



# HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Examination-2023

Advertisement Number : **39/12-2023** ,Closing Date for Application : **05/01/2024 11:59PM** and Closing Date for Fee : **05/01/2024 11:59PM**

**Dated : 09/12/2023**

Online Recruitment Applications (ORA\*) are invited from desirous and eligible candidates for recruitment to 02 post(s) (General-01 & S.C.-01) of Junior Scale Stenographers, Class-III (Non-Gazetted), on contract basis, in level-7 i.e. Rs 28900- 91600/- of HPCS Revised Pay Rules, 2022 on fixed contractual amount as admissible in Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla-171002.

## **A. IMPORTANT INSTRUCTIONS:-**

1. The candidates must read instructions carefully, which are available on website of the Commission before applying for the post(s) concerned.
2. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement by uploading copies of certificates of Essential Qualification, Matriculation certificate as age proof, Category Certificate alongwith Bonafide certificate of H.P. and Experience Certificate (where required) to avoid rejection of their candidature after the closing date.
3. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as mentioned in Eligibility Criteria of this advertisement are required to upload the requisite documents on the OTRS portal.
4. The candidate shall be eligible for appointment, if he/she has passed his/ her Matriculation and 10+2 from any school/institution situated within Himachal Pradesh, provided that this condition shall not apply to Bonafide Himachalis.
5. The benefit of reservation for various post(s) will be admissible only to the candidates, who are Bonafide residents of Himachal Pradesh in respect of categories, viz. Scheduled Caste (S.C.), Scheduled Tribe(S.T.), Other Backward Classes (O.B.C.), Economically Weaker Section(E.W.S.), Ex. Servicemen, Ward of Ex. Servicemen, Ward of Freedom Fighter (W.F.F.) and Persons with benchmark Disabilities (Loco motor Disabled / Visually Impaired / Hearing Impaired) etc.
6. The reserved category candidates belonging to other States will be treated as General Category Candidates and the benefit of reservation and fee concession will not be admissible to such candidates.
7. No in service (regular service) candidate will be interviewed unless he/she produces NOC (No Objection Certificate) from concerned employer.
8. Examination Fee once paid will not be refunded.
9. The candidates must mention their e-mail & mobile No. correctly in their Online Recruitment Application for receiving alerts and messages relating to Examination.
10. The candidates should also give their Aadhar No. (optional) in the appropriate field of the ORA.
11. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

**B. List of documents to be uploaded on the OTRS portal by the candidate:-**

1. Matriculation certificate for age proof.
2. 10+2 certificate along with Marks Sheet in support of Educational Qualifications.
3. Experience certificate(s) wherever required.
4. Valid category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., Ex- Servicemen along with discharge book, Ward of Ex. Servicemen, WFF and Persons with benchmark disabilities etc. All these certificates along with undertaking wherever required, should be on Proforma prescribed by the Government of H.P. from time to time. 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)-C-F(10)-4/2010 dated 5th August,2019).
5. Bonafide Himachali Certificate in case of reserved category candidates.
6. Valid EWS/BPL Certificate. Candidates applying under EWS' s category will have to submit either "Income & Asset Certificate" or valid BPL Certificate countersigned by B.D.O. along with non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)-1/2019 dated 11th June, 2019.
7. Ex. Servicemen Discharge Certificate/Service Book. (The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate/ Service Book and full detail in respect of their P.P.O. No., Rank etc. and NOC with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity).

**Post Details**

Sno.	Name of dept	Name of post	No. of posts	Category Wise No. Of Posts	Pay scale
1	HPPSC	JR. SCALE STENOGRAPHER	2	UNRESERVED =1, SCHEDULED CASTE OF HP =1	Pay Band Level - 7 (Rs. 28900 - 91600)

**Essential Qualification(s)**

- (i) Should have passed 10+2 examination or its equivalent from a Board of School Education/University recognized by the H.P.Govt.
- (ii) Must possess the following speed in shorthand and typewriting in both the languages i.e. English and Hindi at the time of initial recruitment:-
- Speed in Shorthand:
- |         |        |
|---------|--------|
| English | 80 WPM |
| Hindi   | 70 WPM |
- Speed in typewriting:
- |         |        |
|---------|--------|
| English | 40 WPM |
| Hindi   | 30 WPM |
- (iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority.

