Normally four eligible candidates for a single post and three eligible candidates for every subsequent post will be declared qualified for appearing in the Personality Test on the basis of Computer Based Test / Offline Test (objective or descriptive). If, the number of qualified candidates in a particular category is fewer, then all of them will be called for Personality Test. In case there is a tie between or amongst the candidates on account of having obtained equal minimum cut off marks in the test all such candidates shall be called for the Personality Test.

Marks obtained by the candidates in the SAT (120 marks) plus marks in the Personality Test (30 marks) would determine their final ranking / selection.

Provided that in exceptional case(s) the method of selection to the advertised post(s) shall be decided by the Commission as it may deem fit.

6. (C) Personality Test:

- (i) The applicants found eligible will be called for Personality Test either on the basis of written test or scrutiny of documents shall be informed by publication of a notice about the date, time and place on which the Personality Test is proposed to be conducted. The schedule of the Personality Test shall be notified through print / electronic media and shall also be uploaded / displayed on the official website / notice board of the Commission. A notice of ten days shall ordinarily be given to the candidates to appear before the Commission for Personality Test and schedule for the same shall be fixed keeping in view the duration of the notice. No change in the dates of Personality Test will be allowed except on genuine request of a candidate duly supported by relevant documents. If due to unforeseen circumstances a candidate fails to appear in the Personality Test on the scheduled date he / she may be allowed to appear on subsequent date with the approval of Chairman provided the Personality Test is not over.
- (ii) While the Commission will make every effort to ensure wide publicity for screening test / written examination / Personality Test / document verification etc. well in advance, it shall not entertain any claim for non - receipt / failure to down load the e-call letters by the candidates for whatsoever reasons after such test / examination / Personality Test / document verification etc. is over.
- (iii) Personality Test will be conducted by a board to be chaired either by the Chairman or a Member to be nominated by the Chairman. Single - Member or Multiple - Members Board shall be constituted taking into consideration the grades, status and importance of the posts in respect of which the selection is to be made. Multiple Members Board shall be presided over by the senior most Member except in the cases where the Chairman, himself is present along with one or more Members. Chairman may evolve/adopt any method as he deems fit to maintain the secrecy of the Board from the prospective candidates and vice-versa.
- (iv) A single Board shall be constituted by the Chairman for selection to a particular post or post(s). However where the number of candidates is relatively large, the Chairman may constitute Multiple Boards (more than one Board) for the purpose.

Provided also that if a Member of single Board is unable to attend the Personality Test fixed for him / her, any other Member may be nominated by the Chairman to hold the Personality Test in his / her place and this fact shall not invalidate the proceedings of such selection.

Provided further that if a Member of a Multiple Members Board to be presided over by the senior most Member is unable to attend, or has to leave the Board during the course of its sitting and an

alternative arrangement cannot be made, the other remaining Member or Members, as the case may be, may hold or continue to hold the Personality Test and the proceedings of the Board shall not be vitiated only on the ground that Member was absent from the sitting of the Board. In case of a single Member Board, if a Member chairing the Board is unable to do so in subsequent days due to unforeseen circumstances, the Chairman will assign the Board to other Member for chairing the remaining part of the test on subsequent days.

