Himachal Pradesh Public Service Commission

No. 3-21/2019-PSC (R-II) Dated: 7th March, 2020

Advertisement No. 4/2020

Online Recruitment Applications (ORA*) are invited from desirous and eligible candidates for recruitment to various posts in the different Departments of Himachal Pradesh through ORA, which shall be available on the Commission's website www.hppsc.hp.gov.in/hppsc **upto 27-03-2020 till 11:59 P.M.**, thereafter link will be disabled. (*by using official website www.hppsc.hp.gov.in/hppsc).

IMPORTANT INSTRUCTIONS:-

1. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of Online Recruitment Applications (ORA) i.e. **27-03-2020**.

2. The candidates must read instructions carefully, which are available on website of the Commission before applying for the post(s) concerned.

3. The candidates must establish their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement by submitting copies of certificates of essential qualification, Matriculation certificate as age proof, category certificate and experience certificate (where required) to avoid rejection of their candidature after the closing date.

4. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., E.W.S., Ex-Servicemen, W.F.F. and Persons with disabilities (Loco motor Disabled / Visually Impaired/ Hearing Impaired) etc.

5. The reserved category candidates belonging to other States will be treated as GENERAL CATEGORY CANDIDATES and the benefit of reservation and fee concession will not be admissible to such candidates.

6. Category once claimed shall be treated final and no representation / correspondence will be entertained in this regard.

7. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date i.e. **27-03-2020** for submission of Online Recruitment Applications (ORA) on the website www.hppsc.hp.gov.in/hppsc

8. Number of post(s) is/are tentative and may increase or decrease from time to time.

9. No in service (regular service) candidate will be interviewed unless he / she brings N.O.C. from the concerned employer.

10. Examination fees once paid will not be refunded.

11. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

12. The candidates are required to submit a printout of online recruitment applications (ORA) alongwith self attested/ attested copies of requisite documents in support of their eligibility for the concerned post(s) on the day of Screening Test (CBT/Offline) and in other cases where direct Personality Test will be held, 10 days time will be given to submit requisite documents failing which his/her candidature shall finally rejected as per essential qualification(s) for the concerned post(s). No extra time will be given for submission of any documents.

List of documents to be submitted on the day of Screening Test (CBT or offline Test)/ Examination or as and when asked by the Commission:-

That attested / self attested copies of following documents/ certificates are provided in support of their claims made/ information given in the Online Recruitment Application(s):-

(i) Matriculation certificate for age proof.

(ii) Degree/ Diploma certificates along with Marks Sheets of all years in support of Educational Qualifications. The provisional certificate(s) along with marks sheets of all semesters/ years.

(iii) Experience certificate(s) wherever required.

(iv) Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., Ex-Servicemen, Ward of Ex. Servicemen, WFF and Persons with disabilities etc. All these certificates alongwith 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.

(v) Bonafide Himachali Certificate in case of reserved category candidates.

(vi) Candidates applying under EWSs category will have to submit either 'Income & Asset Certificate' or valid BPL Certificate countersigned by B.D.O. alongwith 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.

Note:- Strike out whichever is not applicable.

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

Department of Technical Education, Vocational & Industrial Training, (H.P.)

Item No. I

Name of the post	Number of post(s)
Lecturer, Computer Engineering (Polytechnic), Class-I (Gazetted) on contract basis	**09 posts** {UR Ex. Servicemen=05 (including 04 backlog posts), ST=02, OBC=01 & SC=01}
Pay band: Rs.15,600 - 39,100+ Rs.5,400 Grade Pay. (Emoluments for Contract employees Rs. 21,000/- per month)	
AGE: 45 years and below	
a) Essential Qualification(s):- 1st Class Bachelor's Degree in Computer Engineering or Computer Science & Engineering from a recognized University or from and Institution duly recognized by the H.P. Government / Centre Government. **b) Desirable Qualification(s):-** Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	

Item No. II (a)

Name of the post	Number of post(s)
Lecturer, Applied Sciences & Humanities, English, Class-I (Gazetted) on contract basis	**02 posts** {UR Ex. Serviceman=01 (backlog) & SC=01}

