

**HIMACHAL PRADESH STAFF SELECTION COMMISSION HAMIRPUR DISTT.
HAMIRPUR (H.P.)-177001**

Advertisement No. 35 -3/ 2019

Dated:28-12-2019

Website: <http://www.hpsssb.hp.gov.in>

Opening date for submission of Online Recruitment Application (ORA) Form: 31-12-2019

Closing date for submission of Online Recruitment Application (ORA) Form : 30-01-2020 till 11:59 PM

Online Applications are invited for direct recruitment of under mentioned categories of posts using the website of Himachal Pradesh Staff Selection Commission i.e. <http://www.hpsssb.hp.gov.in>. The online application can be filled up from 31-12-2019 to 30-01-2020 till **11.59 PM**, thereafter website link will be disabled. The candidates are strictly advised to apply online well in advance to avoid rush during closing dates of submission of Online Recruitment Applications. **No offline Application Form will be accepted by the Commission. The candidates must read the instructions carefully for filling up ORA available on the website of HPSSC i.e. <http://www.hpsssb.hp.gov.in>.**

The downloaded copy of the online application form along with necessary original certificates and self attested photocopies must be brought at the time of documentation/Evaluation for 15 marks.

ESSENTIAL QUALIFICATION(S) AND EXPERIENCE ETC.

Date for determining eligibility of all candidates in respect of Essential Qualification(s) and Experience, if any, etc. shall be the prescribed closing date for submission of On Line Recruitment Application (ORA) Form i.e. 30-01-2020 till 11.59PM.

Age: The minimum and maximum age limit of 18 to 45 years will be reckoned as on 01-01-2019. The upper age limit is relaxable by five years for candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Persons with disabilities & Children/Grand Children of Freedom Fighters of Himachal Pradesh. The upper age relaxation is also available to Ex-servicemen candidates of H.P. as per provisions of relevant rules/instructions of H.P. Govt.

Note:-

- i. The candidates must read the instructions/ other terms and conditions carefully, which are available on the website of the HPSSC i.e. <http://www.hpsssb.hp.gov.in> before filling up ORA Forms for the post(s) concerned.
- ii. The candidates are advised to note down the USER ID and PASSWORD and this user ID and password will be applicable for all future reference regarding the examination/tests, downloading roll numbers/call letters/entering fee detail etc. No other assistance can be provided in this issue.
- iii. The candidates are advised to give their working mobile number and email ID, used by them in the online recruitment (ORA) application and ensure their working till the completion of selection process to avoid inconvenience. There is no other means of contacting them except their email & Mobile numbers.
- iv. The candidates shall fill up their complete and correct particulars in the ORA forms to avoid rejection of candidature. Furnishing incorrect information may disqualify the candidate from appearing for recruitment to any post to be advertised by the Commission for a period of three years.
- v. No other mode except online payment is acceptable for examination fees.
- vi. No. of post(s) is/ are tentative and may increase or decrease from time to time for different categories of posts. Any fresh requisitions received from any requisitioning authorities for the posts having common/similar R & P Rules shall be included in the present number of posts up to **31.03.2020** or the date of written objective screening test whichever is earlier. Therefore, all the candidates are requested to apply under their respective category (s) as the post of any reserved category can be included to be filled up on the basis of this advertisement. The number of vacancies & reservation of post is liable to be altered without any notice.
- vii. The candidates will have to exercise the option in writing at the time of documentation/evaluation process and the selection/allocation of the departments will be made on the basis of "Merit –Cum-Option-Cum-Availability of Post" formula in the case of the posts of various departments and various districts in case of District cadre posts. However, the desirous reserve category candidate(s) may further opt that in case by considering him as MRC (Meritorious Reserve Candidate), he is not getting the post / department/district of his better preference/choice, then he may be considered in his respective reserve category for giving him better choice/ preference for ultimate recommendation.
- viii. The recommendations of the Commission will be valid till the appointments are offered to the candidates by the Appointing Authority or for a period of one year from the date of recommendations which-ever is earlier. Further, the recommendations shall be made by the Commission from the existing panel as and when the requisitions in respect of the additional vacancies are

received from different departments for similar posts with similar/common Recruitment and Promotion Rules till the waiting panel in operation is exhausted or six months, whichever is earlier.”

- ix. While preparing the final result, a category wise waiting list (panel) shall be prepared. The candidates placed in the waiting list/panel shall have no right to be appointed expect when a selected/recommended candidate does not join and the waiting list is still in operation.
- x. The Commission reserves the right to dispense with the written examination for any post keeping in view the number of applications viz-a-viz vacancies and other circumstances. In lieu of marks for written test, the Commission may prescribe a direct selection criteria based on essential qualifications mentioned in the R & P Rules and may directly conduct the Skill test / Physical test /evaluation of all the eligible applicants, as the case may be.
- xi. The Commission reserves the right to implement para 4 of the Govt. Notification No.Per (AP.B) B(15) -5 / 2014 dated 17.04.2017 and clarifications/instructions, if any received from the Government during the recruitment process.
- xii. The candidates must keep on checking the website regularly for any further information regarding their roll numbers, admit card, evaluation schedule etc.
- xiii. As per instructions of the Government dated 11.06.2019 when an Economically Weaker Sections EWS candidate is not available for selection, the post(s) will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.
- xiv. The candidates belonging to Anthodaya /B.P.L. families, who apply for vacancies reserved for Economically Weaker Sections, on the basis of valid BPL certificate and non-SC/ST/OBC certificate issued by the competent authority as prescribed in the instructions of the Govt. dated 11.06.2019 shall be eligible for concession in examination fee.
- xv. The candidate shall be eligible for appointment , 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 Himachalis.
- xvi. Dispute, if any, shall be subject to Court jurisdictions of HP.
- xvii. The Commission reserves the right to change any other terms of the advertisement or to rectify the inadvertent errors at any stage.