- (v) The Personality Test Board(s) will, in addition to the Chairman or Member shall have atleast a Subject Expert and a Departmental Representative and may comprise of as many of these as may be deemed fit in view of the Class of the post / service for which the Personality Test(s) is / are being conducted. The Expert Member shall be as far as possible an Expert in the field related to the post / field for which the Personality Test is being conducted and his / her role shall be to assist the Chairman of the Personality Test Board in assessing the subject knowledge of the candidate whereas the role of the Departmental Representative shall be to assist the Chairman of the Personality Test Board to judge the candidate's suitability for appointment in the Department. In order to ensure uniformity in the principles and methods for assessment, the Chairman or his nominee shall brief the experts about the system in vogue in the Commission for adherence during the Personality Test. Expert and Departmental Representative shall be changed in cases where Personality Test has to continue for many days ensuring that same Board conducts the test for a particular category except in unavoidable circumstances when it is not possible to engage / find another Expert. Same Expert shall not be repeated for atleast three years.
- (vi) The copies of a bio-data performa devised by the Commission duly filled by the candidate shall be placed before the Personality Test Board along with the Personality Test Form and Personality Test Sheet(s) and the individual Member score sheet. No other details of the candidates shall be shared with the Board.
- (vii) In the Personality Test, the candidates will be asked, in addition to the demonstration of domain knowledge / skills / teaching skills, questions on matters of general interest, knowledge of languages, culture, art and customs etc. in relation to Himachal Pradesh in particular and the country in general, current national as well as international affairs and matters related to the post for which he is being interviewed. The object of the Personality Test is to assess the personal suitability of the candidate for a career in public service. Some of the qualities to be judged are candidate's intelligence, presence of mind, clarity of expression, ability to interact with people, reasoning ability, grasp of narrative or argument, balance of judgment, awareness and concern for socio - economic problems, variety and depth of interest, leadership

skills, intellectual and moral integrity etc.

- (viii) At the end of the Personality Test of each candidate the Chairman and Members of the Personality Test Board will discuss his / her overall performance and grade him / her in five categories viz. Outstanding, Very Good, Good, Average, below Average. The marks to be awarded to the candidate(s) on the basis of his / her performance before the Personality Test Board shall be recorded in words and figures by the Chairman of the Personality Test Board in ink as per the consensus / average reached by the Board and all Members participating in the Personality Test shall put their signatures on each page of the Personality Test Sheet and Personality Test Form in ink.
- (ix) The deliberations of the Commission at the Personality Test of candidates including award of marks to the candidates shall be kept secret and this rule shall be binding on the Departmental Representative(s) and Expert(s) who are present at the Personality Test.
- (x) The Personality Test Form and Personality Test Sheet(s) duly signed by all the Members comprising the Personality Test Board shall be sealed daily immediately after the conclusion of day's proceedings by the Board, with the help of the Private Secretary / Personal Assistant of the Chairman / Member of the Commission in the presence of the Chairman and Members of the Board and shall be handed over to the Secretary to be kept in the safe custody to be acted upon and used as and when required. The Presiding officer and Members of the Board shall not retain or maintain any record whatsoever thereof with him / her. Further processing of the results shall be done by the Secretary.

6. (D) Declaration of Final Result / Merit List and Recommendations to the Government:

- (i) On the day of conclusion of the Personality Test for a particular post, the details of marks of written examination / test obtained by the candidates, appeared in the Personality Test will be submitted to Secretary by the Officer in charge of the Secrecy Branch. Thereafter, the Secretary will open the Personality Test Sheet(s) and will prepare the final result.
- (ii) Except where procedure has been specifically prescribed in relevant Recruitment and Promotion Rules, marks obtained by the candidates in the main examination (written part as well as Personality Test) would determine their final ranking. In the event of a tie, order of merit shall be determined in accordance with highest marks secured in the Personality Test and in case the marks in the Personality Test of the candidates are also equal, then the candidate securing more marks in Paper -I will be placed above the candidate securing less marks in the same. In case the marks of Paper -I are also equal, then the candidate who is older in age will be placed above the candidate younger in age.

In case the age is also same then the candidate having more marks in the essential qualification examination will be placed above the candidate having less marks.

