



# HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Examination-2022

Advertisement Number : **57/09-2022** ,Closing Date for Application : **04/10/2022 11:59PM** and Closing Date for Fee : **04/10/2022 11:59PM**

**Dated : 08/09/2022**

Online Applications (ORA) are Invited from desirous and eligible employees (candidates) of the H.P. Govt. Department/Boards/Corporations/Autonomous Bodies / Universities / Co-Operative Bank of the State of Himachal Pradesh having Bachelor's Degree from a Recognized University with 03 (Three) Years Regular Service for Initial Selection of 30 candidates for undergoing Pre induction training at HIPA through Preliminary Entrance Examination followed by Main Entrance Examination for Induction in Himachal Pradesh Finance & Accounts Service which shall be available on the Commission's website:-[www.hppsc.hp.gov.in/hppsc/](http://www.hppsc.hp.gov.in/hppsc/).

## **IMPORTANT INSTRUCTIONS: -**

1. Date for determining eligibility of candidates in respect of essential qualification(s) and experience i.e. 03 years regular service in the above mentioned Departments shall be the prescribed closing date for submission of online Recruitment Applications (ORA)
2. The candidates must read instructions carefully before applying for the post(s), which are available on website of the Commission.
3. The candidates must ensure their eligibility in respect of Essential Qualification, experience, category & age etc. for the post(s) to avoid rejection at later stage.
4. The benefit of reservation in respect of categories, viz., S.C., S.T and O.B.C. on parental basis will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh.
5. No candidate shall be admitted for Main Entrance Examination unless he/ she submitted Annexure-I, II, III (complete in all respects) within 15 days from the declaration of result of Preliminary (Entrance) Examination. The date of issue of service certificate must be recorded on it by the issuing authority failing which the candidature of such candidates is liable to be rejected.
6. No candidate shall be admitted for Main (Entrance) Examination unless he/ she bring NOC from the concerned employer.
7. Number of post(s) is/are tentative and may increase or decrease from time to time.
8. Examination fee once paid will not be refunded in any case.
9. Incomplete online Applications submitted without requisite fee, scanned photograph and scanned signature of prescribed size, will be rejected straightway.
10. Re-checking/ re-evaluation, of answer book or OMR Answer Sheet for the written examination(s)/ Screening Tests will not be allowed in any case.
11. Disputes, if any, shall be subject to Court jurisdiction at Shimla.
12. Examination fees once paid will not be refunded any circumstance nor can the fees be held in reserve for any other examination or selection.
13. The Candidates are required to upload the requisite documents on the OTRS portal.
14. In case of wrong encoding of either Application number, Roll Number or both by the candidate, the OMR sheet shall not be evaluated and shall be rejected straight away.

## **List of documents to be uploaded on the OTRS portal by the candidate:**

1. Matriculation certificate for age proof.
2. Bachelor Degree certificate along with Marks Sheets of all years/ consolidated mark-sheets or provisional degree in support of essential qualifications.
3. Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., Ortho Physical Handicapped.
4. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance With the instructions of the Govt. issued vide letter No.PER (AP)-CF (10)-4/2010 dated 5th August, 2019.
5. Bonafide Himachali Certificate in case of reserved category candidates.
6. Service Certificate and undertaking for chances already availed. i.e Annexure II,III.

**Note:- Strike out whichever is not applicable.**

**Post Details**

Sno.	Name of dept	Name of post	No. of posts	Category Wise No. Of Posts	Pay scale
1	TREASURIES, ACCOUNTS AND LOTTERIES (FINANCE AND ACCOUNTS)	SECTION OFFICER, HPF AND AS	30	UNRESERVED =18, UNRESERVED(ORTHO PHYSICALLY HANDICAPPED OF HP) =1, SCHEDULED CASTE OF HP =5, SCHEDULED TRIBE OF HP =3, O B C OF HP =3	Rs.10300-34800+ (GP 5000)

**Essential Qualification(s)**

Bachelor's Degree from a recognized University with 03 (three) years regular service in the Department/ Board/ Corporation/ Autonomous Body/ University/ Co-operative Bank of the State of Himachal Pradesh.

**Desirable Qualification**

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**AGE:- Between 18 years to 45 years.**

1.. Age of a candidate shall be reckoned as on **01.01.2022**.

