

CHAPTER-I

1. SHORT TITLE AND COMMENCEMENT:

- (a) These rules may be called the Himachal Pradesh Public Service Commission (Procedure & Transaction of Business and Procedure for the conduct of Examinations, Screening Tests & Interviews Etc.) Rules, 2007 (as amended upto 31st March, 2012).
- (b) These rules shall come into force with immediate effect.

2. DEFINITIONS: In these rules, unless the context otherwise requires:

- (a) "Commission" means the Himachal Pradesh Public Service Commission;
- (b) "Chairman" means Chairman of the Commission.
- (c) "Member" means a Member of the Commission and includes the "Chairman" or Acting Chairman thereof;
- (d) "Secretary" means the Secretary to the Commission.
- (e) "Service and Post" means service and post, appointments to which are required to be made in consultation with the Commission under the Constitution of India or any other Act of Legislation or any other Rules and convention.

CHAPTER-II

3. TRANSACTION OF BUSINESS BY THE COMMISSION:

- (i) The business of the Commission shall be transacted by the Chairman and the Member or the Members on being nominated by the Chairman, as the case may be, and the business so shall be deemed to have been transacted by the Commission,
- (ii) Notwithstanding anything contained in sub-section (i) the Chairman may, if he considers necessary or expedient to do so in public interest, direct that any particular matter or business be placed before the Commission for disposal.
- (iii) The Commission shall meet as often as necessary under the chairmanship of the Chairman for transaction of such business as cannot be settled by circulation of files and for such other items of business as the Commission may decide. The quorum for a meeting of

the Commission shall be the Chairman (regular or officiating incumbent) plus at least one Member or in the event of non-appointment of the Member(s), the Chairman shall constitute the quorum of the Commission. The Chairman may adjourn any business at a meeting if he is of the opinion that it cannot conveniently be transacted owing to the non-attendance by any Member.

- (iv) The decision of the Commission shall be unanimous. In a meeting if any divergent views are held by the Member(s) and unanimity in the decision cannot be reached on any item then that item shall be deferred for re-consideration / decision of the Commission in the subsequent meeting.
- (v) If in the subsequent meeting it is realized that unanimity in the decision on that particular item cannot be reached then the decision shall be taken by the majority of more than half the total number of appointed Members and in case the majority is equal then the opinion held by the Chairman shall be considered to be the final decision on that particular item.
- (vi) The Chairman or in his absence, the senior-most Member present may deal with any urgent matter or business requiring immediate action. Such action shall be reported to the Commission in its next meeting.
- (vii) All decisions taken during the meeting shall be reduced to writing on the relevant files, under the signatures of those Members present in the meeting and shall not be invalidated due to the absence of any Member at such meeting, and the decisions shall be deemed to be that of the Commission. After approval of the Members present the Secretary shall record each decision on the relevant files under his / her signatures. Similarly, where the decision of the Commission is required by circulation of files the Secretary after obtaining the approval of the Commission on the relevant files shall record each decision on the relevant files under his / her signatures.
- (viii) The Commission may invite an expert official or non-expert official for the purpose of assisting it in the course of its meeting, and unless, he / she happens to be a servant of the Himachal Pradesh Government, he / she shall be paid for his / her services according to the provisions of the Himachal Pradesh Public Service Commission (Payment of Remuneration to Advisors) Rules, 1971.

