

PERSONNEL DEPARTMENT (AP-III)

NOTIFICATION

Shimla-2, the 29th September, 2017

(Published on 11th October, 2017)

No.Per(AP)-C-A(3)-2/2017:- In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor of Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the following rules in respect of examination and recruitment to the Himachal Pradesh Subordinate Allied Services / Posts (Class-III, Non-Gazetted) born on various departments of the State Government, namely:-

1. (1) These rules may be called the Himachal Pradesh Subordinate Allied Services / Posts (Class-III, Non-Gazetted) Examination Rules, 2017.
- (2) These rules shall come into force from the date of their publication in the Rajpatra (e Gazette), Himachal Pradesh.
2. Definitions:- In these rules, unless the context otherwise requires,-
 - (a) "Appendix" means appendix appended to these rules;
 - (b) "Commission" means Himachal Pradesh Public Service Commission;
 - (c) "Examination" means examination conducted by the Himachal Pradesh Public Service Commission;
 - (d) "Government" means Government of Himachal Pradesh;
 - (e) "Governor" means Governor of Himachal Pradesh;
 - (f) "Other Backward Classes" means the Other Backward Classes of citizens as specified by the State Government from time to time;
 - (g) "Scheduled Castes" means any caste, race or tribe or part of or group within the caste, race or tribes specified as Scheduled Castes with respect to the State of Himachal Pradesh under article 341 of the Constitution of India;
 - (h) "Scheduled Tribes" means any tribe, tribal community or part of or group within a tribe, tribal community specified as Scheduled Tribes with respect to the State of Himachal Pradesh under article 342 of the Constitution of India; and
 - (i) "State" means State of Himachal Pradesh.
3. (1) A combined competitive examination for recruitment to the following services / posts will be conducted by the Commission:-

1. Inspector (Excise & Taxation);
2. Inspector (Civil Supplies);
3. Inspector (Panchayat);
4. Inspector (Co-operative);
5. Extension Officer (Industries);
6. Election Kanungo; and
7. Mukhiya Sevikas.

Provided that the Government, in consultation with the Himachal Pradesh Public Service Commission, may add any other category(s) of services / posts or delete any of the above services / posts as considered necessary from time to time.

- (2) The combined competitive examination shall consist of two successive stages as under:-
 - (a) Preliminary Examination - For selection of candidates for the Main Examination, an objective type preliminary examination shall be conducted by the Commission. The scheme of examination and syllabi shall be as provided under Appendix-I.
 - (b) Main Examination (written and evaluation) - For final selection of candidates for the various services and posts main examination (written and evaluation) shall be conducted by the Commission. The scheme of examination and syllabi shall be as specified in Appendix II. No candidate would be considered to have qualified the written test unless he obtains 40% marks in aggregate in all papers and atleast 35% marks in each paper. The evaluation shall be based on the parameters as specified in Appendix-III appended to these rules.
 - (c) Examination Fees shall be payable as specified by the Commission in the advertisement of the posts.
4. (1) The candidates obtaining minimum marks in the preliminary examination, as decided by the Commission, shall be listed in the order of merit according to marks obtained by them. Out of these candidates at the most as many as equal to twenty times the total number of vacancies under various categories besides including those, if any, who obtained equal number of marks will be deemed to qualify for the Main Examination and the result of the Preliminary Examination shall be declared accordingly. The list of candidates belonging to Scheduled

Castes, Scheduled Tribes, Other Backward Classes, Ex-serviceman, Differently Abled, Wards of Freedom Fighters and IRDP / BPL qualifying for the Main Examination, shall be prepared separately and their results declared accordingly. Preliminary Examination will serve only as a screening test for selecting candidates for the Main Examination and the marks obtained in this examination will not be considered at the time of the final selection of the candidates.

