

RULES OF BUSINESS OF THE HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION, 2007.

CHAPTER-I

1. SHORT TITLE AND COMMENCEMENT:

- a) These rules shall be called the "Himachal Pradesh Public Service Commission (Procedure & Conduct of Business and Procedure for handling Secrecy Work Pertaining to the Examinations / Screening Tests Etc.) Rules, 2007.
- b) These rules shall supersede all rules in force prior to these rules and shall come into force with immediate effect.

2. DEFINITIONS:

In these rules:-

- a) The "Commission" means the Himachal Pradesh Public Service Commission.
- b) "Chairman" means Chairman of the Commission.
- c) "Member" means Member of the Commission and includes the Chairman thereof.
- d) "Secretary" means the Secretary to the Himachal Pradesh Public Service Commission.
- e) "Controller of Examinations" means the Controller of Examinations, Himachal Pradesh Public Service Commission.

CHAPTER-II

3. BUSINESS TO BE TRANSACTED BY THE CHAIRMAN OR
OTHER MEMBERS:

- i) The business of the Commission be transacted by the Chairman and the Member or Members on being nominated by the Chairman, as the case may be, and the business so shall be deemed to have been transacted by the Commission.
- ii) Notwithstanding any thing contained in sub-section (i) the Chairman may, if he consider necessary or expedient to do so in public interest, direct that any particular matter or business be placed before the Commission for disposal.
- iii) The Commission shall meet as often as necessary under the chairmanship of the Chairman for the transaction of such business as cannot be settled by circulation of files and for such other items of business as the Commission may decide. The quorum for Commission meetings shall be Chairman (or officiating incumbent) plus at least one Member or in the event of non-appointment of Member(s), the Chairman shall constitute the quorum as well as the Commission.

- iv) The decision of the Commission shall be unanimous. If any divergent views are held by the Member(s) and unanimity cannot be reached at a meeting, the item may be deferred for further consideration in a subsequent meetings of the Commission.
- v) If at subsequent meeting it is realized that unanimity cannot be achieved, decision shall be taken by majority of more than half the total number of appointed Members of the Commission and in case half the Members are equal, the opinion held by the Chairman shall be considered to be the majority decision.
- vi) The Chairman, or in his absence, the senior-most Member present may deal with any urgent matter appearing to him to require immediate action. Such action shall be reported to the Commission in its next meeting.
- vii) All decisions taken during the meeting shall be reduced to writing on the relevant files, under the signatures of those 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.
- viii) The Commission may invite an expert official or non-official for the purpose of assisting it in the course of such meetings, and unless, they happen to be Himachal Pradesh Government Servants, such officials or non officials shall be paid for their services according to the provisions of the Himachal Pradesh Public Service Commission (Payment of Remuneration to Advisers) Rules, 1971.

CHAPTER-III

4. PROCEDURE FOR FILLING UP CLASS I AND II POSTS BY DIRECT RECRUITMENT:

- a) CLASS-I & II POSTS: After receiving the requisition from the Administrative Secretaries/Departments for filling up of Class-I & II posts, these may be advertised in the leading News Papers for the information of the desirous / eligible candidates at least within 20 days from the date of receipt of requisition. However to minimize the expenditure, a consolidated Advertisement should be issued once in every month. In case a single or two requisitions have been received for filling up of posts during the month, same can be deferred to the next month. The competitive examination for recruitment to posts which are required to be filled up by the Commission annually under rules, will be held for selection of candidates and notice of the date fixed shall be published in the News papers and the Himachal Pradesh Gazetteer latest by 31st December of each year giving number of vacancies received till that date. The requisitions for the competitive examinations received up to 30th June of the next year shall be included for the purpose of selection of candidates. These will also be notified in the News-papers / Gazetteer before the commencement of the written examination.



b) TIME LIMIT FOR SUBMISSION OF APPLICATIONS:

- (i) 30/45 days time should be given in case of Gazetted posts where direct applications have been invited. 15 days more time will be given only for remote areas. The last date for submission of applications will be reckoned with from the date of issue of Advertisement and in no case the last date be extended.
- (ii) Provided that if the last date is a non-working day(s), the applications received on the next working day shall be deemed to be within time.
- (iii) Provided further that if a doubt arises as to whether an application was received in time or not, the decision of the Commission in this regard shall be final.
- (iv) Provided further that the time limit for inviting applications for direct recruitment to the posts of Civil Judges (Junior Division) being conducted by the H.P. Public Service Commission, will be 25 days. 05 days more time will be given for remote areas.

