

## Himachal Pradesh Public Service Commission

Advertisement No. 1/ 2019

Dated: 03<sup>rd</sup> January, 2019

Online Recruitment Applications (ORA\*) are invited from desirous and eligible candidates for filling up of various Class-III and Class-IV posts in the office of H.P. Public Service Commission through ORA, which shall be available on the Commission's website <http://www.hppsc.hp.gov.in/hppsc> up to 23<sup>rd</sup> January, 2019 till 11:59 P.M. (IST), thereafter link will be disabled.

(\*by using official website [www.hp.gov.in/hppsc](http://www.hp.gov.in/hppsc)).

### **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. 23<sup>rd</sup> January, 2019.
2. The candidates must read instructions carefully, which are available on website of the Commission before filling up Online Recruitment Applications (ORA) for the post(s) concerned.
3. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned against concerned post in the advertisement to avoid rejection at later stage.
4. Incomplete Online Recruitment Applications submitted without requisite examination fee (except for the post of Peon), scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
5. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., B.P.L., Ex-Servicemen, WFF and Persons with disabilities (Loco motor Disabled / Visually Impaired/ Hearing Impaired) etc.
6. The reserved category candidates belonging to other States will be treated as GENERAL CATEGORY CANDIDATES and the benefit of reservation and fee concession will not be admissible to such candidates.
7. Number of post(s) is/ are tentative and may increase or decrease from time to time. However, any resultant vacancies arising upto 31<sup>st</sup> December, 2019, shall be filled up on the basis of this advertisement subject to availability of suitable candidate(s) for the concerned post(s).
8. In service (regular) candidates may apply to the Commission along with requisite fee with information to their Head of Departments/ Employer for issuing NOC. No in service (regular) candidate will be allowed to attend evaluation unless he / she brings NOC from the concerned employer.
9. Examination fees once paid will not be refunded.
10. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

11. The desirous candidate should be registered with the employment exchange in Himachal Pradesh.

**Detail of posts and eligibility conditions are as under:-**

**Item No. I:**

Name of the post	No. of post(s)
Senior Scale Stenographer, Class-III (Non-Gazetted) (on Contract basis)	02 posts (General)
Pay Scale: ₹ 10300-34800/- + ₹ 4400/- (G.P.) (Contractual emoluments will be paid to the contract appointee(s) as admissible)	
<b>Age:</b> 18 to 45 years.	
<b><u>Essential Qualification(s):</u></b>	
(i) Should possess a Bachelor's Degree or its equivalent from a University recognized by the H.P. Govt.	
(ii) Must possess the following speed in shorthand and typewriting in both the languages i.e. English and Hindi at the time of initial recruitment:-	
Speed in Shorthand	
<u>English</u>	<u>Hindi</u>
100 WPM	80 WPM
Speed in typewriting on Computers	
<u>English</u>	<u>Hindi</u>
40 WPM	30 WPM
(iii) Should have the knowledge of word processing in Computer as prescribed by the recruiting authority.	
<b>(b) <u>Desirable Qualification:</u></b>	
Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	

**Item No. II:**

Name of the post	No. of post(s)
Computer Operator, Class-III (Non-Gazetted) (Technical Services) (on Contract basis)	01 post (General)
Pay Scale: ₹ 10300-34800/- + ₹ 3200/- (Grade Pay). (Contractual emoluments will be paid to the contract appointee as admissible)	
<b>Age:</b> Between 18 and 45 years.	
<b><u>Essential Qualification(s):-</u></b>	
(i) Bachelor's Degree in Computer Application / Information Technology/ Computer Science or its equivalent from a recognized University or from an Institution duly recognized by the H.P. /Central Government.	
Or	
(ii) 03 Years Diploma Course in Computer Science/ Information Technology or its equivalent from a Polytechnic Institute duly recognized by the H.P./ Central Government.	