CHAPTER-III

4. PROCEDURE FOR MAKING DIRECT RECRUITMENT TO VARIOUS CATEGORIES OF POSTS FALLING WITHIN THE PURVIEW OF THE COMMISSION:-

(a) RECRUITMENT TO CLASS-I & II POSTS:-

- (i) After receiving the requisition from the concerned Administrative Secretary / Department for making direct recruitment to the post(s) an advertisement (in brief) shall be published in leading News Papers & detailed advertisement shall be uploaded on the website of the Commission for inviting applications from the desirous / eligible candidates by online mode on the online Application Form uploaded on the website of the Commission or by offline mode on the prescribed prepaid OMR Computerized Application Form. The detailed instructions regarding filling up of applications by online & offline modes shall be uploaded on the website of the Commission.
- (ii) After receiving the requisitions from the Administrative Secretaries / Departments for making direct recruitment to the Himachal Pradesh Administrative Service and the posts to be filled up on the basis of the Himachal Pradesh Administrative Service Combined Competitive Examination an advertisement shall be published in the above manner in the month of January or any subsequent date to be decided by the Commission for inviting applications by online & offline modes from the desirous / eligible candidates. The requisitions for making direct recruitment to the posts to be filled up on the basis of this examination received up to 30th June shall be included to the number of posts initially advertised after notifying in the newspapers / gazette.
- (iii) An advertisement for making direct recruitment to the posts of Civil Judge (Junior Division) shall be published in the above manner on 1st February for inviting applications by online mode only on the prescribed proforma.
- (iv) A soft copy (E-mail) of each advertisement shall be sent to the Zonal Office of the Punjab National Bank, The Mall, Shimla-171 001 by the Programme Planning Officer / Computer Operator for their information.

(b) PROCEDURE FOR OBTAINING APPLICATION FORMS:

(i) ONLINE APPLICATION FORM:

The Candidates applying by online mode shall visit the website of the Commission (<http://www.gov.in/hppsc>) and click the link Instructions to candidates for applying online on the Home Page for getting them

acquainted with the process of registration & filling up of an Online Application Form. After having gone through these instructions they will click the link APPLY ONLINE on the Home Page and proceed as per laid down procedure for filling up of an Online Application Form.

(ii) OFFLINE APPLICATION FORM:

- (a) The candidates applying by offline mode shall obtain the category-wise prepaid printed OMR Computerized application forms on cash payment either from the Reception Counter of the Commission or from any of the authorized Post Offices in the State or any other agency authorized by the Commission at the rates fixed by the Commission.
- (b) The candidates applying by offline mode can also obtain the category-wise prepaid printed OMR Computerized application forms by post after sending their request along with a Demand Draft of an amount fixed category-wise, drawn in favour of the Secretary, Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla-171 002 and payable at Shimla within a period of 21 days of publishing of an advertisement.

(iii) PAYMENT OF EXAMINATION FEE BY THE CANDIDATES APPLYING BY ONLINE MODE:

- (a) The candidates applying by online mode shall pay examination fee fixed category-wise by cash at any branch of the Punjab National Bank through "E-Challan" of Punjab National Bank to be generated through the above website and its transaction number, branch code and date of receipt shall be entered / fed in the fee details link by the candidates. Fee once paid shall not be refunded.
- (b) The candidates of General / General Physical Handicapped / Hearing Impaired / Wards of Freedom Fighter categories of Himachal Pradesh shall pay full examination fee.
- (c) The candidates of Scheduled Castes / Scheduled Tribes / Other Backward Classes categories of Himachal Pradesh shall pay 1/4th of examination fee.
- (d) The Ex-servicemen / blind / visually impaired candidates of Himachal Pradesh are exempted from paying the examination fee. However, the Ex-servicemen of Himachal Pradesh who are relieved from the Defence Services on their own requests before completion of their normal tenure of service under the Government of India shall pay examination fee as is applicable to them in the respective category.

(iv) PAYMENT OF EXAMINATION FEE BY THE CANDIDATES APPLYING BY OFFLINE MODE:

The candidates applying by offline mode need not to deposit any examination fee separately while submitting Application Forms as all prepaid OMR Computerized Application Forms printed category-wise includes the cost of application form and the examination fee fixed category-wise. Cost of OMR Computerized Application Form once paid shall not be refunded.

(v) TIME LIMIT FOR SUBMISSION OF APPLICATIONS:

30 (thirty) days for the candidates of normal areas for submission of their applications by online & offline modes and 15 (fifteen) additional days for the candidates residing / working in the hard / tribal areas for submission of their applications by offline mode only by post / speed post (not by hand or by courier) in this Commission shall be given. Each advertisement shall indicate the last date for receipt of applications for the normal and hard / tribal areas and in no case the date shall be extended.

Provided that if the last date for receipt of offline applications will be a holiday, the applications received on the next working day shall be deemed to be received within time.

Provided further that in case a dispute arises as to whether an offline application was received in time or not, the decision of the Commission in this regard shall be final.