- (iii) Where selection is to be made purely on the basis of performance of the candidates before the Personality Test Board, a candidate scoring more marks in the Personality Test shall be placed above the candidate scoring fewer marks in the Personality Test. If two or more candidates score equal marks in the Personality Test, then a candidate who is older in age will be placed above the candidate younger in age. In case the age is also same then the candidate having more marks in the essential qualification examination will be placed above the candidate having less marks.
- (iv) Final result shall be declared immediately after the conclusion of the Personality Test ordinarily on the same day. Before declaration of the final result/merit list, it shall be signed and approved by the Commission. Such approval may be obtained through circulation by hand or in a meeting of the Commission. All the Members of the Commission shall be kept informed about the date and time of the conclusion of the test so that all of them remain available in the Commission. Any Member not making himself / herself available for any reason whatsoever shall be deemed to have approved the results. The result / recommendations of the Commission shall be communicated to the concerned Administrative Department of the Government within 7 days.
- (v) The recommendations of the Commission shall be valid till the appointments are offered to the candidates by the appointing authority irrespective of the time span.
- (vi) After the process for recruitment / selection is over, all unfilled advertised posts including the reserved posts shall be sent back to the concerned Administrative Department of the Government for re - sending the fresh requisition(s) to the Commission for filling up all such unfilled post(s), after a period of six months.
- (vii) If a candidate fails to join the post on the basis of the recommendation(s) of the Commission, the replacement will be given by the Commission at its discretion on demand from the concerned appointing authority after cancellation of the offer of appointment of such candidate, if the demand is received within a period of one year from the date of sending recommendation(s) by the Commission to the concerned appointing authority provided that no fresh requisition has been processed and advertisement has not been issued / published for filling up of the said post in the intervening period. However, in the case of appointments to the posts of Civil Judge, the posts / services to be filled up on the basis of the Himachal Pradesh Administrative Service Combined Competitive Examination and for the posts to be filled up on

the basis of the combined competitive examination for recruitment to the posts covered under the Himachal Pradesh Subordinate Allied Services / Posts (Class -III, Non - Gazetted) Examination Rules, 2017, replacement will be given as per relevant provisions of respective rules against non - joining of the candidate(s).

6. (E) Recruitment to Class-III Posts:

- (i) Selection to various Class-III posts falling under the preview of the Commission shall be made as per the rules / instructions of the Government which presently stipulates that the same shall be done on the basis of written examination / test (Computer Based Test / Offline Test) only. In all such cases selection will be done by the Commission by subjecting the applicants to two types of papers having objective type Multiple Choice Questions (MCQ) with negative marking for incorrect/ wrong answers in the following manner:

Paper -I

A Computer Based Test (CBT) or Offline Screening Test of one hour duration having 100 marks as follows:

- | | |
|---|------------|
| I. General knowledge of Himachal Pradesh | = 30 Marks |
| II. General knowledge of National and International Affairs | = 30 Marks |
| III. Knowledge of Hindi language | = 20 Marks |
| IV. Knowledge of English language | = 20 Marks |

This paper will be a qualifying paper only and candidates are required to obtain 35% pass marks in this paper.

Paper -II

A Subject Aptitude Test (SAT) of two hours duration having 100 marks as per the syllabus to be decided by the Commission from time to time.

Provided that test shall be conducted in a single slot with same question papers and in different slots with different sets of question papers depending upon the total number of candidates who have to take the test and the number of computer terminals available to the Commission at the particular date for Computer Based Screening Test. Also both the Papers will be conducted on the same day in morning and evening sessions at any place in Himachal Pradesh as per decision of the Commission.

- (i) On the basis of performance of candidates in Paper-II, the category - wise zone of consideration shall be prepared in the following manner:

Number of Posts advertised	Ratio for category wise zone of consideration for scrutiny of documents by the branch concerned.
1 to 5	1:2+2
6 and above	1:2

Note: Thereafter the provisions of Rule 6(B)(ix) to (xv) above shall apply for Recruitment to Class - III Posts also.

- (ii) Final order of merit shall be determined in accordance with highest marks secured in the Paper –II. No candidate securing zero or negative marks in Paper –II shall form part of the merit list. In case the marks of two or more candidates are equal, then the candidate securing more marks in Paper -I will be placed above the candidate securing less marks in the same. In case the marks of Paper -I are also equal, then the candidate who is older in age will be placed above the candidate younger in age. In case the age is also same then the candidate having more marks in the essential qualification examination will be placed above the candidate having less marks.

