



HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Advertisement Number : **61/12-2021** ,Closing Date for Application : **27/01/2022 11:59PM** and Closing Date for Fee : **27/01/2022 11:59PM**

Dated : 31/12/2021

Online Recruitment Applications (ORA*) are invited from desirous and eligible candidates for recruitment to 20 (UR = 12, S.C. of H.P. = 03, S.T. of H.P. = 03, O.B.C. of H.P. = 01 & EWS=01) post(s) of Naib Tehsildar, Class-II (Gazetted) (on regular basis) in the pay band of Rs.10,300-34,800+Rs.4800/- Grade Pay in the Department of Revenue, H.P. Himachal Pradesh through ORA, which shall be available on the Commission's website www.hppsc.hp.gov.in/hppsc.

IMPORTANT INSTRUCTIONS:-

1. The candidates must read instructions carefully, which are available on website of the Commission before applying for the post(s) concerned.
2. 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).
3. 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 www.hppsc.hp.gov.in/hppsc.
4. 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.
5. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., Scheduled Caste (S.C.), Scheduled Tribe (S.T.), Other Backward Classes (O.B.C.), Economically Weaker Section (E.W.S.), Ex-Servicemen, Ward of Freedom Fighter (W.F.F.), and Persons with disabilities Loco motor Disabled / Visually Impaired / Hearing Impaired) etc.
6. Category once claimed shall be treated final and no representation / correspondence will be entertained in this regard except under exceptional circumstances & subject to decision of the Commission.
7. 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.
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.
11. Disputes, if any, shall be subject to Court jurisdiction at Shimla.
12. 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/ she 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. "Online Recruitment Application once submitted shall not be allowed any change.

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

1. Matriculation certificate for age proof.
2. Bachelor Degree certificate alongwith Marks Sheets of all years / Consolidated mark sheet in support of Educational Qualifications i.e. Graduation.
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 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.
4. Bonafide Himachali Certificate in case of reserved category candidates.
5. 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.

Post Details

Sno.	Name of dept	Name of post	No. of posts	Category Wise No. Of Posts	Pay scale
1	REVENUE-A	NAIB-TEHSILDAR	20	UNRESERVED =12, SCHEDULED CASTE OF HP =3, SCHEDULED TRIBE OF HP =3, O B C OF HP =1, ECONOMICALLY WEAKER SECTION OF H.P. =1	Rs.10300-34800 (GP 4800)

Essential Qualification(s)

Graduate from a recognized University.

Desirable Qualification

No

Age:- Between 21 to 45 years (to be reckoned from 01-01-2021)

Age relaxation:-

Five year's 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.

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 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 i.e. <http://www.hppsc.hp.gov.in/hppsc>. Applications received through any other mode would not be accepted and will be rejected straightway.

2. The 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 Tim 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."

Online Recruitment Application once submitted shall not be allowed any change.

4. No representation / correspondence will be entertained against final rejection of candidature.

EXAMINATION CENTRE:-

Examination for Objective Type Screening Test is proposed to be held at **Shimla, Mandi, Sundernagar, Kangra, Dharamshala, Palampur, Solan, Una, Nahan, Bilaspur, Kullu, Chamba, Hamirpur (Reckong poe (Kinnaur) and Keylong (Lahaul & Spiti) if no. of candidate is more than one hundred.** depending on the number of candidates for a particular station. However, the allotment of examination centres will be at the discretion of the Commission and weather conditions.

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/ Economically 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.

NOTE:-3 The candidates who belongs to any of the reserved category and there is no post reserved for such category but the candidates claiming fee concession available to them shall have to upload the category certificate in support of their claim.

Examination Stations/Cities

BILASPUR, CHAMBA, HAMIRPUR, DHARAMSHALA, KULLU, MANDI, SHIMLA, NAHAN, SOLAN, UNA, KANGRA, PALAMPUR, SUNDERNAGAR, (KEYLONG (LAHAUL AND SPITI), RECKONG PEO KINNAUR if no. of candidate is more than one hundred.)

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:-

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. Online Recruitment Application once submitted shall not be allowed any change.
3. No representation / correspondence will be entertained against final rejection of candidature.
4. Candidates who failed to upload the requisite documents, their candidature will be provisionally rejected. However they will be allowed 7 days time for submitting their representations alongwith requisite documents either through e-mail, in person or by post.
5. The decision of the Commission as to the eligibility or otherwise of a candidates for admission to interview or selection will be final and no correspondence / personal enquiries will be entertained

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.

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.