Provided further that for making direct recruitment to the posts of Civil Judge (Junior Division) 30 (thirty) days' for the candidates of normal areas as well as for the candidates residing / working in the hard / tribal areas shall be given for submission of applications by online mode only.

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

- (i) The online applications can be filled up by the desirous / eligible candidates till 11.59 P.M. of the last date of receipt of applications notified for the normal areas after which the link will be disabled. The record of these applications shall be maintained by the Programme Planning Officer / Computer Operator.
- (ii) The offline applications on the prepaid printed OMR Computerized Application Forms duly filled by the desirous / eligible candidates shall be received by hand as well as by post at the Reception Counter of the Commission. The candidates while applying offline need not to enclose the copies of certificates in support of eligibility while

submitting / sending applications on the prepaid printed OMR Computerized Application Form.

- (iii) In-service candidates may apply to the Commission with advance copy under information to their Head of Department / Employer for issuing No Objection Certificate. No in-service candidate will be interviewed unless he / she brings "NOC" from the concerned employer.
- (iv) The Receptionist after segregating all applications post-wise will enter Diary No. and Date of Receipt on each application and hand over these applications through the Section Officer of the Branch to the concerned Section Officer of the Branch responsible for making direct recruitment, under proper receipt on day to day basis. The Receptionist shall also put a stamp of "antim tithi ke baad prapat or late receipt" on all offline applications; which will be received after the expiry of the last date for receipt of applications notified for the normal and hard / tribal areas.
- (v) The Section Officer responsible for making direct recruitment shall maintain the record of all applications received category-wise / post-wise in the Branch by online & offline modes.

CHAPTER-IV

5 SCRUTINY OF APPLICATIONS:

- (i) After the cut-off date notified for the receipt of applications, all offline applications duly segregated post-wise and received in the Branch shall be got scanned on the OMR Machine by that branch itself for the preparation of post-wise database of the candidates. After scanning is over two check lists of the candidates i.e. one of provisionally admitted candidates on the basis of their claims made in the online & offline applications and other of rejected candidates on the grounds of non-payment of fee / less fee / under age / over age / non-possession of the requisite essential educational qualification(s) / experience etc., incomplete, defectively filled up, old, unsigned, without photograph, Xeroxed form and late receipt will be prepared & printed by the Programme Planning Officer / Computer Operator and handed over to the Section Officer of the concerned Branch for record under proper receipt. After scrutinizing the entire record properly by the branch itself the candidates shall be admitted provisionally to appear in the preliminary examinations / written examinations / screening tests or interviews, as the case may be, on the basis of their claims made in the application forms. The original documents of the candidates shall be checked / scrutinized on the day of interview.

- (ii) Rejection of candidates shall be approved by the Commission and the names of all those candidates alongwith the reasons for rejection shall be uploaded on the website. No fee will be refunded to the candidates whose applications are rejected.

6. ELIGIBILITY OF THE CANDIDATES:

- (i) The age-limit for direct recruitment to the posts will be reckoned on the first day of the year in which the post(s) is / are to be advertised. Five years' relaxation in the upper age limit is available for the candidates of Scheduled Castes / Scheduled Tribes / Other Backward Classes and Ward of Freedom Fighters categories of Himachal Pradesh and the person(s) with disabilities of Himachal Pradesh. The relaxation in the upper age limit for the employees of Himachal Pradesh Government and Ex-servicemen of Himachal Pradesh will be as per the prevalent instructions of the Himachal Pradesh Government.

Provided that the age-limit for direct recruitment to the posts of Civil Judge (Junior Division) will be reckoned on 1st March of the year of advertisement. Three years' relaxation in the upper age limit is available for the candidates of Scheduled Castes / Scheduled Tribes / Other Backward Classes / Ward of Freedom Fighters categories of Himachal Pradesh and the person(s) with disabilities of Himachal Pradesh or as may be prescribed for direct recruitment in the notified Himachal Pradesh Judicial Service Rules.

