HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION

Examination-2021

Advertisement Number : **59/11-2021** ,Closing Date for Application : **21/12/2021 11:59PM** and Closing Date for Fee : **21/12/2021 11:59PM**

Dated : 24/11/2021

Online Recruitment Applications (ORA*) are invited from desirous and eligible candidates for recruitment to 25 { Un-reserved = 06, E.W.S. of H.P. = 04, O.B.C. of H.P.= 03, S.C. of H.P. = 01, S.T. of H.P.= 02, UR (Ex-SM of H.P.) = 07 (including 02 backlog post), S.T. (Ex-SM of H.P.) = 01(Backlog post)and UR (Ortho physically handicapped of H.P.) = 01 having not less than 40% disability and more than 60% disability in one leg or one arm.} for the posts of Assistant District Attorney, Class- I (Gazetted) (on contract basis) in the pay scale of Rs. 10,300-34,800/-+4,400/-G.P. ,fixed contractual amount as admissible in the Department of Home (Prosecution) H.P. through ORA, which shall be available on the Commission's 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).
2. The candidates must read instructions carefully, which are available on the official 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 uploading 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, and Persons with Benchmark disabilities (Loco motor Disabled / Visually Impaired/ Hearing Impaired) etc.
5. Category once claimed shall be treated final and no representation /correspondence will be entertained in this regard.
6. The reserved category candidates belonging to other States will be treated as GENERAL CATEGORY CANDIDATES and the benefit of reservation and fee concession will not be admissible to such candidates.
7. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date for submission of Online Recruitment Applications (ORA) on the website of the Commission i.e. 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 bring N.O.C. from the concerned employer.
10. Examination fees once paid will not be refunded under any circumstances nor can the fees be held in reserve for any other examination or selection.
11. Disputes, if any, shall be subject to Court jurisdiction at Shimla (Himachal Pradesh).
12. The candidates are required to upload the requisite documents on the OTRS portal.
13. 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 (descriptive type) Offline Screening Test of three 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.

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

1. Matriculation certificate for age proof.
2. Degree certificate along with Marks Sheets of all years/ consolidated marks-sheet **or** provisional certificate(s) along with marks sheets of all semesters/ years in support of Educational Qualifications.
3. 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 Benchmark Disabilities etc. All these certificates along with undertaking wherever required, should be on Performa prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions issued by the Government of H.P. vide letter No.PER (AP)-CF(10)-4/2010 dated 5th August, 2019.
4. Bonafide Himachali Certificate in case of reserved category candidates.
5. Candidates applying under EWS category will have to upload/ submit either 'Income & Asset Certificate' or valid BPL Certificate countersigned by B.D.O. along with non- SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)-1/2019 dated 11th June, 2019

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	HOME-G	ASSISTANT DISTRICT ATTORNEY	25	UNRESERVED =6, UNRESERVED(ORTHO PHYSICALLY HANDICAPPED OF HP) =1, UNRESERVED(EX-SERVICEMEN OF HP (AFTER COMPLETION FULL TENURE OR ON MEDICAL GROUND)) =7(INCLUDING 2 BACKLOG POST), SCHEDULED CASTE OF HP =1, SCHEDULED TRIBE OF HP =2, SCHEDULED TRIBE OF HP(EX-SERVICEMEN OF HP (AFTER COMPLETION FULL TENURE OR ON MEDICAL GROUND)) =1 (BACKLOG), O B C OF HP =3, ECONOMICALLY WEAKER SECTION OF H.P. =4	Rs.10300-34800+ (G.P.4400)

Essential Qualification(s)

i) Professional degree in Law of recognized University or its quivalent.

ii) At least two years experience as an advocate.

Desirable Qualification

Knowledge of customs manner and dialects of HP and suitability for appointment in the peculiar conditions prevailing in the Pradesh shall be the desirable qualification for the above post.

AGE:- Between 18 years to 35 years.

Clarification:-

1. Relaxation for Government Servants/SC/ST/OBC/ PH & other categories in upper age limit is as per rules of the State Govt. & instruction/ Notifications issued by the GoHP from to time to time.