**EXAMINATION FEES:-**

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

Sr. No.	Category	Examination Fees
1.	<b>General Category</b> {including General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ Autism, Intellectual Disability or Multiple Disability)/ Economically Weaker Section (EWS) 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 of Ex-SM of H.P.}	Rs.400/-
2.	<b>S.C. of H.P./S.T. of H.P. /O.B.C. of H.P./ EWS (Covered under BPL)</b> /(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 of Ex-SM of H.P.)	Rs.100/-
3.	<b>Ex-Servicemen of H.P.</b> (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)/ <b>Blind/Visually Impaired of H.P./Female Candidates.</b>	No Fee

Note: 1: Candidates can pay requisite Examination Fees for preliminary entrance examination through 'e-Payment' i.e. through Debit Card or Credit Card of any Bank.

2: The candidates who qualify the preliminary entrance examination will have to deposit examination fee for Main Entrance Examination as mentioned above against the respective categories in the shape of bank draft in favour of Secretary, Himachal Pradesh Public Service Commission / through 'e-Payment' i.e. through Debit Card or Credit Card of any Bank .alongwith application form prescribed for the Main Entrance Examination) appended below as Annexure-I.

**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 for Preliminary Entrance Examination and provisionally admitted candidates will have to download their respective e-Admission Certificate(s) 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) earlier created by them 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 Preliminary (Entrance) Examination, in any condition/ circumstances, whatsoever.

**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 application through OTRS 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 in category which is beyond the control of the candidate at any stage during the recruitment process; provided he/she has not availed any relaxed standards in terms of age, experience, qualification etc., he / she will inform about it to the Commission within 15 days from the date of change of his/her category failing which no such type of request shall be entertained by the Commission.

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 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 only to the candidates belonging to Himachal Pradesh on parental basis. All the candidates belonging to reserved categories are also required to go through the 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.

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

The candidates belonging to O.B.C. of H.P. category must produce O.B.C. 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 from time to time. Candidates must have a valid O.B.C. Certificate covering the

entire period from last date of submission of Online Recruitment Applications till date of Main Entrance Examination along with an undertaking that his / her status as O.B.C. 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

## **INITIAL SELECTION, TRAINING AND EXAMINATION**

Subject to other conditions prescribed in the rules regulating the service, the initial selection of candidates for undergoing training to Himachal Pradesh Finance and Accounts Service and conduct of Himachal Pradesh Finance and Accounts Service Part-I and Part-II examination shall be regulated as under:-

1. The candidates (Employees) appearing in the competitive Himachal Pradesh Finance and Accounts Service entrance examination shall not be entitled for any special leave. They have to take leave from their employer for this examination.

2. The candidates shall have to bear their own expenditure for appearing in the Himachal Pradesh Finance and Accounts Service competitive examination(s)

3. The selected trainee candidates for undergoing the training for Himachal Pradesh Finance and Accounts Service Part-I and Part-II Examination shall execute a bond of Rs.5,00,000/- (or such amount as may be determined by the Government from time to time) for serving the Government or the Public Sector Undertakings/Corporations/ Boards/Universities, as may be required by the Government for a period of not less than 05 (five) years after successfully completing the training and qualifying Part-I and Part-II examinations. The requisite bond shall be submitted by the trainee candidate to the Director, Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla on the very first day of joining for training, which will be forwarded by the said Institute to the Director, Treasuries, Accounts & Lotteries, Himachal Pradesh, Shimla for record and necessary action.

4. **Subjects and Syllabus for the Entrance Examination(s):** The subjects and syllabus for the candidates appearing in preliminary Himachal Pradesh Finance and Accounts Service Examination shall be as under:-

### **(a) Preliminary Examination.:**

There will be 120 **multiple choice questions** as specified below on the basis of syllabus prescribed for main examination. The duration of the test will be of two hours. The marks obtained by the candidates who are declared qualified for written examination will not be counted for determining their final order of merit. The number of candidates to be admitted to the main examination will be ten (10) times of the number of vacancies to be filled:—

English & Hindi	40 questions
Omnibus Accounts	40 questions
FRSR & HPFR, 2009	40 questions

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

- a) There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
- b) If a candidate gives more than one answer, it will be treated as wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question
- c) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.
- 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 encode any one of these two correct answers will be awarded marks allotted to that question.