c) RECEIPT OF APPLICATIONS AND ITS RECORD / DIARY ETC.:

All the applications should be received by the Receipt Section at the Reception Counter and they will mark these applications branch wise and submit all the applications to the concerned branch officer daily. After receipt of applications from the Branch Officer, these applications will be entered in the Receipt Register by the Receipt Section / Examination-II Section and will be handed over to the concerned Section for taking further action. They will also mark whether the applications have been received in time or after last date. No fee will be returned to the candidates whose applications are received after the expiry of last date. The said Section will also keep a proper record of IPO's. /Demand Drafts /Fee deposited through bank as an application fee. The Section Officer of the said Section shall ensure that all applications have been properly entered in the Register and I.P.Os./Amount of fee have also been detached /counted for in receipt account to avoid any audit objection.

CHAPTER - IV

5. SCRUTINY OF APPLICATION: After the expiry of the last date, all applications of a particular category will be handed over to the concerned Section duly entered in the register. Scrutiny work may be started immediately after the receipt of applications in the Section. All the applications may be scrutinized properly before fixing any screening test / interviews. Only in exceptional cases, where the Department has submitted written request for early action, scrutiny work will be completed after the test but definitely before the declaration of result of screening test / written test as the case may be. Only those applications will be put up to the Commission for orders where specific need for such orders is felt by the Secretary. Rejection of candidates shall be done / approved by the Commission.

6. TIMING OF SCRUTINY: 40 applications be scrutinized daily where scrutiny sheet is used. Generally 50 applications be completed in a day by the dealing Assistant, in case he is handling exclusively scrutiny work.

7. ELIGIBILITY OF THE CANDIDATES:

- (i) All the candidates may be admitted provisionally for the posts on the basis of their claims. But while conducting tests / interviews, it should be clearly mentioned in the call letters that in case he / she fails to submit his / her proof regarding his / her claim, the application will be rejected and he / she will not be allowed to appear in the interview / test, as the case may be. In some cases, the candidates belonging to a particular category prefer to change their categories at the time of test / interview, in such cases it should clearly be mentioned in the call letter that no candidates shall be allowed to change category at the time of test / interview and that the candidate will be admitted against the particular category as claimed by him / her in the original application.
- (ii) The Commission may, however, call for any application or related documents to be put up to them, if they so desire. Among others, all cases where age and experience limits prescribed in the advertisements as per Recruitment and Promotion Rules are proposed to be relaxed in favour of applicants at the discretion of the Commission, invariably be put up for orders to the Commission during the meetings and such orders of relaxation should be recorded under the signatures of the Members present at such meetings.
- (iii) The statutory Certificates of Scheduled Castes, Tribes and Ward of Freedom Fighters are permanent in nature and, therefore, Commission will continue to follow the practice of taking these certificates with original applications facilitating preparation of category-wise merit list. The certificates for OBC, IRDP and Ward of Ex-Serviceman will be taken from the candidates at the time of interview. The candidate who fails to produce required certificate on the date of interview, shall not be allowed to appear in the interview and their candidature shall stand rejected. Further, the candidates who give wrong information in his original application form, shall be disqualified from appearing for any post before Commission or other recruiting agency under State Govt. for a period of three years.

CHAPTER-V

8. WRITTEN / SCREENING TEST, INTERVIEWS AND DECLARATION OF RESULTS

- (i) WRITTEN TEST: The written competitive examinations for recruitment to the posts of H.P. Administrative Services etc., H.P. Judicial Service, H.P. Forest Service and Rangers which are required to be filled up by the Commission annually will be held on the basis of the provision of Recruitment & Promotion Rules for the respective

Services. Normally more than 25 days time shall be given to the candidates so that they may prepare themselves for the examination. The notice of examination dates fixed shall be published in the newspaper and Himachal Pradesh Gazetteer before the commencement of written examination.