**Desirable Qualification**

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

**C. ELIGIBILITY CONDITIONS:-**

1. 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 Recruitment Applications through ORA portal.
2. The reserved category candidates falling under vertical reservation i.e. S.C./S.T. /O.B.C./E.W.S. who are appointed on

their own merit and not owing to reservation will not be adjusted against reserved points and they will be adjusted against unreserved points. The S.C. / S.T. candidate appointed on their own merit and adjusted against unreserved points will retain their status of S.C. / S.T. and will be eligible to get benefit of reservation in future / further promotions, if any. However, only such S.C. / S.T. / O.B.C. / E.W.S. candidates falling under vertical reservation who are selected on the same standard as applied to general candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied at any stage of selection process in selecting S.C. / S.T. / O.B.C. / E.W.S. candidates, for example in the age-limit, experience, qualification, permitted number of chances in written examination (screening test / written examination), extended zone of consideration larger than what is provided for general category candidates etc., the S.C. / S.T. / O.B.C./ E.W.S. candidates are to be counted against reserved vacancies. 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. The candidates belonging to reserved categories falling under horizontal reservation i.e. Ex-servicemen / Wards of Ex-servicemen, Children / Grand Children of Freedom Fighters (W.F.F.), Persons with Benchmark Disabilities and Distinguished Sports persons who acquire merit/ marks on at par with the purely general candidates shall not be selected / appointed against general / unreserved posts and will be adjusted against the post reserved for respective category falling under horizontal reservation. However, it does not debar or preclude a candidate falling under vertical / horizontal reservation from applying and competing for any unreserved post subject to his / her eligibility and clearing the written test / Document verification successfully without any relaxation.

3. For recruitment to the post(s) to be filled up on the basis of experience, it will be necessary for the candidates to have the required experience for determining his/her eligibility after acquiring the requisite essential educational qualification(s) or as per the notified provision(s) of the Recruitment & Promotion Rules, as the case may be.
4. The decision of the Commission regarding eligibility etc. of a candidate for admission to Documents verification will be final and no correspondence / personal enquiries will be entertained.
5. 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).
6. 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.

**NOTE-:** All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organizations or in private employment should apply to the Commission through Online Web portal. Persons already in Government service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under Public Enterprises are however, required to inform their Head of Office/Department that they have applied for the Examination. They are also required to submit an undertaking on prescribed proforma that they have informed in writing their Head of Office/Department that they have applied for the Examination. The candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/ appearing in the examination, their application/candidature will liable to be cancelled.

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

Provided that the upper age limit is relaxable by five years for candidates belonging to the Scheduled Castes/ Scheduled Tribes/ Other Backward Classes / Persons with disabilities and Children/Grand Children of Freedom Fighters of Himachal Pradesh as declared by the Govt. from time to time. The age relaxation for these categories shall be admissible only if there is a post reserved for these categories.

**Age of a candidate shall be reckoned as on 01-01-2023.**

**NOTE I:** Candidates should note that only the date of birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted by the Commission and no subsequent request for its change will be considered or granted.

**NOTE II:** Candidates should also note that once a date of birth has been claimed by them and entered in the records of the Commission for the purpose of admission to an examination, no change will be allowed subsequently (or at any other examination of the Commission) on any grounds whatsoever.

**NOTE III:** The candidate should exercise due care while entering their date of birth in respective column of the application Form. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their

Matriculation or equivalent examination certificate, disciplinary action will be taken against them by the Commission under the Rules.

#### **CLARIFICATION:**

Five years relaxation in upper age limit is admissible only to the Bonafide S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P./W.F.F. 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 and as mentioned in detail under title Age Limits. The age relaxation for bonafide S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P. /W.F.F. of H.P./ Persons with disabilities of Himachal Pradesh/ Ex. Servicemen of H.P. is available only if there is a post reserved for these categories.

#### **E. HOW TO APPLY:-**

Detailed instructions for filling up Online Recruitment Application(ORA) are available on the website of the Commission i.e. "<http://www.hppsc.hp.gov.in/hppsc>".

