

Himachal Pradesh Public Service Commission

Advertisement No. 10 /2019

Dated: 27th July, 2019

Online Recruitment Applications (ORA*) are invited from desirous and eligible candidates for recruitment to the post of Manager (Finance & Accounts) Class-I (on regular basis) in H.P. State Industrial Development Corporation Ltd. under the Department of Industries, Himachal Pradesh through ORA, which shall be available on the Commission's website www.hppsc.hp.gov.in/hppsc up to 16th August, 2019 till 11:59 P.M. (IST), thereafter link will be disabled.

(*by using official website www.hppsc.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. 16th August, 2019.**
2. **The candidates must read instructions carefully, which are available on Commission's website before filling up Online Recruitment Application Forms (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. **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., Ex-Servicemen, WFF and Persons with disabilities (Loco motor Disabled / Visually Impaired/ Hearing Impaired) etc.**
5. **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.**
6. **The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date prescribed for submission of Online Recruitment Applications (ORA) on Commission's website.**
7. **Number of post(s) is/are tentative and may increase or decrease from time to time.**
8. **No in service (regular service) candidate will be interviewed 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, Himachal Pradesh.**

Detail of post(s) and eligibility conditions are given as under:-

**Item No. I: Himachal Pradesh State Industrial Development Corporation Ltd.
under the Department of Industries, H.P.**

Name of post: Manager (Finance & Accounts) Class-I (on regular basis)	No. of post(s): 01 post (UR)
Pay band: Rs.15600-39100/- + Rs. 5400/- (Grade Pay)	
Age: Below 45 years.	
<u>Essential Qualification:-</u> Associate Member of the Institute of Chartered Accountants of India / Associate Member of the Institute of Works & Cost Accountants of India with 2 years experience in Finance & Accounts in a Financial Institution/ Commercial Bank / Commercial Organization / PSU or Private practice.	
<u>Desirable Qualification:-</u> Knowledge of customs, manner and dialects of H.P. and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	

HOW TO APPLY:-

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

- Desirous/ eligible candidates will have to apply online through official website of the Commission. Applications received through any other mode would not be accepted and will be rejected straightway.**
- The candidates, who wish to apply for more than one post, should apply separately for each post and will have to pay the requisite examination fees for each post in the prescribed manner.
- After submitting the Online Recruitment Application(s) (ORA), the candidates are required to take a printout of the finally submitted Online Recruitment Application and submit the same along with requisite self attested/ attested documents / certificates in support of their eligibility to the Commission on the day of Screening Test for the concerned post.
- In case, a candidate has applied against more than one post/ item published in the advertisement, the candidate is required to submit separate copies of requisite self attested/ attested documents/ certificates along with the printout of the Online Recruitment Application of each post on the day of Screening Test (either online or offline) for the respective posts.

EXAMINATION FEES:-

The detail of fee for respective categories is as under:-

Sr. No.	Category	Examination Fees
1.	General Category {including General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of HP/ Ex-Servicemen of HP 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)}	Rs. 400/-

2.	S.C. of H.P. /S.T. of H.P. /O.B.C. of H.P./ BPL of H.P. (including S.C. /S.T. /O.B.C. Ex-Servicemen of H.P. relieved from Defence Services on their own requests before completion of normal tenure and SC/ ST/ OBC wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM).	Rs. 100/-
3.	Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)/ Blind/ Visually Impaired of H.P.	No Fee

Mode of Payment:-

Candidates can pay requisite examination fees through 'e-Payment' i.e. through Debit Card or Credit Card of any Bank.

Before applying online, all candidates are advised to go through detailed instructions given on the above mentioned website.

FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

In case of any guidance/ information/ clarification regarding Online Recruitment Applications (ORA), candidates can contact HPPSC's Reception Counter in person or on **Toll Free No. 1800-180-8004 or Ph. No. 0177-2629738** on any working day between 10:00 A.M. to 05:00 P.M. Queries related to online recruitment applications (ORAs) can also be mailed by the candidates on e-mail ID: hppsc_shimla@msn.com.

ADMISSION/ REJECTION:-

The candidates are required to submit their requisite documents in support of their eligibility for the concerned post(s) on the day of Screening Test (either online or offline) as per essential qualification(s) for the concerned post(s). The requisite documents submitted by the candidates, will be scrutinized and list of proposed rejected candidates will be uploaded on Commission's website 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.