- (2) (a) After the evaluation based on the parameters as specified in Appendix-III to these rules, the candidates will be listed by the Commission in the order of merit, according to the aggregate of marks obtained by them in the Written Test and the evaluation taken together. In the event of tie, order of merit shall be determined in accordance with highest marks secured in the evaluation and if the marks in evaluation of the candidates are also equal, then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the aggregate of the written examination and in case the marks in aggregate of written examination tie, then candidate who is senior in age will be placed above the candidate junior in age. While recommending a candidate for a particular service, due consideration will be given to the preference, (if any), expressed by him / her in the preference sheet, at the time of submission of Application Form in response to the advertisement for the posts under these rules, subject to the following conditions:-
- (i) Preference list for the posts advertised under these rules, as mentioned in the Application Form shall be filled in / indicated by the candidate at the time of submission of application form for the main examination and the candidate will be selected in the order of merit according to the order of preference list. Once the preference list has been submitted, no change / amendment therein shall be permitted and no representation will be considered in this regard.
 - (ii) The candidates will be considered for selection only for those posts and in the order as indicated by him / her in the preference list. They will not be considered for any post not mentioned by them in the preference list, irrespective of the fact that in the order of merit they are eligible for selection to those posts.
 - (iii) If a candidate has not submitted the preference list duly filled in, to the Commission, or has submitted the preference list without his / her signature or has not expressed any choice / preference whatsoever in the preference list, will be considered for all posts in the order in which these have been listed in the advertisement.
- (b) Merit list for each post in the case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen,

Differently Abled, Wards of Freedom Fighters and IRDP / BPL, will be similarly prepared separately, to the extent of vacancies reserved for them. The result of the candidate will be declared under the category mentioned by him / her in the application form. If a candidate belonging to Scheduled Castes, Scheduled Tribes or Other Backward Classes, by virtue of his aggregate marks, finds a place in the general list; he / she shall be shown in the general list; provided that relaxation in the age limit, experience, qualification, zone of consideration larger than what is provided for general category candidates is not applied in his / her case. Such reserved category candidates shall be counted against unreserved posts only if they secure merit in all respects like a candidate of a general category, without any relaxation in the age limit, experience, qualification, zone of consideration (cut off qualifying marks) larger than what is provided for general category candidates. Such adjustment will be made only at the time of declaring the final selection results and not at the time of preliminary / main examination. The Scheduled Castes, Scheduled Tribes or Other Backward Classes candidates who qualify the preliminary examination by applying relaxed standard and by virtue of his aggregate marks finds a place in the general list, shall not be considered against general / un-reserved vacancy. Ex-Servicemen, Differently Abled, wards of freedom fighters and IRDP / BPL candidates will be selected only for such posts, under the class, as has been shown reserved for them in the advertisement irrespective of their merit.

5. On receiving the recommendations of the Commission, the Government shall make such enquiries about the candidates, as it may deem fit, in order to ensure that they are suitable in all respects for appointment to the posts concerned. The Government reserves the right to offer / decline appointment to the candidates.

6. Eligibility Conditions:-

(1) Nationality - The candidate must be a citizen of India.

(2) Minimum educational qualification - A candidate must hold a bachelor degree of any of the universities incorporated by an Act of the Central or State Legislature in India or other Educational Institutions established by an Act of Parliament or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956 or possesses an equivalent qualification.

Note:- Candidates possessing professional and technical qualifications, which are recognized by the State Government as equivalent to professional or technical degree, would also be eligible for admission to the examination.

(3) Age - A Candidate must have attained the age of 18 (eighteen) years and must not have attained the age of 45 (forty five) years on the first of January in which the post(s) are advertised for inviting applications:

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis:

Provided further that if a candidate appointed on adhoc basis or on contract basis had become over-age on the date he / she was appointed as such he / she shall not be eligible for any relaxation in the prescribed age limit by virtue of his / her such adhoc or contract appointment:

Provided further the upper age limit is relaxable for Scheduled Castes, Scheduled Tribes, Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servants before absorption in the Public Sector Corporations / autonomous bodies at the time of initial constitutions of such Corporations / Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government Servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations / Autonomous Bodies who are / were subsequently appointed by such Corporations / autonomous Bodies and who are / were finally absorbed in the service of such Corporations / autonomous Bodies after initial constitution of the Public Sector Corporations / Autonomous Bodies.