1. Desirous/eligible candidates must have to apply online through official website of the Commission i.e. <http://www.hppsc.hp.gov.in/hppsc>. Applications received through any other mode would not be accepted and will be rejected straightway.
2. The desirous and 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. On the opened page the candidate will click on the link "One Time Registration (OTR) for Examinations" and on the opened page will register and create his / her profile by clicking on "New Registration" if not registered already. After registration or if already registered the candidate will have to log into his / her account in OTR page, Once logged in, the list of live advertisements will be displayed to the candidate on the dashboard. Candidate will apply for a particular post through this portal only. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application, the candidate will have to 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 reasons of uploaded documents being non-readable/ poor quality of scanning."**
3. An application submitted in online mode shall be deemed to have been successfully submitted only after payment of fee has been acknowledged and the fee is credited to the account of the Commission.
4. Online Recruitment Application (ORA) once submitted shall not be allowed any change except change of category as per procedure laid down in Rule 5(iv) of HPPSC (Procedure and Transaction of Business) Rules, 2023.
5. Application without scanned latest photograph or signature shall be rejected straightaway.

#### **Examination Stations/Cities**

SHIMLA, DHARAMSHALA, MANDI

Note-1: The centre(s) 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.

Note-2: In case of CBT (Computer Based Test) examination centre(s) shall be allotted to the candidates at the discretion of the Commission i.e. on the basis of availability of Computer Test Lab, anywhere in the State of H.P.

#### **F. EXAMINATION FEES:-**

The detail of fees is as under:-

Sr. No.	Category	Fees
1.	Male candidates of General, General Physically Disabled (orthopedically disabled, Deaf & Dumb and Hearing Impaired), Economic Weaker Section (EWS) (not included in BPL category), Wards of Freedom Fighter categories (WFF) and General –Ex-Servicemen of Himachal Pradesh who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India.	400.00
2.	Candidates of Other States (including reserved category(s) candidates of other states.)	400.00
3.	Male candidates of SC, ST, OBC and EWS covered under UR – BPL categories of Himachal Pradesh and Ex-Servicemen candidates of Himachal Pradesh belonging to SC, ST and OBC categories who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India.	100.00
4.	The Ex-Servicemen male candidates of Himachal Pradesh who are relieved from the Defence Services after completion of their normal tenure of service under the Government of India and the Blind and Visually Impaired male candidates of Himachal Pradesh are exempted from paying the examination fee.	No fee

NOTE-I:-Female candidates shall be exempted from the examination fee in accordance with the instructions of the Government of Himachal Pradesh.

Note-II:-The Candidates who belong to any of the reserved category and there is no post reserved for such category but the candidates claiming fee concession available to them shall have to upload the category certificate in support of their claim.

NOTE-III:- While filling in his/her Application Form, the candidate should carefully decide about his/her choice for the Centre for the examination.

#### G. MODE OF PAYMENT:-

The desirous & eligible candidates shall pay the examination fee fixed category-wise online by Debit Card/Credit Card/UPI/ any other online digital mode, as the case may be, on or before the prescribed closing date for submission of Online Recruitment Applications OTR portal. While making payment the candidate(s) shall pay specified amount only after accepting the "Terms and Conditions to apply online". Fee once paid shall neither be refunded under any circumstance nor can it be held in reserve for any other examination or selection.

**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.

#### H. ADMISSION/ REJECTION:-

1. Incomplete Online Recruitment Applications (ORA) submitted without requisite examination fee/fictitious fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
2. After scrutinizing the online recruitment applications category - wise / post-wise properly, the candidates fulfilling the prescribed eligibility criteria shall be admitted and the candidates not fulfilling the prescribed eligibility criteria shall be rejected provisionally with the approval of the Secretary.
3. The list of provisionally rejected candidate(s) shall be uploaded on the official website of the Commission as well as individually against their USER ID. Besides, SMS alert / e-mail shall also be sent to such candidates. The provisionally rejected candidate(s) will be allowed the time of 10 (ten) days including Sunday and holidays to submit their representations, along with requisite documents, either through e – mail or in person only. The same shall then be scrutinized by the concerned branch and all record concerning scrutiny will be put up before the Commission for approval and the decision of the Commission in this regard shall be final.
4. The decision of the Commission as to the eligibility or otherwise of a candidates for admission to Screening test / Documents verification or selection will be final and no correspondence / personal enquiries will be entertained.

**Note :-** Original certificates will have to be produced at the time of Documents Verification. If their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission.

