

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Advertisement No. 6/2018

Dated: 07th March, 2018

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATIONS (ORA*) THROUGH ORA WEBSITE IS UPTO 26th March, 2018 till 11:59 P.M. after which the link will be disabled.

(*: by using the website www.hppsc.hp.gov.in/hppsc)

ONLINE APPLICATIONS ARE INVITED FROM DESIROUS AND ELIGIBLE CANDIDATES, FOR RECRUITMENT TO THE POST(S) OF PEON (CLASS-IV) IN H. P. PUBLIC SERVICE COMMISSION.

| Name of Post | Number of Posts |
|---|--|
| Peon (Class-IV) (on contract basis) | Total =02 (UR-1, OBC=1) |
| Pay Scale Rs. 4900-10680 +Rs. 1300 G.P. | Rs. 7175/-(contractual amount) per month |

IMPORTANT INSTRUCTIONS:-

1. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of online recruitment applications (ORA), i.e. 26th March , 2018.
2. The candidates must read the INSTRUCTIONS CAREFULLY FOR APPLYING ONLINE, which are available on the website of the Commission, i.e. www.hppsc.hp.gov.in/hppsc ; before filling up Online Recruitment Application Forms (ORA) for the above post.
3. The candidates must ensure their eligibility in respect of category, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection at any later stage.
4. Online Recruitment Application Forms submitted incomplete, without scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
5. The benefit of reservation will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh.
6. The candidates must be registered with employment exchange in Himachal Pradesh.
7. In service candidates may apply to the Commission with information to their Head of Departments/ Employer for issuing NOC. No in service candidate will be evaluated unless he/she brings NOC from the concerned employer.
8. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

ELIGIBILITY CONDITIONS

| | | |
|----|-----|---|
| 1. | AGE | Between 18 years and 45 years. Clarification:- a. Age of a candidate shall be reckoned as on 01-01-2018. b. Five years relaxation in upper age limit is admissible only to the bonafide SC of H.P. / ST of H.P. / OBC of H.P. /WFF of H.P. / Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and Ex-Servicemen of H.P.; age relaxation is as per Government's instructions issued from time to time. |
|----|-----|---|

| | | |
|-----------|--|---|
| 2. | <u>Essential Qualification(s)</u> | <p>(a) Essential Qualification(s) Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/Institution.</p> <p>(b) Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p> |
|-----------|--|---|

NOTE :

- **The decision of the Commission regarding eligibility etc. of a candidate for selection will be final and no correspondence / personal enquiries will be entertained.**
- **Onus of proving that a candidate has acquired essential qualification(s) by the stipulated date is on the candidate and in the 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 date of acquiring essential qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of evaluation.**

HOW TO APPLY:-

The Candidates must apply online through the website www.hppsc.hp.gov.in/hppsc. Applications received through any other mode would not be accepted and would be summarily rejected. Detailed instructions for filling up Online Recruitment Application are available on the above mentioned website.

NOTE:- Those who are having only Matriculation qualification are advised to fill the form as under:

Educational Qualification

| E. Q. | Board/University | Subject | %ag | Year |
|------------------------------|-------------------------|----------------|------------|-------------|
| Matric | Actual | Actual | Actual | Actual |
| 10+2 | NA | NA | 99 | 2018 |
| Graduation or its Equivalent | NA | NA | 99 | 2018 |

3. EXAMINATION FEES:- NO EXAMINATION FEE.

FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

In case of any guidance/information/clarification regarding their online recruitment applications, candidature etc.; candidates can contact HPPSC's Reception Counter in person or on following Telephone Numbers:

Toll Free **1800 180 8004**
Reception: **0177-2624313 & 2629739** (all queries related to advertisement, posts etc.)

Computer Cell: **0177- 2629738** (all queries related to submission of online recruitment applications)

(All queries will be attended on working days between 10:00 AM to 5:00 PM.)

