



HIMACHAL PRADESH  
PUBLIC SERVICE COMMISSION

**HIMACHAL PRADESH SUBORDINATE ALLIED SERVICES/ POSTS (GROUP-C) EXAMINATION-2023.**

Advertisement Number : **45/12-2023** ,Closing Date for Application : **27/01/2024 11:59PM** and Closing Date for Fee : **27/01/2024 11:59PM**

**Dated : 31/12/2023**

**Online Recruitment Applications (ORA\*)are invited from desirous and eligible candidates for recruitment to various post(s) on contract basis falling under Himachal Pradesh Subordinate Allied Services / Posts (Group-C) Examination-2023.**

**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.
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 (except female candidates) will not be admissible to such candidates.
7. No in-service (regular service) candidate will be entertained for document verification 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.
12. No candidate shall be admitted either to Preliminary Examination or Main Examination unless he/ she holds Admission card issued by the Commission. If any error observed in the Admission Card, it shall be the liability of the Candidates to

immediately contact the Commission's Office for corrections thereof.

#### **LIST OF DOCUMENTS TO BE UPLOADED ON THE OTRS PORTAL BY THE CANDIDATE:-**

1. Matriculation certificate for age proof.
2. +2 certificate
3. Degree certificates along with Marks Sheets of all years / Consolidated mark sheet in support of Educational Qualifications.
4. Experience certificate(s) wherever required.
5. 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/Service Book, Ward of Ex. Servicemen, WFF and Persons with benchmark disabilities etc. All these certificates along with undertaking wherever required, should be on Performa 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).
6. Bonafide Himachali Certificate in case of reserved category candidates.
7. 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.
8. 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).

#### **C. ELIGIBILITY CONDITIONS:-**

**1. Nationality:- The Candidate must be a citizen of India.**

**2. Minimum educational qualification:- A Candidate must hold a Bachelor degree of any of the universities incorporated by an Act of the Central or State Legislature in India or other Educational Institutions established by an Act of Parliament or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956.**

**Note:- Candidates possessing professional and technical qualifications, which are recognized by the State Government as equivalent to professional or technical degree, would also be eligible for admission to the examination.**

**3. A candidate shall be eligible for appointment to Class-III post(s), if he / she has passed matriculation and 10+2 from any School / Institution situated within Himachal Pradesh; Provided this condition shall not apply to Bonafide Himachali's.**

**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 employers by the Commission withholding permission to the candidates applying for/ appearing in the examination, their applications/ candidature will liable to be cancelled.**

**Post Details**

Sno.	Name of dept	Name of post	No. of posts	Category Wise No. Of Posts	Pay scale
1	ELECTION	ELECTION KANUNGO	15	UNRESERVED =9, UNRESERVED(WARDS OF FREEDOM FIGHTERS) =1, SCHEDULED CASTE OF HP =3, ECONOMICALLY WEAKER SECTION OF H.P. =2	Pay Band Level - 8 (Rs. 29700 - 94100)
2	INDUSTRIES - B	EXTENSION OFFICER (INDS)	9	UNRESERVED =6, SCHEDULED CASTE OF HP =1, ECONOMICALLY WEAKER SECTION OF H.P. =2	Pay Band Level - 10 (Rs. 38100 - 120400)

**Desirable Qualification**

Knowledge of Customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh

**Other Qualification**

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**Note: The number of vacancies may increase/ decrease for which proper notice for the information of aspiring candidates will be issued.**

**D. AGE- BETWEEN 18 to 45 YEARS.**

1. A Candidate must have attained the age of 18 (eighteen) years and must not have attained the age of 45 (forty five) years on the first of January in which the post(s) are advertized for inviting applications.

2. Age of candidates 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. 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.

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## 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. No further opportunity will be given to the candidates for submission of any documents after the submission of online recruitment application.

4. An application submitted in online mode shall be deemed to have been successfully submitted only after payment of fee has been acknowledged (Except exempted categories) and fee is credited in the account of the Commission.

5. Application without scanned latest photograph or signature of the candidate shall be rejected straightaway.

## F. EXAMINATION FEES:-

The detail of fee is as under:-

Sr. No.	Category	Fees in Rupees
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 /-
2.	All Male candidates of Other States (including reserved category(s) candidates of other states).	400 /-
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 /-
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.