Seven days' time will be given to file representation(s) along with supporting documents against proposed rejections, if any, from the date of uploading the list of rejected candidates on the website of the Commission for the concerned post(s), failing which, no representation(s) 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 along with 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) earlier created by the candidates to log in to download their respective e-Admission Certificate(s). The provisionally admitted candidates will have to paste a passport size photograph duly self attested / attested by a Gazetted Officer 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.

SUBMISSION OF CERTIFICATES/ DOCUMENTS:-

- ✓ THE CANDIDATES WILL HAVE TO SUBMIT THE PRINTOUT/ HARD COPY OF ONLINE APPLICATIONS ALONGWITH SELF ATTESTED/

ATTESTED COPIES OF REQUISITE DOCUMENTS/ CERTIFICATES, i.e. ESSENTIAL QUALIFICATION(S), AGE, EXPERIENCE AND CATEGORY IN SUPPORT OF THEIR ELIGIBILITY ON THE DAY OF SCREENING TEST/ EXAMINATION FOR THE CONCERNED POST, FAILING WHICH THEIR CANDIDATURE WILL STAND CANCELLED.

- ✓ Furnishing of false information or suppression of any material fact(s) in the Online Application form(s) would entail disqualification of the candidate and he / she will be disqualified from appearing for recruitment to any post to be advertised by this Commission for a period of three years from the date of submission of application by such candidate(s).
- ✓ The detailed particulars of such candidates will be uploaded on the website of the Commission to blacklist such debarred candidates.

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

CATEGORY CLAIMS:-

The category of the candidate claimed in the profile before he/she applied for the post shall be treated as final. In case his /her category undergoes a change before the last date notified for submission of online recruitment application form 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 fees deposited by the candidate earlier shall stand forfeited and he/ she shall have to deposit fresh fees as is applicable for the category claimed by him/her.

S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ WFF of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh/ B.P.L. of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the Online Application(s) while applying for the concerned post(s). **The benefit of reservation will be admissible on parental basis only.** All the candidates belonging to reserved categories are also required to go through relevant instructions of the Government of Himachal Pradesh issued from time to time 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 P.P.O. No., Rank, and date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh.

2. WARDS OF EX-SERVICEMEN OF HIMACHAL PRADESH, i.e. DEPENDENT SONS, DAUGHTERS AND WIVES OF EX-SM OF H.P.:-

Dependent sons, daughters & wives of Ex-Servicemen of Himachal Pradesh (Wards of Ex-Servicemen of Himachal Pradesh) may apply against the posts specifically reserved for Wards of Ex-Servicemen category (i.e. Dependent sons, daughters and wives) and not against the posts reserved for Ex-Servicemen of H.P. in order to avoid rejection of their candidature at any later stage for the concerned post(s). Candidates belonging to Wards of Ex-SM category will have to submit a Dependent Certificate issued by the competent authority and a undertaking to the effect that no person in the family has been rehabilitated through employment against the posts reserved for Ex-Servicemen with the H.P. Govt./ Corporation/ Board/ Autonomous Body of H.P. as well as Central and other State/ Union Territory Government or PSU/ Autonomous Body / Banks etc. under the control of

the said Central or other State / Union Territory Government. The daughters of Ex-Servicemen will also have to submit an undertaking to the effect that she is unmarried and dependent upon her father in support of her category claim on the day of personality test.

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

The candidates belonging to OBC of H.P. category must produce OBC certificate(s) on the prescribed format valid till the relevant term of the Financial Year (i.e. 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 a valid OBC Certificate covering the entire period from last date of submission of online applications till date of personality test along with an undertaking that his / her status as OBC has not been 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.

4. WFF OF H.P. (WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH):-

For the posts reserved for Wards of Freedom Fighters of Himachal Pradesh (WFF of H.P.), sons/ grandsons/ daughters/ grand daughters of Freedom Fighters of Himachal Pradesh, who have been appointed on regular basis as well as married daughters/ grand daughters shall not be entitled for the benefits of reservation provided to the wards of Freedom fighters in Government services, against the identical posts in the same scale. The employed children/ grand children and married daughters/ grand daughters of Freedom Fighters will be deemed to have been excluded from the definition of Wards of Freedom Fighter for the purpose to this extent. The children/ grand children of Freedom fighters of Himachal Pradesh, who have been appointed in Govt. / Semi Govt. or Private Sector etc. services against the post(s) reserved for the wards of Freedom Fighters on regular basis will remain entitled to compete for higher rank/ grade posts/ services on the basis of reservation earmarked to the wards of Freedom Fighters of Himachal Pradesh.