Item No. II (b)

Name of the post	Number of post(s)
Lecturer, Applied Sciences & Humanities, Mathematics, Class-I (Gazetted) on contract basis	**02 posts** {UR Ex. Serviceman=01 (backlog) & ST=01}

Item No. II (c)

Name of the post	Number of post(s)
Lecturer, Applied Sciences & Humanities, Chemistry, Class-I (Gazetted) on contract basis	**03 posts** {UR Ex. Servicemen=02 (including 01 backlog post) & SC=01}

Pay band, Age and Essential Qualification(s) etc. for the posts mentioned against Item Nos. II (a), II (b) & II (c):-

Pay band: Rs.15,600 - 39,100+ Rs.5,400 Grade Pay.
(Emoluments for Contract employees Rs. 21,000/- per month)

AGE: 45 years and below

a) **Essential Qualification(s):-**
1st Class Master's Degree in appropriate subject viz: Physics, Chemistry, Mathematics or English from a recognized University.

b) **Desirable Qualification(s):-**
Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

Item No. III

Name of the post	Number of post(s)
Lecturer in Architecture (Polytechnic) Class-I (Gazetted) on contract basis	**01 post** (UR Ex. Serviceman)

Pay band: Rs.15,600 - 39,100+ Rs.5,400 Grade Pay.
(Emoluments for Contract employees Rs. 21,000/- per month)

AGE: 45 years and below

a) **Essential Qualification(s):-**
Bachelor's degree in Architecture with First Class or equivalent. If the candidate has a Master's degree in Architecture, first class or equivalent is required at Bachelors or Master level.
If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below:

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

b) **Desirable Qualification(s):-**
Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

Item No. IV

Name of the post	Number of post(s)
Workshop Superintendent (Polytechnic) Class-I (Gazetted) on contract basis	**02 posts** (UR=01 & UR Ex. Serviceman=01)

Pay band: Rs.15,600 - 39,100+ Rs.5,400 Grade Pay.
(Emoluments for Contract employees Rs. 21,000/- per month)

AGE: 45 years and below

a) **Essential Qualification(s):-**
Bachelor's Degree in Mechanical/Auto Engineering with first Class or equivalent. If the candidates have a Master's Degree in Mechanical/Auto Engineering/Technology, first Class or equivalent is required at Bachelor's or Master's level.
Provided if a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below:

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

b) **Desirable Qualification(s):-**
Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

Item No. V

Name of the post	Number of post(s)
Lecturer (Pharmacy) Class-I (Gazetted) on contract basis	**01 post** (UR Ex. Serviceman)
Pay band: Rs.15,600 - 39,100+ Rs.5,400 Grade Pay. (Emoluments for Contract employees Rs. 21,000/- per month)	
AGE: Between the age 18 and 45 years	

a) **Essential Qualification(s):-**
M.Pharma or B.Pharma with 3 years teaching / professional experience.

b) **Desirable Qualification(s):-**
Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

Item No. VI (a)

Name of the post	Number of post(s)
Lecturer, Electrical Engineering (Polytechnic) Class-I (Gazetted) on contract basis	**12 posts** {UR=06, UR Ex. Servicemen=02 (including 01 backlog post), OBC=01, EWS=01, ST=01 & SC=01}

Item No. VI (b)

Name of the post	Number of post(s)
Lecturer, Mechanical Engineering (Polytechnic) Class-I (Gazetted) on contract basis	**09 posts** {UR=01, UR Ex. Servicemen=03 (including 01 backlog post), SC=02, Physically Handicapped (Ortho.)=01, EWS=01 & OBC=01}

Item No. VI (c)

Name of the post	Number of post(s)
Lecturer, Electronics & Communication Engineering (Polytechnic) Class-I (Gazetted) on contract basis	**06 posts** {UR Ex. Servicemen=02 (including 01 backlog post), SC=02, Physically handicapped (Ortho.)=01 & EWS=01}

Item No. VI (d)