Or
(iii) Bachelor's Degree or its equivalent from a recognized University; and Diploma of at least one year duration in Computer Application / Computer Programming or its equivalent from a recognized University or from an Institute duly recognized by the H.P. / Central Government.
Or
“A” LEVEL Course from DOEACC Society.
<b><u>Desirable Qualification(s):-</u></b>
Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

**Item No. III:**

Name of the post	No. of posts
Clerk, Class-III (Non-Gazetted) (on Contract basis)	12 posts (General=07, General-BPL=01, SC=02 & OBC=02)
Pay Scale: ₹ 5910-20200/- + ₹ 1900/- (Grade Pay). (Contractual emoluments will be paid to the contract appointee(s) as admissible)	
<b>Age:</b> Between 18 and 45 years.	
<b>a) <u>Essential Qualification(s):</u></b>	
(i) Should possess 10+2 Examination or its equivalent from a recognized Board of School Education /University.	
(ii) Should possess a minimum speed of 30 words per minute in <u>English</u> typewriting or 25 words per minute in <u>Hindi</u> typewriting on Computer.	
(iii) Should have the knowledge of 'Word Processing' in Computer as prescribed by the Recruiting Authority.	
<b>(b) <u>Desirable Qualification(s):</u></b>	
Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh.	

**Item No. IV:**

Name of the post	No. of post(s)
Driver, Class-III ( Non-Gazetted) (on Contract basis)	01 post (OBC)
Pay Scale: ₹5910-20200/- + ₹ 2000/- (G.P.) (Contractual emoluments will be paid to the contract appointee as admissible)	
<b>Age:</b> Between 18 and 45 years.	
<b>a) <u>Essential Qualification(s):-</u></b>	
i) Should be a Matriculate or its equivalent from a recognized Board of School Education / Institution.	
ii) Must possess valid driving licence for the plying of heavy/ light vehicles in hilly terrain.	
<b>b) <u>Desirable Qualification(s):</u></b>	
Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh.	

**Item No. V:**

Name of the post	No. of post(s)
Peon, Class-IV (Non-Gazetted) (on Contract basis)	03 posts (General=01, General-BPL=01 & OBC=01)
Pay Scale: ₹ 4900-10680/- + ₹ 1300/- (G.P.) (Contractual emoluments will be paid to the contract appointee(s) as admissible)	
<b>Age:</b> Between 18 and 45 years.	
<p>a) <b><u>Essential Qualification(s):-</u></b> Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/Institution.</p> <p>b) <b><u>Desirable Qualification(s):-</u></b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	

**HOW TO APPLY:-**

**Detailed instructions for filling up Online Recruitment Applications (ORAs) are available on the above mentioned website.**

- a) Desirous/ eligible candidates must apply online through official website of the Commission. Applications received through any other mode will not be accepted and will be rejected straightway.

NOTE:- Those candidates, who have only Matriculation qualification, are advised to fill the online application(s) as under:

**Educational Qualification**

E.Q.	Board/University	Subject	Percentage	Year
Matric	Actual	Actual	Actual	Actual
10+2	N.A.	N.A.	99	2018
Graduation	N.A.	N.A.	99	2018

- b) The candidates, who wish to apply for more than one post, will have to apply separately for each post and will have to pay the requisite examination fees for each post in the prescribed manner except the post of Peon.

**EXAMINATION FEES:-**

**The detail of examination fees for respective categories is as under:-**

Sr. No.	Category	Exam Fees
1.	<b>General Category</b> {including Locomotor disabled, Hearing impaired / W.F.F. of H.P./ Ex-Servicemen of H.P. relieved from Defence Services on their own request before completion of normal tenure, General wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM of H.P. and candidates of other States (including reserved category candidates of other States)}	₹ 400/-

Sr. No.	Category	Exam Fees
2.	<b>BPL of H.P. (General-BPL/ SC-BPL/ ST-BPL/ OBC-BPL)</b>	<b>₹ 100/-</b>
3.	<b>S.C. of H.P. /S.T. of H.P. /O.B.C. of H.P.</b> {including S.C. / S.T. / O.B.C. Ex-Servicemen of H.P. relieved from Defence Services on their own request before completion of normal tenure and SC / ST/ OBC wards of Ex-SM of H.P., i.e. Dependent sons, daughters & wives of Ex-SM, SC-BPL/ ST-BPL/ OBC-BPL}.	<b>₹ 100/-</b>
4.	<b>Ex-Servicemen of H.P.</b> (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure) / Visually Impaired of H.P.	<b>No Fee</b>
<b>NOTE: There shall be no examination fees for ITEM No. V i.e. for those candidates who will apply for the post of Peon, Class-IV.</b>		

**MODE OF PAYMENT:-**

The candidates can pay requisite examination fee through ‘e-Payment Gateway’ option. The desirous & eligible candidates shall have to pay requisite examination fees online by debit / credit card or internet banking through “e-Payment Gateway”, as the case may be, on or before the prescribed closing date for submission of online applications through ORA. While making payment through “e-Payment Gateway” the candidate(s) shall pay the fixed amount through Debit or Credit Card only after accepting the ‘Terms and Conditions to apply online’. Fee once paid shall not be refunded.