- (ii) The eligibility of the candidates in terms of the essential educational qualification(s) and experience etc., if any, notified for the direct recruitment in the advertisement will be adjudged as on the last date of receipt of applications notified for the normal areas and, therefore, all candidates must possess the requisite essential educational qualification(s) and experience etc., if any, by that day.
- (iii) For recruitment to the posts to be filled up on the basis of experience it will be necessary for the candidates to have the required experience for determining his / her eligibility after acquiring the requisite essential educational qualification(s)

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

Provided further that the onus of proving that a candidate has acquired degree / essential qualification by the stipulated date shall be on the candidate and in absence of proof to the contrary the date as mentioned on the face of certificate / degree or the date of issue of

certificate / degree shall be taken as the date of acquisition of essential educational qualification.

- (iv) No candidate of a reserved category is allowed to change his / her category at any stage as the same once claimed in the application will be treated as final.
- (v) The statutory certificates like bonafide, Scheduled Castes, Scheduled Tribes, Ward of Freedom Fighter categories & legal heir issued on parental basis on the prescribed forms are of permanent nature and are acceptable to the Commission. However, the certificate of Other Backward Classes category also issued on parental basis on the prescribed format by the competent authority and not more than two years old at the time of last normal date fixed for receipt of applications alongwith latest affidavit duly attested by the authority authorized under the Indian Oath Act stating that his / her status has not been changed and he / she is not excluded from the category of Other Backward Classes on account of being covered under Creamy Layer will be accepted by the Commission.
- (vi) Since the eligibility of all provisionally admitted candidates will be adjudged / checked on the day of interview, therefore, the candidates are required to produce original certificates / documents as proof in support of their claims regarding age-limit, category, educational qualifications & experience etc. made in the applications. On the date of interview if any candidate fails to produce original certificate of his / her category of which he / she has made claim in the application form in addition to other original certificates with regard to his eligibility, he / she shall not be allowed to appear before the interview board and, his / her candidature shall stand rejected.
- (vii) Furnishing of false information or suppression of any material fact(s) in the application form would entail disqualification of the candidate. If a candidate is found to furnish false information or suppression of any material fact(s) in his / her application form he / she shall be disqualified from appearing for recruitment to any post to be advertised either by this Commission or any other recruiting agency of the H.P. State Government for a period of three years from the date of submission of application by such candidate.

CHAPTER-V

7. (A) SELECTION OF CANDIDATES TO THE FOLLOWING SERVICES / POSTS SHALL BE MADE ON THE BASIS OF SELECTION PROCEDURE PRESCRIBED IN THE RESPECTIVE NOTIFIED RULES / REGULATIONS:

(i) The Himachal Pradesh Administrative & Allied Services:

(a) Preliminary Examination:

The Himachal Pradesh Administrative Service Combined Competitive (Preliminary) Examination shall be conducted preferably in the month of May / June or on the date fixed by the Commission. There will be penalty (negative marking) for wrong answers marked by the candidate. The marks obtained by the candidates in the preliminary examination will not to be counted for determining their final order of merit.

Provided that in case there is a tie between or amongst the candidates on account of having obtained equal minimum qualifying marks in the preliminary examination all such candidates shall be called for the main examination.

(b) Written Competitive Examination & Viva-voce:

The number of candidates to be admitted to the Himachal Pradesh Administrative Service Combined Competitive (Main) Examination will be 20 times the total number of posts advertised. No candidate shall be considered to have qualified the written examination unless he / she obtains atleast 40% marks in each compulsory papers and 45% marks in the aggregate.

Provided that the total number of candidates to be called for the viva-voce on the basis of written examination shall not exceed three (3) times the number of the posts advertised.

Provided further that in case there is a tie between or amongst the candidates on account of having obtained equal minimum qualifying marks in the written examination all such candidates obtaining equal minimum marks shall be called for the viva-voce test.

Provided further that marks obtained by the candidates in the main examination (written part as well as interview) would determine their final ranking. The marks obtained in the Compulsory Papers of English and Hindi will not be counted for overall ranking. Marks and rankings will be decided on the basis of marks obtained in all other compulsory and optional papers. In the event of a tie, order of merit shall be determined in accordance with highest marks secured in the viva-voce and shall the marks in the viva-voce of the candidates who tie be equal, then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the aggregate of the compulsory subjects.