6. (F) **Re - Checking / Re - Evaluation of Answer Books / OMR Answer Sheets / Candidate Responses of CBT**

Re-checking and re-evaluation of answer books, OMR answer sheets and responses of CBT of the candidates appeared in the written examination / offline Test / Computer Based Test conducted by the Commission shall not be allowed in any case.

7. **Miscellaneous:**

- (i) The Commission shall make the following arrangements for conduct of written examinations:
 - (a) secure suitable accommodation in the educational institutions preferably Government having facility of CCTV cameras through the Deputy Commissioners of the District where Commission proposes to conduct the examination;
 - (b) draw personnel from the departments of the Government or private educational institutions for appointment as Center Superintendent, Deputy Center Superintendent and Invigilators and issue orders to them either directly or through Deputy Commissioners;
 - (c) deployment of Police personnel by requesting Director General of Police / District Superintendent of Police concerned, for frisking of candidates and maintenance of law and order;
 - (d) depute officers for inspection duty at the centers;
 - (e) get the low powered jammers installed in all the rooms of the examination centers;
 - (f) provide feedback forms to the staff and Members of the Commission deputed to coordinate and supervise the conduct of written examination;
 - (g) make arrangements for obtaining the recordings of CCTV cameras from all the centers for keeping it as record till 6 months or declaration of final results whichever is later.

- (ii) Functioning of the Secrecy Branch dealing with the confidential and secret work relating to Examiners, Experts and Printing of Papers etc. shall be regulated by proper Standard Operating Procedures (SOPs) which have been issued separately.
- (iii) The records pertaining to the appointment of Examiners and Printers relating to examinations etc. shall be maintained by the Incharge Secrecy Branch. This record shall be treated as confidential and secret and shall remain with the Incharge Secrecy Branch in his personal custody. In respect of other matters including Personality Test / results and merit list of Class -III posts, the record shall remain with the Secretary. They shall be held responsible for any breach of confidentiality.
- (iv) The result of each objective type test and main (written) examination in the case of candidates belonging to General, Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex - serviceman, Wards of Freedom Fighters and EWS / BPL etc. will be prepared separately (category - wise) in the prescribed ratio, to the extent of vacancies reserved for them. In absence of vacancy for a particular category the result of the candidates belonging to that category shall be prepared with the result of the candidates belonging to General category subject to fulfilling the eligibility criteria (excluding fee) prescribed for General category by them.
- (v) In the final selection results, the result of the candidate will be declared under the category mentioned by him / her in the application form. If a candidate belonging to SC / ST / OBC / EWS finds a place in the general list; he / she shall be shown in the general list provided he / she secures merit in all respects similar to a candidate of a General category, without any relaxation (except fees) in the age limit, experience, qualifications, zone of consideration (cut off qualifying marks) at each stage i.e. objective type test and mains. Such adjustment will be made only at the time of declaring the final selection results.
- (vi) The result of each Computer Based Test or offline Test (objective or descriptive) in respect of eligible candidates shall be declared as early as possible but not later than 75 days except in exceptional cases owing to court cases or any other unavoidable situation.
- (vii) After recommendations of the Commission have been communicated to the Government, all the candidates appearing in the Examination shall be informed of the marks including the Personality Test marks secured by them in the examination as per format approved by the Commission. Category wise cut off marks of preliminary, SAT, main and Personality Tests shall be made available in the Commission website within 7 days after the declaration

of final result. Merit list of all the candidates appearing in the Personality Test, with marks obtained by them in the SAT (CBT / Offline) / written (main) examinations and Personality Tests shall be declared. Marks of unsuccessful candidates shall also be made available within 7 days in their login / User IDs after communicating the recommendations to the Government.