- (ii) SCREENING TEST: In cases where the number of eligible candidates for the post(s) advertised by the Commission is inordinately large, the Commission may restrict the candidates to be called for interview by subjecting all the eligible candidates to a screening test. The screening test may be of two hours duration and ten minutes time may be allowed to the candidates for entering into the examination hall. The result of the screening test as far as possible be declared within one month or early depending upon the circumstances and number of candidates after the test is over. Normally 6 candidates are declared qualified for a single post and three candidates for every subsequent post. But in case of Scheduled Castes / Scheduled Tribes candidates it should depend upon the number of candidates. If the number of candidates is fewer in a particular category, all of them will be called for interview. Minimum pass marks in screening test are 45 for general category and 35 marks for reserved category.
- (iii) INTERVIEW: The candidates declared successful/ qualified in the written competitive examination/ screening test shall be called for interview/ viva-voce test as per provision of Recruitment & Promotion Rules of the respective services and criteria fixed by the Commission. In the cases where the number of eligible candidates are below thirteen against one post advertised by the Commission shall be called direct for interview.
- (iv) Where selection is made through competitive examination i.e. marks obtained in written examination and interview are added in final selection, the candidates scoring more marks in the compulsory papers of the written examination will be placed above the candidates who score less marks in such papers. If in the examination all papers are compulsory then total marks obtained in all the papers shall be taken into consideration. In case the marks of written examination and interview are equal then the candidate who is senior in age will be placed above the candidate junior in age.
- (v) Where selection is made by the interview of candidates qualified in the screening test, the candidate scoring more marks in the interview shall be placed above the candidates scoring less marks in the interview. If candidate score equal marks in interview, then the candidate securing more marks in screening test will be placed above the candidate securing less marks in the screening test. In case the marks of screening test are equal then the candidate who is senior in age will be placed above the candidate junior in age.
- (vi) A Member of the Commission shall ordinarily preside over the Interview Board set up for selection of candidates through either of the methods described in para -i above, and such Member shall act as the Charman of

the Interview Board, provided that, where more than one Member sit on the same Interview Board, the senior most Member shall act as Chairman of the Board, except in cases where the Chairman of the Commission himself, sits on the Interview Board along with one or more Members, and in case of other Boards constituted without a Member, the nominee of the Chairman shall preside.

(vii) (a) "The Interview Board shall be constituted by the Chairman and will, in addition to the Experts and the Departmental Representatives, comprise of as many Members as are deemed fit in view of the class of post for which the interviews are being conducted. The marks allotted to the candidates in the interview shall be recorded by the Chairman in ink after taking into consideration the views of the Members of the Interview Board and the Members of the Commission participating in the interview shall put their signatures on the Interview Sheet in ink.

(b) The Interview Form thus signed and the interview sheet thus signed by all the Members comprising the Board shall on the same day be sealed by an Officer of the Commission, either the Secretary of the Commission or an Officer lower in rank to the Secretary duly nominated by the Chairperson, of the Commission in the presence of all these Members comprising the Interview Board and all such Forms and Sheets should be kept in the safe custody of the Secretary of the Commission to be acted upon and used as and when required."

(viii) The recommendations of the Interview Board (including viva-voce Board) shall be placed before the Chairman for approval before they are communicated to the Government unless the Chairman has himself presided over the Interview Board. Where delay in sending these recommendations to the Government is likely to occur as a result of following the above procedure, the Secretary may before hand, seek the written orders of the Chairman of the Commission to authorize the issue of such recommendations on behalf of the Commission, without their being placed before the Chairman first. Ex-post facto sanction on file will be obtained subsequently.

(ix) The candidates may be arranged in order of merit on the basis of result of examination and interview keeping in view the number of vacancies being filled.

(x) The recommendations of the Commission will be valid till the appointments are offered to the candidates by the appointing authority irrespective of the time span.

(xi) If a candidate does not join or refuses to join the post on the basis of the recommendation of the Commission, on demand from the Department after cancellation of the offer of appointment, replacement will be given by the Commission at its discretion if the demand is received within a period of one year from the date of issue of recommendation of the Commission provided that no fresh requisition has been received for the same post in the intervening period.



- (xii) The Commission may contact eminent authorities to suggest suitable candidate for consideration of the Commission where it is anticipated that open advertisement is not likely or has failed to attract suitable candidate for such post(s).

CHAPTER VI

9. ALLOCATION OF BUSINESS BY THE COMMISSION:

- (i) The Commission may, subject to such directions as it may deem fit to issue, delegate any of its functions to any individual Member or Officer of the Commission or to a Committee comprised of Member or Officers of the Commission or both.

Provided that where any function is delegated to an individual Member, the Chairman may appoint such other person as he may deem fit to aid and advise the Member.