Name of the post	Number of post(s)
Lecturer, Civil Engineering (Polytechnic) Class-I (Gazetted) on contract basis	**10 posts** (UR Ex. Servicemen=05, UR Ward of Ex. Serviceman=01, SC=02, EWS=01 & ST=01)

Item No. VI (e)

Name of the post	Number of post(s)
Lecturer, Automobile Engineering (Polytechnic) Class-I (Gazetted) on contract basis	**05 posts** (UR=02, UR Ex. Serviceman=01, SC=01 & OBC=01)

Pay band, Age and Essential Qualification(s) etc. for the posts mentioned against Item Nos. VI (a), VI (b), VI (c), VI (d) & VI (e):-

Pay band: Rs.15,600 - 39,100+ Rs.5,400 Grade Pay. (Emoluments for Contract employees Rs. 21,000/- per month)
AGE: 45 years and below.
a) <u>Essential Qualification(s)</u>:- 1st Class Bachelor's Degree in appropriate branch of Engineering / Technology or equivalent. **b) <u>Desirable Qualification(s)</u>:-** Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

Department of Fisheries, (H.P.)

Item No. VII

Name of the post	Number of post(s)
Assistant Director of Fisheries, Class-II (Gazetted) on contract basis	**<u>02 posts backlog</u>** (UR Ex. Serviceman=01 & OBC=01)
Pay band: Rs.10,300 - 34,800+ Rs.4,400 Grade Pay. (Emoluments for Contract employees Rs. 14,700/- per month)	
AGE: Between 18 and 45 years	
a) <u>Essential Qualification(s)</u>:- (i) Master's degree in Zoology or Fisheries of a recognized University or Associate Diploma of the Central Institute of Fisheries Education Bombay or its equivalent. (ii) Minimum three years experience in Management and development of Fisheries. OR (i) B.Sc. in Zoology of Fisheries Science from any recognized University or its equivalent. (ii) Minimum five years experience in Management and Development of Fisheries. **b) <u>Desirable Qualification(s)</u>:-** Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	

<u>HOW TO APPLY</u>:-

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

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

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

c) The candidates, who wish to apply for more than one post, should apply separately for each post and will have to pay the requisite examination fees for each post in the prescribed manner.

d) After submitting the Online Recruitment Applications (ORA), the candidates are required to take a printout of the finally submitted Online Recruitment Application and submit the same along with requisite attested documents / certificates in support of their eligibility as per essential qualification to the Commission on the day of Screening Test (CBT/Offline) for the concerned post and in other cases where direct Personality Test will be held, **10 days** time will be given to submit the documents failing which his/her candidature shall stand finally rejected for the concerned posts(s). No extra time will be given for submission of any documents. Non submission of the certificates will make them ineligible to sit in the examination or to appear in the Personality Test. No representation / correspondence will be entertained against final rejection of candidature.

e) In case the candidate has applied against more than one item i.e. posts published in the advertisement, the candidate is required to submit separate copies of requisite attested documents/ certificates along with the printout of the Online Recruitment Application of each posts on the day of Screening Test (CBT/Offline) for the respective posts.

EXAMINATION CENTRE:-

Examination centres for CBT / Offline, as the case may be, shall be allotted by the Commission at its discretion keeping in view the number of candidates.

EXAMINATION FEES:-

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

Sr. No.	Category	Examination Fees
1.	**General Category** {including General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ Economic Weaker Section (EWS)/ W.F.F. of HP/ Ex-Servicemen of HP relieved from Defence Services on their own request before completion of normal tenure, General wards of Ex-SM of H.P., i.e. Dependent sons of Ex-SM of H.P.}	Rs.400/-
2.	**Candidates of Other States** (including reserved category(s) candidates of other states)	Rs.400/-
3.	**S.C. of H.P. /S.T. of H.P. /O.B.C. of H.P./ EWS (Covered under BPL)/** (including S.C. /S.T. /O.B.C. Ex-Servicemen of H.P. relieved from Defence Services on their own requests before completion of normal tenure and SC/ ST/ OBC wards of Ex-SM of H.P., i.e. Dependent sons of Ex-SM of H.P.)	Rs.100/-
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./Female Candidates.**	No Fee

NOTE:-1 Female candidate shall be exempted from the examination fee in accordance with the instructions of the Government (in the Department of Personnel) issued vide letter No. Per(AP-B)B(15)-13/2019 dated 01st January, 2020.