The detail of Posts, Eligibility Conditions, and Mode of Selection and other terms and conditions are as under:-

1. Detail of Posts:-

Name of Department/Board/Corporation/Post/Pay Band	Post Code	Number of posts												
<u>1. Health & Family Welfare and Medical Education & Research</u> Staff Nurse (on contract basis) Rs. 10300-34800+3200GP	747	<table><tr><th>Sr.No.</th><th>Name of Deptt.</th><th>No. of Posts</th></tr><tr><td>1</td><td>Health and Family Welfare</td><td>Gen.(UR)-102, Gen.(EWS)-33, Gen.(WFF)-03, Gen.(Ward of Ex-Serviceman)-27, SC(UR)-50, SC(BPL)-10, SC(WFF)-01, SC(Ward of Ex-Serviceman)-09, ST(UR)-10, ST(BPL)-03, ST (Ward of Ex-Serviceman)-02,OBC(UR)-39, OBC(BPL)-10, OBC (WFF)-02, OBC (Ward of Ex-Serviceman)- 06 <div>Total =307</div></td></tr><tr><td>2</td><td>Medical Education & Research</td><td>Gen.(UR)-13, Gen.(EWS)-04, Gen.(Ward of Ex-Serviceman)-05, SC(UR)-05, SC(BPL)-01 SC(WFF)-01, SC(Ward of Ex-Serviceman)-02, ST(UR)-02, ST(BPL)-01, OBC(UR)-07, OBC(BPL)-01 <div>Total=42</div></td></tr><tr><td colspan="3">Grand Total:349</td></tr></table>	Sr.No.	Name of Deptt.	No. of Posts	1	Health and Family Welfare	Gen.(UR)-102, Gen.(EWS)-33, Gen.(WFF)-03, Gen.(Ward of Ex-Serviceman)-27, SC(UR)-50, SC(BPL)-10, SC(WFF)-01, SC(Ward of Ex-Serviceman)-09, ST(UR)-10, ST(BPL)-03, ST (Ward of Ex-Serviceman)-02,OBC(UR)-39, OBC(BPL)-10, OBC (WFF)-02, OBC (Ward of Ex-Serviceman)- 06 <div>Total =307</div>	2	Medical Education & Research	Gen.(UR)-13, Gen.(EWS)-04, Gen.(Ward of Ex-Serviceman)-05, SC(UR)-05, SC(BPL)-01 SC(WFF)-01, SC(Ward of Ex-Serviceman)-02, ST(UR)-02, ST(BPL)-01, OBC(UR)-07, OBC(BPL)-01 <div>Total=42</div>	Grand Total:349		
Sr.No.	Name of Deptt.	No. of Posts												
1	Health and Family Welfare	Gen.(UR)-102, Gen.(EWS)-33, Gen.(WFF)-03, Gen.(Ward of Ex-Serviceman)-27, SC(UR)-50, SC(BPL)-10, SC(WFF)-01, SC(Ward of Ex-Serviceman)-09, ST(UR)-10, ST(BPL)-03, ST (Ward of Ex-Serviceman)-02,OBC(UR)-39, OBC(BPL)-10, OBC (WFF)-02, OBC (Ward of Ex-Serviceman)- 06 <div>Total =307</div>												
2	Medical Education & Research	Gen.(UR)-13, Gen.(EWS)-04, Gen.(Ward of Ex-Serviceman)-05, SC(UR)-05, SC(BPL)-01 SC(WFF)-01, SC(Ward of Ex-Serviceman)-02, ST(UR)-02, ST(BPL)-01, OBC(UR)-07, OBC(BPL)-01 <div>Total=42</div>												
Grand Total:349														
<u>2. Health & Family Welfare</u> Statistical Assistant (on contract basis) Rs. 10300-34800+3800GP	748	Gen(UR)-04,EWS-01,SC(UR)-02,OBC(UR)-01 <div>Total=08</div>												

<u>3. Health & Family Welfare</u> Sr. Laboratory Technician now as Medical Laboratory Technician Gr-II(on contract basis) Rs. 5910-20200+3000GP	749	Gen.(WXM)-05,SC(WXM)-02,ST(WXM)-01 & OBC(WXM)-02 Total=10									
<u>4.Medical Education & Research</u> Perfusionist (on contract basis) Rs. 10300-34800+3200GP	750	Gen(UR)-01 Total=01									
<u>5. Ayurveda</u> Laboratory Technician (on contract basis) Rs. 5910-20200+2800GP	751	Gen.(UR)-01 Total=01									
<u>6.Forensics Services</u> Laboratory Assistant(Physics and Ballistic) (on contract basis) Rs.5910-20200+2400 GP	752	OBC(UR)-01 Total=01									
<u>7.Social Justice & Empowerment</u> Computer Operator (on contract basis) Rs.10300-34800+Rs.3200GP	753	Gen.(UR)-07, EWS- 01,SC(UR)-02,OBC(UR)-01 Total=11									
<u>8. Electrical Inspectorate</u> Electrician (on contract basis) Rs. 8310/-PM	754	Gen.(UR)-03, SC (UR)-01,OBC(UR)-01 Total=05									
<u>9. IPH &HPPERC</u> Steno-Typist (on contract basis) Rs.5910-20200+2000GP	755	<table border="1"> <thead> <tr> <th>Sr. No</th><th>Name of Deptt.</th><th>No. of post with category</th></tr> </thead> <tbody> <tr> <td>1</td><td>IPH</td><td>Gen.(UR)-11,EWS-04, Gen(WFF)-01,SC(UR)-07, SC(BPL)-01,OBC(UR)-05, OBC(BPL)-01 Total=30</td></tr> <tr> <td>2</td><td>HPPERC</td><td>Gen(UR)-01 Total=01</td></tr> </tbody> </table> <p>Grand Total=31</p>	Sr. No	Name of Deptt.	No. of post with category	1	IPH	Gen.(UR)-11,EWS-04, Gen(WFF)-01,SC(UR)-07, SC(BPL)-01,OBC(UR)-05, OBC(BPL)-01 Total=30	2	HPPERC	Gen(UR)-01 Total=01
Sr. No	Name of Deptt.	No. of post with category									
1	IPH	Gen.(UR)-11,EWS-04, Gen(WFF)-01,SC(UR)-07, SC(BPL)-01,OBC(UR)-05, OBC(BPL)-01 Total=30									
2	HPPERC	Gen(UR)-01 Total=01									
<u>10.HIMFED</u> Store-Keepers (on contract basis) Rs. 5910-20200+1900GP	756	EWS-04, OBC(UR)-01,OBC(BPL)-02,SC(UR)-01,SC(BPL)-01 Total=09									
<u>11. HIMFED</u> Marketing Assistant (on contract basis) Rs. 10300-34800+3800GP	757	Gen(UR)-02 Total=02									
<u>12. Women and Child Development</u> Supervisor (LDR) (on contract basis) Rs.10300-34800+3200GP	758	Gen(UR)-23,SC(UR)-08,OBC(UR)-07,ST(UR)-03 Total=41									