**NOTE:-** “In case of wrong encoding of either Application Number, Roll Number or both by the candidate, the OMR sheet shall not be evaluated and shall be rejected straight away.

**Main (Entrance) Examination:** The Syllabus for main entrance examination will be as under:-

Paper-I	English and Hindi	Precis, letter writing, noting and drafting and other general questions to test the candidate’s ability to write correct English/Hindi.  The questions from English/Hindi will carry 75 marks each.
Paper-II	Omnibus Accounts	Questions will be on Rules relating to Pay Fixation, Pension, T.A., LTC, Leave and GPF.
Paper-III	FR, SR and Himachal Pradesh Financial Rules (HPFR), 2009.	Questions will be on Fundamental Rules & Supplementary Rules and Himachal Pradesh Financial Rules, 2009.

Note 1: The standard of English Paper shall be similar to that of the Degree of any recognized Indian University and Standard of Hindi Paper shall be similar to that of 10+2 examination of any recognized Board of School Education.

Note 2: Each Paper shall carry 150 marks and will be of three hours duration.

Note 3: The medium of examination shall be English except for Paper I for which the medium of examination shall be both English and Hindi part wise.

**5.Number of chances for appearing in Entrance Examination:**

- (i) No employee shall be allowed **more than five** chances to sit in the entrance examination.
- (ii) The candidates who have finally been declared unsuccessful in Himachal Pradesh Finance and Accounts Service Examination held after completion of training will not be eligible to sit in the entrance examination again.

## **6. Selection of candidates for Training:**

- (i) The minimum pass marks shall be 40% in each paper and 45% in aggregate, but for reserved category the percentage will respectively be 5% less.
- (ii) The final selection shall be made strictly in order of merit, of course keeping in view the reservation of seats for reserved categories.
- (iii) The seniority of the officers appointed to the service shall be determined on the basis of marks obtained by them in both Part-I and Part-II examinations in first attempt. In case the marks are equal then the candidate who is senior in age will be placed above the candidate junior in age. The trainee, who will not pass all the papers in first attempt, will be placed below the candidates who have passed the examinations for both the parts in first attempt, on the basis of marks obtained by him/her in order of passing both the parts

## **7 Training:**

- (a) The Director, HIPA shall intimate the candidates selected for undergoing training, the scheduled date of commencement of training for Part-I and Part-II examinations.
- (b) In case any candidate selected to undergo training fails to report for training to the Director, HIPA by the scheduled date of the commencement of training, the period of such absence may be condoned by the Director, HIPA on the written request of the candidate provided the reasons for such absence were beyond the control of the applicant and the Director, HIPA is of the opinion that it may be possible for the applicant to make up for the lost period.
- (c) The period of training for Himachal Pradesh Finance and Accounts Service Part-I and II examinations shall be 5 months in each part.
- (d) The appointment of the trainee candidate in the Finance Department after successful completion of Part-I and Part-II Examination shall be subject to the obtaining of Vigilance Clearance Certificate in his / her favour by his parent Department from the Vigilance Department.
- (e) The period of training of Part-I and Part-II and examination shall be treated as duty:

## **8. Examination and Result:**

- (1) The subjects and syllabus for Himachal Pradesh Finance and Accounts Service Part-I and II training to be conducted by HIPA shall be as per Appendix-B and Appendix-C attached with the rules regulating the recruitment and conditions of service of persons appointed to the HPF& AS notified by the Government of H.P. vide notification No. 3-1/ 75-Fin (T&A)-IV dated 19-04-2018.
- (2) The Commission on receipt of information regarding the date of completion of Training of Himachal Pradesh Finance and Accounts Service Part-I and Part-II from Himachal Pradesh Institute of Public Administration Fairlawns, Shimla shall conduct the examination on a date immediately after

the completion of training. The Director, HIPA will send such information at least 1-1/2 months before the completion of training