- (viii) The reserved categories candidates falling under vertical reservation i.e. SC / ST / OBC / EWS who are appointed on their own merit on the same standard as applied to general candidates and not owing to reservation will not be adjusted against reserved points. Such candidates will retain their status of SC / ST / OBC / EWS and will be eligible to get benefit of reservation in future / further promotions, if any. However, when a relaxed standard is applied in selecting SC / ST / OBC / EWS candidates, in the age-limit, experience, qualification, permitted number of chances in screening / written examination, extended zone of consideration larger than the one provided for general category candidates etc., the said SC / ST / OBC / EWS candidates are to be counted only against reserved vacancies and such candidates would be deemed as unavailable for consideration against unreserved vacancies.
- (ix) The candidates belonging to reserved categories falling under horizontal reservation i.e. Ex-servicemen / Wards of Ex-servicemen, Children / Grand Children of Freedom Fighters (WFF), Persons with benchmark Disabilities, Distinguished Sportspersons and BPL 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 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.
- (x) Notwithstanding anything contained in any other provisions, the authorization for participation in any screening test / written examination or Personality Test intimated through downloaded e - call letters, notification or otherwise shall always be provisional and subject to change at any stage in consequence of discovery of ineligibility for any reason whatsoever, and all actions taken in absence of such knowledge of ineligibility shall be non - est for all purposes.
- (xi) The Secretary and other officers / officials of the Commission's office shall be responsible for necessary compliance with the provisions of these Rules.

8. Guidelines for Conducting Computer Based Test / Offline Test (Objective / Conventional) / Examination For Persons With Disabilities:-

- (i) There shall be no separate criteria for regular and competitive examinations.
- (ii) The facility of scribe / reader shall be allowed to any person having disability of 40% or more if so desired by the person having a Disability Certificate issued by the Standing Medical Board or Medical Board constituted by the Government. The disability certificate issued by the competent medical authority at any place shall be accepted across the country.
- (iii) The candidate shall have the discretion of opting for his / her own scribe / reader or request the Commission for the same. If it is to be provided by the Commission, the candidate shall be allowed to meet the scribe / reader a day before the Screening Test / Examination to check the suitability of scribe, if he / she desires so.
- (iv) The scribe shall be paid remuneration charges by the Commission equivalent to the honorarium paid to the Invigilator. Those opting for own scribe/reader should submit details of the scribe / reader well in time to the Commission.
- (v) There shall be no criteria like educational qualifications, marks scored, age or other such restrictions for the scribe / reader.
- (vi) The candidates shall be allowed to take more than one scribe / reader for writing different papers especially for languages. However there can be only one scribe/reader per subject. In case of emergency the scribe / reader shall be allowed to be changed.
- (vii) The candidates shall be allowed to check the computer system one day in advance in case of online examination.
- (viii) The Controller of Examination shall ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for taking examination.
- (ix) The concerned Supervisor shall ensure that the scribe provided / used by the candidate shall not extend any type of help to the candidate in solving the questions.
- (x) The compensatory time shall not be less than 20 minutes per hour of examination for persons who are making use of Scribe / Reader. All the candidates with disability not availing the facility of Scribe / Reader shall be allowed additional time of minimum of one hour for examination of three

hours duration which could further be increased on case to case basis.

- (xi) Proper seating arrangement on the ground floor shall be made prior to the commencement of examination to avoid confusion or distraction during the day of the examination. The time of distributing the question papers shall be marked accurately and timely supply of supplementary papers shall be ensured.
- (xii) The Commission shall provide reading material in E - Text or on computers having suitable screen reading software's for open book examination. Similarly online examination shall be in accessible format.