7. Save as provided in rule 6 (3), the age limits prescribed shall in no case be relaxed. The Commission shall accept only such date of birth as is recorded in the matriculation or secondary school examination certificate or certificate of an examination treated equivalent thereto. High School / Higher Secondary Certificate / Mark sheet, clearly mentioning the date of birth, must be attached with the application form of the Main Examination, failing which the application form shall be rejected. No other document relating to age such as horoscope, affidavit, birth-related extracts from Municipal Corporation service records and the like, shall be accepted. Once a date of birth has been recorded in the application form, request for any change therein shall not be considered under any circumstances and all such representations will be rejected. The application may be rejected on finding any dissimilarity between the information provided in the application form of the Preliminary Examination and that of the Main Examination.
8. If a person, having a spouse living has entered into or contracted a marriage with any person or entered into or contracted a marriage with a person having spouse living, shall not be eligible for appointment to the service / post:

Provided that the Government may, if satisfied that such marriage is permissible under Personal Law applicable to such person and the other party to

the marriage and there are other legal grounds for so doing, exempt any person from the operation of this rule.

9. Success in the examination confers no right to the appointment unless the government is satisfied after such inquiry as may be deemed necessary that the candidate is suitable in all respects for appointment to the service.
10. The decision of the Commission as to the eligibility of a candidate for admission to the examination or other matters shall be final. No representation or correspondence shall be entertained on this point. The admission to the preliminary examination shall be provisional. If on verification at any stage of selection, it is found that a candidate does not fulfill all the eligibility conditions, or gives false / erroneous information, his candidature shall be cancelled. If any of his claims is found to be incorrect, he may render himself liable to disciplinary action by the Commission in terms of rule 14 of these rule.

The mere fact that an admission card / letter to the examination has been issued to a candidate, shall not imply that his candidature has been finally / irrevocably accepted by the Commission, or that the entries made by the candidate in his application form for the preliminary examination have been accepted by the Commission as true and correct. Preliminary examination is just a screening test, hence the Commission doesn't ask for any certificate to accompany the application form for the preliminary examination and eligibility for the examination is not inquired into at that stage. Accordingly applicants shall be admitted to the preliminary examination without exception, but a close scrutiny of the application forms of the Main Examination will be done at the time of preparing the results of the Main Examination, that is, at the time of determining the eligibility of the candidates for interview. Application forms with which required certificates are not enclosed shall be rejected. Therefore, the candidates shall thoroughly ensure before applying, that they fulfill the requirements / conditions laid down in the advertisement.

11. No candidate shall be admitted either to preliminary examination or Main Examination unless he / she holds an admission card issued by the Commission. If any error is observed in the admission card, it shall be the liability of the candidate to immediately contact the Commission's office for correction thereof.
12. Application form, filled partially / erroneously / found with over writing / not signed at desired spaces / having missing self signed desired number of photographs or found without appropriate Bank Draft of requisite amount, shall be rejected.
13. (1) The candidates claiming any relaxation in age or any other concession shall attach, with their application forms for the Main Examination, a photocopy of the appropriate certificate issued by the competent authority. A permanent caste certificate relating to Scheduled Castes, Scheduled Tribes or Other Backward Classes, issued by a Sub-Divisional Officer (Civil), who is authorized by the

Government of Himachal Pradesh to issue caste certificate, shall be attached with the application form. In case of married women, the caste certificate issued on the basis of the caste of their father alone will be accepted. If a candidate fails to produce permanent certificate of caste and other certificates, with the application form which are subject to further verification by the Commission as well as appointing authority, his candidature shall be rejected for which the candidate himself shall be responsible. In the absence of the required certificate(s), claim to any relaxation / concession shall not be considered.

- (2) Ex-Serviceman candidate shall produce the discharge certificate alongwith the application form at the time of main examination.