- (3) A candidate shall not be allowed to appear in either part of the examination more than three times
- (4) In order to pass the examination, a candidate must obtain 50% marks in each paper. Where there are two parts in a paper, marks obtained in both the parts shall be counted together.
- (5) A candidate shall be eligible to be admitted for Himachal Pradesh Finance and Accounts Service Part-II training with other successful candidates who have qualified the Himachal Pradesh Finance and Accounts Service Part-I examination even if he fails to qualify the said examination.
- (6) The result of Himachal Pradesh Finance and Accounts Service Part-II examination of such candidate shall not be declared till he qualifies the Himachal Pradesh Finance and Accounts Service Part-I examination.
- (7) In case a candidate fails to pass all the papers even after availing three chances, separately both in Part-I and Part-II examinations, his result for Himachal Pradesh Finance and Accounts Service Part-I and Part-II examinations shall stand cancelled automatically.
- (8) The Commission shall intimate the list of successful candidates including the marks obtained by them in all the papers of Part-I & II examination to the Director, Treasuries, Accounts & Lotteries, Himachal Pradesh.
- (9) Candidate(s) shall be required to bring their own books in examination in those papers in which the aid of such books is allowed. Those books shall not contain any extraneous material but shall be bare reference books only. In case a candidate is found to have indulged in unfair means during the examination, he / she may be disqualified for the entire examination.

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

The candidates declared qualified for (Main) Entrance Examination for above mentioned posts are required to submit their requisite documents alongwith Application form and service certificate appended as Annexure I, II & III in support of their eligibility for the concerned post(s) within 15 days from the date of declaration of result of HPF & AS Main Entrance Examination. The requisite documents submitted by the candidates, will be scrutinized and list of proposed rejected candidates 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. **Seven days** time will be given to file representation(s) along with supporting documents against the proposed rejections, if any, from the date of uploading the same on the website of the Commission for the concerned post(s), failing which, no representation(s) will be entertained thereafter.

However, the list of finally rejected candidates will be uploaded on the official website of the Commission and their status will be uploaded individually

against their USER ID. SMS alert / e-mail will also be sent to such candidates who submit their mobile numbers and e-Mail addresses.

\* No examination fee will be refunded to the candidates whose applications are rejected by the Commission for any reasons(s)

#### **SUBMISSION OF CERTIFICATES/ DOCUMENTS:-**

THE CANDIDATES QUALIFIED FOR SECTION OFFICER, HPF&AS MAIN ENTRANCE EXAMINATION WILL HAVE TO SUBMIT THE PRINTOUT/ HARD COPY OF ONLINE APPLICATIONS ALONGWITH ANNEXURE -I, APPLICATION HAVING SERVICE CERTIFICATE PARTICULARLY AS ANNEXURE-II, SELF ATTESTED/ ATTESTED COPIES OF REQUISITE DOCUMENTS/ CERTIFICATES, i.e. ESSENTIAL QUALIFICATION(S), AGE, EXPERIENCE AND CATEGORY IN SUPPORT OF THEIR ELIGIBILITY AFTER DECLARATION OF THE HPF&AS MAIN ENTRANCE EXAMINATION. FOR THE CONCERNED POST, FAILING WHICH THEIR CANDIDATURE WILL STAND CANCELLED. THEY HAVE TO SUBMIT THE SERVICE CERTIFICATE IN PERSCIBED PROFORMA ATTACHED AT THE END OF THE ADVERTISEMENT, FOR THE PURPOSE OF CALCULATING THE LENGTH OF SERVICE REQUIRED.

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.

#### **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, for submission of Online Applications through OTRS portal
- (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) The decision of the Commission regarding eligibility etc. of a candidate for admission to selection will be final and no correspondence / personal enquiries will be entertained.
- (iv) Onus of proving that a candidate has acquired requisite degree/ essential qualification by the stipulated date, shall be on the concerned 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.
- (iv) 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/ is liable to be rejected.