2. Age of a candidate shall be reckoned as on 01.01.2021.

ELIGIBILITY CONDITIONS:-

1. The date of determining the eligibility of all candidates in terms of essential qualification(s), experience etc., if any, shall be reckoned as on the closing date for submission of Online Recruitment Applications through ORA portal.
2. The reserved category candidates falling under vertical reservation i.e. S.C. / S.T. /O.B.C./E.W.S. who are appointed on their own merit and not owing to reservation will not be adjusted against reserved points and they will be adjusted against unreserved points. The S.C. / S.T. candidate appointed on their own merit and adjusted against unreserved points will retain their status of S.C. / S.T. and will be eligible to get benefit of reservation in future / further promotions, if any. However, only such S.C. / S.T. / O.B.C. / E.W.S. candidates falling under vertical reservation who are selected on the same standard as applied to general candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied at any stage of selection process in selecting S.C. / S.T. / O.B.C. / E.W.S. candidates, for example in the age-limit, experience, qualification, permitted number of chances in written examination (screening test / written examination), extended zone of consideration larger than what is provided for general category candidates etc., the S.C. / S.T. / O.B.C. / E.W.S. candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies in accordance with the instructions of the Government (in the Department of Personnel) issued vide letter No. PER (AP)- C-F (1)-2/2001 dated 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 Benchmark 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.
3. For recruitment to the post(s) to be filled up on the basis of experience, it will be necessary for the candidates to have the required experience for determining his/ her eligibility after acquiring the requisite essential educational qualification(s) or as per the notified provision(s) of the Recruitment & Promotion Rules, as the case may be.
4. The decision of the Commission regarding eligibility etc. of a candidate for admission to 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.

HOW TO APPLY:-

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

1. 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 will be rejected straightway.
2. 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.
3. The desirous & eligible candidate may visit the official website of the Commission (http://www.hppsc.hp.gov.in/hppsc) and click on the link "Apply Online" on the Home Page. The candidate will register and create his/ her profile on 'One Time Registration' and after logging into his/ her account in OTR. the list of advertisements will be displayed to the dashboard. Candidate will apply for a particular post through portal. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application the candidate will be shown the preview of uploaded documents and he/ shall give an undertaking/ declaration that:-

   "It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reason of uploaded documents being non readable/ poor quality of scanning."
4. No further opportunity will be given to the candidate for submission of any document after the submission of online recruitment application. Online Recruitment Application once submitted shall not be allowed any change.
5. No representation / correspondence will be entertained against final rejection of candidature.

EXAMINATION FEES :-

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

Sr. No.	Category	Examination Fees
1.	General Category/EWS{including General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of HP/ Ex- Servicemen of HP relievedfrom 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.and candidates of other states (including reserved category candidates of other states)}	Rs. 400/-
2.	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/-
3.	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: I: - Female candidates shall be exempted from the examination fee in accordance with the instructions of the Government of H.P (in the Department of Personnel) issued vide letter No. Per (AP-B) B (15)-13/2019 dated 01st January, 2020.

NOTE- II: - The candidates belonging to unreserved–BPL of H.P. category and intend 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 "e Payment 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.

Examination Stations/Cities

SHIMLA, DHARAMSHALA, MANDI

Note-1: The centre(s) of holding the examination(s) are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the examination centre(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different centre to a candidate when circumstances so warrant.

SELECTION PROCESS:-

Stage	Stage Name
1	SCREENING / PRELIMINARY EXAM
2	PERSONALITY TEST

OFFLINE TEST i.e. SCREENING TEST (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 Offline Screening Test (descriptive type) of three 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 Offline Test (descriptive type) 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 Offline Test i.e. Screening Test (descriptive type), 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 Offline Test i.e. Screening Test (descriptive type) will be placed above the candidate securing lesser marks in the Offline Test (descriptive type). In case the marks of Offline Test i.e. Screening Test (descriptive type) 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.

2. **In case of wrong encoding of Application Number, Roll Number or both by the candidate, the OMR (optical**

Mark Recognition) Sheet shall not be evaluated and shall be rejected straight away.

3.(i) The marks of all candidates (successful & unsuccessful) obtained by them in the Screening test (Offline) / written (Preliminary & Main) examinations and Personality Tests (if appeared) including cut off marks in their category shall be made available in their login / User IDs by the Computer Cell on receipt of the same from the officer(s) dealing with Secrecy after declaration of the final result.

(ii) For more information of candidates, **THE HPPSC (PROCEDURE & TRANSACTION OF BUSINESS AND PROCEDURE FOR CONDUCT OF SCREENING TEST / EXAMINATIONS & PERSONALITY TESTS ETC) RULES, 2021** 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 along with copy of disability certificate issued by the competent authority at least seven days prior to the screening test (Offline 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.

SYLLABUS:-

There will be a screening test of three hours duration of conventional type question paper covering the syllabus of Criminal Law and Civil Law of degree level.