(ii) Civil Judge (Junior Division):

(a) Preliminary Examination:

The Himachal Pradesh Judicial Service (Preliminary) Examination shall be conducted on the 15th May. The marks obtained by the candidates in the preliminary examination will not to be counted for determining their final order of merit.

Provided that in case there is a tie between or amongst the candidates on account of having obtained equal minimum qualifying marks in the preliminary examination all such candidates shall be called for the main examination.

(b) Written Competitive Examination & Viva-voce:

The number of candidates to be admitted to the written examination will be 10 times the total number of posts advertised. No candidate shall be credited with any marks in any paper unless he obtains atleast 45% in that paper, except Hindi language paper (Paper V) in which candidate should obtain atleast 33% marks. No candidate would be considered to have qualified the written test unless he obtained 50% marks in aggregate in all papers and atleast 33% marks in Language paper i.e. Hindi in Devnagari script.

Provided that the total number of candidates to be called for the viva-voce on the basis of written examination shall be three (3) times the number of the posts advertised.

Provided further that marks obtained by the candidates in the man examination (written part as well as interview) would determine their final ranking.

(iii) Himachal Pradesh Forest Service (Assistant Conservator of Forest) & Range Forest Officer:

No candidate shall be considered to have qualified the written examination unless he / she obtains atleast 40% marks in each compulsory papers and 45% marks in the aggregate.

Provided that the total number of candidates to be called for the physical standard test on the basis of written examination shall be five times the number of the posts advertised.

Provided further that the total number of candidates having qualified the prescribed physical standard test, to be called for the interview on the basis of written examination shall be three times the number of posts of Himachal Pradesh Forest Service (Assistant Conservator of Forest) advertised. However, in the case of Range

Forest Officer all candidates having qualified the prescribed physical standard test shall be interviewed by the Commission.

Provided further that in case there is a tie between or amongst the candidates on account of having obtained equal minimum qualifying marks in the written examination all such candidates obtaining equal minimum marks shall be called for the viva-voce test.

Provided further that marks obtained by the candidates in the main examination (written part as well as interview) would determine their final ranking. In the event of a tie, order of merit shall be determined in accordance with highest marks secured in viva-voce and in case the marks in the viva-voce of the candidates tie, then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the aggregate of the compulsory subjects.

(iii) Naib-Tehsildar:

(a) Screening Test:

The Commission will conduct a screening test consisting of one paper of General Knowledge for short listing of candidates to the main written examination in case a large number of candidates will apply in response to the posts advertised. The marks obtained by the candidates in the screening test will not to be counted for determining their final order of merit.

Provided that in case there is a tie between or amongst the candidates on account of having obtained equal minimum qualifying marks in the screening test all such candidates shall be called for the main examination.

(b) Written Competitive Examination & Viva-voce:

The number of candidates to be admitted to the written examination will be 20-25 times the total number of posts advertised. The candidate shall have to pass all the four subjects.

Provided that the total number of candidates to be called for the viva-voce on the basis of written examination shall be three (3) times the number of the posts advertised.

Provided further that marks obtained by the candidates in the main examination (written part as well as interview) would determine their final ranking.

B. SELECTION OF CANDIDATES TO THE POSTS SHALL BE MADE ON THE BASIS OF SCREENING TEST / INTERVIEW IN THE CASES WHERE NO SELECTION PROCEDURE HAS BEEN PRESCRIBED IN THE RESPECTIVE NOTIFIED R&P RULES:

- (a) Where ratio between the number of eligible candidates and the posts advertised is below thirteen then all of them shall directly be called for interview / viva-voce test. In the cases where the number of eligible candidates for recruitment to the post(s) advertised by the Commission is inordinately large, the Commission may limit / shortlist the number of eligible candidates to be called for interviews by subjecting them to a screening test (objective-type / descriptive) of two hours duration. In the objective type screening test there will be 100 multiple choice questions on the basis of syllabus to be approved by the Commission for the each screening test. The key of each screening test (objective type) shall be uploaded on the website after freezing the answer sheets of the candidates for calling objections from the candidates. Seven days' time shall be given for inviting objections in the key. The objections will be got verified from the concerned subject expert and, if found correct, a revised key of that screening test shall be uploaded on the website.
- (b) Where there will be two correct answers instead of one correct answer out of four options of a question, all those candidates who will encode any one of these two correct answers will be awarded marks allotted to that question.
- (c) The result of each screening test shall be declared as early as possible.
- (d) Number of candidates to be called for interview on the basis of screening test:-