## **Preliminary Entrance Examination and ( Main) Entrance Examination:--**

- (i) In the Computer Based Test (CBT) (objective type) there will be 120 questions of 01 mark each on the basis of syllabus approved in the R&P rules for the post. 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 answer key of CBT (objective type) shall be uploaded online on the 'MY EXAMINATION MY ONLINE REVIEW' in the User IDs of all appeared candidates immediately after its conduct for inviting objection(s) for which 03 (three) days time from the day of publishing of answer key (day of publishing of the answer key plus 3 (three) next days upto 11.59 P.M. of the last date of receipt of objections after which the link will be disabled) shall be given to them to submit their objection(s) in online mode only. Objection(s) submitted in any other mode will not be entertained. The received objection(s), if any, will be got verified from the concerned Subject Expert / Paper Setter. Based on the opinion / decision of the concerned Subject Expert / Paper Setter to the objection(s) raised by the candidates the revised answer key shall be prepared & finalized. In respect of the scrapped question(s) no credit to appeared candidates shall be given. The final answer key alongwith question paper shall be uploaded on the website of the Commission immediately after the declaration of the result of the CBT. No objection(s) / representation(s) shall be entertained against the final answer key.
- (ii) In the offline Screening Test (objective type) (Preliminary Examinations) there will be 120 questions of 01 mark each on the basis of syllabus approved in the R&P Rules for the post. Each question will be followed by four (a, b, c, d) answer options. The candidate will have to encircle / blacken the option he / she thinks is right / correct on the OMR answer sheet with blue / black ball pen. The answer key of offline Screening Test (objective type) shall be uploaded on the website of the Commission immediately after the conduct of offline screening test for inviting objections from the appeared candidates for which 07 (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. The received objection(s), if any, will be got verified from the concerned Subject Expert / Paper Setter. Based on the opinion / decision of the concerned Subject Expert / Paper Setter to the objection(s) raised by the candidates the revised answer key shall be prepared & finalized. In respect of scrapped question(s) no credit to appeared candidates shall be given. The final answer key shall be uploaded on the website of the Commission immediately after the declaration of the result of the offline screening Test. No objection(s) / representation(s) shall be entertained against the final answer key.
- (iii) The eligibility of candidate(s) called for the Main (Entrance) Examination will be determined on the basis of documents submitted by them within 15 days after declaration of result of Preliminary (Entrance) Examination. The Commission will not be responsible if the candidature of any candidate is rejected at the time of verification by the appointing authority. As such, admission to the Preliminary (Entrance) / Main (Entrance) Examination shall be purely provisional.
- (iv) The result of the candidate shall be made available on the website of the

Commission after the recommendation sent to the Administrative Department concerned. It shall be made in the format (a) marks obtained in each paper of the written examination / screening test by the candidate (b) cut off percentage or cut off marks and (c) marks obtained by the candidate in the Screening /Main examination. This information can be viewed by the candidate concerned by opening his / her log in / user ID. **Besides this no other information shall be made available either by means of a hard copy or soft copy.**

- (v) Re-checking & re-evaluation of answer books & OMR answer sheets of the candidates appeared in the written examination(s) / offline Screening Test(s) conducted by the Commission will not be allowed in any case.
- (vi) For more information of candidates, HPPSC (Procedure & Transaction of Business and Procedure for the Conduct of Examinations, Screening Tests & Interviews etc.) Rules, 2021 pertaining to selection procedure etc. is available on Commission's website).
- (vii) Disputes, if any, shall be subject to Court jurisdiction at Shimla.

**OTHER CONDITIONS.**

1. 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.
2. 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 Preliminary (Entrance) Examination/ Main (Entrance) Examination for which they are admitted by the Commission, will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination, 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.
3. 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:-
  - (i) Obtaining / seeking support for his / her candidature whether in the Examination or Interview by any means; or
  - (ii) Impersonating; or
  - (iii) Procuring impersonation by any person; or

- (iv) Submitting false / fabricated documents or documents which have been tampered with; or
- (v) 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
- (vi) Resorting to the following means in connection with his / her candidature for the examination, namely:-
  - (a) obtaining copy of question paper through improper means;
  - (b) Finding out the particulars of the persons connected with secret work relating to the Examination;
  - (c) influencing the Examiners; or
- (vii) Using or attempting to use unfair means in the Examination Hall; or
- (viii) writing obscene matter or drawing obscene sketches in the scripts; or
- (ix) harassing, threatening or causing physical injury to the staff engaged in the conduct of Examination; or
- (x) 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
- (xi) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Examination, creating a disorderly scene and the like; or
- (xii) 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 /; or
- (xiii) being debarred earlier on the above mentioned grounds by the Union Public Service Commission or any State Public Service Commission including this Commission.
- (xiv) 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.
- (iii) 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.

4. 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.

In case of CBT, examination Centre shall be allotted to the candidate at the discretion of the commission on the availability of Computer Test lab, anywhere in the state.