- (ii) The decision of any individual Member or Officer of the Commission 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, if he deems fit, place the case before the Commission whose decision shall be final and where no such direction is given the decision of such individual Member or Officer of the Commission or the Committee shall be deemed to be the decision of the Commission.
- (iii) 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.
- (iv) The various items of the works of the Commission shall be allocated to Members by the Chairman as indicated in the Annexure attached. Any matter not covered in the Annexure may also be allocated to one or more Members by the Chairman. Notwithstanding any allocation made in the Annexure, Chairman may, in any particular case, direct that matter may be placed before all the Members of the Commission for a decision.



CHAPTER-VII

10. PROMOTION, DISCIPLINARY AND OTHER MATTERS:

- (i) In cases where Departmental Promotion Committee procedure is not followed and recruitment is to be made by promotion to any post in service and consultation with the Commission is required, the Commission with the assistance of a Committee constituted for the purpose shall (a) consider the claims of all candidates who were eligible for being considered by promotion according to the R & P Rules laid down for

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the post/ service in question and (b) thereafter recommend to the Governor or the Appointing Authority, as the case may be, the names of person who are considered suitable for promotion in their order of merit.

- (ii) Where the Commission is required to give advice or to submit proposal to or to be consulted by any authority, the decision of the Commission shall be communicated in a letter signed by the Secretary or any other officer of the Commission's Secretariat authorized for the purpose.
- (iii) The Chairman may depute any Member to perform any particular work of the Commission and may direct that while engaged in such work, the member need not deal with ordinary work of the Commission and that files and cases shall not be circulated to him for his opinion.
- (iv) The Secretary and other officers of the Commission's Secretariat shall be responsible for compliance of provision of these Rules.
- (v) Where advice of the Commission is tendered in regard to disciplinary matters including appeal and memorials the Commission shall see that opinion given by the Commission forms part of the record of the case.

11. REPEAL AND SAVINGS

- (i) The order/ decisions regarding matters included in these Rules prior to the coming into force of the PSC Rules of Business shall cease to have effect from the date these Rules come into force. Provided that coming into force of the Rules of Business shall not affect anything already done or action already taken prior to coming into force of these Rules.
- (ii) In matters for which no provision is made by these Rules, the Commission may regulate its proceedings in such manner as they deem fit.
- (iii) The above amendments / substitution will come into force with immediate effect.
- (iv) The existing Rules of Business of Himachal Pradesh Public Service Commission, 1998 are hereby repealed.

12. RELAXATIONS:

Where the Commission considers it necessary or expedient to do so, it may, by orders and for reasons to be reduced to writing, relax the provisions of these Rules.



(V.C. Katoch)
Secretary
H.P. Public Service Commission

Endst.No.3-8/86-PSC-Vol-II Dated: Shimla-171 002, the
Copy forwarded to:

4-07-2007

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4. The Research Officer / P.P.O. of H.P. Public Service Commission.
5. The Private Secretary to the Chairman, H.P. Public Service Commission.
6. The Personal Assistants to Members of H.P. Public Service Commission.



(V.C.Katoch)
Secretary,
H.P. Public Service Commission

ALLOCATION OF BUSINESS AMONG THE MEMBERS AND CHAIRMAN OF THE COMMISSION.

GENERAL AND OTHER FUNCTIONS

Sl. No.	Functions	Allocation
1.	Administrative & General Admn.	Chairman (During Chairman's absence on leave or tour Senior Most Member duly authorized by the Chairman)
2.	Co-ordination of Commission's work	Chairman
3.	Matter not specifically allotted to Members	Chairman
4.	Conference of Chairman PSC and correspondence with the UPSC & State PSC's on important matters of policy	Chairman
5.	Nomination of the President/ Chairman of the Departmental Promotion Committee	Chairman
6.	Annual Report	Commission
7.	Library	One Member & Chairman
8.	Publications except Secrecy Work	One Member & Chairman

EXAMINATION BRANCH

Sl. No.	Functions	Allocation
1.	Examination Rules including scheme of examination and syllabus	Commission
2.	Creation of new centers and physical arrangements	Commission
3.	Appeals from candidates whose application are rejected	Commission
4.	Any new decision or changing the existing policy of conduct of examination	Commission

CONFIDENTIAL WORK

Sl. No.	Functions	Allocation
1.	Appointment of Examiners & Moderators	Chairman
2.	Selection & Printing of question papers	Chairman
3.	Scrutiny of Application	Commission
4.	Approval of competitive written examination / screening test result	Commission

EXAMINATION REFORMS

Sl. No.	Functions	Allocation
1.	Selection of item writers, paper setters and moderation	Chairman
2.	Selection and printing of question paper	Chairman
3.	Preparation of guidelines, manuals etc.	Commission
4.	Scoring & Scaling/ moderation	Commission