NOTE:-2 The candidates belonging to unreserved–BPL of H.P. category and intends to apply under EWSs of H.P category, will be entitled for fee concession,i.e.1/4th of the fee prescribed for unreserved category candidates. Rest of the EWSs candidates, who are not falling within BPL of H.P. category, shall have to pay fee as applicable for unreserved category. Therefore, EWS category is further categorized into two sub categories, i.e. EWS–BPL of H.P. and EWS of H.P. for the purpose of examination fee.

MODE OF PAYMENT:-

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

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

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

FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

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

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 are required to submit their requisite documents in support of their eligibility for the concerned post(s) **on the day of Screening Test (CBT/Offline) and in other cases where direct Personality Test will be held, 10 days time will be given to submit the documents** as per essential qualification(s) for the concerned post(s), failing which his/her candidature shall stand finally rejected. No extra time will be given for submission of documents. The requisite documents submitted by the candidates, will be scrutinized and list of finally rejected candidates will be uploaded on the website of the Commission for information to all concerned. Besides, concerned candidates will be informed through e-mail(s) and SMSes. No separate intimation in this regard will be sent by post. Non submission of the certificates will make them ineligible to sit in the examination or to appear in the Personality Test. No representation / Correspondence will be entertained against final rejection of candidature.
- Candidates who failed to submit the requisite documents, their candidature will be finally rejected and no further representation will be accepted.
- **Candidates are advised to visit the Commission's website from time to time for updates in their own interest.**

E- ADMIT CARDS/E-CALL LETTERS:-

No Admit Cards/Call Letters will be sent by post and provisionally admitted candidates will have to download their respective e-Admit Cards/e-Call Letters along with instructions for the concerned post(s) from the official website of the Commission. Therefore, the candidates are advised to remember their User ID(s) and password(s) earlier created by the candidates to log in to download their respective e-Admit Cards/e-Call Letters. The provisionally admitted candidates will have to paste a passport size photograph duly self attested / attested by a Gazetted Officer on the space provided on the downloaded e-Admit Cards, failing which he/she will not be allowed to appear in the Screening Test/ Examination, in any condition/ circumstances, whatsoever.

SUBMISSION OF CERTIFICATES/ DOCUMENTS:-

✓ The candidates will also have to submit the printout/ hard copy of Online Recruitment Applications (ORA) alongwith self attested/ attested copies of requisite documents/ certificates, i.e. essential qualification(s), age, experience and category in support of their eligibility on the day of Screening Test (CBT/Offline) for the concerned post and in other cases where direct personality test will be held, 10 days time will be given to submit the documents, failing which their candidature will stand cancelled. No extra time will be given

for submission of documents. No representation / correspondence will be entertained against final rejection of candidature.

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

✓ The detailed particulars of such candidates will be uploaded on the website of the Commission to blacklist such debarred candidates.

CATEGORY CLAIMS:-

The category of the candidate claimed in the profile before he/she applied for the posts shall be treated as final. In case his /her category undergoes a change before the last date notified for submission of Online Recruitment Applications form through ORA portal then the candidate shall have to cancel his/her previous application and apply afresh under the category which he /she intends to claim after updating category in his/her profile. In such a situation the fees deposited by the candidate earlier shall stand forfeited and he/ she shall have to deposit fresh fees as is applicable for the category claimed by him/her

S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ 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 certificates(s) in support of their claims made in the online recruitment applications while applying for the concerned post(s). If any B.P.L. candidate applies for the post reserved for EWS category he/she shall have to submit a valid B.P.L. certificate countersigned by the Block Development Officer and also a non-SC/ST/OBC certificate issued by the competent authority. **The benefit of reservation will be admissible on parental basis only**. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category.