**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, examination fees).**

**(All queries will be attended on working days between 10:00 A.M. to 5:00 P.M.)**

**Note:- Queries related to online applications, can be mailed by the candidates on e-mail ID: 'hppsc\_shimla@msn.com.'**

**SCHEME OF EXAMINATION(s):-**

**Item No. I: SCHEME OF EXAMINATION FOR THE POST OF SENIOR SCALE STENOGRAPHER**

**WRITTEN OBJECTIVE TYPE EXAMINATION /SHORTHAND / TYPE TEST /EVALUATION:**

1. There shall be a written objective type Examination (MCQ) (either online or offline). Marks obtained in written objective type Examination (MCQ) shall be counted for deciding the merit of candidates. The candidates, who will qualify the written objective type test, will have to pass the type test/ shorthand test at prescribed speed, which will be qualifying in nature. Final selection of candidates will be made on the basis of marks obtained in the written objective type examination and evaluation based on the parameters devised by the Department of Personnel vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017\* subject to passing of skill test as detailed below:-

(i)	Written objective type Examination	=85 marks
(ii)	Shorthand / Typing Test	=Qualifying nature
(i)	Evaluation: As per parameters defined by the Govt. of H.P.	=15 marks
	<b>TOTAL</b>	<b>= 100 marks</b>

**Candidates in the ratio of 20 times of total number of posts will be declared qualified in the written objective type Examination (MCQ) and will be called for shorthand/ typing test.**

**SYLLABUS**

1. Objective type screening test consisting of 85 questions of Multiple Choices from General English of Graduation level, Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Social Science, Current affairs & Logical reasoning.

**1½ hours (90 minutes)**

2. Steno/Type skill test on computer of qualifying nature in prescribed speed for those who qualify written objective type examination.

**Item No. II: SCHEME OF EXAMINATION FOR THE POST OF COMPUTER OPERATOR**

**WRITTEN OBJECTIVE TYPE EXAMINATION / EVALUATION:**

1. There shall be a written objective type Examination (MCQ) (either online or offline). Marks obtained in written objective type Examination (MCQ) shall be counted for deciding the merit of candidates. Final selection of candidate(s) will be made on the basis of marks obtained in the written objective type examination and evaluation based on the parameters devised by the Department of Personnel vide its Notification No. Per

(AP.B)B(15)-5/2014 dated 17-04-2017\* as detailed below:-

(i)	Written objective type Examination	=85 marks
(ii)	Evaluation: As per parameters defined by the Govt. of H.P.	=15 marks
	<b>TOTAL</b>	<b>= 100 marks</b>

**Candidates in the ratio of 20 times of total number of posts will be declared qualified in the written objective type Examination (MCQ) and only eligible candidates will be called for evaluation after scrutiny of documents.**

**SYLLABUS**

- 1) 65 questions to cover the respective essential qualification(s) i.e. Bachelor Degree level in Computer Science/ Computer Application/ Information Technology.
- 2) 10 questions consisting of General Knowledge of H.P.
- 3) 10 questions consisting of General Knowledge of National/ International level.

**1½ hours (90 minutes)**

**Note: Candidates, who will qualify Written Objective type examination/ CBT for the post of Computer Operator, will have to submit a printout/ hard copy of online recruitment application (ORA) alongwith self attested copies of requisite certificates/ documents in the office of H.P. Public Service Commission in support of their eligibility within 10 days from the date of declaration of result of the Examination/ CBT.**

**Item No. III: SCHEME OF EXAMINATION FOR THE POST OF CLERK**

**WRITTEN OBJECTIVE TYPE EXAMINATION /TYPE TEST /EVALUATION:**

There shall be a written objective type Examination (MCQ) (either online or offline). Marks obtained in Written objective type Examination (MCQ) shall be counted for deciding the merit of candidates. The candidates to be declared qualified in the written objective type test, shall be subject to typing test which is qualifying in nature. Final selection of candidates will be made on the basis of marks obtained in the written objective type examination; and evaluation based on the parameters devised by the Department of Personnel vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017\* subject to passing of skill test as detailed below:-

(i)	Written objective type Examination	=85 marks
(ii)	Typing Test ( Computer based)	=Qualifying nature
(iii)	Evaluation: As per parameters fixed by the Govt. of H.P.	=15 marks
	<b>TOTAL</b>	<b>= 100 marks</b>

**Candidates in the ratio of 20 times of total number of posts (category wise) will be declared qualified in the written objective type Examination (MCQ) and will be called for typing test.**

**SYLLABUS**

The syllabus for the written objective type Examination for the post of Clerk (Contract basis) in H.P. Public Service Commission will be as under:

- Objective type screening test consisting of 85 questions of Multiple Choice Questions from General English of +2 level, Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Social Science, Current affairs & Logical reasoning.