<u>13.Local Audit</u> Junior Auditor (on contract basis) Rs. 10300-34800+3800GP	759	Gen.(UR)-03, EWS-01, Gen(WFF)-01, SC(UR)-04, SC(BPL)-01, ST(UR)-01, OBC(UR)-02 Total=13												
<u>14.Panchayati Raj</u> Auditor (Panchayat) (on contract basis) Rs.10300-34800+3800GP	760	Gen(UR)-02,SC(UR)-01,OBC(UR)-02 Total=05												
<u>15. Panchayati Raj</u> Computer Programmer (on contract basis) Rs. 10,300-34800+4200GP	761	Gen.(UR)-03 Total=03												
<u>16.HRTC</u> Conductor(on contract basis) Rs.5910-20200+2400GP	762	Gen-223,EWS-68,Gen(WFF)-07,SC(UR)-110,SC(BPL)-21,SC(WFF)-04, ST(UR)-19,ST(BPL)-07,OBC(UR)-85,OBC(BPL)-21,OBC(WFF)-03 Total=568												
<u>17.Various Deptt.</u> Clerk(on contract basis) Rs. 5910-20200+1900GP	763	<table border="1"> <thead> <tr> <th>Sr. No</th><th>Name of Deptt.</th><th>No. of post with category</th></tr> </thead> <tbody> <tr> <td>1</td><td>DC Solan</td><td>SC(UR)-01,ST(UR)-02 Total=03</td></tr> <tr> <td>2</td><td>Urban Development</td><td>Gen(UR)-01 Total=01</td></tr> <tr> <td>3</td><td>Food, Civil Supplies & Consumer Affairs</td><td>Gen(UR)-01,EWS-01, SC(UR)-02,OBC(UR)-01 Total=05</td></tr> </tbody> </table> Grand Total =09	Sr. No	Name of Deptt.	No. of post with category	1	DC Solan	SC(UR)-01,ST(UR)-02 Total=03	2	Urban Development	Gen(UR)-01 Total=01	3	Food, Civil Supplies & Consumer Affairs	Gen(UR)-01,EWS-01, SC(UR)-02,OBC(UR)-01 Total=05
Sr. No	Name of Deptt.	No. of post with category												
1	DC Solan	SC(UR)-01,ST(UR)-02 Total=03												
2	Urban Development	Gen(UR)-01 Total=01												
3	Food, Civil Supplies & Consumer Affairs	Gen(UR)-01,EWS-01, SC(UR)-02,OBC(UR)-01 Total=05												
<u>18.Prosecution</u> Junior Scale Stenographer(on contract basis) Rs.5910-20200+2800GP	764	Gen(UR)-02,EWS-01 Total=03												
<u>19.Town & Country Planning</u> Junior Engineer (Civil) (on contract basis) Rs. 10300-34800+3800GP	765	Gen.(UR)-01,SC(UR)-02 Total=03												
<u>20.H.P.Minorities Finance & Development Corporation</u> Field Assistant (on contract basis) Rs. 10300-34800+3200GP	766	Gen(UR)-01 Total=01												
<u>21.HP State Forest Development Corporation Ltd.</u> Accounts Clerk (on contract basis) Rs.5910-20200+1900GP	767	Gen.(UR)-08, EWS -01,SC(UR)-2,OBC,-02 Total =13												

22.Home Guards & Civil Defence Civil Defence Instructor/Chief Instructor/Platoon Commander/Admn.Officer and Assistant Store Officer(on contract basis) Rs. 10300-34800+3600GP	768	EWS-01,SC(UR)-02	Total=03
23.MILKFED Senior Technician (Electrical) (on contract basis) Rs. 5910-20200+3200GP	769	Gen(UR)-01	Total=01
24. MILKFED Technician (Refrigeration) (on contract basis) Rs. 5910-20200+2800GP	770	Gen.(UR)-02,SC(UR)-01,OBC(UR)-01	Total=04
25. MILKFED Technician (Electrical) (on contract basis) Rs. 5910-20200+2800GP	771	Gen.(UR)-02,EWS-01,SC(UR)-01	Total=04