The Statutory certificates like bonafide Himachali, S.C.,S.T.,W.F.F. etc. issued on parental basis on the prescribed format are of permanent nature and are acceptable to the Commission.

1. **EX-SERVICEMEN OF HIMACHAL PRADESH:-**

   The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate and full detail in respect of their P.P.O. No., Rank, and date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh.

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

   Dependent sons, daughters & wives of Ex-Servicemen of Himachal Pradesh (Wards of Ex-Servicemen of Himachal Pradesh) may apply against the posts specifically reserved for Wards of Ex-Servicemen category (i.e. Dependent sons, daughters and wives) and not against the posts reserved for Ex-Servicemen of H.P. in order to avoid rejection of their candidature at any later stage for the concerned posts. Candidates belonging to Wards of Ex-Servicemen category will have to submit a Dependent Certificate issued by the competent authority and a latest affidavit duly attested by the authority authorized under the Indian Oath Act to the effect that no person in the family has been rehabilitated through employment against the posts reserved for Ex-Servicemen with the H.P. Govt./ Corporation/ Board/ Autonomous Body of H.P. as well as Central and other State/ Union Territory Government or P.S.U./ Autonomous Body / Banks etc. under the control of the said Central or other State / Union Territory Government. The daughters of Ex-Servicemen will also have to submit an undertaking to the effect that she is un-married and dependent upon her father in support of her category claim on the day of Personality Test.

3. O.B.C. of H.P. (OTHER BACKWARD CLASSES OF HIMACHAL PRADESH):-

The candidates belonging to O.B.C. of H.P. category must produce O.B.C. certificate(s) on the prescribed format valid till the relevant term of the Financial Year (i.e. 1st April to 31st March) as notified by the Government of Himachal Pradesh from time to time. Candidates must have a valid O.B.C. Certificate covering the entire period from last date of submission of Online Recruitment Applications till date of Personality Test/ evaluation along with an undertaking that his / her status as O.B.C. has not been changed and he / she has not been excluded from the category of O.B.C. of H.P. on account of being covered under creamy layer.

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

For the posts reserved for Wards of Freedom Fighters of Himachal Pradesh (WFF of H.P.), sons/ grandsons/ daughters/ grand daughters of Freedom Fighters of Himachal Pradesh, who have been appointed on regular basis 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. 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. 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.

Married daughters and Married grand daughters will be admitted provisionally against the posts reserved for WFF on production of provisional WFF certificate issued by the competent authority, subject to decision of SLP No.29708/2019 in CWPIL No.114/2017 or subsequently instructions to be issued by the Government of H.P. in this regard after decision of the said CWPIL pending in the Hon'ble Supreme Court of India.

5. E.W.S. OF H.P. (ECONOMICALLY WEAKER SECTIONS OF H.P.)

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 and also a non-SC / ST / OBC certificate issued by the competent authority. 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. If a BPL candidate applies for the post reserved for EWS category he / she shall have to submit a valid BPL certificate countersigned by the Block Development Officer and also a non-SC / ST / OBC certificate issued by the competent authority.

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.

ELIGIBILITY CONDITIONS:-

(i) The date of determining the eligibility of all candidates in terms of essential qualification(s), experience etc., if any, shall be reckoned as on the **closing date, i.e. 27-03-2020** for submission of Online Recruitment Applications through ORA portal.

(ii) The reserved category candidates falling under vertical reservation i.e. S.C. / S.T. /O.B.C./E.W.S. who are appointed on their own merit and not owing to reservation will not be adjusted against reserved points and they will be adjusted against unreserved points. The S.C. / S.T. candidate appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of S.C. / S.T. and will be eligible to get benefit of reservation in future / further promotions, if any. However, only such S.C. / S.T. / O.B.C. / E.W.S. candidates falling under vertical reservation who are selected on the same standard as applied to general candidates shall

not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied at any stage of selection process in selecting S.C. / S.T. / O.B.C. / E.W.S. candidates, for example in the age-limit, experience, qualification, permitted number of chances in written examination (screening test / written examination), extended zone of consideration larger than what is provided for general category candidates etc., the S.C. / S.T. / O.B.C. / E.W.S. candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies in accordance with the instructions of the Government (in the Department of Personnel) issued vide letter No. PER (AP)-C-F (1)-2/2001 dated 12th November, 2014.