**Duration of 1½ hours (90 minutes)**

- Type skill test on computer of qualifying nature in prescribed speed for those who will qualify Written objective type Examination.

**Item No. IV: SCHEME OF EXAMINATION FOR THE POST OF DRIVER**

**WRITTEN OBJECTIVE TYPE EXAMINATION / DRIVING TEST /EVALUATION:**

There shall be a written objective type Examination (MCQ) (either online or offline). Marks obtained in Written objective type Examination (MCQ) shall be counted for deciding the merit of candidates. The candidates to be declared qualified in the written objective test shall be subject to driving skill test, which is qualifying in nature. Final selection of candidates will be made on the basis of marks obtained in the written objective type examination; and evaluation based on the parameters devised by the Department of Personnel vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 subject to passing of driving skill test as detailed below:-

(i)	Written objective type Examination	=85 marks
(ii)	Driving skill Test	=Qualifying nature
(iii)	Evaluation: As per defined by the Govt. of H.P.	=15 marks
	<b>TOTAL</b>	<b>= 100 marks</b>

**Candidates in the ratio of 20 times of total number of posts will be declared qualified in the written objective type Examination (MCQ) and will be called for driving skill test.**

**SYLLABUS**

- Objective type Questions (MCQ) of syllabus related to the post of Driver = 50 marks
- Objective type questions of Hindi and English of 10<sup>th</sup> standard = 20 marks  
(10 marks each for Hindi and English)
- Objective type questions related to Himachal GK and current affairs =15 marks

**Total = 85 marks**

**Duration of Examination = 1 ½ hr (90 minutes)**

Driving skill test of **qualifying nature** for those who will qualify written objective type Examination. The candidates, who will qualify the driving skill test will be called for evaluation in pursuance to Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017.

\*Evaluation based on the parameters devised by the Department of Personnel for Class-III post(s) vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 is as under:-



Sr. No.	Detail of Criteria of 15 marks	Maximum Marks	Competent authority to issue the certificates
i	Weightage for the minimum educational qualification, professional educational qualifications (for Technical posts) as per 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 qualifications, he /she will be allowed 1.25 marks (50 X0.025 = 1.25)	2.5 (two & a half)	Concerned University/ Board.
ii	Belonging to notified Backward Area or Panchayat, as the case may be.	1 (one)	Concerned SDO(C), Tehsildar/ Naib Tehsildar
iii	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1(one)	Concerned SDO(C), Tehsildar/ Naib Tehsildar
iv	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)	Concerned SDO(C), Tehsildar/ Naib Tehsildar
v	Differently abled persons with more than 40% impairment / disability / infirmity	1(one)	Health& Family Welfare authorities /Medical Boards
vi	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(two)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. (Income Certificates: concerned SDO(C), Tehsildar/ Naib Tehsildar).
viii	Widow /divorced/destitute /single woman.	1(one)	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	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution.	1(one)	Competent authority of the concerned University/ Institution.
xi	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 and a half)	Competent authority of the concerned Govt./ semi Govt. organization.
	TOTAL	15 (Fifteen)	

**Item No. V: RECRUITMENT PROCEDURE FOR THE POST OF PEON, CLASS-IV**

**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 *
1	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 (Eighty Five)	Concerned University/ Board
2	Belonging to notified Backward Area or Panchayat, as the case may be.	1 (one)	Concerned SDO(C), Tehsildar/ Naib Tehsildar.
3	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	2 (two)	Concerned SDO(C), Tehsildar/ Naib Tehsildar
4	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/ Naib Tehsildar
5	Differently abled persons with more than 40% permanent impairment / disability / infirmity.	1(one)	Health & Family Welfare authorities /Medical Boards
6	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.
7	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. (Income Certificates: concerned SDO(C), Tehsildar / Naib Tehsildar).
8	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.
9	Single daughter/Orphan.	1 (one)	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.