9. Allocation of Business Amongst Members of The Commission:

- (i) The various items of the works coming before the Commission shall be dealt with/ decided either by the Chairman or by a Committee of one or more Members nominated by the Chairman or by the Commission as indicated in the enclosed **Annexure**.
- (ii) Notwithstanding any allocation made in the Annexure, Chairman may, in any particular case, direct that the matter may be placed before all the Members of the Commission for a decision.
- (iii) The Chairman may refer any matter to an individual Member or to a Committee consisting of Members and such other person, if any, or to a Committee without any Member on it, as the Chairman may appoint, for consideration and report to the Commission. It may also take advice/ assistance from any other person, as it may deem fit and necessary.
- (iv) The Commission may, subject to such directions as they may deem fit, delegate to an individual Member, or to a Committee constituted from amongst the Members, any of its functions. The Commission may also delegate to a Committee without a Member sitting on it, any of its functions and the Members of such a Committee shall be appointed by the Commission;

Provided that when any of functions are delegated to an individual Member, the Chairman shall appoint such other persons to aid and advise him / her as the Chairman may deem fit.

- (v) If no opinion is received from a Member within the time specified by the Chairman such Member shall be deemed to have agreed to the proposal.
- (vi) The decision of an individual Member or Committee to which powers have been delegated under sub - section (i) shall be communicated to the Chairman before any action is taken thereon; and the Chairman may, thereupon direct that such decision shall be referred to a meeting of the Commission for further consideration and decision; and where no such direction is given by the Chairman the decision of the Committee shall be deemed to be the decision of the Commission.

10. Promotion, Disciplinary and Other Matters:

- (i) In the case of promotions to State Services and posts in respect of which the Departmental Promotion Committee procedure as laid down in the concerned Rules / by the instructions issued by the Government of Himachal Pradesh is applicable, and the Commission is associated with the Departmental Promotion Committees, the Chairman on receipt of a proposal complete in all respects, from the Administrative Department shall within 7 days, convene the meeting either himself or by nominating a Member to preside over the Committee for considering cases of promotion. The Committee constituted for the purpose shall:
 - a. consider the claims of all candidates who were eligible for being considered for promotion according to the Recruitment and Promotion Rules laid down for the post / service in question; and
 - b. thereafter recommend to the Appointing Authority the names of the persons who are considered suitable for promotion in their order of merit / seniority.
- (ii) In cases where Departmental Promotion Committee procedure is not followed and recruitment is to be made by adhoc promotion / appointment to any post or service and consultation with the Commission is required, the Commission shall:
 - a. consider the claims of all candidates who are eligible for being considered for adhoc promotion / appointment according to the Recruitment and Promotion Rules laid down for the post / service in question; and
 - b. thereafter, recommend to the Appointing Authority the names of the persons who are considered suitable for adhoc promotion / appointment in their order of merit.
- (iii) Where recruitment is made by transfer of an officer to any post or service and consultation with the Commission is required, the Commission shall advise the Governor or the Appointing Authority, as the case may be, in respect of the candidate nominated whether he fulfills the prescribed qualifications and experience required for the post / service to which it is proposed to transfer him.
- (iv) Where recruitment is made by transfer on deputation / secondment basis to a post or service and consultation with the Commission is required, the Commission shall make a selection from amongst the officers who have responded to the circulars issued by the Ministries / Departments on the basis of confidential records, educational qualification and experience of the officers concerned. The selected candidates may be recommended for appointment in their order of merit.

Provided that where an officer of the State Government due to his spouse employment under some other State / Central Government applies for said

post or otherwise wants to get the spouse transferred on secondment basis to Himachal Pradesh, only the cases where secondment is for the same class of post e.g. Class -I to I / II to II and so on or to a lower post, shall be considered purely on merit basis and only if there is provision in the Recruitment and Promotion Rules for the relevant post, maximum for one year to be extended for one more year only or till the time said post is filled by regular incumbent whichever is earlier.

- (v) Where advice of the Commission is tendered in regard to disciplinary matters including appeals and memorials, the Department concerned shall ensure that the opinion given by the Commission forms part of the record of the case and is communicated to the officer or officers concerned alongwith the orders of the authority empowered to pass orders in the case.