SCHEME OF EXAMINATION

In view of Government of Himachal Pradesh Department of Personnel Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 for Class-IV posts the selection shall be made on the basis of percentage of Marks obtained in qualifying examination to be calculated out of 85. For example, a candidate getting 50% marks in Matric will be given 42.5 marks followed by evaluation, based on the following parameters:

CRITERIA OF EVALUATION FOR 100 MARKS FOR VARIOUS CLASS-IV POSTS

| Sr. No. | Detail of Criteria of 100 marks | Marks | Competent authority to issue the certificates * |
|---------|---|--------------------|---|
| i | Percentage of marks obtained in qualifying examination to be calculated out of 85. (For example, a candidate getting 50% marks in matric will be given 42.5 marks.) | 85 (EightyFive) | Concerned University/ Board |
| ii | Belonging to notified Backward Area or Panchayat, as the case may be. | 1 (one) | Concerned SDO(C), Tehsildar/ NaibTehsildar |
| iii | Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority. | 2(two) | Concerned SDO(C), Tehsildar/ NaibTehsildar |
| iv | Non-employment Certificate to the effect that none of the family members is in Government/Semi Government. | 2.5(Two & half) | Concerned SDO(C), Tehsildar/ NaibTehsildar |
| v | Differently abled persons with more than 40% permanent impairment / disability / infirmity . | 1(one) | Health&Family Welfare authorities /Medical Boards |
| | NSS (atleast one year) certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions. | 1(one) | Concerned Head of Institution. Certificate of medal winners in National level sports competitions shall be issued by concerned District Youth Services and Sports Officer/ Head of Institution. |
| vii | BPL family having family annual income (from all sources) below Rs. 40,000 /- or as prescribed by the Govt. from time to time. | 2.5(Two& half) | Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. |
| viii | Widow /divorced/destitute /single woman. | 1.5(One& half) | Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. |
| ix | Single daughter/Orphan. | 1(one) | Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. |
| x | Experience up to a maximum of 5 years in Govt./ semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year). | 2.5 (Two & half) | Competent authority of the concerned Govt./ semi Govt. organization. |

* **Note**:- For item no. (ii) to (ix) the authority competent to issue certificate is as per letter No. Per (AP-B) B(15)5/2014-loose-I dated 18-07-2017 issued by ACS (Personnel) to the Govt. of H.P.

ADMISSION/ REJECTION:-

All candidates will have to submit a printout/hard copy of online recruitment application (ORA) along with **EVALUATION FORM** appended below duly filled & signed and attested/ self attested copies of **relevant certificates/documents** in the office of H.P. Public Service Commission in support of their eligibility on or before the closing date of Online Recruitment Application. The requisite documents submitted by the candidates, will be scrutinized and a list of proposed rejected candidates, if any, will be uploaded on the website of the Commission for information of all concerned. Concerned candidates will also be informed through e-mail and SMS. No separate intimation in this regard will be sent by post.

Seven day's time will be given to file representation(s) along with supporting documents against the proposed rejections, if any, from the date of uploading the list of rejected candidates on the website of the Commission failing which no representation will be entertained thereafter.

Candidates are advised to visit the Commission's website from time to time for updates in their own interest.

e- Admission Certificate(s):-

Admission Certificate(s) will not be sent by post and provisionally admitted candidates will have to download their respective e-Admission Certificate alongwith instructions for the concerned post(s) from the official website of the Commission. Therefore, the candidates are advised to remember their User ID(s) and password(s) to log in to download their e-Admission Certificate(s). The provisionally admitted candidates will have to paste a passport size photograph duly attested by a Gazetted Officer on the space provided on the downloaded e-Admission Certificate(s), failing which he/she will not be evaluated, in any condition/ circumstances, whatsoever.

Note: Original certificates will have to be produced at the time of Evaluation. If any of their claims is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission.

- ✓ The false/fake claims or any information given by the candidate(s) will be viewed seriously and he/she will be debarred for recruitment to any post to be advertised either by H.P. Public Service Commission or any other recruiting agency of H.P. State Government for a period of three years from the date of submission of Online Recruitment Application(s) by such candidate(s).
- ✓ The detailed particulars of such candidates will be uploaded on the website of the Commission to black list such debarred candidates to make it easily available to other recruiting agencies.

CATEGORY CLAIMS:-

The category once claimed by the candidate(s) will not be allowed to be changed after the evaluation.

The O.B.C. of Himachal Pradesh must possess such certificate(s) in support of their claims made in the Online Recruitment Application(s) (ORA), while applying for these posts / services. **The benefit of reservation will be admissible on parental basis only.** All the candidates belonging to reserved categories are also required to go through the relevant instructions issued from time to time by the Government of Himachal Pradesh, in order to ensure that they are eligible under a particular category.