The candidates belonging to reserved categories falling under horizontal reservation i.e. Ex-servicemen / Wards of Ex-servicemen, Children / Grand Children of Freedom Fighters (W.F.F.), Persons with Disabilities and Distinguished Sportspersons who acquire merit / marks on at par with the purely general candidates shall not be selected / appointed against general / unreserved posts and will be adjusted against the post reserved for respective category falling under horizontal reservation. However, it does not debar or preclude a candidate falling under vertical / horizontal reservation from applying and competing for any unreserved post subject to his / her eligibility and clearing the written test / personality test successfully without any relaxation.

(iii) For recruitment to the post(s) to be filled up on the basis of experience, it will be necessary for the candidates to have the required experience for determining his/ her eligibility after acquiring the requisite essential educational qualification(s).

(iv) The decision of the Commission regarding eligibility etc. of a candidate for admission to Personality Test or selection will be final and no correspondence / personal enquiries will be entertained.

(v) Onus of proving that a candidate has acquired requisite degree/ essential qualification by the stipulated date, shall be on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of certificate/ degree or the date of issue of certificate/degree shall be taken as date of acquiring essential educational qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of personality test(s).

(vi) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the candidature/Online Application is liable to be rejected.

AGE:- As mentioned against the post.

Clarification:-

(i) 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 these categories is available only if there is a post reserved for these categories.

(ii) **Age of a candidate shall be reckoned as on 01.01.2020.**

COMPUTER BASED TEST/ OFF LINE TEST (OBJECTIVE OR DESCRIPTIVE/ EXAMINATION/ PERSONALITY TEST/ FINAL SELECTION:-

1 (i) In cases where the number of eligible candidates for recruitment to the post(s) advertised by the Commission is inordinately large, the Commission may limit / shortlist the number of eligible candidates to be called for personality test(s) by subjecting them to either

Computer based Screening Test (objective-type) or Offline Screening Test (objective / descriptive) of two hours duration. Marks obtained in the Screening Test are only meant to short list the number of candidates for personality test(s) and are in no way to be presumed by the candidates as being their merit for final selection. **Minimum pass marks in Computer Based Test / Offline Test (objective or descriptive) are 25% for the candidates of General category and 20% for the candidates of reserved categories**. Any correlation drawn by the candidates between their score in the Screening Test and final merit at a later stage is completely unwarranted. No representation(s) shall be entertained in this regard. Final selection of a candidate will be made solely on the basis of his/ her performance in the Personality Test, which will be of maximum 100 marks. The minimum pass marks in personality test are 45 for the candidates of general category and 35 marks for the candidates of reserved categories.

(ii) (a) Where selection is to be made on the basis of performance of the candidates having qualified the Computer Based Test / Offline Test (objective or descriptive), before the Personality Test Board, a candidate scoring more marks in the Personality Test shall be placed above the candidate scoring lesser marks in the Personality Test. If the candidates will score equal marks in the Personality Test, then a candidate securing more marks in the Computer Based Test / Offline Test (objective or descriptive) will be placed above the candidate securing lesser marks in the Computer Based Test / Offline Test (objective / descriptive). In case the marks of Computer Based Test / Offline Test (objective or descriptive) are equal then the candidate who is senior in age will be placed above the candidate junior in age

(b) Where selection is to be made purely on the basis of performance of the candidates before the Personality Test Board, a candidate scoring more marks in the Personality Test shall be placed above the candidate scoring lesser marks in the Personality Test. If the candidates will score equal marks in the Personality Test, then a candidate who is senior in age will be placed above the candidate junior in age.