14. A candidate who has been found by the Commission to be guilty of;

- (1) obtaining support for his candidature whether in the written examination or interview by any means, or
- (2) impersonating, or
- (3) procuring impersonation by any person, or
- (4) submitting fabricated documents or documents which have been tampered with, or
- (5) making statements which are incorrect or false or suppressing therein material information at any stage of selection, or
- (6) resorting to any other irregular or improper means for obtaining admission to the examination, or
- (7) using or attempting to use unfair means in the examination hall, or
- (8) harassing, threatening or causing physical injury to the staff engaged in the conduct of examination, or
- (9) violating any of the instructions given to the candidates in their admission card or other directives including oral instructions given by the centre supervisor or other staff engaged in the conduct of examination, or
- (10) misbehaving in any other manner in the examination hall or in the interview, may, in addition to rendering himself / herself liable to criminal prosecution, be liable ;
 - (a) to be disqualified by the Commission from the examination for which he is a candidate, and / or
 - (b) to be debarred either permanently or for a specified period-

- (i) by the Commission from an examination held or a selection made by it;
 - (ii) by the State Government from employment under it; and
- (c) if he is already in service under the government, to a disciplinary action under appropriate rules; 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 may wish to make in that behalf, and
 - (ii) taking the representation, if any, submitted by the candidate within the period allowed to him, into consideration.
- 15. The application forms for Main Examination received after the prescribed date shall not be considered. The Commission shall not be responsible in the event of forms getting late, mutilated or lost during postal / courier services. Only one application form will be accepted in one envelope. Every such application form received in Commission's office, either at the counter or by post, shall be acknowledged and a registration number shall be issued to the candidate as token of the receipt of application form. The fact that the application registration number has been issued to the candidate shall not ipso facto mean that application is complete in all respects and has been accepted by the Commission. No correspondence or representation will be entertained in respect of late receipt of application form. The decision of the Commission as to eligibility or otherwise of a candidate for admission to the examination shall be final.
- 16. The Commission reserves the right to allocate the centre, for examination to the candidate, keeping in view the preference recorded in the application form. It is not necessary and binding for the Commission, to allocate the desired examination centre to candidate. Examination centres are allocated by the Commission, keeping in view the capacity of examination centres and administrative convenience. No application for change of centre or any other entry in the application form shall be entertained.
- 17. If a candidate wants to receive any communication from the Commission on an address different from the one given in his application form, such a change in address shall be communicated to the Commission at the earliest, alongwith two self-addressed sufficiently stamped envelopes of 11.5 cm x 27.5 cm size, in which he shall note down his registration number and the name of the examination. The Commission shall make every effort to take account of such change.
- 18. The Commission shall not supply mark sheets in respect of preliminary examination as it is only a screening test. As such, no correspondence shall be entertained in this connection. The marks of the candidates who appeared in the Preliminary and Main Examinations shall be uploaded on the website of the Commission after the publication

of the final selection results. There shall be no provision for revaluation of the examinations conducted by the commission.

19. Unemployed candidates of reserved categories (Scheduled Caste and Scheduled Tribe) domiciled in Himachal Pradesh / Differently Abled Persons, presenting themselves on the day of verification of the documents in the Commission, will be paid travelling expenses by the office of the Commission from their place of residence and back on production of necessary documents in support of their claims.

Various concessions given in the advertisement, for the candidates of Scheduled Castes, Scheduled Tribes and Other Backward Classes shall be applicable only to those who are domiciled in Himachal Pradesh and belong to Scheduled Castes and Scheduled Tribes notified as such by the Government of Himachal Pradesh and to Other Backward Classes recognized by the Himachal Pradesh Government. Scheduled Caste, Scheduled Tribe and O.B.C. candidates of other States will be considered as belonging to unreserved category. Reservation, relaxation in age limit and other benefits will not be allowed to the candidates belonging to the 'creamy layer' of the Other Backward Classes recognized by the Government of Himachal Pradesh.

20. The candidates finally selected for a particular service will have to undergo such training and pass such departmental examination as may be prescribed by the Government. They will be required to serve at any place in Himachal Pradesh and shall take immediately an appointment when offered.
21. If any question arises, relating to the interpretation of these rules, the same shall be decided by the Government in consultation with the Commission.
22. The Himachal Pradesh Subordinate Allied Services / Posts (Class-II / III, Non-Gazetted) Examination Rules, 2016 in force immediately before the commencement of these rules are hereby repealed in respect of matters covered by these rules.

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

By order,
Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh

Standard / Syllabus of Preliminary Examination

The recruiting Agency shall limit / shortlist the number of eligible candidates to be called for written examination by subjecting them to a screening test (objective Type) of three hours duration. In the objective type screening test there shall be 200 multiple choice questions of one mark each on the basis of the syllabus specified hereunder. The marks obtained by the candidates who are declared qualified for admission to written examination will not be counted for determination of their final order of merit. The number of candidates to be admitted to the written examination will be 20 (Twenty) times the total approximate number of vacancies to be filled.