2. Minimum Essential Qualifications as per R & P Rules.

747 Staff Nurse	i) 10+2 preferably with Science from a recognized Board of School Education. ii) Qualified "A" Grade Nurse (Diploma in GNM)or B.Sc. Nursing from a recognized University/Institution.
748 Statistical Assistant	B.Com or B.Sc (Non-Medical)/B.A. with Economics / Mathematics / Statistics as one of the subjects or its equivalent from recognized University.
749 Sr. Laboratory Technician now as Medical Laboratory Technician Gr-II	i) a) 10+2 in Science or its equivalent from a recognized Board of School Education/University. b) One year Diploma in Medical Laboratory Technology from an institution recognized by State Government. OR B.Sc Degree in Medical Laboratory Technology from Himachal Pradesh University or equivalent Degree recognized by the State Government(Preference will be give to person holding graduate degree in Medical Laboratory Technology on regular basis) ii) Should be registered with HP Para Medical Council for the above qualification.
750 Perfusionist	B.Sc. Degree in Perfusion Technology from a recognized University or an Institution recognized by Central/State Government.
751 Laboratory Technician	i) 10+2 With Science or its equivalent from a recognized Board of School Education / University. ii) Should possess a Diploma in Medical Laboratory Technology from an institution duly recognized by HP/Central Govt. OR B.Sc Degree in Medical Laboratory Technology from a recognized University or from an institution duly recognized by the H.P. Govt./Central Govt. iii) Must be registered with the HP Para Medical Council.
752 Laboratory Assistant (Physics and Ballistic)	B.Sc. (Non-Medical) with Physics as one of the subjects from a recognized University.

753 Computer Operator	<p>i) Bachelor's Degree in Computer Application/ Information Technology/ Computer Science or its equivalent from a recognized University or from an Institution duly recognized by the H.P./ Central Government. OR</p> <p>ii) 03 Years Diploma Course in Computer Science/ Information Technology or its equivalent from a polytechnic Institute duly recognized by the H.P./ Central Government. OR</p> <p>iii)(a) Bachelor's Degree or its equivalent from a recognized University ; and (b) Diploma of at least one year duration in Data Entry Operation/Computer Application / Computer Programming or its equivalent from a recognized University or from an Institute duly recognized by the H.P./Central Government. OR</p> <p>“O” LEVEL Course from DOEACC Society.</p>												
754 Electrician	<p>i) Should have passed Matriculation Examination or its equivalent from a recognized Board of School Education.</p> <p>ii) Should possess two years National Trade Certificate in the trade of Electrician from Industrial Training Institute duly recognized by the National Council for Vocational Training.</p>												
755 Typist	<p>Steno-</p> <p>i) Should have passed 10+2 examination or its equivalent from a Board of School Education / University recognized by the HP Govt.</p> <p>ii) Should possess the following speed in Shorthand and Type writing in both the language i.e. English & Hindi at the time of initial recruitment.</p> <table><tr><th colspan="2">SPEED IN SHORTHAND</th><th colspan="2">SPEED IN TYPING ON COMPUTER</th></tr><tr><td>English</td><td>Hindi</td><td>English</td><td>Hindi</td></tr><tr><td>60WPM</td><td>60WPM</td><td>25WPM</td><td>25WPM</td></tr></table> <p>Provided that at the time of initial recruitment the candidates shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed.</p> <p>Provided further that the candidates will have to pass typewriting test in both the languages at the time of initial recruitment.</p> <p>Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whichever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in Shorthand test in second language within a period of three years he will be eligible to draw his annual increment from due dates and the candidate(s) who qualifies the said test after three years will be eligible to draw his first increment only from the date of qualifying the prescribed test.</p> <p>iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority.</p>	SPEED IN SHORTHAND		SPEED IN TYPING ON COMPUTER		English	Hindi	English	Hindi	60WPM	60WPM	25WPM	25WPM
SPEED IN SHORTHAND		SPEED IN TYPING ON COMPUTER											
English	Hindi	English	Hindi										
60WPM	60WPM	25WPM	25WPM										
756 Store-Keepers	Minimum Qualification of 10+2 from the recognized Board/University.												
757 Marketing Assistant	MBA (Marketing) or MBA (Finance) from the recognized University.												

758 Supervisor (LDR)	From amongst the Aganwari Workers/ Balwari Workers /Balwari Teachers / Balsevikas/Principal/Lady Social Instructors of Anganwari Training Centre/Middle Level Centres having passed Matriculation examination from recognized Board of School Education/Institution with ten years experience.												
759 Junior Auditor	2 nd Class Graduate in Commerce or Economics or Business Administration from the recognized University.												
760 Auditor (Panchayat)	Should be 2 nd Class Graduate from a recognized University.												
761 Computer Programmer	MCA or B.E./B.Tech. Degree in information Technology /Computer Science Engineering with programming as an essential component of the degree course from a recognized University or from an Institute duly recognized by the Central/H.P. Government. OR “B”Level Course from DOEACC/NIELIT Society.												
762 Conductor	10+2 pass from recognized Board of School Education/University or equivalent and who possesses valid Conductors license.												
763 Clerk	<p>i) Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University.</p> <p>ii) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi Typewriting on computer. Provided that visually impaired persons recruited under 1% quota shall be imparted necessary basic training including computer training by the Department concerned through Composite Regional Centre (CRC), Sundernagar or NIVH, Dehradun or CTC,Ludhiana instead of passing typing test. They shall have to complete the above training during which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training. Provided further that physically handicapped person who are otherwise qualified to hold clerical post a certified being unable to type, by the Medical Board may be exempted from passing the typing test. The term, physically handicapped persons does not cover those who are visually handicapped or who are hearing handicapped but cover only those whose physical disability/deformity permanently prevents them from typing. The above criteria for grant of exemption from passing the typing test shall also be applicable to then Skill Test Norms on Computers.</p> <p>iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority.</p>												
764 Junior Scale Stenographer	<p>i) Should have passed 10+2 Examination from a recognized Board of School Education/ University</p> <p>ii) Must possess the following speed in Shorthand and Typing on Computer in both languages i.e. English & Hindi at the time of initial recruitment.</p> <table><tr><th colspan="2">Speed in Shorthand</th><th colspan="2">Speed in Typing on Computer</th></tr><tr><td>English</td><td>Hindi</td><td>English</td><td>Hindi</td></tr><tr><td>80 WPM</td><td>70 WPM</td><td>40 WPM</td><td>30 WPM</td></tr></table> <p>Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed. Provided further that the candidate will have to pass typing test in both the languages at the time of initial recruitment: Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English within a period of three years from the date of appointment. The appointment letter of such candidate who does not qualify the shorthand test in second</p>	Speed in Shorthand		Speed in Typing on Computer		English	Hindi	English	Hindi	80 WPM	70 WPM	40 WPM	30 WPM
Speed in Shorthand		Speed in Typing on Computer											
English	Hindi	English	Hindi										
80 WPM	70 WPM	40 WPM	30 WPM										