ELIGIBILITY CONDITIONS:-

- (i) The date of determining eligibility of all candidates in terms of essential qualification(s), experience etc., if any, shall be reckoned as on last date prescribed for submission of Online Applications through Online Recruitment Applications (ORA) portal, i.e. 16th August, 2019.
- (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 12th 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 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).
- (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 candidature/Online Application is liable to be rejected.

AGE:- As mentioned against each category of post.

Clarification:-

- (i) 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. **However, age relaxation is admissible only in case there is any post reserved for respective category.**
- (ii) **Age of a candidate shall be reckoned as on 01-01-2019.**

SCREENING TEST/ EXAMINATION/ PERSONALITY TEST/ FINAL SELECTION:-

- (i) In 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 personality test(s) by subjecting them to either Computer based Screening Test (objective-type) or Offline Screening Test (objective / descriptive) of two hours duration.

Provided that Computer Based Screening Test shall be conducted in single slot with same question paper and in different slots with different set of question papers depending upon the total number of candidates who have to take the test and the number of computer terminals available to the Commission at the particular date for Computer Based Screening Test.

- (ii) Marks obtained in the Screening Test are only meant to short list the number of candidates for personality test(s) and are in no way to be presumed by the candidates as being their merit for final selection. **Minimum pass marks in Computer Based Test / Offline Test (objective or descriptive) are 25% for the candidates of General category and 20% for the candidates of reserved categories.** Any correlation drawn by the candidates between their score in the Screening Test and final merit at a later stage is completely unwarranted. No representation(s) shall be entertained in this regard. Final selection of a candidate will be made solely on the basis of his/ her performance in the Personality Test, which will be of maximum 100 marks. The minimum pass marks in personality test 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 Computer Based Test / Offline Test (objective or descriptive), before the Personality Test Board, a candidate scoring more marks in the Personality Test shall be placed above the candidate scoring lesser marks in the Personality Test. If the candidates will score equal marks in the Personality Test, then a candidate securing more marks in the Computer Based Test / Offline Test (objective or descriptive) will be placed above the candidate securing lesser marks in the Computer Based Test / Offline Test (objective / descriptive). In case the marks of Computer Based Test / Offline Test (objective or descriptive) are equal then the candidate who is senior in age will be placed above the candidate junior in age.
- (iv) Where selection is to be made purely on the basis of performance of the candidates before the Personality Test Board, a candidate scoring more marks in the Personality Test shall be placed above the candidate scoring lesser marks in the Personality Test. If the candidates will score equal marks in the Personality Test, then a candidate who is senior in age will be placed above the candidate junior in age.
- (v) In the Computer Based Test (CBT) (objective type) there will be 100 questions of 01 mark each 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 think 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. After finalization of answer key category-wise zone of consideration in the ratio of 1:6 + 3 i.e. six times plus three the number of post(s) advertised will be prepared on the basis of performance of the candidates in the Computer Based Test (objective type) to check their eligibility by the Branch responsible for making direct recruitment on the basis of documents uploaded by them on the Online Recruitment Applications (ORA) portal. In case the number of candidate(s) to be declared qualified for personality test fall(s) below the prescribed ratio i.e. six candidates for a single post and three candidates for every subsequent post then to meet this shortfall an additional zone of consideration as per requirement 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.
- (vi) In the Offline Test (objective type) there will be 100 questions of 01 mark each 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 encircle / blacken the option which he / she thinks, is right / correct on the OMR answer sheet. The key of Offline Test (objective type) shall be uploaded on the official website immediately after the conduct of test for inviting objections, if any, from the candidates. Seven days time (day of