1. History, geography and socio economic development of Himachal Pradesh. 60 Marks
2. Knowledge of current events of the national international importance and such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. 60 Marks
3. Modern History (From 1857 onwards) of India, Indian Culture, Indian Polity, Indian Economy, Geography of India, Disaster Management, Environment and Gender issues and teachings of Mahatma Gandhi. 80 Marks

Note:- There will be negative marking for incorrect answers (as detailed below) for all questions:

- (a) There are four alternatives for the answers to every question. 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 wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question.
- (c) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

Standard / Syllabus of Main Examination

1. Paper –I English (Conventional -03 Hours)

Candidates will be required to answer questions designed to test their understanding of English and workmen like use of words. Some of the questions will be devised to test also their reasoning power, their capacity to perceive implications their ability to distinguish between the important and the less important and to write an essay. Passage will usually be set for summary or précis. Credit will be given for concise and effective expression.

Maximum Marks-150

2. Paper –II Hindi (Conventional (03 Hours)

(i) Translation of an English passage into Hindi.

(ii) Explanation of Hindi passage in Prose and Poetry in same language.

(iii) Composition (Essay, Idioms, correction etc.)

Maximum Marks-150

3. Paper-III (General Knowledge (03 Hours)

History, geography and socio economic development of Himachal Pradesh. Knowledge of current events of National and International importance and of such matter of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will also include questions on Modern History (From 1857 onwards) of India, Indian Culture, Indian Polity, India Economy and Geography of India of such nature as candidates should be able to answer without special study and questions on the teachings of Mahatma Gandhi.

Maximum Marks-200

4. Evaluation: The evaluation of candidate shall be based on the parameters as specified in Appendix-III to these rules.

APPENDIX – III

1	<u>WRITTEN EXAMINATION</u> (Percentage of marks obtained in written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.5 marks)	85 Marks
2	Evaluation of candidate to be made in the following manner:-	15 Marks
i)	Weightage for the minimum educational qualification prescribed in the Recruitment & Promotion Rules (Percentage of marks obtained in the educational qualification would be multiplied by 0.025. For example, an individual has secured 50% marks in the required educational qualification, he / she will be allowed 1.25 Marks (50 x 0.025 = 1.25))	2.5 Marks
ii)	Belonging to notified Backward Area or Panchayat, as the case may be.	01 Mark
iii)	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01 Mark
iv)	Non-employment Certificate to the effect that none of the family members is in Government / Semi Government service	01 Mark
v)	Differently abled persons with more than 40% impairment / disability / infirmity	01 Mark
vi)	NSS (atleast one year) / certificate holders in NCC / The Bharat Scout and Guide / Medal winner in National level sports competitions	01 Mark
vii)	BPL family having annual income (from all sources) below ₹40,000/- or as prescribed by the Government from time to time	02 Marks
viii)	Widow / divorced / destitute / single woman	01 Mark
ix)	Single daughter / Orphan	01 Mark
x)	Training of atleast 6 months duration related to the post applied for from a recognized University / Institution	01 Mark
xi)	Experience upto a maximum of 5 years in Government / Semi Government Organization relating to the post applied for (0.5 Marks only for each completed year)	2.5 Marks

As per Department of Personnel letter No.Per(AP-B)B(15)5/2014-Loose-I dated : 18/07/2017 the following shall be the authorities competent to issue certificates to be considered for the purpose of evaluation:-

1	Backward Area / Panchayat, Landless family / family having less than 1 ha land, non-employment / income certificate etc.	SDO (C) / Tehsildar / Naib Tehsildar
2	BPL / widow / divorced / destitute / single woman: single daughter / orphan etc.	BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate)
3	Differently abled person	Health & Family Welfare authorities / Medical Boards
4	NCC / NSS / Scouts & Guides	Head of concerned Institution
5	Medal winners in national level sports competitions	Concerned District Youth Services and Sports Officer / Head of Institution