Normally six candidates for a single post and three candidates for every subsequent post will be declared qualified. However, in the case of Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ward of Freedom Fighters & Ex-servicemen of Himachal Pradesh it will depend upon the number of such candidates qualifying the screening test. If the number of qualified candidates in a particular category is fewer then all of them will be called for interviews.

(C) INTERVIEW:

- (i) The candidates declared successful / qualified in the screening test shall be called for interview. The authenticated copies of the online applications of the candidates declared successful / qualified in the written competitive examination / screening test & required documents shall be placed on record before the interview board. The

Section Officer / Superintendent of the Branch shall authenticate the documents after scrutinizing them.

- (ii) Minimum pass marks in interview are 45 for the candidates of general category and 35 marks for the candidates of reserved categories.
- (iii) Where selection is to be made on the basis of performance of the candidates having qualified the screening test, before the interview board, a candidate scoring more marks in the interview shall be placed above the candidates scoring lesser marks in the interview. If the candidates will score equal marks in an interview, then a candidate securing more marks in the screening test will be placed above the candidate securing lesser marks in the screening test. In case the marks of screening test are equal then the candidate who is senior in age will be placed above the candidate junior in age. Where selection is to be made purely on the basis of performance of the candidates before the interview board, a candidate scoring more marks in the interview shall be placed above the candidates scoring lesser marks in the interview. If the candidates will score equal marks in a interview, then a candidate who is senior in age will be placed above the candidate junior in age.
- (iv) A Member shall ordinarily preside over the Interview Board set up for selection of candidates and such Member shall act as Chairman of the Interview Board.

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

- (v) The Interview Board shall be constituted by the Chairman and will, in addition to the Expert(s) and the Departmental Representative(s), comprise of as many Members as may deem fit in view of the Class of the post / service for which the interviews are being conducted. The marks to be awarded to the candidates on the basis of performance before the interview board shall be recorded by the Chairman in ink after taking into consideration the views of the Members of the Interview Board and the Members participating in the interview shall put their signatures on the Interview Sheet in ink.

- (vi) The Interview Form and Interview Sheet duly signed by all the Members comprising the Interview Board shall on the same day be sealed by the Private Secretary / Personal Assistant of the Chairman / Members of the Commission or by an officer of the Commission i.e. either the Secretary or an officer lower in rank to the Secretary duly authorized by the Chairperson, in the presence of the Chairman / Member and kept in the safe custody by the Secretary to be acted upon and used as and when required.
- (vii) The recommendation(s) of the Interview Board shall be placed before the Commission for approval before they are communicated to the Government. Where delay in sending these recommendations to the Government is likely to occur as a result of following the above procedure, the Secretary may beforehand, seek the written orders of the Chairman to authorize him / her to issue such recommendations on behalf of the Commission, without their being placed before the Commission first. An ex-post facto sanction on the relevant file will be obtained subsequently.
- (viii) The recommendations of the Commission shall be valid till the appointments are offered to the candidates by the appointing authority irrespective of the time span.
- (ix) If a candidate fails to join the post on the basis of the recommendation of the Commission, on demand from the concerned appointing authority after cancellation of the offer of appointment of such candidate, the replacement will be given by the Commission at its discretion if the demand is received within a period of one year from the date of sending recommendation of the Commission to the concerned appointing authority provided that no fresh requisition has been received for the said post in the intervening period.
- (x) The Commission may contact eminent authorities to suggest suitable names for the consideration of the Commission where it is anticipated that open advertisement is not likely or has failed to attract suitable candidates.