## I. E-admit cards :-

No admit cards will be sent by post and provisionally admitted candidates shall have to download their respective e-admit cards along with instructions for the concerned examination 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 in OTR in order to login for downloading their respective e-admit cards. 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 Preliminary Examination, in any condition/ circumstances, whatsoever.

## J. SELECTION PROCESS:-

Stage	Stage Name
1	Screening Test
2	Skill Test i.e. Typing Test and Short Hand Test
3	Document Verification

### Scheme of Examination -

Selection to various Class-III posts falling under the preview of the Commission shall be made as per the rules / instructions of the Government which presently stipulates that the same shall be done on the basis of written examination / test (Computer Based Test / Offline Test) only. In all such cases selection will be done by the Commission by subjecting the applicants to two types of papers having objective type Multiple Choice Questions (MCQ) with negative marking for incorrect/ wrong answers in the following manner:

#### **Paper -I**

A Computer Based Test (CBT) or Offline Screening Test of one hour duration consisting of 50 Multiple Choice Questions having 100 marks as follows:-

I. General Knowledge of Himachal Pradesh	=30Marks
II. General Knowledge of National & International Affairs	=30Marks
III. Knowledge of Hindi	=20Marks
IV. Knowledge of English Language	=20Marks

This paper will be a qualifying paper only and candidates are required to obtain 35% pass marks in this paper.

#### **Paper -II**

A Subject Aptitude Test (SAT) (objective type) of two hours duration having 100 marks as per the syllabus to be decided by the Commission from time to time.

Provided that test shall be conducted in a single slot with same question papers and in different slots with different sets 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. Also both the Papers will be conducted on the same day in morning and evening sessions at any place in Himachal Pradesh as per decision of the Commission.

On the basis of performance of candidates in Paper-II, the candidates in the ratio of 20 times of total number of category wise posts advertised will be declared qualified and will be called for the Skill test i.e. Typing Test / Short Hand Test, which will be qualifying in nature. The candidates will have to qualify the Skill test i.e.

Typing Test / Short Hand Test at the prescribed speed as under:-

<u>Speed in Short Hand:</u>	
English	80 WPM
Hindi	70 WPM
<u>Speed in Type Writing</u>	
English	40 WPM
Hindi	30 WPM

Thereafter, On the basis of the performance of candidates in Paper-II subject to qualifying the Skill Test i.e. Typing test / Short hand Test, the category-wise zone of consideration shall be prepared in the following manner:

Number of Posts advertised	Ratio of category wise zone of consideration for scrutiny of documents by the branch concerned
1 to 5	1:2+2
1 to 5	1:2+2

On scrutinizing the documents, the eligible candidates will be called for document verification. Final selection of candidates will be made on the basis of marks obtained in the above mentioned, Paper-II subject to qualifying the Typing Test / Short Hand Test at prescribed speed and the document verification. Final selection of candidates will be made on the basis of marks obtained in the above mentioned , Paper-II subject to qualifying the type test / shorthand test at prescribed speed and the document verification.

**Note I: The provisions of Rule 6(B)(ix) to (xv) of HPPSC (Procedure & Transaction of Business & Procedure for the Conduct of Examination & Personality Tests Etc.) Rules, 2023 shall apply for Recruitment to Class - III Posts also.**

**Note-II** In case of bilingual Question papers, if there is any difference in English and Hindi version of the question and answer option or any other mistake, the English version shall be treated as correct and final.