	<p>language at the time of initial recruitment shall contain the specific condition that he / she shall have to pass the test in shorthand test in second language within a period of three years and if he/she qualifies the Shorthand test within the period of three years he/she will be eligible to draw his/her annual increment from due date and the candidate who qualifies the said test after three years will be eligible to draw his/her first increment only from the date of qualifying the prescribed test.</p> <p>iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority</p>
765 Junior Engineer (Civil)	Diploma in Civil Engineering or its equivalent from a recognized University or an Institution duly recognized by the HP./Central Government.
766 Field Assistant	Should have passed B.Com from recognized University.
767 Accounts Clerk	<p>i) B.Com (1st Division) from a Recognized University.</p> <p>ii) Diploma /Certificate in Tally from authorized institution.</p> <p>iii) Minimum experience of 2 years in Accounts Department of any Commercial Organization/PSU.</p> <p>iv) Should possess a minimum speed of 30 words per minute in English Typewriting or 25 words per minute in Hindi Type writing on Computer.</p>
768 Civil Defence Instructor/Chief Instructor / Platoon Commander / Admn.Officer and Assistant Store Officer	<p>Should have passed atleast Plus Two (10+2) Examination from a recognized University/Board of School Education or its equivalent.</p> <p>AND</p> <p>Should be holding Honorary Rank of Platoon Commander or above in the Home guards Organization & with continued service as such for the last three years.</p> <p>OR</p> <p>Should be a serving Havildar Instructor/Quarter Master Havildar in the Home Guards Department for atleast three years</p> <p>OR</p> <p>Should be a released/Retired Officer of the Indian Army, who has hold the rank of Naib Subedar or above with atleast 3 years service as such.</p>
769 Senior Technician (Electrical)	<p>ITI Certificate in the trade of Refrigeration/Electrical /Motor Mechanic /Fitter</p> <p>OR</p> <p>'B'Class Certificate in Boiler Operation issued by Chief Inspector of Boiler with 5 years experiences of working in Factory in the respective filed.</p>
770 Technician (Refrigeration)	I.T.I. Certificate in the trade of Refrigeration.
771 Technician (Electrical)	I.T.I. Certificate in the trade of Electrical.
3. DESIRABLE QUALIFICATION(s)	
Post codes 747,749 to 763, 771	Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
748	<p>i) At least 3 years experience in the field of collection compilation of Statistical Data.</p> <p>ii) Higher qualifications in any of the above subjects.</p> <p>iii) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability</p>

	for appointment in the peculiar conditions prevailing in the Pradesh
4. Mode of Selection -Part-I (Written test of 85 marks)	
The Written Objective type Screening test of two hours duration will consist of 170 Multiple Choice Questions (MCQ) of 85 marks. Each question will be of ½ marks. The skill tests wherever applicable will be of qualifying nature for those who qualify the Written Objective type Screening Test.	
747 to 754, 757 to 759 , 761,765,766,769 to 771	Objective type screening test consisting of 170 Multiple Choice Questions from :- i) Subject(s) / field (s) concerned prescribed as essential qualification(s) in the R & P Rules and as advertised =120 questions ii) General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Logic, Social Science, General English & General Hindi of Matric standard = 50 questions
755	i) Objective type screening test consisting of 170 Multiple Choice Questions from General English of 10+2 standard and Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Social Science, Current affairs & Logic. ii) Skill test in Shorthand in either of the language i.e. in Hindi or English and typewriting in both the languages at the initial recruitment with the following minimum qualifying speeds for those who qualify objective type of screening test. <div style="display: flex; justify-content: space-around;"> <div>Speed in Shorthand</div> <div>Speed in typewriting</div> </div> <div style="display: flex; justify-content: space-around;"> <div>English 60 WPM</div> <div>English 25 WPM</div> </div> <div style="display: flex; justify-content: space-around;"> <div>Hindi 60WPM</div> <div>Hindi 25WPM</div> </div> Skill tests will be of qualifying nature.
756,760,762,768	Objective type screening test consisting of 170 Multiple Choice Questions from General English of 10+2 standard and Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Social Science, Current affairs & Logic.
763	i) Objective type screening test consisting of 170 Multiple Choice Questions from General English of 10+2 standard and General Hindi of Matric Standard, General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Social Science and logic. ii) Typing skill test on computer of qualifying nature in minimum prescribed speed of 30WPM in English or 25 WPM in Hindi Typing for those who qualify objective type Screening test.
764	i) Objective type screening test consisting of 170 Multiple Choice Questions from General English of 10+2 standard and Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Social Science, Current affairs & Logic. ii) Skill test in Shorthand in either of the language i.e. in Hindi or English and typewriting in both the languages at the initial recruitment with the following minimum qualifying speeds for those who qualify objective type of screening test. <div style="display: flex; justify-content: space-around;"> <div>Speed in Shorthand</div> <div>Speed in typewriting</div> </div> <div style="display: flex; justify-content: space-around;"> <div>English 80 WPM</div> <div>English 40 WPM</div> </div> <div style="display: flex; justify-content: space-around;"> <div>Hindi 70WPM</div> <div>Hindi 30WPM</div> </div> Skill tests will be of qualifying nature.
767	i) Objective type screening test consisting of 170 Multiple Choice Questions from General English of 10+2 standard and General Hindi of Matric Standard, General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Social Science and logic. ii) Typing skill test on computer of qualifying nature in minimum prescribed speed of 30WPM in English typewriting or 25 WPM in Hindi typewriting for those who qualify objective type