SELECTION PROCESS:-

Stage	Stage Name
1	SCREENING / PRELIMINARY EXAM
2	MAINS EXAM
3	PERSONALITY TEST

SCHEME OF EXAMINATION FOR THE POST OF NAIB TEHSILDAR, CLASS-II (GAZETTED):-

Initially, an objective type Screening Test of two hours' duration, will be conducted consisting of one paper of General Knowledge of 120 questions of multiple choice answers for short listing the candidates for the Main Examination. The Question Paper will be bilingual i.e. both in Hindi and English. The marks obtained by the candidates in the Screening Test will not be counted for determining their final order of merit.

1. The number of candidates to be called for (Main) written examination will be 20 times of the total number of posts advertised. The candidates having been declared qualified in the Screening Test will be entitled for admission to the (Main) written examination consisting of four papers as per details in the syllabus for main examination. The candidate shall have to pass all the four subjects. Provided further that marks obtained by the candidates in the main examination (written part as well as Personality Test) would determine their final ranking.

In the event of a tie, order of merit shall be determined in accordance with highest marks secured in the viva-voce and if the marks in the viva-voce of the candidates who tie be equal, then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the aggregate of the written examination.

2. The number of vacancies of similar qualifications as may be received from the Government up to last date of submission of online application may be included, if necessary, for the purpose of selection of candidates on the basis of aforesaid Screening test/Examination.
3. **List of documents to be uploaded on the OTRS portal by the candidate:-**
 - I. Matriculation certificate for age proof.
 - II. Bachelor Degree certificate alongwith Marks Sheets of all years / Consolidated mark sheet in support of Educational Qualifications i.e. Graduation.
 - III. 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.
 - IV. Bonafide Himachali Certificate in case of reserved category candidates.
 - V. 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.
4. The candidates who are declared qualified in the Screening Test shall be required to submit requisite documents in support of their eligibility for Main Written Examination separately on the prescribed application form, which will be uploaded on the official website of the Commission after the declaration of result of Screening Test for the post(s) of Naib Tehsildar.

SYLLABUS

Syllabus for Competitive Objective Type Screening Test for the post of Naib Tehsildar:-

Paper of two hours duration consisting of 120 marks (General Knowledge) (Objective type) in both English and Hindi language.		
a	History, Geography and Socio Economic development of Himachal Pradesh	30 Marks
b	Knowledge of current events of National and International importance and such matter of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject	50 Marks
c	Paper will also include question on Modern History (From 1857 onwards) of India, Indian culture, Indian Polity, Indian Economy, Geography of India and teachings of Mahatma Gandhi.	40 Marks

Note: There will be penalty (Negative Marking) for wrong answer marked by a candidate in the objective type question papers.

- 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.
5. There will be following subjects for the (Main) competitive examination for direct recruitment to the post of Naib Tehsildar, Class-II (Gazetted) candidates. the question papers will be in both languages i.e. Hindi and English except language paper(s).

Sr. No.	Subject	Max. Marks	Minimum Pass marks
1	G.K. & Current Affairs	100 marks	33%
2	General English	50 marks	33%
3	English Essay	50 marks	33%
4	Hindi	50 marks	33%
5	Viva-Voce	40 marks	33%

The candidates shall have to pass all the four subjects. Any candidate, failing in any one of the above subjects shall be treated as not to have qualified the said examination. The candidates, who will qualify the above mentioned main written examination on the basis of merit, shall be called for Viva-voce Test/personal interview.

6. The total number of candidates to be called for Viva-Voce on the basis of written examination shall be three times the total number of posts advertised. The marks obtained by the candidates in the main written examination as well as in the viva voce would determine their final merit.

Syllabus for Main Examination

Paper No.	Paper	Max. Marks	Duration of Paper
I	General Knowledge & Current Affairs	100 Marks	02 hours
	a.) History, Geography and Socio Economic development of Himachal Pradesh.	20 Marks	
	b.) Knowledge of current events of national and international importance and such matter of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject.	40 Marks	
	c.) Paper will also include questions on Modern History (From 1857 onwards) of India, Indian culture, Indian Polity, Indian Economy, Geography of India and teachings of Mahatma Gandhi.	40 Marks	
II	General English	50 Marks	1:30 hours
	Candidates will be required to answer questions designed to test their understanding of English and workmen like use of words. Some of the questions will be devised to test their reasoning power, their capacity to perceive implications and their ability to distinguish between the important and the less important.		
III	English Essay	50 Marks	1:30 hours
IV	Hindi	50 Marks	1:30 hours
	(i) Translation of an English passage into Hindi. (ii) Explanation of Hindi passage in Prose and Poetry in the same language. (iii) Composition (Idiom, correction etc.).		