**HOW TO APPLY:-**

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

**a)** Desirous/ eligible candidates must have to apply online through official website of the Commission <http://www.hppsc.hp.gov.in/hppsc>. Applications received through any other mode would not be accepted and will be rejected straightway.

**b)** The candidates should exercise due care while entering their Mobile Numbers and e-mail IDs in the Online Recruitment Applications (ORA) for immediate intimation with regard to their application.

**c)** The desirous & eligible candidate may visit the official website of the Commission (<http://www.hppsc.hp.gov.in/hppsc>) and click on the link "Apply Online" on the Home Page. The candidate will register and create his/ her profile on 'One Time Registration' and after logging into his/ her account in OTR, the list of advertisements will be displayed to the candidate on Page 3 of 10 dashboard. Candidate will apply for a particular post through portal. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application the candidate will be shown the preview of uploaded documents and he/ shall give an undertaking/ declaration that:-

"It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reason of uploaded documents being non readable/ poor quality of scanning."

No further opportunity will be given to the candidate for submission of any document after the submission of online recruitment application. Online Recruitment Application once submitted shall not be allowed any change.

**d)** No representation / correspondence will be entertained against final rejection of candidature.

**Examination Stations/Cities**

SHIMLA

## **MODE OF PAYMENT :**

The desirous & eligible candidates shall pay the examination fee fixed category-wise online by Debit Card/Credit Card/Internet Banking through “e Payment Gateway”, as the case may be, on or before the prescribed closing date for submission of Online Recruitment Applications (ORA). While making payment through “e-Payment Gateway” the candidate(s) shall pay the fixed amount through Debit Card/Credit Card/Internet Banking only after accepting the “Terms and Conditions to apply online”. Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection. Before applying online, all candidates are advised to go through detailed instructions given on the above mentioned website.

**NOTE:-** Candidates should note that payment of fee can be made only through the modes prescribed above. Payment of fee through any other mode is neither valid nor acceptable. Applications submitted without the prescribed fee/mode shall be summarily rejected.

## **FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-**

In case of any guidance/information / clarification regarding Online Recruitment Applications (ORA), candidate contact H.P.P.S.C.'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 applications can also be mailed by the candidates on e-mail ID [hppsc\\_shimla@msn.com](mailto:hppsc_shimla@msn.com). No candidate will interact directly with the staff in the Recruitment Sections.

## **E- ADMIT CARDS / E-CALL LETTERS:-**

No Admit Cards/Call Letters will be sent by post and provisionally admitted candidates will have to download their respective e-Admit Cards/e-Call Letters 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-Admit Cards/e-Call Letters. 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-Admit Cards, failing which he/she will not be allowed to appear in the Screening Test/ Examination, in any condition/circumstances, whatsoever.

## **CERTIFICATES/ DOCUMENTS TO BE UPLOADED BY THE CANDIDATES:-**

The desirous & eligible candidate may visit the official website of the Commission (<http://www.hppsc.hp.gov.in/hppsc>) and click on the link “**Apply Online**” on the Home Page. The candidate will register and create his/ her profile on ‘One Time Registration ’and after logging into his/her account in OTR. the list of advertisements will be displayed to the candidate on dashboard. Candidate will apply for a particular post through portal. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement.

## **SELECTION PROCESS:-**

<b>Stage</b>	<b>Stage Name</b>
1	SCREENING / PRELIMINARY EXAM
2	MAINS EXAM

### **CHECK LIST:**

#### **VERIFY THE FOLLOWING BEFORE SUBMITTING THE ONLINE APPLICATION 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 candidate

In order to ascertain the eligibility for the concerned post(s), a printout of the finally

submitted Online Application has to be submitted along with all requisite attested copies of Certificates/ documents to the Commission after declaration of result of Preliminary Entrance Examination Test for the concerned post(s).

b) That the following documents/ certificates are to be submitted in support of claims made/ Information given in the Online Application:-

i) Degree alongwith 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) Service Certificate and NOC form present Employer in support of eligibility for the post(s).

iv) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) under which it has been so treated

v) Category Certificate claimed in One Time Registration System (OTRS).