publishing the key plus seven days upto 05.00 P.M. of the prescribed 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 / Paper Setter and, if found correct, a revised key of that Screening Test shall be prepared. After finalization of answer key, the OMR answer sheets of the candidates who appeared in the Screening Test shall be scanned in the OMR Scanner and evaluated by using the final / revised answer key to prepare a category-wise zone of consideration in the ratio of 1:6 + 3 i.e. six times plus three in proportion to the number of post(s) advertised on the basis of performance of the candidates in the Screening Test, to check their eligibility by the Branch responsible for making direct recruitment on the basis of documents uploaded by them on the ORA portal. In case the number of candidate(s) to be declared qualified for personality test fall(s) below the prescribed ratio i.e. six candidates for a single post and three candidates for every subsequent post then to meet this shortfall an additional zone of consideration as per requirement shall be prepared. The final / revised answer key shall be uploaded on the website of the Commission immediately after the declaration of result of screening Test.

- (vii) In Computer Based Screening Test (CBT)/ Offline Screening test, 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.
 - d. 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.
- (viii) Marks of the candidates obtained in Screening Test {Computer Based Test (CBT)/ Offline} & Personality Test (if appeared) & cut off marks shall be displayed on the Commission's website after the declaration of final result for their information. Besides this no other information shall be made available either by means of a hard copy or soft copy.
- (ix) For more information of candidates, HPPSC (Procedure & Transaction of Business and Procedure for the Conduct of Examinations, Screening Tests & Interviews etc.) Rules, 2018 is available on Commission's website.
- (x) The eligibility of candidate(s) called for the personality test will be determined on the basis of original documents produced on the day of personality test 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/ examination/ personality test shall be purely provisional.
- (xi) Summoning of the candidate(s) for Personality Test; conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the appropriate appointing authority.
- (xii) If any person with disability requires scribe/ reader, having disability of 40% or

more, he / she has to request for the same in writing to the Commission alongwith copy of disability certificate issued by the competent authority at least seven days prior to the screening test for the concerned post. Such applications will be entertained on merit and as per rules.

- (xiii) Re-checking / re-evaluation, for the written examination(s)/ Screening Tests will not be allowed in any case.
- (xiv) **Disputes, if any, shall be subject to Court jurisdiction at Shimla, Himachal Pradesh.**

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 interviewed unless he/she produces NOC from the concerned employer.
4. It may be ensured by the candidates before submitting the applications that 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 service would be liable to be terminated.
5. 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., written examination and Personality Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination or personality test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the concerned examination will be cancelled by the Commission.
6. 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) resorting to the following means in connection with his/her candidature for the examination, namely:-
 - obtaining copy of question paper through improper means,
 - finding out the particulars of the persons connected with secret work relating to the examination,
 - influencing the examiners, or
 - (g) using unfair means during the examination, or
 - (h) writing obscene matter or drawing obscene sketches in the scripts, or
 - (i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
 - (j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or
 - (k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
 - (l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or
 - (m) 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
 - (n) to be debarred either permanently or for as specified period:-
 - by the Commission from any examination or selection held by them.
 - by the Central Government from any employment under them, and
 - (o) 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.
7. The centres of holding the examination(s) are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the examination centre(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different centre to a candidate when circumstances so warrant.

CHECK LIST:

VERIFY THE FOLLOWING BEFORE SUBMITTING THE ONLINE RECRUITMENT APPLICATION OR DOCUMENTS/ CERTIFICATES:-

- a) That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for personality test.

- b) In order to ascertain the eligibility for the concerned post(s), a printout of the finally submitted Online Recruitment Application (ORA) has to be submitted along with all requisite attested copies of certificates/ documents to the Commission on the day of Screening Test for the concerned post(s).
- c) That copies of only following documents/certificates are provided in support of claims made/ information given in the Online Recruitment Application:-
- i) Degree/ Diploma certificates along with Marks Sheets of all years in support of Educational Qualifications. The provisional certificate(s) along with marks sheets of all semesters/ years.
- ii) Matriculation certificate for age proof.
- iii) Experience certificate(s) wherever required.
- iv) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) under which it has been so treated.

DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(S):

- No candidate will be eligible for admission to the examination:-
- a. If he/ she has been dismissed from any previous Govt./ Semi Govt. 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; or
- d. If he / she is an un-discharged insolvent.

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, 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/-
 (Rakhil Kahlon) IAS,
 Secretary,
 H.P. Public Service Commission
 Ph. No. 0177-2624313/ 2629739