### **Examination Stations/Cities**

BILASPUR, CHAMBA, HAMIRPUR, KANGRA, DHARAMSHALA, PALAMPUR, KULLU, MANDI, SHIMLA, NAHAN, SOLAN, UNA, SUNDERNAGAR, KEYLONG (LAHAUL AND SPITI), RECKONG PEO (KINNAUR)

**Note :** 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.

### **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:-**

Incomplete Online Recruitment Applications (ORA) submitted without requisite examination fee/fictitious fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway. The candidates who have paid requisite fees and upload all supporting documents will be allowed to appear in the Screening Test on their claim basis.

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

**NOTE-II:-** Where Roll No. , Application No. in both the Column and test booklet series have been written wrongly on OMR Answer Sheets and also encoded incorrectly by the candidates, the OMR answer sheets of such candidates shall not be evaluated and shall be rejected straightway. After the declaration of the result, following message shall appear against the user ID of such candidates :

“ You have written and encoded your Roll Number, Application Number and Test booklet series wrongly on the OMR answer Sheets. Hence your OMR answer sheet was not checked.”

### **I. E-CALL LETTERS :-**

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

### **J. SELECTION PROCESS:-**

1	SCREENING TEST
2	MAIN EXAMINATION
3	DOCUMENT VERIFICATION

### **SCHEME OF EXAMINATION:**

Initially, an objective type Preliminary Examination of three hours' duration, will be conducted consisting of one paper of 200

Questions one mark each of multiple choice answers for short listing the candidates for the Main examination. The marks obtained by the candidates in the Preliminary Examination will not be counted for determining their final order of merit.

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 i.e. A,B, C, D. 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) 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.

The number of candidates to be called for (Main) written examination will be 20 times of the total number of posts advertised. The candidates having been declared qualified in the Preliminary Examination will have to fill the online application for Main Examination along with requisite Examination fees. Only those candidates will be given admission to the (Main) written examination, who submit requisite application along with the fees for Main Examination consisting of three papers. The candidate shall have to pass all the three subjects. No separate intimation will be issued in this regard.

Preference list for the posts advertised under rules, as mentioned in the Application Form shall be filled in / indicated by the candidate at the time of submission of application form for the main examination and the candidate will be selected in order of merit in accordance to the order of preference list. Once preference list has been submitted, no change / amendment therein shall be permitted and no representation will be considered in this regard.

The candidates will be considered for selection only for those posts and in the order as indicated by him/her in the preference list. They will not be considered for any post not mentioned by them in the preference list, irrespective of the fact that in the order of merit they are eligible for selection to the posts.

If a candidate has not submitted the preference list duly filled in, to the Commission, or has submitted the preference list without his/her signature or has not expressed any choice / preference whatsoever in the preference list, will be considered for all posts in the order in which these have been listed in the advertisement.

The Candidates will be called for document verification in the zone of consideration is as under:

The Candidates will be called for document verification in the zone of consideration is as under:

Number of Posts advertised	Ratio for category wise zone of consideration for scrutiny of documents by the concerned Branch.
1 to 5	1:2+2
6 and above	1:2

### **Appendix-I**

### **SYLLABUS FOR PRELIMINARY EXAMINATION**

**Paper of three hours' duration consisting of 200 marks (General Knowledge) (Objective type).**

1. History, Geography and socio economic development of Himachal Pradesh. **(60 Marks)**
2. Knowledge of current events of national and international importance and such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. **(60 Marks)**
3. Modern History (From 1857 onwards) of India, Indian culture, Indian Polity, Indian Economy, Geography of India, Disaster Management, Environment and Gender issues and teaching of Mahatma Gandhi. **(80 Marks)**

### **Appendix-II**

**Syllabus for Main Examination:-**

Paper No.	Paper	Maximum Marks	Duration of paper
I	English (Conventional)	150 Marks	03 hours
<p>Candidates will be required to answer questions designed to test their understanding of English and workmen like use of words .Some of the questions will be devised to test also their reasoning power, their capacity to perceive implications their ability to distinguish between the important and the less important and to write an Essay. Passage will usually be set for Summary or Précis. Credit will be given for concise and effective expression.</p>			

Paper No.	Paper	Maximum Marks	Duration of paper
Paper No.II	Hindi (Conventional)	150 Marks	03 hours
i)	Translation of an English Passage into Hindi.		
ii)	Explanation of Hindi passage in Prose and Poetry in same language.		
iii)	Composition (Essay, Idioms, Correction etc).		