Sr. No.	Detail of Criteria of 100 marks	Marks	Competent authority to issue the certificates *
10	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.

**In case the number of candidates applying for the posts of Peon is large, the candidates shall be shortlisted for evaluation in the ratio of 20 times of total number of posts/ vacancies (category wise) will be called for evaluation on the basis of claim made by the candidates in their Online Applications, i.e. marks claimed in Matriculation examination.**

**Note:- The candidates for the post of Peon, Class-IV (Non-Gazetted) (on Contract basis) are not required to submit requisite self attested documents/ credentials to this Commission's office. However, candidates, who will fall in the zone of consideration (on the basis of claim made by the candidates in their Online Applications, i.e. marks claimed in Matriculation examination) for the posts of Peon will be informed separately to submit printout/ hard copy of online recruitment application(s) (ORAs) alongwith requisite self attested documents in support of their eligibility/ claim in due course of time.**

#### **ADMISSION/ REJECTION:-**

The information in respect of provisionally admitted candidates on claim basis and rejected candidates (for want of requisite examination fees) will be uploaded on the website of the Commission before the conduct of Screening Test/ Written Objective type Examination for the above mentioned post(s).

The candidates, who will qualify the written objective type examination/ Computer Based Test (CBT) (as the case may be), for the posts of Senior Scale Stenographer, Clerk and Driver, Class-III (Non-Gazetted), will have to submit a printout/ hard copy of online recruitment application(s) (ORA) along with self attested copies of requisite certificates/ documents in the office of H.P. Public Service Commission in support of their eligibility on the day of skill / type test except for the post of Peon. The requisite documents submitted by the candidates, will be scrutinized in respect of only those candidates, who qualify skill test and a list of proposed rejected candidates, if any, will be uploaded on the website of the Commission for information of all concerned. Besides, concerned candidates will be informed through e-mail(s) and SMSes. No separate intimation in this regard will be sent by post.

#### **NOTE**

- Candidates, who will qualify Written Objective type Examination/ CBT for the post of Computer Operator, will have to submit a printout/ hard copy of online recruitment application (ORA) alongwith self attested**

**copies of requisite certificates/ documents in the office of H.P. Public Service Commission in support of their eligibility within 10 days from the date of declaration of result of the Examination/ CBT.**

2. **Candidates for the post of Peon, will be informed separately to submit requisite self attested documents in support of their eligibility.**

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):-**

No Admission Certificate(s) will 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/ Self Attested on the space provided on the downloaded e-Admission Certificate(s), failing which he/she will not be allowed to appear in the Screening Test/ Examination, 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 rejections, 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 of the candidate claimed in the profile before he / she applies for the post shall be treated as final. In case his / her category undergoes a change before the prescribed closing date for submission of online recruitment applications (ORA) then the candidate shall have to cancel his / her previous application and apply afresh under the category which he / she intends to claim after updating category in his / her profile. In such a situation the fee deposited by the candidate earlier shall stand forfeited and he / she shall have to deposit fresh fee as is applicable for the category claimed by him / her. However, in case of change of category which is beyond the control of the candidates, the Commission may consider such cases on case to case basis subject to submission of documentary proof by the candidates. Such claims shall be entertained on or before the conduct of screening test / written objective type examination.

S.C. of Himachal Pradesh / S.T. of Himachal Pradesh/ O.B.C. of Himachal Pradesh/ Ex-Servicemen of H.P. and Physically Disabled of H.P. candidates must possess such certificates(s) in support of their claims made in the Online Recruitment Application(s) (ORA), while applying for these posts. **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. EX-SERVICEMEN OF HIMACHAL PRADESH:-**

The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish discharge certificate and full detail in respect of their PPO No., Rank, and date of retirement from the Defence Services to claim the benefit of concession for the category of Ex-Serviceman of Himachal Pradesh.

**2. 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 (1<sup>st</sup> April to 31<sup>st</sup> March) as notified by the Government of Himachal Pradesh (in the Department of Revenue) in Rajpatra dated 09<sup>th</sup> 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.

**3. BPL of Himachal Pradesh:-**

Candidates belonging to BPL of H.P. category must produce BPL certificate(s) on the prescribed proforma, which should not be more than six months old on the last date prescribed for submission of Online Recruitment Applications. Candidates must possess valid BPL Certificate(s) covering the entire period from last date of submission of online recruitment applications till date of evaluation failing which their candidature may be rejected.