- (ii) Final order of merit shall be determined in accordance with highest marks secured in the Paper –II subject to qualifying the type test / Short Hand Test at prescribed speed and document verification. No candidate securing zero or negative marks in Paper –II shall form part of the merit list. In case the marks of two or more candidates are equal, then the candidate securing more marks in Paper -I will be placed above the candidate securing less marks in the same. In case the marks of Paper -I are also equal, then the candidate who is older in age will be placed above the candidate younger in age. In case the age is also same then the candidate having more marks in the essential qualification examination will be placed above the candidate having less marks.
- (iii) Both in the Computer Based Test (CBT) and offline Test (objective type) each question will be followed by four (A, B, C & D) options. There shall be negative marking in all the objective type screening tests / examinations (CBT or Offline Test). The candidate will have to click or encircle / blacken with blue / black ball pen on the circle adjacent to the option he / she thinks is correct in the computer or in OMR answer sheet as the case may be. No answer will be left blank. In case the candidate does not want to answer a question to avoid negative marking he/she shall have to click encircle / blacken the option 'E'. If any answer is left blank and none of the option is clicked / encircled then it will also result in negative marking. 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 while in case of offline test, the key shall be uploaded on the website of the Commission immediately after the conduct of test and depositing of the answer sheets in the Commission, for inviting objection(s) from the appeared candidates. A time period of 05 (five) days excluding the day of publishing of answer key shall be given to them to submit their objection(s) with supporting documents/ references. A non-refundable fee of ₹ 100/- per objected question subject to maximum of ₹500/- will be charged from the candidates. The objections have to be filed in online mode only through the HPPSC website by uploading the supporting documents. No other mode shall be entertained and no objection shall be entertained/ considered without depositing the requisite fees.
- 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.
  - If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question also i.e. one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
  - If a question is left un-attempted i.e. no circle is clicked or encircled/ blackened by the candidate, there will be same penalty as above for that question also i.e. one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
  - Where there are two correct answers instead of one correct answer out of four options (A,B,C,D) of a question, all those candidates, who will click or encircle/blacken any one of these two correct answers will be awarded marks allotted to that question.
- (iv) The received objection(s), if any, will be got verified from the Subject Expert/ Paper Setter. Based on the opinion/ decision of the Subject Expert/ Paper Setter to the objection(s) raised by the candidates, the revised answer key shall be prepared and finalized. In respect of the scrapped question(s) no credit to appeared candidates shall be given and passing marks will accordingly be proportionally reduced. The final answer key along with question paper shall be uploaded on the website of the Commission after the declaration of the result. No objection(s)/ representation(s) shall be entertained against the final answer key.
- (v) In case of SAT (Subject Aptitude Test), if there is any discrepancy in the question paper due to typographical/ printing error or question being out of syllabus and the same is noticed by the Commission after the conduct of examination or pointed out **by the candidates within 05 (five) days of examination, the same shall be got verified from the Subject Expert/Paper Setter.** Based on the opinion of the Subject Expert/ Paper Setter to the objection(s) final decision shall be taken.
- (vi) After finalization of answer key the candidate responses of CBT of each candidate in case of Computer Based Test will be evaluated and in case of offline Test the OMR answer sheets of the candidates shall be scanned in the OMR Scanner and evaluated by using the final answer key and a list of candidates will be prepared whose Paper-II shall be evaluated to prepare category-wise zone of consideration on the basis of performance of the candidates in Paper-II.
- (vii) The details will then be provided by the Secrecy Cell to the Branch responsible for making direct recruitment in order to check their eligibility on the basis of documents uploaded by them on the OTR



portal at the time of filling up of ORA. The concerned branch shall examine each application and determine the eligibility or otherwise of the applicants in accordance with the rules applicable and the terms and conditions of the advertisement inviting the application. The result of the scrutiny in the tabulated format shall be prepared for each application individually **and signed by all the concerned.**

- (viii) In case the number of candidate(s) to be declared qualified for document verification fall(s) below the prescribed ratio then to meet this shortfall an additional zone of consideration (category wise) as per requirement shall be prepared and provided by the Secrecy Cell from the qualified candidates to the concerned branch.
- (ix) The application forms along with the scrutiny sheet(s) shall be put up to the Secretary or the Controller of Examination, as the case may be, for perusal and determination of eligibility.
- (x) After scrutinizing the online recruitment applications category-wise/ post-wise properly, the candidates fulfilling the prescribed eligibility criteria shall be admitted and the candidates not fulfilling the prescribed eligibility criteria shall be rejected provisionally with the approval of the Secretary.
- (xi) The list of rejected candidates shall also be uploaded on the official website of the Commission as well as individually against their USERID by the Computer Cell. SMS alert / e-mail shall also be sent to such candidates. The provisionally rejected candidates(s) will be allowed the time of 10 (ten) days including Sunday and holidays to submit their representations, along with requisite documents, either through e-mail or in person only. The same shall then be scrutinized by the concerned branch and all record concerning scrutiny will be put up before the Commission for approval and the decision of the Commission in this regard shall be final. No objection(s)/ representation(s) shall be entertained against the final rejection.
- (xii) After decision of the Commission on such representations, the list of finally rejected candidates shall be uploaded on the official website of the Commission as well as individually against their USER ID by the Computer Cell. No separate correspondence shall be made with any candidate by any official of the Commission unless he/ she is specially permitted to do so. Examination fee will not be refunded to the candidate whose applications stand rejected by the Commission for any reason(s).
- (xiii) Re-checking/ re-evaluation, for written examination(s)/Screening Tests (Computer Based Test/ Offline Test) will not be allowed in any case.