CHAPTER-VI

8. ALLOCATION OF BUSINESS AMONG MEMBERS OF THE COMMISSION:

- (i) The various items of the works of the Commission shall be allocated to Members by the Chairman as indicated in the Annexure. Any matter not covered in the Annexure may also be allocated to one or more Members by the Chairman. Notwithstanding any allocation

made in the Annexure, Chairman may, in any particular case, direct that the matter may be placed before all the Members of the Commission for a decision.

- (ii) The Chairman may refer any matter to an individual Member or to a Committee consisting of Members and such other person, if any, or to a Committee without any Member on it, as the Chairman may appoint, for consideration and report to the Commission.
- (iii) The Commission may, subject to such directions as they may deem fit, delegate to an individual Member, or to a Committee constituted from among the Members, any of its functions. The Commission may also delegate to a Committee without a Member sitting on it any of its functions and the Members of such a Committee shall be appointed by the Commission;

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

- (iv) Where the Commission is required to give advice, or to submit a proposal to or to be consulted by any authority, the decision of the Commission shall be communicated in a letter signed by the Secretary or any other officers of the Commission's office authorized for the purpose, and in a case where the decision is not unanimous neither the fact of, nor the ground for dissent shall be communicated unless the Chairman so directs.
- (v) If no opinion is received from a Member within the time specified by the Chairman such Member shall be deemed to have agreed to the proposal.
- (vi) The decision of an individual Member or Committee to which powers have been delegated under Sub-section (i) shall be communicated to the Chairman before any action is taken thereon; and the Chairman may, thereupon direct that such decision shall be referred to a meeting of the Commission for further consideration and decision; and where no such direction is given by the Chairman the decision of the Committee shall be deemed to be the decision of the Commission.

CHAPTER-VII

9. PROMOTION, DISCIPLINARY AND OTHER MATTERS:

- (i) (a) In the case of promotions to State Services and posts in respect of which the Departmental Promotion Committee Procedure as laid down by the instructions issued by the Government of Himachal Pradesh is applicable, and the Commission are associated with the Departmental Promotion Committees, the Chairman shall nominate a Member who shall preside over the Committee for considering cases of promotion. The recommendations of the Departmental Promotion Committee shall be ratified by the Commission in terms of the provisions of the Himachal Pradesh Public Service Commission (Exemption from Consultation) Regulations, 1973.
- (b) In cases where Departmental Promotion Committee procedure is not followed and recruitment is to be made by promotion to any post in service and consultation with the Commission is required, the Commission with the assistance of a Committee constituted for the purpose shall (a) consider the claims of all candidates who were eligible for being considered by promotion according to the Recruitment & Promotion Rules laid down for the post / service in question; and (b) thereafter recommend to the Governor or the Appointing Authority, as the case may be, the names of persons who are considered suitable for promotion in their order of merit.
- (ii) (a) Where recruitment is made by transfer of an officer to any post or service and consultation with the Commission is required, the Commission shall advise the Governor or the Appointing Authority, as the case may be, in respect of any candidate nominated whether he fulfils the qualifications prescribed and whether from his record of service he possesses the qualifications and experience required for the post / service to which it is proposed to transfer him.
- (b) Where recruitment is made by transfer on deputation to a post or service and consultation with the Commission is required, the Commission shall make a selection from amongst the officers who have responded to the circulars issued by the Ministries / Departments on the basis of confidential records, educational qualification and experience of the officers concerned. The Commission may, if considered necessary, also interview the candidates. The selected candidates may be recommended for appointment in their order of merit.

- (iii) Where advice of the Commission is tendered in regard to disciplinary matters including appeals and memorials the Commission shall see that the opinion given by the Commission forms part of the record of the case and is communicated to the officer or officers concerned alongwith the orders of the authority empowered to pass orders in the case.
- (iv) The Secretary and other officers of the Commission's office shall be responsible for necessary compliance with the provisions of these Rules.