11. Dealing with Legal Matters:

- (i) For the purpose of all judicial processes the Commission will file a case or reply in the name of Secretary, Himachal Pradesh Public Service Commission.
- (ii) The Commission will itself defend such suits or petitions in which only the Commission as such is impleaded as a defendant / respondent and no other Government Department or official is impleaded as a defendant / respondent.
- (iii) Secretary with the permission of the Chairman can give instructions for analytical data or reports to be made immediately available to the advocate of the Commission or Advocate General in a legal case in which Commission is a party.
- (iv) The suits or proceedings in which the Commission is made a defendant / respondent alongwith other parties such as Union / State Government or in which the Members and / or Officers of the Commission are joined as defendants / respondents by designations or named need not to be defended by the Commission as these will be defended by the Administrative Department / Department concerned. However, the replies framed by the them shall be shown to the Chairman before submission in the Court concerned so that replies concerning the Commission are vetted by it.
- (v) Decisions regarding compliance of Court's decision or order or filing of an appeal against it shall be taken by the Chairman or Member designated by him.
- (vi) The Commission will consider and dispose of the representation received against the final decision taken by the Commission on any matter. However, in other cases the Government servants should not directly or indirectly submit their representation to the Commission in regard to the cases pertaining to their service matters and same should be submitted to the appropriate authority through proper channel.

12. Dealing with Financial Matters:

- (i) As per provisions of relevant rules and instructions issued by the Government from time to time, the Secretary will prepare the budget estimates based on current year estimates or revised estimates and the expenses incurred during the current financial year.
- (ii) Any additional demand added in the budget estimates shall be shown separately.
- (iii) Budget estimates so prepared shall be presented before the Chairman for approval at least 10 days before being sent to the Government. The Chairman if deemed necessary or appropriate can make changes in the estimates.
- (iv) Secretary shall make quarterly report to the Chairman for information and direction regarding the expenditure of the Commission.

13. Calling for Records From The Government / Government Departments:

The Commission may at any time, call for from the State Government or from any Head of Department or any other authority subordinate to the State Government, any records, report or information which may, in their view, be necessary to enable them to discharge their functions; and such record, report or information shall be furnished to the Commission without undue delay by the State Government or Head of Department or any other authority concerned.

14. Retention of Record:

All records and documents shall be maintained / retained as per the Record Retention Schedule already notified or as may be notified by the Commission from time to time.

15. Presentation of Annual Report:

The Commission shall present to the Governor of Himachal Pradesh by the 15th August of each year a report as to the work done by the Commission during the preceding financial year as required by Article 323(2) of the Constitution of India.

16. Special Procedures:

Notwithstanding anything contained in these rules the Commission may in consultation with the Government adopt for purposes of recruitment in any particular case or class of cases a special procedure as more appropriate than the one prescribed in any of these rules.

17. Power to Relax:

Where the Commission is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing relax the provision(s) (except the provisions of Rule-6(A) of these Rules).

18. Power to Correct the Mistakes:

The Commission may correct any clerical, typographical, arithmetical mistake in the written results objective or otherwise, selection/merit list etc or the errors arising therein from any accidental slip or omission any time, either on its own motion or on the application of any of the concerned after due deliberations.

19. Right to Interpretation:

If, at any time any doubt arises relating to the application, interpretation and scope of these rules, the decision of the Commission shall be final.

20. Matters Not Regulated:

In any matter for which no provision is made in these rules, the Commission shall regulate their proceedings in such manner as the Commission thinks fit.

21. Repeal and Savings:

- (i) The Himachal Pradesh Public Service Commission (Procedure and Transaction of Business and Procedure for the conduct of Examinations, Screening Tests and Personality Test Etc.) Rules, 2021 notified vide the Himachal Pradesh Public Service Commission Order No.3- 8/86-PSC dated 24th March, 2021 and any order notified to amend the said notified rules of 2021 are hereby repealed.
- (ii) Notwithstanding such repeal, anything done or any action taken under the rules, so repealed under sub-rule (i) supra shall be deemed to have been validly made or done or taken under these rules and shall not be called in question in any proceedings in any court or otherwise before the Commission on the ground that the rules have been repealed.