**B. Verification of Documents and conditions thereof :-**

1. The original documents of the candidates declared qualified/admitted provisionally to appear in the document verification shall be checked/scrutinized on the day of document verification.
2. The eligibility of candidate(s) called for the Document verification will be determined on the basis of original documents produced on the day of Document verification 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/ Document verification shall be purely provisional.
3. Summoning of the candidate(s) for the Document verification; 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.
4. No admit cards will be sent by post and provisionally admitted shortlisted candidates shall have to download their respective e-admit card letters along with instructions for the candidates from official website of the Commission.
5. No T.A. / D.A. will be paid to the candidates appearing for document verification.

**C. Syllabus-**

1. **Detailed syllabus will be uploaded on the official website of the Commission shortly for which link will be provided.**
2. Skill test i.e. typing test /shorthand on computer of qualifying nature in prescribed speed for those who qualify written objective type screening test.
3. Document Verification.

**D. CATEGORY CLAIMS:-**

1. The category of the candidate claimed in the profile before he / she applies for the post shall be treated

as final. In case the candidate has inadvertently filled his category wrongly in the ORA or his / her category undergoes a change before the prescribed closing date for submission of online recruitment application through OTR portal then such candidate shall have to get his / her application modified by requesting the Commission to that effect in writing. In such a situation, the candidate shall have to deposit the difference amount of the application fees as is applicable for the category claimed by him / her. However, in cases where candidate finds out at any later stage that he / she has wrongly filled his category in the ORA or there is change of 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 in writing to the Commission within 15 days after the conduct of screening test / preliminary examination failing which no such type of requests shall be entertained by the Commission. In such cases, if he / she has paid the examination fees as per the norms of reserved category then he / she will have to deposit the requisite fees. Decision of Commission on his / her request to change the category shall be final.

2. S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ E.W.S. of Himachal Pradesh / W.F.F. of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh and Physically Disabled candidates of Himachal Pradesh must possess such certificates(s) in support of their claims made in the online recruitment applications while applying for the concerned post(s). If any B.P.L. candidate applies for the post reserved for EWS category he/she shall have to submit a valid B.P.L. certificate countersigned by the Block Development Officer and also a non-SC/ST/OBC certificate issued by the competent authority. The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category.
3. The statutory certificates like Bonafide Himachali, SC, ST, WFF and legal heir issued on parentage basis on the prescribed format are of permanent nature and are acceptable to the Commission. However, the certificates of O.B.C. on parentage basis on the prescribed format and E.W.S. also on the prescribed format issued by the competent authority to be valid not only for the relevant term of the financial year but also covering the prescribed closing date(s) for submission of online recruitment application through OTRS and application form for the main (written) examination, if any. The latest certificate issued by the competent authority alongwith self undertaking stating that his / her status has not been changed and he / she is not excluded from the category of O.B.C. or E.W.S. or B.P.L. will have to be submitted by the candidate to the Commission as and when asked by the Commission as well as on the day of main examination and Personality Test / document verification.

#### **4. EX-SERVICEMEN OF HIMACHAL PRADESH:**

- (i) The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate/Service Book and full detail in respect of their P.P.O. No., Rank and NOC with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity.
- (ii) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-Serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-serviceman but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union. The period of one year shall be counted from the notified last date of receipt of applications for the post(s) advertised. Such candidate(s) should also upload NOC with date of retirement from the Defence Services to claim the benefit of reservation under the category of Ex-Serviceman of Himachal Pradesh.

#### **5. WARDS of EX-SERVICEMEN of H.P., i.e. DEPENDENT SONS, DAUGHTERS and WIVES of EX-SERVICEMEN of H.P.:**

- (i) 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 posts.
- (ii) Candidates belonging to Wards of Ex-Servicemen category will have to submit a Dependent Certificate issued by the competent authority and a latest affidavit duly attested by the authority authorized under the Indian Oath Act 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 P.S.U./ 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 un-married and dependent upon her father in support of her category claim on the day of Personality Test.