(iii) In the Computer Based Test (CBT) (objective type) there will be 100 questions of 01 mark each on the basis of syllabus approved by the Commission for the test. Each question will be followed by four (a, b, c. d) answer options. The candidate will have to click on the circle adjacent to the option he / she thinks is correct. The answer key of CBT (objective type) shall be uploaded online on the 'MY EXAMINATION MY ONLINE REVIEW' in the User IDs of all appeared candidates immediately after its conduct for inviting objection(s) for which 03 (three) days time from the day of publishing of answer key (day of publishing of the answer key plus 3 (three) next days upto 11.59 P.M. of the last date of receipt of objections after which the link will be disabled) shall be given to them to submit their objection(s) in online mode only. Objection(s) submitted in any other mode will not be entertained. The received objection(s), if any, will be got verified from the concerned Subject Expert / Paper Setter. Based on the opinion / decision of the concerned Subject Expert / Paper Setter to the objection(s) raised by the candidates the revised answer key shall be prepared & finalized. After finalization of answer key category-wise zone of consideration in the ratio of 1:4 in the case of 20 & above category-wise posts advertised, in the ratio of 1:5 in the case of 11 to 19 category-wise posts advertised and in the ratio of 1:6 + 3 in the case of 10 or less than 10 category-wise posts advertised will be prepared and provided by the Secrecy Cell on the basis of performance of the candidates in the CBT to check their eligibility by the Branch responsible for making direct recruitment on the basis of documents uploaded by them on the OTRS portal submitted on the day of CBT. In case the number of candidate(s) to be declared qualified for personality test fall(s) below the prescribed ratio then to meet this shortfall an additional category wise zone of consideration as per requirement shall be prepared by the Secrecy Cell. In respect of the scrapped question(s) no credit to appeared candidates shall be given. The final answer key alongwith question paper shall be uploaded on the website of the Commission immediately after the declaration of the result of the CBT. No objection(s) / representation(s) shall be entertained against the final answer key.

(iv) In the offline Screening Test (objective type) (except Preliminary Examinations) there will be 100 questions of 01 mark each on the basis of syllabus approved by the Commission for the test. Each question will be followed by four (a, b, c. d) answer options. The candidate will have to encircle / blacken the option he / she thinks is right / correct on the OMR answer sheet with blue / black ball pen. The answer key of offline Screening Test

(objective type) shall be uploaded on the website of the Commission immediately after the conduct of offline screening test for inviting objections from the appeared candidates for which 07 (seven) days time (day of publishing the key plus seven days upto 05.00 P.M. of the prescribed last date of receipt of objections) shall be given. The received objection(s), if any, will be got verified from the concerned Subject Expert / Paper Setter. Based on the opinion / decision of the concerned Subject Expert / Paper Setter to the objection(s) raised by the candidates the revised answer key shall be prepared & finalized. After finalization of answer key the OMR answer sheets of the candidates who appeared in the offline Screening Test shall be scanned in the OMR Scanner and evaluated by using the final answer key to prepare a category-wise zone of consideration in the ratio of 1:4 in the case of 20 & above category-wise posts advertised, in the ratio of 1:5 in the case of 11 to 19 category-wise posts advertised and in the ratio of 1:6 + 3 in the case of 10 or less than 10 category-wise posts advertised will be prepared by the Secrecy Cell on the basis of performance of the candidates in the offline Screening Test, to check their eligibility by the Branch responsible for making direct recruitment on the basis of documents uploaded by them on the OTRS portal submitted on the day of offline Screening Test. In case the number of candidate(s) to be declared qualified for personality test fall(s) below the prescribed ratio i.e. six candidates for a single post and three candidates for every subsequent post then to meet this shortfall an additional zone of consideration as per requirement shall be prepared by the Secrecy Cell. In respect of scrapped question(s) no credit to appeared candidates shall be given. The final answer key shall be uploaded on the website of the Commission immediately after the declaration of the result of the offline screening Test. No objection(s) / representation(s) shall be entertained against the final answer key.