	screening test.		
Part-II (Evaluation of 15 Marks) Evaluation of 15 marks in respect of shortlisted candidates after qualifying written objective screening test / subjective tests and skill tests/physical/practical tests, if any, will be carried out as per the following criteria:-			
Sr.No.	Detail of Criteria of 15 marks	Marks	Competent authority to issue the certificates
1.	Weightage for the minimum educational qualification as per the Recruitment & Promotion Rules. (Percentage of marks obtained in the educational qualification would be multiplied by 0.025, For example, an individual has secured 50 % marks in the required educational qualifications, he /she will be allowed 1.25 marks (50 X 0.025 = 1.25)	2.5 (two & a half)	Concerned University / Board
2.	Belonging to notified Backward Area or Panchayat, as the case may be	1(one)	Concerned SDO(C) / Tehsildar/ Naib Tehsildar.
3.	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority	1(one)	Concerned SDO(C) / Tehsildar/ Naib Tehsildar.
4.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)	Concerned SDO (C)/ Tehsildar / Naib Tehsildar
5.	Differently abled persons with more than 40% impairment / disability / infirmity	1(one)	Health & Family Welfare authorities / Medical Boards.
6.	NSS (atleast one year), certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions	1(one)	Concerned Head of Institution. Certificate of medal winners will be issued by concerned Distirct Youth Services and Sports Officer/Head of Institution.
7.	BPL family having family annual income (from all sources) below Rs. 40,000 /- or as prescribed by the Govt. from time to time.	2 (two)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate or concerned Panchayat Secretary /Sahayak and countersigned by concerned Gram Panchayat Pradhan.
8.	Widow /divorced/destitute /single woman	1(one)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate.
9.	Single daughter/Orphan	1(one)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate.
10.	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution	1(one)	Competent authority of the concerned University /Institution.

11.	Experience up to a maximum of 5 years in Govt. / semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (two & a half)	Competent authority of the concerned Govt. /Semi Govt. Organization.
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5. IMPORTANT INSTRUCTIONS FOR FILLING UP ONLINE APPLICATIONS :-

- The candidates must read the instructions carefully, which are also available on the website of the HPSSC, i.e. <http://www.hpsssb.hp.gov.in> before filling up ORA for the post(s) concerned. Incomplete ORA submitted without requisite examinations fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
- The candidates are advised to apply online well in time without waiting for the last date of submission of Online application, due to heavy rush on systems on last dates which may lead to non submission of forms.
- The candidate should enter his/her particulars i.e. Name, Father's Name, Mother's Name & Date of Birth as per his/her Matric Certificate and upload scanned photograph and scanned signature. The size of scanned photograph should be less than 50 kb and size of scanned signature should be less than 30kb. Only after filling the mandatory fields the candidate can move to the next step, otherwise the application will be considered incomplete.
- The candidates must ensure their eligibility in respect of category, experience, age and essential qualifications(s), etc. as mentioned against each post in the advertisement to avoid rejection at later stage.
- The candidate shall be eligible for appointment, 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 Himachalis.
- The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., Ex-Servicemen, WFF and Physically Disabled (Orthopedically Disabled/ Visually Impaired/ Blind / Hearing Impaired / Deaf & Dumb)/ BPL etc.
- The candidate should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date fixed for submission of Online Recruitment Applications (ORA).
- The candidate is allowed to submit only one application form against each post. Multiple applications Form for same post of a candidate are liable to be rejected.
- The application forms through fax/post shall not be entertained and the commission does not take responsibility to inform such candidates.
- Married daughters/ grand-daughters of freedom fighters and Ex-serviceman are entitled for reservation under Ward of Freedom Fighter and Ward of Ex-Serviceman category respectively subject to the final outcome of LPA No. 215/2015 titled as State of HP V/S Smt. Jyoti Kumari & ors pending before the Hon'ble High Court of H.P. and SLP No. 31435 /2016 titled as State of HP & ors V/s Nelam Kumari pending before the Hon'ble Supreme Court of India. Preference will be given to the children of Freedom Fighters over Grand Children.
- Eligibility for vacancies in Sub-Category of SPORTSMAN shall be as per the norms framed by department of Youth Services and Sports.
- The Commission reserves the right to dispense with the written examination for any post keeping in view the number of applicants viz-a-viz vacancies & other circumstances.
- The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes should be on parental basis, failing which candidature of such candidates will be rejected.**
- The candidates belonging to OBC of HP Category must produce OBC certificate(s) on the prescribed format, which should not be more than one year old at the time of last date fixed for submission of Online Recruitment Application. The validity of the certificate is required to be seen at the time of Evaluation of 15 marks. The candidates are also required to produce the old certificate of the time of filling of the application.
- The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the Competent Authority i.e. DC/ADC/ADM/ SDO (Civil) of the area where the candidate and /or his family resides; and revenue officer not below the rank of Tehsildar. The validity of IRDP/BPL certificate is of six months from the date of its issuance. The candidate is required to furnish the valid certificate including the old certificate of the time of the filling the application in support of his/her claim.
- The validity of the certificate is required to be seen at the time of Evaluation of 15 marks. The candidate belonging to un-reserved BPL category are not required to submit Income & Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of valid BPL Certificate issued by the competent authority and supplemented by the non-SC-/ST/OBC Certificate. If any BPL 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.
- If in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of suitable candidate belonging to EWS, such vacancies for that particular year shall not be carried forward to the next recruitment year as backlog. In other words, when an EWS candidate is not available for selection, the post will be treated automatically as de-reserved and will be filled up from a non-EWS candidate of unreserved category.
- The candidates belonging to disabled categories with disability of 40% or more are allowed extra time of minimum one hour for examination of three hour duration i.e. 20 minutes per hour. In case of visually impaired candidates making request for the scribes, he/she will have to submit a written request for the same to the Centre Superintendent immediately after receipt of his roll number.