**ELIGIBILITY CONDITIONS:-**

- (i) The date of determining the eligibility of all candidates in terms of essential qualification(s), experience etc., if any, shall be reckoned as on the closing date, 23<sup>rd</sup> January, 2019 for submission of Online Recruitment Applications (ORAs) on Commission's website.
- (ii) If no post is reserved for a particular reserved category falling under vertical reservation, then such candidates can be considered against General / UR category, provided such candidates will have to fulfill the criteria, i.e. age limit, experience, qualification etc., which are applicable to General category candidates. In other words, when a relaxed standard is applied in selecting SC/ ST/ OBC candidate, for example in the age limit, experience, qualification etc. then such candidates would be deemed as unavailable for consideration against unreserved vacancies in accordance with the instructions of the Government (in the Department of Personnel) issued vide letter No. PER (AP)-C-F (1)-2/2001 dated 12<sup>th</sup> November, 2014.
- (iii) For recruitment to the post(s) 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 after acquiring the requisite essential educational qualification(s) or as per the notified provision(s) of the Recruitment & Promotion Rules, as the case may be.

- (iv) The decision of the Commission regarding eligibility etc. of a candidate for admission to Personality Test or selection will be final and no correspondence / personal enquiries will be entertained.
- (v) Onus of proving that a candidate has acquired requisite degree/ essential qualification by the stipulated date, shall be 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 educational qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of personality test(s)/ evaluation.
- (vi) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Application is liable to be rejected.

**Age limit: As mentioned against each post.**

**Clarification:-**

- (a) Age of a candidate shall be reckoned as on 01-01-2019.
- (b) 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. **Five years relaxation in upper age limit is admissible only to the bonafide SC of H.P. /S.T. of H.P. / OBC of H.P. /WFF of H.P. / Persons with disabilities of Himachal Pradesh.**

**IMPORTANT POINTS IN RESPECT OF SCREENING TEST/ WRITTEN OBJECTIVE TYPE EXAMINATION/ CBT/ SELECTION:-**

- (i) In the Computer Based Test (CBT) (objective type) there will be 85 questions of 01 mark each for Class-III posts on the basis of syllabus to be approved by the Commission for the test. Each question will be followed by four (a, b, c & d) answer options. The candidate will have to click on the circle adjacent to the option, he / she thinks, is correct. The key of CBT (objective type) shall be uploaded online on the 'MY EXAMINATION MY ONLINE REVIEW' in the User ID of the concerned candidates immediately after the conduct of computer based test for calling objections against the answer key, if any. Three days time from the day of publishing the key (day of publishing the key plus 3 (three) days upto 11:59 P.M. of the last date of receipt of objections after which the link will be disabled) shall be given for inviting objections in the key which shall be submitted only in online mode. Objection(s) submitted in any other mode will not be entertained. The objections, if any, will be got verified from the concerned Subject Expert / Paper Setter and, if found correct, a revised key of that screening test shall be prepared. The final / revised answer key alongwith question paper shall be uploaded on the website of the Commission immediately after the declaration of the result of CBT for the concerned post and no objection(s) shall be entertained thereafter.
- (ii) The key of Offline Screening Test (objective type) shall be uploaded on Commission's website immediately after the conduct of Screening Test(s)/ Written Objective Type Examination for the concerned post(s) for calling objections, if any, from the candidates. Seven days time (day of publishing the key plus seven days up to 05:00 P.M. of the last date of receipt of objections) shall be given for inviting objections, if any, against the

provisional key. The objections, if any, will be got verified from the concerned subject expert and, if found correct, a revised key of that screening test/ Objective type Examination shall be uploaded on Commission's website immediately after declaration of result of screening test/ Written Objective Type Examination for the concerned post and no objection(s) shall be entertained thereafter.

- (iii) In the CBT / Offline Screening Test (objective type) / written objective type examination, 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 a 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.

Note: Where there will be two correct answers instead of one correct answer out of four options of a question, all those candidates who will click / encode any one of these two correct answers will be awarded marks allotted to that question.