- (iii) Married daughters will be admitted provisionally against the posts reserved for Ward of Ex. Serviceman on production of provisional Ward of Ex.-Servicemen certificate issued by the competent authority as per instructions of the Govt. (Department of Personnel) Himachal Pradesh letter No. PER (AP)-C-B(12)-1/2013 dated 18th March, 2020.

**6. W.F.F. OF H.P. (WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH):**

- (i) 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 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 of Freedom Fighters will be deemed to have been excluded from the definition of Ward of Freedom Fighter for the purpose to this extent.
- (ii) 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.
- (iii) The un-married daughters/ granddaughters will have to submit an affidavit being spinster (un-married) in support of their claim(s) issued by the authority authorized under the Indian Oath Act. Otherwise such candidates will be rejected straightway.
- (iv) Married daughters and Married granddaughters will be admitted provisionally against the posts reserved for WFF on production of provisional WFF certificate issued by the competent authority as per instructions of the Govt. (Department of Personnel) Himachal Pradesh letter No. PER(AP)-C-E(3)-1/2020 dated 17th March, 2020.

**7. E.W.S. OF H.P. (ECONOMICALLY WEAKER SECTIONS OF H.P.):**

- (i) The benefit of reservation under the EWS category (other than SCs / STs / OBCs) in posts under the Government of Himachal Pradesh can be availed against the posts reserved for EWS category on production of an Income and Asset Certificate issued by the competent authority in the State of Government of Himachal Pradesh in the prescribed format.
- (ii) The reservation to the category of EWS and (document to be submitted in support of claim), will be as per instructions issued by the Government of H.P. (in the Department of personnel) vide letter No. PER(AP)-C-B(12)- 1/2019 dated 11th June, 2019.
- (iii) If a BPL candidate applies for the post reserved for EWS category he / she shall have to submit a valid BPL certificate issued by competent authorities and countersigned by the Block Development Officer and also a non SC / ST / OBC certificate issued by the competent authority in the prescribed format. The candidate should possess valid EWS certificate at all stages of examination/ recruitment process.
- (iv) In case Economically Weaker Section (EWS) candidates is not available for selection, the vacancies will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.

**N. General Instructions:**

- (i) obtaining / seeking support for his / her candidature whether in the Examination or Evaluation or Physical Test or Document verification 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; Evaluation, Physical Test and Interview /Document verification,
  - (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; Evaluation, Physical Test or Interview / Document Verification; 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; Evaluation, Physical Test or Document Verification; or
- (xi) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Examination, Evaluation, Physical Test or document verification, creating a disorderly scene and the like; or
- (xii) being in possession of or using mobile phone, pager, scanner or any electronic equipment or
- (xiii) device or any other equipment capable of being used as a communication device during the examination / document verification; evaluation or physical Test; or
- (xiv) being debarred earlier on the above mentioned grounds by the Union Public Service Commission or any State Public Service Commission or any other government department/ recruiting agency including this Commission.
- (xv) 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:-
  - (a) giving the candidate an opportunity of making such representation in writing as he/she may wish to make in that behalf; and
  - (b) taking into consideration the representation, if any, submitted by the candidate within the period allowed to him/ her.

Provided further that the order of debaring or cancellation of candidature shall be passed only after the Commission has considered the matter and approved the proposed punishment of debaring the candidate or cancellation of his / her candidature.

- 10. If any candidate appears in the Screening Test on the centre other than the allotted centre, his / her candidature will be rejected straightway and no correspondence will be entertained in the matter.
- 11. The number of vacancies to be filled in on the basis of this Screening Test may increase or decrease.
- 12. Contract/Casual/adhoc/ daily rated/ work charged employees do not need to produce NOC from the concerned employer. The candidates who are in Government service (regular service) may apply to the Commission alongwith requisite examination fees with information to their Head of Departments / Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be allowed to participate in the process of document verification unless he/she produces NOC from the concerned employer.
- 13. 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.

