



## HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Examination-2020

Advertisement Number : **1/7-2020** ,Closing Date for Application : **04/08/2020 11:59PM** and Closing Date for Fee : **04/08/2020 11:59PM**

Online Recruitment Applications (ORA\*) are invited from desirous and eligible candidates for recruitment to 01 (UR) post of Director, Sainik Welfare, Class-I (Gazetted) (on regular basis) in the pay band of Rs.15,600-39,100+ Rs.8,400 (Grade Pay) in the Department of Sainik Welfare Himachal Pradesh through ORA, which shall be available on the Commission's website [www.hppsc.hp.gov.in/hppsc](http://www.hppsc.hp.gov.in/hppsc) upto **04-08-2020 till 11:59 P.M.**, thereafter link will be disabled. (\*by using official website [www.hppsc.hp.gov.in/hppsc](http://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. 04-08-2020.
2. The candidates must read instructions carefully, which are available on website of the Commission before applying for the said post.
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 said post 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 (Locomotor 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 as on closing date i.e. 04.08.2020 for submission of Online Recruitment Applications (ORA) on the website [www.hppsc.hp.gov.in/hppsc](http://www.hppsc.hp.gov.in/hppsc).
8. Number of post 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. There will be direct Personality Test for the said post. 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 within 10 days of closing date for submission of Online Recruitment Applications (ORA), failing which his/her candidature shall finally be rejected for the post. No extra time will be given for submission of any documents.

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

**List of documents to be submitted within 10 day of closing date for submission of Online Recruitment Applications (ORA).**

That attested / self attested copies of following documents/ certificates are to be 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, 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 5<sup>th</sup> 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 11<sup>th</sup> June, 2019.
- (vii) Copy of discharge book (Ex-Servicemen).

Note:- Strike out whichever is not applicable.

**Post Details**

Sno.	Name of dept	Name of post	No. of posts	Category Wise No. Of Posts	Pay scale
1	SAINIK WELFARE	DIRECTOR (SAINIK WELFARE)	1	UNRESERVED =1	Rs.15600-39100+ (GP 8400)

**Class and Service of the Post :- Class-I (Gazetted) on Regular basis**

**Essential Qualification(s)**

Should be a retired/released Ex-Indian Commissioned officer not below the rank of Brigadier or equivalent status of the Indian Navy/Air Force failing which a retired/released Col. from the Army or equivalent rank of the Indian Navy/Air Force.

**AGE:** Should be below the age of 57 Years, serving personnel expected to be released from Army/Navy/Airforce within one year are also eligible.

**Desirable Qualification**

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

## **ELIGIBILITY CONDITIONS:-**

1. The date of determining the eligibility of all candidates in terms of essential qualification(s), experience etc., if any, shall be reckoned as on the closing date, i.e. 04.08.2020 for submission of Online Recruitment Applications through ORA portal.

2. The reserved category candidates falling under vertical reservation i.e. S.C. / S.T. / O.B.C. 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 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, Distinguished Sportspersons and B.P.L. 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.

3. For recruitment to the post to be filled up on the basis of experience, it will be necessary for the candidates to have the required experience for determining his/ her eligibility after acquiring the requisite essential educational qualification(s) or as per the notified provision(s) of the Recruitment & Promotion Rules, as the case may be.

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

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

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

**AGE:-** As mentioned against the post.

### **Clarification:-**

1. 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.

**2. Age of a candidate shall be reckoned as on 01.01.2020.**

### **HOW TO APPLY:-**

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

- a) Desirous/ eligible candidates must have to apply online through official website of the Commission <http://hppsconline.hp.gov.in/HPPSC/ApplicantRegistration/Home/Login>. 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) After submitting the Online Recruitment Applications (ORA), the candidates are required to submit a printout of online recruitment applications (ORA) along with self attested/ attested copies of requisite documents in support of their eligibility within 10 days of closing date for submission of Online Recruitment Applications (ORA), failing which his/her candidature shall finally be rejected for the post. No extra time will be given for submission of any documents. Scrutiny of only those documents of the candidates will be done which are uploaded on the OTRS portal in support of their eligibility while applying for the post(s)/services(s) advertised by the Commission or submitted by the candidates.