20. Examination fee once paid will not be refunded and neither it be held in reserve for any other examination or selection under any circumstances

6. EXAMINATION FEES:-

The detail of Exam. fee for different categories is as under:-

Sr.No.	Category	Exam Fees
1.	General Category/ E.W.S., Ex Servicemen of HP relieved from Defence Services on their own request before completion of normal tenure.	Rs. 360/-
2	General IRDP, Physically Handicapped, Ward of Freedom Fighter, Ward of Ex-Servicemen of HP.	Rs. 120/-
3.	S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P./ BPL of H.P./EWS (BPL) (including S.C. / S.T. / O.B.C, Ex-Servicemen of H.P. relieved from Defence Services on their own request before completion of normal tenure , SC / ST / OBC wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM and SC/ ST/ OBC Persons with Disability).	Rs. 120/-
4.	Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure) / Blind / Visually Impaired of H.P.	No Fee

7. Mode of Payment:-

The candidate can deposit the requisite fee through “**Online Payment Gateway**” using Credit Card/Debit Card/ Net Banking. There will not be any other mode of payment of examination fee.

8. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

In case of any guidance/information/clarification regarding their Online Recruitment Applications (ORA), candidature etc. candidates may contact HPSSC Reception Counter in person or on Phone No. 01972-222204,222211, Toll Free No. 1800-180-8095 or on email ID i.e. sssb-hp@nic.in on any working day between 10:00 A.M. to 05:00 P.M.

9. ADMISSION/ REJECTION:-

The information in respect of provisionally admitted candidates and rejected candidates will be uploaded on the official website of the Commission before the conduct of Screening Test/ Examination for the concerned post(s).

The candidates are required to submit their requisite documents in support of their eligibility for the concerned post(s) at the time of evaluation of 15 marks. The requisite documents submitted by the candidates, will be scrutinized and list of proposed rejected candidates will be uploaded on the website of the Commission for information of all concerned.

*Admissions and rejections will be uploaded on the official website and **No separate intimation in this regard will be sent by post. 07 day's time will be given to file representation(s) against the proposed rejections, if any, from the date of uploading the list of rejected candidates on the official website of the Commission for the concerned post(s).***

The candidates are advised to visit the Commission's official website <http://www.hpsssb.hp.gov.in> from time to time for updates in their own interest.

10. ADMIT CARD:

No Admit Card(s) will be sent by post and provisionally admitted candidates will have to download their respective Admit Card from the official website of the Commission i.e. <http://www.hpsssb.hp.gov.in> . The message in this regard will also be sent on their registered Mobile No. or e-mail Id (if provided during the registration). The candidates may download his/her Admit Card either by entering Application ID, Name and Date of Birth. A One Time Password (OTP) will be sent on registered mobile/ e-mail ID which will be required to be entered before downloading the Admit Card.

11. SUBMISSION OF CERTIFICATES/ DOCUMENTS:-

The downloaded/printed copy of the Online Application Form alongwith necessary original certificates and self attested photocopies will have to be produced at the time of evaluation. No offline Application Form will be accepted by the office.

12. CATEGORY CLAIMS:-

The category once claimed by the candidate(s) will not be allowed to be changed at any stage. The S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ WFF of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the Online Recruitment Application(s) (ORA) while applying for the concerned post(s). The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through 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 and submit the applicable certificates only on the prescribed formats at the time of evaluation.

13. ELIGIBILITY CONDITIONS:-

- i. The date of determining the eligibility of all candidates in terms of Essential Qualifications, experience etc. shall be reckoned as on the closing date for submitting the Online Recruitment Applications (ORA).
- ii. The decision of the Commission regarding eligibility etc. of a candidate will be final.
- iii. Onus of proving that a candidate has acquired requisite degree/ essential qualifications by the stipulated date is on the candidate and in the absence of proof 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 qualification.
- iv. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order / letter in this regard, indicating the Authority (with number and date) under which it has been so treated, otherwise the ORA is liable to be rejected.