CATEGORYCLAIMS:-

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. However in case of change in category which is beyond the control of the candidate at any stage during the recruitment process; provided he/she has not availed any relaxed standard in terms of age, experience, qualification etc., he/she will inform about it to the Commission within 15 days from the date of change in his/her category failing which no such type of requests shall be entertained by the Commission.

S.C. of H P / S.T. of H P / O.B.C. of H P/ E.W.S. of H P/ W.F.F. of H P / Ex-Servicemen of H P and Physically Benchmark Disabled of H P 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:-

(a) 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.

(b) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-Serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-serviceman but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union. The period of one year shall be counted from the notified last date of receipt of applications for the post(s) advertised. Such candidate(s) should upload NOC with date of retirement from the Defence Services to claim the benefit of reservation under the category of Ex-Serviceman of Himachal Pradesh.

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.

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 vide letter No. PER(AP)-C-B(12)-1/2013 dated 18th 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. 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. Other wise 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 vide letter No. PER(AP)-C-E(3)-1/2020 dated 17th March, 2020.

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.

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:- •

1.Incomplete Online Recruitment Applications (ORA) submitted without requisite examination fee / fictitious fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.

2.Candidates who failed to upload the requisite documents as mentioned in check list or if uploaded documents are not legible / readable, their candidature will be rejected provisionally.

"The provisionally rejected candidate(s) will be allowed 07 (seven) days time for submitting their representations, along with requisite documents, either through be uploaded on the official website of the Commission and also the status of rejected candidates shall be uploaded individually against their USER ID by the Computer Cell. SMS alert Computer Cell. No examination fee will be refunded to the candidates whose applications are rejected by the Commission for any reason(s)".

3. No further opportunity will be given to the candidate for submission of any document after the submission of online recruitment application. Online Recruitment Application once submitted shall not be allowed any change.

4. No representation /correspondence will be entertained against final rejection of candidature of candidate(s).

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.

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

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[1]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.

CERTIFICATES / DOCUMENTS TO BE UPLOADED BY THE CANDIDATES:

The desirous & eligible candidate may visit the official website of the Commission (http://www.hppsc.hp.gov.in/hppsc) and click on the link "Apply Online" on the Home Page. The candidate will register and create his/ her profile on 'One Time Registration' and after logging into his/ her account in OTR. the list of advertisements will be displayed to the dashboard. Candidate will apply for a particular post through portal. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application the candidate will be shown the preview of uploaded documents and he/ shall give an undertaking/ declaration that:-

"It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reason of uploaded documents being non readable/ poor quality of scanning."

- **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 black mail any person connected with the conduct of the examination, or
   b) impersonating, or
   c) procuring impersonation by any person, or
   d) uploading /submitting fabricated document 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/orto 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.

CHECKLIST:

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

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

2. The desirous & eligible candidate may visit the official website of the Commission (http://www.hppsc.hp.gov.in/hppsc) and click on the link "Apply Online" on the Home Page. The candidate will register and create his/ her profile on 'One Time Registration 'and after logging into his/ her account in OTR. The list of advertisements will be displayed to the candidate on dashboard. Candidate will apply for a particular post through portal. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application the candidate will be shown the preview of uploaded documents and he/shall give an undertaking/ declaration that:-

   "It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reason of uploaded documents being non readable/ poor quality of scanning."

3. No further opportunity will be given to the candidate for submission of any document after the submission of online recruitment application. Online Recruitment Application once submitted shall not be allowed any change. No representation / correspondence will been entertained against final rejection of candidature.

4. That the Following documents/certificates are to be uploaded in support of claims made/ information given in the

Online Application:-

a) Matriculation certificate for age proof.

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

c) Experience certificate(s) wherever required.

d) 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 benchmark disabilities etc. All these certificates along with undertaking wherever required, should be on Performa prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions of the Govt. issued vide letter No. PER(AP)-C-F(10)-4/2010 dated 5th August, 2019.

e) Bonafide Himachali Certificate in case of reserved category candidates.

f) Candidates applying under EWSs category will have to submit either 'Income &Asset Certificate' or valid BPL Certificate countersigned by B.D.O. along with non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER(AP)-C-B(12)-1/2019 dated 11th June, 2019.

DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):

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

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

2. If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred / disqualified from appearing in any examination or selection;

3. If he/she is found either directly or indirectly influencing the selection process in any manner; or

4. If he/she is an un-discharged insolvent.

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 benchmark disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired, OTRS: One Time Registration System, NOC: No Objection Certificate and EQ: Essential qualification(s).

Sd/-

(Devinder Kumar Rattan), IAS

Secretary,

H.P. Public Service Commission

Tel. No. : 0177-2624313.