## **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), OTRA: One Time Registration System, CBT : Computer Based Test.

sd/-

(D. K. Rattan), IAS

Secretary

H.P. Public Service Commission

Tel. No. : 0177-2624313

## HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

(APPLICATION FOR INITIAL SELECTION OF CANDIDATES FOR UNDERGOING HPF &amp; AS EXAM-2022)

1.	<b>Roll No.</b>		Affix your recent passport size photography duly attested																	
2.	<b>Online Application Form No.</b>																			
3.	<b>Name of Applicant</b> (in Block Letters)																			
4.	<b>Father's Name</b>																			
5.	<b>Date of Birth</b> (Attested Copy of Matriculation Certificate showing date of birth may be enclosed)																			
6.	<b>Age as on 01-01-2022</b>																			
7.	<b>Category</b>  (if reserved category, furnish a proof thereof)																			
<p><i>* 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 31<sup>st</sup> 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 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.</i></p>																				
8.	<b>Fee(Rs.400/- for General Category Physically Handicapped &amp; Rs. 100/- for SC/ST/OBC (of H.P. Categories),</b>  <b>No. Fee for female Candidates.</b>	Detail- i) Bank draft No. _____ ii) Dated:- _____ iii) Amount: _____ iv) Name of Bank _____																		
9.	<b>Educational qualification</b>  (attested copies of degree/ details marks sheets may be enclosed)		One attested copy of your recent passport size photograph in addition to the one affixed above.																	
10.	<b>Date of Joining</b> of regular service under the H.P. Govt. or the H.P. Govt. Undertaking/ Corporation / Boards / Autonomous Bodies/ Local Bodies etc.																			
11.	Whether completed the required length of 03 years regular service as on _____, if so, give a certificate to this effect on annexure-II.																			
12.	No objection certificate from the Appointing Authority.																			
13.	Detail of chances already availed in previous years ( specify the year with Roll No)	<table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Year</th> <th>Roll.No</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> </tr> </tbody> </table>		Sr.No.	Year	Roll.No	1			2			3			4			5	
Sr.No.	Year	Roll.No																		
1																				
2																				
3																				
4																				
5																				
14.	Detail of Documents attached:-																			
	1.	2.																		
	3.	4.																		
	5.	6.																		
	7.	8.																		

## DECLARATION

I hereby declare that I am an Indian National and the statements made in this application are true, complete and correct to the best of my knowledge and belief. I undertake that in the event of any information being found false or incorrect at any stage, my candidature is liable to be cancelled and if appointed, appointment itself shall be liable to be cancelled. I also solemnly declare that I do not suffer from any of the disqualifications shown in the advertisement for the post and I am eligible in all respects according to eligibility criteria prescribed.

Date:

Place:

Signature of the applicant



**SERVICE CERTIFICATE**

Certified that Shri/ Smt./ Kumari \_\_\_\_\_ Son/daughter of  
Shri \_\_\_\_\_ hold the post of  
\_\_\_\_\_ on regular basis in the Department of \_\_\_\_\_, in the  
office of \_\_\_\_\_ and has put in \_\_\_\_\_ years regular continuous service as on \_\_\_\_\_ (both in  
permanent or officiating capacity) under the (DEPARTMENTS /BOARDS/CORPORATIONS/ AUTONOMOUS BODIES / UNIVERSITIES / CO-OPERATIVE BANK  
OF THE STATE OF HIMACHAL PRADESH .

Signature of certificate  
issuing authority

Name: .....

Designation: .....

Date of issue of certificate: -

Deptt. Office with Stamp:.....

Place:

**UNDERTAKING FOR CHANCE(S) AVAILED**

I \_\_\_\_\_, Son/daughter of Shri \_\_\_\_\_ hold the post of \_\_\_\_\_ on regular basis in the Department of \_\_\_\_\_, in the office of \_\_\_\_\_ and has put in \_\_\_\_\_ years regular continuous service as on (both in permanent or officiating capacity) under the (DEPARTMENTS /BOARDS /CORPORATIONS/ AUTONOMOUS BODIES / UNIVERSITIES / CO-OPERATIVE BANK OF THE STATE OF HIMACHAL PRADESH do hereby undertake that I have availed \_\_\_\_\_ chance(s) in the year, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, & \_\_\_\_\_ for HPF&AS (now initial selection of candidates for undergoing HPF&AS Training at HIPA)

Signature of candidate

Name:.....

Designation: .....

Date

Place