## **B. CHECK LIST:**

1. Matriculation certificate for age proof.
2. 10+2 Certificate with Marks Sheets in support of Educational Qualifications.
3. Experience certificate(s) wherever required.
4. Valid category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., Ex-Servicemen along with discharge book, Ward of Ex. Servicemen, WFF and Persons with benchmark disabilities etc. All these certificates along with undertaking wherever required, should be on Proforma prescribed by the Government of H.P. from time to time. 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)-C-F(10)-4/2010 dated 5th August,2019).
5. Bonafide Himachali Certificate in case of reserved category candidates.
6. Valid EWS/BPL Certificate (Candidates applying under EWS's category will have to submit either "Income & Asset Certificate" or valid BPL Certificate countersigned by B.D.O. along with non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)-1/2019 dated 11th June, 2019.
7. Ex. Servicemen Discharge Certificate/ServiceBook. (The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate/ Service Book and full detail in respect of their P.P.O. No., Rank etc. and NOC with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex- Serviceman of Himachal Pradesh. The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity).

### **VERIFY THE FOLLOWING BEFORE UPLOADING THE ONLINE APPLICATION OR DOCUMENT (s) CERTIFICATES:**

- i. That no column is wrongly filled in or left blank as the information furnished therein would be used to determine the eligibility of candidates to be called for Screening Test.
- ii. No representation /correspondence will be entertained against final rejection of candidature.
- iii. That the following documents/certificates re-uploaded in support of claims made/ information given in the Online Application:

If any person with benchmark disability requires scribe/reader, having disability of 40% or more he/she has to request for the same in writing to the Commission along with copy of disability certificate issued by the competent authority at least seven days prior to the screening test (Computer Based Test/ Offline Test) for the concerned post. such application will be entertained on merit and as per rules

The SC / ST / OBC / WFF / Physically Handicapped and Ex-servicemen candidates of other states than H.P. should write / encode their category code as 01, because they will be treated as unreserved candidates and upper age relaxation is not applicable to them.

The candidates belonging to disabled categories are advised to claim their respective category only if the percentage of disability is 40% or more than this.

The applicant shall upload his/her latest photograph in the space provided in the application form. In case, photograph uploaded on the application of Preliminary examination is found different / varying to that of pasted on the Identity Card for appearing in the Main examination, the candidature of such candidates shall stand cancelled.

Generally Wards of Ex-serviceman erroneously apply against the post of Ex. Servicemen and choosing the code of Ex-Servicemen of H.P. in the relevant Column of the Online Recruitment Application (ORA) resulting rejection of their candidature. Therefore, they shall write and choose the code of category(s) to which actually they belong and not select the code of Ex. Servicemen.

The Ex-servicemen candidates of H.P. must go through the relevant Rules and instructions of the reservation notified / issued by the H.P. Govt. from time to time in order to ensure their eligibility for admission to the aforesaid examination.

Reserved categories candidates are also required to go through the relevant instructions in order to ensure that they are eligible under the particular category(s).

Candidates are informed that as per Government of H.P. (in the Department of Personnel) notification No.Per(AP-B) B (15)-3/2022 dated 22-03-2023, the examinations conducted by the Himachal Pradesh Public Service Commission will come under the purview of Himachal Pradesh Prevention of Malpractice Act, 1984.

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 under relevant laws (in the case of candidate already in service under Government, to disciplinary action and criminal prosecution under the appropriate rules and relevant laws) may be debarred from appearing in any written examination / Document verification for a period not exceeding 15 years, or his candidature may be cancelled at the discretion of the Commission w.e.f. the date as may be decided by the Commission, if he or she is found to be guilty of the following:

**P. DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):-**

No candidate will be eligible for admission to the examination:-

1. If he/ she has been dismissed from any previous Govt./ Semi Govt. service;
2. 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;
3. If he / she is found either directly or indirectly influencing the selection process in any manner; or
4. If he / she is an un-discharged insolvent.

NOTE: For more information of candidates,HPPSC (PROCEDURE & TRANSACTION OF BUSINESSAND PROCEDURE FOR THE CONDUCT OF EXAMINATIONS & PERSONALITY TESTS)ETC RULES 2023 is available on Commission's Website.

**Q. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-**

In case of any guidance/ information / clarification regarding Online Recruitment Applications (ORA), candidates can contact H.P.P.S.C. 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.

**R. IMPORTANT NOTE:**

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

**ABBREVIATIONS:**

HP: 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., BPL: Below Poverty line of H.P. EWSEconomically Weaker Section 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, OTRS: One Time Registration System, NOCNo Objection Certificate and EQ: Essential qualification(s).

Sd/-  
(Devinder Kumar Rattan), IAS  
Secretary  
H.P. Public Service Commission  
Tel. No. : 0177-2623786