RECRUITMENT RULES, ADVERTISEMENT, INTERVIEW & DECLARATION OF FINAL RESULTS:

Sl. No.	Functions	Allocation
1.	Recruitment Rules	Commission
2.	Scrutiny of applications	Commission
3.	Drawing up of interview programme and formation of interview board and selection of experts.	Chairman
4.	Presiding over the Interview Board	Chairman or Member nominated by the Chairman.
5.	Determination of criterion for short listing	Commission
6.	Operation of main & Supplementary list	Chairman
7.	Disciplinary cases relating to candidates	Commission
8.	Approval of final result	Commission



GENERAL AND COORDINATION SECTION

SR. No.	Functions	Allocation.
1.	Departmental Promotion Committee for appointment by deputation, transfer and re-employment cases.	Chairman or any Member nominated by him.

HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION

No.3-8/86-PSC-Vol-II. Dated Shimla-171002, the 16-07-2007

OFFICE ORDER


The Commission have decided to substitute the word " screening test" appearing in thirteenth line of Chapter-V, in Item No. (ii) of the Rules of Business of the Himachal Pradesh Public Service Commission, 2007 with the word "interview".

The above substitution will come into force with immediate effect.

Sd/-
CHAIRMAN
H.P. PUBLIC SERVICE COMMISSION.

Endst.No.3-8/86-PSC-Vol-II. Dated Shimla-171002, the 16-07-2007
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4. Research Officer, H.P. Public Service Commission.
5. Private Secretary to Chairman H.P. Public Service Commission.
6. Personal Assistant to Member H.P. Public Service Commission.


Secretary,
H.P. Public Service Commission.

Himachal Pradesh
Public Service Commission


No.3-8/86-PSC-Vol-II Dated; Shimla-171 002 the 11th February, 2010

OFFICE ORDER

The Commission have decided to substitute the following para with the existing Sub Rule XI of Rule 8 of Chapter-V of the Rules of Business of the Himachal Pradesh Public Service Commission, 2007:-

“ If a candidate does not join or refuses to join the post on the basis of the recommendation of the Commission, after cancellation of the offer of appointment or on vacation of post due to death, resignation etc. of a candidate recommended by the Commission, the replacement will be given by the Commission at its discretion if the demand is received within a period of one year from the date of issue of recommendation of the Commission provided that no fresh requisition has been received for the same post in the intervening period.”


The above substitution will come into force with immediate effect.


(P.S. Draik)
Secretary

H.P. Public Service Commission

Endst.No.3-8/86-PSC-Vol-II. Dated Shimla-171002, the 11-02-2010.
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4. Private Secretary to The Chairman H.P. Public Service Commission.
5. The Personal Assistants to Members of H.P. Public Service Commission.


(P.S. Draik)
Secretary,

H.P. Public Service Commission

Himachal Pradesh
Public Service Commission

No.3-8/86-PSC-Vol-II Dated; Shimla-171 002 the 16th September, 2010

OFFICE ORDER

The Commission have decided to add the following paras below the existing Sub Rule (ii) SCREENING TEST and above the Sub Rule (iii) INTERVIEW of Rule 8 of Chapter-V of the Rules of Business of the Himachal Pradesh Public Service Commission, 2007 and will be read as under:-

(ii)A. Where there are two correct options instead of one correct answer out of four options, all those candidates will be awarded marks who have encoded any one of the correct options out of two correct options in case of objective type multiple choices examination conducted by the Commission.

(ii)B. The marks obtained by the candidates in the paper where the questions are to be scrapped/ deleted should be proportionately increased. However, the marks of cancelled/ scrapped questions should be awarded in proportion of the marks obtained by the candidate in particular subject. For example in case two questions are to be scrapped in a particular subject/ paper and the candidate gets 90 marks out of 120, the marks should be awarded as per following formula:-

$$\frac{90}{118} \times 120 = 91.52 = \text{i.e. } 92$$

In case of fraction less than .5 must be ignored and if the fraction is .5 or more, the same may be treated as 01 (one mark)"

These provisions will be applicable to multiple choice objective type HPAS/HPJS/HPFS (Preliminary) examinations and screening tests.

The above addendum will come into force with effect from 08-09-2010.

(P.S. Draik)
Secretary

H.P. Public Service Commission

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5. The Personal Assistants to Members of H.P. Public Service Commission.

(P.S. Draik)
Secretary,

H.P. Public Service Commission