14. SCREENING TEST/ EXAMINATION/ EVALUATION ETC.:-

- i. In cases where the number of eligible candidates for recruitment to the post(s) advertised by the Commission is inordinately large, the Commission may limit/ shortlist the number of eligible candidates to be called for evaluation of 15 marks by subjecting them to a Written Screening Test which may be objective type or descriptive or both. Final selection of a candidate will be made solely on the basis of the marks obtained in the Written Screening Test/ main subjective type test and his/her evaluation of 15 marks as per prescribed criteria. If the candidates score equal marks, then a candidate who is senior in age will be placed above the candidate junior in age.
- ii. Where a skill test comprising of type and shorthand test or both is an Essential Qualification, the candidates will be required to undergo these tests for the prescribed speeds. Where a Physical Test is prescribed/required, the candidate will be required to undergo the required Physical Test as per Physical Standards laid down. The Commission shall not be liable for any injury or damage sustained by the candidates while going through such tests. However the skill tests/physical tests will be of qualifying nature.
- iii. The provisional answer key of each Written Screening Test (objective type) will be uploaded on the official website after the freezing of the answer sheets of the candidates for calling objections from the candidates. Seven day's time shall be given for inviting objections in the answer key, if any. The objections will be got vetted through an expert panel and the result will be finalized as per the revised answer key.
- iv. Any request for rechecking/re-evaluation of scripts of written tests/ Skill tests/Physical tests will not be entertained.
- v. The eligibility of candidate(s) called for the evaluation of 15 marks will be determined on the basis of original documents produced at the time of evaluation of 15 marks 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 Written Screening Test/Examination/ evaluation of 15 marks shall be purely provisional.
- vi. The Centers for holding the examination are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the examinations centre(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different centre to a candidate if circumstances so warrant.

15. OTHER CONDITIONS:-

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in regular Government service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for a particular post. In case, a communication is

received from their employer by the Commission withholding permission to any candidate applying for/ appearing for the examination, his/her application(s) will be liable to be rejected.

2. Contract / Casual / adhoc / daily wages /work charged employees do not need to produce NOC from the concerned employer.
3. In Government service (regular service) candidates may apply to the Commission along with requisite examination fees with information to their Heads of Departments/Employer for issuing NOC.
4. Candidate who is or has been declared by the Commission to be guilty of:-
 - (a) Obtaining support for his/her candidature by the following means, namely:-
Offering illegal gratification to, or applying pressure on, or blackmailing or threatening to blackmail any person connected with the conduct of the examination, or
 - (b) Impersonating, or
 - (c) procuring impersonation by any person, or
 - (d) submitting fabricated documents or documents which have been tampered with, or
 - (e) making statements which are incorrect or false or suppressing material information, or
 - (f) resorting to the following means in connection with his/her candidature for the examination, namely:-
Obtaining copy of question paper through improper means, finding out the particulars of the persons connected with secret work relating to the examination, influencing the examiners, or
 - (g) using unfair means during the examination, or
 - (h) writing obscene matter or drawing obscene sketches in the scripts, or
 - (i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
 - (j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or
 - (k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
 - (l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination,
or
 - (m) attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to Criminal prosecution, be liable to be disqualified by the Commission from the examination for which he/she is a candidate and/or
 - (n) to be debarred either permanently or for a period as specified by the Commission from any examination or selection.

16. CHECK LIST:

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

- a. That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates.
- b. That copies of only following documents/certificates are to be provided in support of claims made / information given in the Online Recruitment Application(ORA) at the time of evaluation of 15 marks:-
 - i. Matriculation certificate for age proof.
 - ii. Degree/Diploma certificates along with Marks Sheets of all years in support of Educational Qualifications as prescribed under Essential Qualification column of R & P Rules. The provisional certificate(s) along with marks sheets of all semesters/ years.
 - iii. Experience certificate(s) wherever required.
 - iv. Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) by which it has been so treated and that if the qualification possessed by the candidates is equivalent, a copy of order/letter under which it has been so treated may also be enclosed.
 - v. Caste certificates, if applicable.
 - vi. BPL certificates, if applicable.
 - vii All other certificates, if any required for determining eligibility and carrying evaluation as mentioned in mode of selection criteria (Part-I & II) which so ever applicable to the applicants.

17. DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):

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

- a) If he/ she has been dismissed from any previous service;

- b) If he/ she has been convicted of any offence involving moral turpitude or has been bound down for good conduct under the provisions contained in Chapter VIII of the Code of Criminal Procedure, or has been permanently debarred /disqualified from appearing in any examination or selection;
- c) If he/she is found either directly or indirectly influencing the selection process in any manner;
- d) If a male candidate who has more than one living wife and if a female candidate, who has married a man already having another wife; or
- e) If he / she is an un-discharged insolvent.

18. ABBREVIATIONS:

- OTP : One Time Password
- HPSSC : Himachal Pradesh Staff Selection Commission
- UR : Unreserved
- S.C : Scheduled Caste of H.P.
- ST : Scheduled Tribe of H.P.
- OBC : Other Backward Classes of H.P as declared by the Govt. of H.P. from time to time
- Ex-SM : Ex-servicemen of H.P.
- WFF : Wards of Freedom Fighters of H.P.
- Wards of Ex- SM : Wards of Ex-Serviceman of H.P.
- PWD : Persons with disabilities of H.P.
- OH : Orthopedically Handicapped.
- VI : Visually impaired,
- HI : Hearing Impaired.
- EWS : Economically Weaker Sections

19. Steps to Fill Up Online Application Form

- **Step 1:** The candidate needs to get him/her self registered on the ORA by using the Option “Sign up” given on the official web site.
- **Step 2:** After completing the registration the candidate will sign in into the application by using the user name and password created by him/her at the time of registration.
- **Step 3:** The category wise detail of posts will be displayed on the web page i.e. <http://www.hpsssb.hp.gov.in> Applicant can apply for the post by clicking the “Apply” button against it.
- **Step 4:** Candidate needs to choose preferred District and Tehsil for examination.
- **Step 5:** After selecting the preferred District and Tehsil the candidate needs to fill his/her personal as well as contact details.
- **Step 6:** After filling up the form for personal and contact details, the candidate needs to upload his/her scanned photograph and signature.
- **Step 7:** The candidate needs to provide his/her educational details as per the post.
- **Step 8:** If the experience is required for the particular post, then the candidate will be redirected to Experience Page else he will be redirected to payment option.
- **Step 9:** Make payment.

Sd/-
(Dr. Jitender Kanwar (HPAS)
Secretary,
HP. Staff Selection Commission,
Hamirpur.