D.K. Rattan IAS

Secretary,
Himachal Pradesh Public Service Commission

Place: Shimla-2

STATEMENT SHOWING ALLOCATION OF BUSINESS AMONG THE
CHAIRMAN AND MEMBERS OF THE COMMISSION

GENERAL TASKS		
Sr. No.	Function	Allocation
1.	Administrative and General Administration except those within the competency of the Secretary	Chairman (During Chairman's absence on leave or tour any Member authorized by the Government)
2.	Co-ordination of Commission's work	Chairman
3.	Conference of Chairman Public Service Commissions and correspondence with the Union Public Service Commission and other States Public Service Commission on important policy	Chairman
4.	Nomination of the Chairman of the Departmental Promotion Committee	Chairman
5.	Annual Report of the Himachal Pradesh Public Service Commission	Commission
6.	Library	Chairman and one Member nominated by the Chairman
7.	Publication except Secrecy Work	Chairman and one Member nominated by the Chairman
8.	Housekeeping and maintenance of Commission buildings	Chairman and one Member nominated by the Chairman
9.	Legal matters / Court Cases	Chairman or Member nominated by the Chairman
EXAMINATION AND RECRUITMENT		
1.	Examination Rules including scheme of examination and syllabus	Commission
2.	Creation of new locations / centers and physical arrangements for the conduct of written examination / objective type test (CBT / offline)	Commission
3.	Visit to written examination centers for overseeing the arrangements and coordination with district administration	Chairman or Member nominated by the Chairman
4.	Any new decision or change in the Procedure and Transaction of Business Rules	Commission
5.	Determination of criterion for short listing of eligible candidates for Personality Test / Document verification	Commission
6.	Relaxation of rules	Commission
7.	Advertisements, notifications and time line for dealing with requisitions for recruitment	Chairman

	to various posts within the preview of the Commission	
8.	Approval/rejection of applications including representations from the candidates against provisional rejection and approval of final rejections	Commission
9.	Preparation of guidelines, manuals etc.	Commission
10.	Interaction with Universities on syllabus matters and interaction with academia	Chairman or Member nominated by the Chairman
CONFIDENTIAL WORK		
1.	Approval and printing of Question Paper(s)	Chairman
2.	Scoring, Scaling / Moderation / Auditing / Revision of Answer Key	Chairman
3.	Approval / changes in the SOP for Secrecy Branch	Chairman
4.	Preparation of Personality Test schedule and formation of Personality Test Board	Chairman
5.	Presiding over the Personality Test Board	Chairman or Member to be nominated by the Chairman
6.	Approval of results	Commission
RECRUITMENT AND PROMOTION RULES, DEPARTMENTAL PROMOTION COMMITTEE, MISCELLANEOUS MATTERS ETC		
1.	Recruitment and Promotion Rules	Commission
2.	Departmental Promotion Committee / Selection Committee for appointment by deputation (on secondment), transfer and reemployment cases	Chairman or any Member nominated by the Chairman
3.	Proposal for amendments in the Himachal Pradesh Public Service Commission (Exemption from Consultation) Regulations, 1973	Commission
4.	Proposal for exclusion from Commission's purview or extension of functions of the Commission	Commission
5.	Adhoc appointment / promotion cases	Commission
6.	Disciplinary cases relating to Govt. employees	Commission
7.	Re-imbursement of legal expenses	Commission
8.	Grant of Extra-Ordinary Pension	Commission
9.	Disciplinary cases relating to candidates	Commission
10.	Cases / matters where there is disagreement	Commission
11.	Matter(s) not mentioned or specifically allotted to the Member(s)	Chairman

NOTE: Commission wherever referred in these Rules/Annexure shall mean the majority of Chairman and Members.