- (i) The marks / merit list of appeared / admitted candidates will be displayed on Commission's website after final recommendation for appointment to the Government of H.P. (in the concerned Department).
- (ii) The eligibility of candidate(s) called for the personality test(s)/ evaluation will be determined on the basis of original documents produced on the day(s) of personality test(s) / evaluation and the Commission will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the appointing authority. As such, admission to the screening test/ typing test/ personality test(s)/ evaluation shall be purely provisional.
- (iii) The summoning of the candidate(s) for personality test / evaluation; conveys no assurance whatsoever that they will be selected or recommended.
- (iv) If any visually impaired/ Locomotion Handicapped candidate with disability in writing extremity requires scribes, he / she has to request for the same in writing to the Commission immediately after receipt of his / her roll number. Such applications will be entertained on merit and as per the rules.
- (v) Re-checking/ re-evaluation, for the Screening Tests/ Type test will not be allowed in any case.
- (vi) Disputes, if any, shall be subject to Court jurisdiction at Shimla.

### **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/ appearing for the examination, his/her application(s) will be liable to be rejected.

2. Casual/ adhoc / daily rated/ work charged employees do not need to produce NOC from the concerned employer.
3. In Government service (regular service) candidates may apply to the Commission along with requisite examination fees 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 allowed to appear in evaluation 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 for appearing in the Screening Test/ Examination.
6. The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of screening test, examination for which they are admitted by the Commission viz., screening test/ type test/ driving test (in case of Driver's post) and evaluation will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the screening test, type test or evaluation, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission.
7. Written Objective type Examination(s) may be conducted at Shimla, Mandi and Dharamshala depending upon number of candidates for a particular station for the concerned post(s). However, every effort will be made to allot the center(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different center to a candidate when circumstances so warrant.

**DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION:-**

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 (in the case of candidate already in service under Government, to disciplinary action under the appropriate rules), be liable to be debarred from an examination or future examinations or his candidature may be cancelled, w.e.f. the date as decided by the Commission, if he or she is found to be guilty of the following:-

- a) obtaining / seeking support for his / her candidature whether in the Examination or Evaluation by any means; or



- b) impersonating; or
- c) procuring impersonation by any person; or
- d) submitting false / fabricated documents or documents which have been tampered with; or
- e) making statements which are incorrect or false or flouts any Instructions Guidelines, terms and condition, given in advertisements or instructions communicated in any manner or suppressing therein material information at any stage of selection; or
- f) resorting to the following means in connection with his / her candidature for the examination, namely:-
  - (i) obtaining copy of question paper through improper means;
  - (ii) finding out the particulars of the persons connected with secret work relating to the Examination;
  - (iii) influencing the Examiners; or
- g) using or attempting to use unfair means in the Examination hall; or
- h) writing obscene matter or drawing obscene sketches in the scripts; or
- i) harassing, threatening or causing physical injury to the staff engaged in the conduct of Examination; or
- j) 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; or
- k) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Examination, creating a disorderly scene and the like; or
- l) 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 / personality test; or
- m) being debarred earlier on the above mentioned grounds by the Union Public Service Commission or any State Public Service Commission including this Commission;
- n) 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 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.

#### **Abbreviations:**

H.P: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Castes of H.P, ST: Scheduled Tribes of H.P, OBC: Other Backward Classes of H.P. as declared by the Govt. of H.P from time to time, Ex-SM: Ex-Servicemen of H.P., WFF: Wards of Freedom Fighters of H.P, BPL: Below Poverty Line of H.P., Wards of Ex-SM: Dependent sons, daughters and wives of Ex-SM of H.P., PWDs: Persons with disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired and EQ: Essential qualification(s).

Sd/-  
(Ekta Kapta) HAS,  
Joint Secretary,  
H.P. Public Service Commission  
Ph. No-0177-2624313/ 2629739

Endst. No. 04-75/84-PSC Dated: Shimla-171002, the 03<sup>rd</sup> January, 2019  
Copy forwarded to:-

1. Deputy Secretary, HPPSC.
2. Under Secretary-I, Under Secretary-II & Under Secretary-III, HPPSC.
3. Senior Private Secretary to Chairman, HPPSC.
4. All Section Officers in H.P. Public Service Commission.
5. P.S. to Secretary, HPPSC.
6. Computer Programmer, HPPSC for uploading on Commission's website.
7. P.As to Member-I, Member-II, Member-III and Member-IV, HPPSC.
8. P.A./ JSS posted with Joint Secretary, HPPSC.
9. P.P.O., HPPSC.
10. Receptionist, HPPSC for displaying on the Notice Board of this office.

Sd/-  
Section Officer (R-IV),  
H.P. Public Service Commission