### **Examination/Personality Test Stations**

SHIMLA

### **EXAMINATION FEES:-**

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

<b>Sr. No.</b>	<b>Category</b>	<b>Examination Fees</b>
1.	<b>General Category</b> {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.	<b>Candidates of Other States</b> (including reserved category(s) candidates of other states)	Rs.400/-
3.	<b>S.C. of H.P. /S.T. of H.P. /O.B.C. of H.P./ EWS (Covered under BPL)</b> {including S.C. /S.T. /O.B.C. Ex-Servicemen of H.P. relieved from Defence Services ontheir 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.	<b>Ex-Servicemen of H.P.</b> (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)/ <b>Blind/Visually Impaired of H.P./Female Candidates.</b>	No Fee

NOTE:-1 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 01<sup>st</sup> 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](mailto: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 take a printout of the finally submitted Online Recruitment Application (ORA) and submit the same along with requisite attested documents / certificates in support of their eligibility for the said post within 10 days of closing date for submission of Online Recruitment Applications (ORA), failing which his/her candidature shall stand finally rejected as per essential qualification(s) for the said post. No extra time will be given for submission of any documents. Scrutiny of only those documents of the candidate will be done which are uploaded by the candidates on the OTRS portal in support of their eligibility while applying for the posts(s)/ services advertised by the Commission or submitted by the candidates.
- List of finally rejected candidates will be uploaded on the website of the Commission for information of all concerned. Besides, concerned candidates will be informed through e-mail(s) and SMSes. No separate intimation in this regard will be sent by post.
  - **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 said post 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 are required to take a printout of the finally submitted Online Recruitment Application (ORA) and submit the same along with requisite attested documents / certificates in support of their eligibility for the said post within 10 days of closing date for submission of Online Recruitment Applications (ORA), failing which his/her candidature shall stand finally rejected as per essential qualification(s) for the said post. No extra time will be given for submission of any documents. Scrutiny of only those documents of the candidate will be done which are uploaded by the candidates on the OTRS portal in support of their eligibility while applying for the posts(s)/ services advertised by the Commission or submitted by the candidates.

**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 post shall be treated as final. In case his /her category undergoes a change before the last date notified for submission of Online Recruitment Application (ORA) form through OTRS then the candidate shall have to cancel his/her previous application and apply afresh under the category which he /she intends to claim after updating category in his/her profile. In such a situation the 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/ EWS 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 (ORA) while applying for the said post. **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, SC,ST,WFF & Legal heir 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 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 post(s). Candidates belonging to Wards of Ex-SM 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 PSU/ 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.

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

### **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. 1<sup>st</sup> April to 31<sup>st</sup> 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 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/ granddaughters 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/ granddaughters will have to submit an affidavit being spinster (un-married) in support of their claim(s) issued by the authority authorized under the Indian Oath Act. Otherwise such candidates will be rejected straightway.

Married daughters and Married granddaughters will be admitted provisionally against the posts reserved for WFF on production of provisional WFF certificate issued by the competent authority as per instructions of the Govt. (Department of Personnel) Himachal Pradesh letter No.PER(AP)-C-E(3)-1/2020 dated 17<sup>th</sup> March, 2020.

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

The benefit of reservation under the EWSs category (other than SCs/ STs/ OBCs) in posts under the Government of Himachal Pradesh can be availed upon production of an Income and Asset Certificate issued by the competent authority in the State Government (Himachal Pradesh) as prescribed in the policy for providing reservation to EWSs issued by the Government of Himachal Pradesh (in the Department of Personnel) vide letter No. PER (AP)- C-B(12)-1/2019 dated 1<sup>st</sup> June, 2019. The candidates belonging to unreserved B.P.L. category are not required to submit Income and Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of valid B.P.L. certificate issued by the competent authority and countersigned by the Block Development Officer and supplemented by the non-SC/ST/OBC certificate issued by the competent authority on the prescribed format.

Note: If eligible EWS candidate(s) is / are not available for selection, the post(s) will be treated automatically as de-reserved and will be filled-up from non-EWS candidate(s) of unreserved category.

### **OTHER CONDITIONS:-**

1. For more information of candidates, HPPSC (Procedure & Transaction of Business and Procedure for the Conduct of Examinations, Screening Tests & Interviews etc.) Rules, 2018 amended up to 20<sup>th</sup> May, 2020, is available on Commission's website.
2. 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.
3. 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.
4. 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.
5. Contract/Casual/ adhoc / daily rated/ work charged employees do not need to produce NOC from the concerned employer.
6. 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.
7. 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.
8. The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of 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 examination will be cancelled by the Commission.
9. 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.



**CHECK LIST:**

**VERIFY THE FOLLOWING BEFORE SUBMITTING 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 Self attested/attested copies of certificates/ documents to the Commission on the day of Subject Aptitude Tests (Computer Based Test/ Offline Test) for the concerned post(s).
- c) That the hard copies 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.
  - iv) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) under which it has been so treated.
  - v) Copy of discharge book (Ex-Servicemen).

**DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):**

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

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

**Abbreviations:**

H.P: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Castes of H.P, ST: Scheduled Tribes of H.P, OBC: Other Backward Classes of H.P., BPL: Below Poverty Line of HP, 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 and EQ: Essential qualification(s).

Sd/-  
(Ashutosh Garg), IAS  
Secretary  
H.P. Public Service Commission  
Tel. No. : 0177-2623786