1. OBC of H.P. (OTHER BACKWARD CLASSES OF HIMACHAL PRADESH):-

Candidates belonging to OBC of H.P. category must produce OBC certificate on the prescribed format valid till the relevant term of the Financial Year (1st April to 31st March) as notified by the Government of Himachal Pradesh (in the Department of Revenue) in Rajpatra dated 09th January, 2012. Candidates must have valid OBC Certificates covering the entire period from last date of submission of online applications till date of evaluation along with an undertaking that his/her status as OBC has not changed and he/she has not been excluded from the category of O.B.C. of H.P. on account of being covered under creamy layer.

OTHER CONDITIONS:-

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in regular Government service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for a particular post. In case, a communication is received from their employer by the Commission withholding permission to any candidate applying for said post his/her application(s) will be liable to be rejected.
2. Casual/ adhoc / daily rated/ work charged/contractual employees do not need to produce NOC from the concerned employer.
3. In Government service (regular service) candidates may apply to the Commission with information to their Head of Departments / Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be evaluated unless he/she produces NOC from the concerned employer.
4. Furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application; comes to the notice at any time during the service of a person, his/her service would be liable to be terminated.
5. The applicant shall upload his/her latest photograph in the space provided in the application form. He/she is also required to paste a similar photograph on the Identity Card portion of his/her e-Admission Letter, which will be downloaded by the candidates from the website of the Commission to attend evaluation process.
6. **The desirous candidate must be registered with the employment exchange in Himachal Pradesh.**
7. The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions to attend evaluation process. Their admission for Evaluation will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or during evaluation process, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission.
8. Candidate who is or has been declared by the Commission to be guilty of:-
 - (a) Obtaining support for his/her candidature by the following means, namely:-
 - offering illegal gratification to, or
 - applying pressure on, or
 - blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
 - (b) impersonating, or
 - (c) procuring impersonation by any person, or
 - (d) submitting fabricated documents or documents which have been tampered with, or
 - (e) making statements which are incorrect or false or suppressing material information, or

- (f) harassing or doing bodily harm to the staff employed by the Commission for the conduct of evaluation process, or
- (g) attempting to commit or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable to be disqualified by the Commission from the examination for which he/she is a candidate and/or
- (h) to be debarred either permanently or for specified period:-
- by the Commission from any examination or selection held by them.
 - by the Central/State Government from any employment under them, and
- (i) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after:-
- giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
 - taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

DISQUALIFICATIONS FOR ADMISSION TO EVALUATION PROCESS:

No candidate will be eligible for admission to the evaluation process:-

- a) If he/ she has been dismissed from any previous service;
- b) If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred / disqualified from appearing in any examination or selection;
- c) If he / she is found either directly or indirectly influencing the selection process in any manner;
- d) If a male candidate who has more than one living wife and if a female candidate, who has married a man already having another wife; or
- e) If he / she is an un-discharged insolvent.

Sd/-
(SanjeevPathania),I.A.S.
Secretary,
H.P. Public Service Commission
Ph. No-0177-2623786

EVALUATION FORM
HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

CRITERIA OF EVALUATION FOR 100 MARKS FOR THE POST OF PEON (CLASS-IV) (TO BE FILLED BY CANDIDATE)

| Sr. No. | Detail of Criteria of 100 marks | Marks | Marks Claimed by the candidate |
|--------------|--|---------------------|--------------------------------|
| i | Percentage of marks obtained in qualifying examination to be calculated out of 85.(For example , a candidate getting 50% marks in matric will be given 42.5 marks.) | 85 (EightyFive) | |
| ii | Belonging to notified Backward Area or Panchayat, as the case may be. | 1 (one) | |
| iii | Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority. | 2(two) | |
| iv | Non-employment Certificate to the effect that none of the family members is in Government/Semi Government. | 2.5(Two & half) | |
| v | Differently abled persons with more than 40% impairment / disability / infirmity | 1(one) | |
| vi | NSS (atleast one year) certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions. | 1(one) | |
| vii | BPL family having family annual income (from all sources) below Rs. 40,000 /- or as prescribed by the Govt. from time to time. | 2.5(Two& half) | |
| viii | Widow /divorced/destitute /single woman. | 1.5(One& half) | |
| ix | Single daughter/Orphan. | 1(one) | |
| x | Experience up to a maximum of 5 years in Govt./ semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year). | 2.5 (Two & half) | |
| TOTAL | | 100(Hundred) | |

Note:- Wherever marks are claimed, candidate is required to attach attested/ self-attested copy of marks sheet/certificate and to show the original to HPPSC when called to do so.

Encls:

- | | |
|---------|---------|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |

Signature of the Candidate

Name _____

Address _____