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

a. There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, one fourth (0.25) of the marks assigned to that question will be deducted as penalty

b. If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question.

c. If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

d. Where there will be two correct answers instead of one correct answer out of four options of a question, all those candidates who will click / encode any one of these two correct answers will be awarded marks allotted to that question.

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

(ii) For more information of candidates, HPPSC (PROCEDURE & TRANSACTION OF BUSINESS AND PROCEDURE FOR THE CONDUCT OF EXAMINATIONS & PERSONALITY TESTS ETC) RULES, 2018 is available on Commission's website.

(iii) The eligibility of candidate(s) called for the Personality Test will be determined on the basis of original documents produced on the day of Personality Test and the Commission will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the Appointing Authority. As such, admission to the Screening Test/ Examination/ Personality Test shall be purely provisional.

(iv) Summoning of the candidate(s) for Personality Test; conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the appropriate Appointing Authority.

(v) If any person with disability requires scribe/ reader, having disability of 40% or more, he / she has to request for the same in writing to the Commission alongwith copy of disability certificate issued by the competent authority at least seven days

prior to the screening test for the concerned post. Such applications will be entertained on merit and as per rules.

(vi). Re-checking/ re-evaluation, for the written examination(s)/ Screening Tests (Computer Based Test/ Offline Test) will not be allowed in any case.

(vii) Disputes, if any, shall be subject to Court jurisdiction at Shimla.

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 rated/ work charged employees do not need to produce NOC from the concerned employer.

3. In Government service (regular service) candidates may apply to the Commission along with requisite examination fees with information to their Head of Departments / Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be interviewed unless he/she produces NOC from the concerned employer.

4. It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application; comes to the notice at any time during the service of a person, his service would be liable to be terminated.

5. The candidates applying for the posts should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of Screening Test/ examination for which they are admitted by the Commission, viz., written examination and Personality Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination or Personality Test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the concerned post/examination will be cancelled by the Commission.

6. Candidate, who is or has been declared by the Commission to be guilty of:-

(a) Obtaining support for his/her candidature by the following means, namely:-
- offering illegal gratification to, or
- applying pressure on, or
- blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or

(b) impersonating, or

(c) procuring impersonation by any person, or

(d) submitting fabricated documents or documents which have been tampered with, or

(e) making statements which are incorrect or false or suppressing material information, or

(f) resorting to the following means in connection with his/her candidature for the examination, namely:-
- obtaining copy of question paper through improper means,

- finding out the particulars of the persons connected with secret work relating to the examination,
- influencing the examiners, or

(g) using unfair means during the examination, or

(h) writing obscene matter or drawing obscene sketches in the scripts, or

(i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or

(j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or

(k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or

(l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or

(m) attempting to commit or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable:-
to be disqualified by the Commission from the examination for which he/she is a candidate and/or

(n) to be debarred either permanently or for as specified period:-

- by the Commission from any examination or selection held by them.
- by the Central Government from any employment under them, and

(o) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after:-

- giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
- taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

7. The centres of holding the examination(s) are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the examination centre(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different centre to a candidate when circumstances so warrant.

CHECK LIST:

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

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

b) In order to ascertain the eligibility for the concerned post(s), a printout of the finally submitted Online Application has to be submitted along with all requisite attested copies of certificates/ documents to the Commission on the day of Screening Test (Computer Based Test / Offline Test) for the concerned post(s).

c) That the PDF copy of Following documents/ certificates are to be submitted in support of claims made/ information given in the Online Application:-
   i) Degree/ Diploma certificates along with Marks Sheets of all years in support of Educational Qualifications. The provisional certificate(s) along with marks sheets of all semesters/ years.
   ii) Matriculation certificate for age proof.
   iii) Experience certificate(s) wherever required.

DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):

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

a. If he/ she has been dismissed from any previous Govt./ Semi Govt. service;

b. If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred / disqualified from appearing in any examination or selection;
c. If he / she is found either directly or indirectly influencing the selection process in any manner; or
d. If he / she is an un-discharged insolvent.

ABBREVIATIONS:

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 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/-
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H.P. Public Service Commission
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