Paper No.	Paper	Maximum Marks	Duration of paper
Paper No. III	General Knowledge	200 Marks	03 hours
<p>History, geography and socio economic development of Himachal Pradesh. Knowledge of current events of National and International importance and of such matter of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will also include questions on Modern History (From 1857 onwards) of India, Indian culture, Indian polity, Indian Economy and Geography of India of such nature as candidates should be able to answer without special study and question on the teachings of Mahatma Gandhi.</p>			

**Note:- No candidate would be considered to have qualified the Written test unless he obtains 40% marks in aggregate in all papers and atleast 35% marks in each paper. On the basis of merit Main Examination ( Written), in the ratio of 1:2, candidates will be called for documents verification in support of their eligibility. After document verification the result on the basis of merit in written Examination will be declared in accordance to number of posts.**

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

(ii) The final answer key alongwith 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.

(iii) 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 that of offline test, 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 key shall be given to them to submit their objection(s) with supporting documents / references. A non – refundable fee of Rs 100/- per objected question subject to maximum of Rs 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.

(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.

(v) Final order of merit shall be determined in accordance with highest marks secured in the Mains Examination.

Note:- No candidate would be considered to have qualified the Written test unless he obtains 40% marks in aggregate in all



papers and atleast 35% marks in each paper. On the basis of merit Main Examination ( Written), in the ratio of 1:2, candidates will be called for documents verification in support of their eligibility. After document verification the result on the basis of merit in written Examination will be declared in accordance to number of posts.

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

## **K. VERIFICATION OF DOCUMENTS AND CONDITIONS THEREOF :-**

(i) 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.

(ii) The eligibility of candidate(s) called for the Document verification will be determined on the basis of original documents produced on the day of the 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/ Main Examination/ Document Verification shall be purely provisional.

(iii) Summoning of the candidate(s) for 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.

## **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 of Himachal Pradesh candidates must possess such certificate(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.

(iii) 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.

(iii) 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.



(iv) 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.

(iv) 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/ grand daughters 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.

(v) 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.

## L. GENERAL INSTRUCTIONS :

1. 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 applications will be entertained on merit and as per rules.
2. 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 on the OMR, because they will be treated as unreserved candidates and upper age relaxation is not applicable to them.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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).
8. 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.
9. 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 / Personality Test 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:

- (i) obtaining / seeking support for his / her candidature whether in the Examination or Evaluation or Physical Test or Interview/ Personality Test 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 /Personality Test,
  - (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  
harassing, threatening or causing physical injury to the staff engaged in the conduct of Examination; Evaluation, Physical Test or Interview / Personality Test; or
- (ix) 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 Interview/ Personality Test; or
- (x) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Examination, Evaluation, Physical Test or Interview/ Personality Test, creating a disorderly scene and the like; or
- (xi) being in possession of or using mobile phone, pager, scanner or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination / personality test; evaluation or physical Test; or
- (xii) 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.
- (xiii) 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 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.

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.

## **M. CHECK LIST:**

VERIFY THE FOLLOWING BEFORE UPLOADING THE ONLINE APPLICATION OR DOCUMENT CERTIFICATES:

i. That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for Screening Test and Personality Test.

- ii. No representation /correspondence will be entertained against final rejection of candidature.
- iii. That the following documents/certificates are uploaded in support of claims made/ information given in the Online Application:

- Matriculation certificate for age proof.
- +2 certificate
- Degree certificates along with Marks Sheets of all years / Consolidated mark sheet in support of Educational Qualifications.
- Experience certificate(s) wherever required.
- 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/Service Book, Ward of Ex. Servicemen, WFF and Persons with benchmark disabilities etc. All these certificates along with undertaking wherever required, should be on Performa 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).
- Bonafide Himachali Certificate in case of reserved category candidates.
- 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.
- 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).

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

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

- (i) If he/ she has been dismissed from any previous Govt./ Semi Govt. service;
- (ii) 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;
- (iii) If he / she is found either directly or indirectly influencing the selection process in any manner; or
- (iv) If he / she is an un-discharged insolvent.

Note: For more information of candidates, HPPSC (PROCEDURE & TRANSACTION OF BUSINESS AN PROCEDURE FOR CONDUCT OF EXAMINATIONS & PERSONALITY TESTS ETC) RULES, 2023 is available on Commission's website.

## **O. 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". No candidate will interact directly with the staff in the Recruitment Sections.

## **P. 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. EWS: Economically 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, NOC: No Objection Certificate and EQ: Essential qualification(s).

Sd/  
(Devinder Kumar Rattan), IAS  
Secretary  
H.P. Public Service Commission  
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