10. REPEAL & SAVINGS:

- (i) The Himachal Pradesh Public Service Commission (Procedure & transaction of business and procedure for handling secrecy work relating to the Examinations / Screening Tests Etc.) Rules, 2007 notified vide the Himachal Pradesh Public Service Commission Order No.3-8/86-PSC-Vol-II dated 04-07-2007 are hereby amended.
- (ii) Notwithstanding such repeal, anything done or any action taken under the rules, so repealed under sub-rule (i) supra shall be deemed to have been validly made or done or taken under these rules.
- (iii) In matters for which no provision is made in these Rules, the Commission may regulate its proceedings in such a manner as it deem fit.

sd/-

(Mohan Chauhan)
Secretary,

Himachal Pradesh Public Service Commission
21st May, 2012

Endst.No.3-8/86-PSC-Vol-III Dated; Shimla-171 002, the 21st May, 2012

Copy for information is forwarded to:-

1. The Additional Secretary, H.P. Public Service Commission, Shimla-2.
2. The Under Secretary-I & II / Additional Registrar, H.P. Public Service Commission, Shimla-2.
3. All the Section Officers of H.P. Public Service Commission, Shimla-2.
4. The Private Secretary to the Chairman, H.P. Public Service Commission, Shimla-2.
5. The Research Officer / P.P.O. of H.P. Public Service Commission, Shimla-2.
6. The Personal Assistants to the Members of H.P. Public Service Commission, Shimla-2.
7. The Personal Assistant to the Secretary, H.P. Public Service Commission, Shimla-2

sd/-

(Mohan Chauhan)
Secretary,

Himachal Pradesh Public Service Commission

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

GENERAL AND OTHER FUNCTIONS COMMON TO MORE THAN ONE
BRANCH

Sr. No.	Functions	Allocation
1	Administrative & General Administration	Chairman (During Chairman's absence on leave or tour by the senior-most Member present)
2	Co-ordination of Commission's work	Chairman
3	Matters not specifically allotted to the Members	Chairman
4	Conference of Chairmen, Public Service Commissions and correspondence with the Union Public Service Commission and other States Public Service Commissions on important matters of policy	Chairman
5	Selection of Advisers for Interview Boards	Chairman
6	Nomination of the Chairman of Departmental Promotion Committees	Chairman
7	Annual Report of Himachal Pradesh Public Service Commission	Commission
8	Library	Chairman & one Member
9	Publication except Secrecy Work	Chairman & one Member

EXAMINATION & RECRUITMENT BRANCHES

Sr. No.	Functions	Allocation
1	Examination Rules including scheme of examination and syllabus	Commission
2	Creation of new Centres and physical arrangements for the conduct of examinations / screening tests	Commission
3	Appeals from the candidates whose application are rejected	Commission
4	Any new decision or changing the existing system of conduct of examinations / screening tests	Commission

CONFIDENTIAL WORK

Sr. No.	Functions	Allocation
1	Appointment of Examiners & Moderators	Chairman
2	Approval and printing of Question Papers	Chairman
3	Scrutiny of Application	Commission
4	Approval of results	Commission

EXAMINATION REFORMS

Sr. No.	Functions	Allocation
1	Selection of item writers, item reviewers, paper setters and item translators	Chairman
2	Approval and printing of Question Papers	Chairman
3	Preparation of guidelines, manuals etc.	Commission
4	Scoring & Scaling / Moderation	Commission
5	Result of item analysis and test analysis	Commission

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

Sr. No.	Functions	Allocation
1	Recruitment & Promotion Rules	Commission
2	Scrutiny of applications	Commission
3	Drawing up of interview Programme and formation of interview board and selection of experts.	Chairman
4	Presiding over the Interview Boards	Chairman or Member to be nominated by the Chairman
5	Determination of criterion for short listing	Commission
6	Operation of main & Supplementary list	Chairman
7	Disciplinary cases relating to candidates	Commission
8	Approval of final result	Commission
9	Cases where there is disagreement	Commission

GENERAL AND COORDINATION SECTION

Sr. No.	Functions	Allocation
1.	Departmental Promotion Committee / Selection Committees for appointment by deputation, transfer and re-employment cases.	Chairman or any Member nominated by the Chairman
2	Proposals for amendments to H.P.P.S.C. (Exemption from Consultation) Regulations, 1973	Commission
3	Proposals for exclusion from Commission's purview or extension of functions of the Commission	Commission
4	Adhoc appointment cases	Commission
5	Penalty cases (Major penalty)	Commission
6	Reimbursement of legal expenses	Commission
7	Extraordinary Pension	Commission