CATEGORY CLAIMS:-

The category of the candidate claimed in the profile before he / she applies for the post shall be treated as final. In case his / her category undergoes a change before the prescribed closing date for submission of online recruitment application through OTRS than such 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 fee deposited by the candidate earlier shall stand forfeited and he / she shall have to deposit fresh fee as is applicable for the category claimed by him / her. However, in case of change of category which is beyond the control of the candidate at any stage during the recruitment process; provided he / she has not availed any relaxed standards in terms of age, experience, qualification etc., he / she will inform about it to the Commission within 15 days from the date of change of his / her category failing which no such type of request shall be entertained by the Commission.

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:-

(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 NOC with 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.

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 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. 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 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 in the prescribed format. 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 issued by competent authorities and countersigned by the Block Development Officer and also a non-SC / ST / OBC certificate issued by the competent authority in the prescribed format.

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.

OTHER CONDITIONS:-

1. Onus of proving that candidate is qualified shall be on the candidate. In case no date of notification/ declaration of final result is mentioned in any certificate the date of issue of certificate shall be deemed date of obtaining Essential Qualification Incomplete, defectively filled up, old, unsigned and zerox application forms will not be entertained and no subsequent correspondence will be entertained.
2. Categories like General /EWS/SC/ST/OBC/Persons with disabilities / Ex-Servicemen/WFF/Physically Handicapped once claimed in the application forms will not be substituted /changed later on. The SC / ST / OBC / WFF / Physically Handicapped and Ex-Servicemen / candidates of other states than H.P. should write / encode their category code as 01, because they will be treated as unreserved candidates and upper age relaxation is not applicable to them. The candidates belonging to disabled categories are advice to claim their respective category only if the % of disability is 40% or more than this. The candidates who need scribes must inform the Commission immediate after the receipt of call letter for objective type screening test / Main examination. Other terms and conditions are meant for General candidates are also applicable to them.
3. No individual letters will be sent to the candidates regarding rejection of their applications. The details of rejection will be uploaded only on official website of the Commission.
4. The candidates should uploaded their correct Mobile number and e-mail address on the box provided in the online application.
5. The SC/ST/OBC candidates must be on parental basis.
6. The applicant shall upload his/her latest photograph in the space provided in the application form. In case, photograph uploaded on the application of objective type screening test examination is found different / varying to that of pasted on the Identity Card for appearing in the Main examination, the candidature of such candidates shall stand cancelled.
7. General Wards of Ex-servicemen erroneously apply against the post of Ex-Servicemen and choosing the code of Ex-servicemen of H.P. in the relevant Column of the Online Recruitment Application (ORA) resulting rejection of their candidature. Therefore, they shall write and choose the code of category(s) to which actually they belong and not select the code of Ex-Servicemen. The Ex-Servicemen candidates of H.P. must go through the relevant Rules and instructions of the reservation notified / issued by the H.P. Govt. from time to time in order to ensure their eligibility for admission to the aforesaid examination. Similarly, other reserved categories

candidates are also required to go through the relevant instructions in order to ensure that they are eligible under the particular category(s).

8. The candidates applying for the examination should ensure that they fulfill all the eligible conditions for admission to the examination. Their admission at all the stages of 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 examination will be cancelled by the Commission

9. A 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/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.

10. The Centers of holding the objective type screening test examination are liable to be changed at the discretion of the Commission. While every effort will be made to allot the candidates the centre of their choice for examination, the Commission may, at their discretion, allot a different centre to a candidate when circumstances so warrant.

11. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the Main-

Written Examination will be final and no correspondence / personal inquiry will be entertained thereof.

Note: Original certificates will have to be produced at the time of Personality Test. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission.

12. The eligibility conditions of the candidates called for Personality test will also be determined on the day of Personality Test on the basis of their original documents and rejection, if any, at that stage.
13. The allocation of examination centres for objective type screening test examination will be made according to the option exercised by the candidates in the online application form. No candidate will be allowed to change the centre of examination once claimed in the online application. This examination will be conducted in the examination centres located at **Shimla, Mandi, Sundernagar, Kangra, Dharamshala, Palampur, Solan, Una, Nahan, Bilaspur, Kullu, Chamba, Hamirpur (Reckong peo (Kinnaur) and Keylong (Lahaul & Spiti) if no. of candidate is more than one hundred.)** respectively in case adequate number of candidates opt for each of these stations as examination venue. However, the Commission reserves the right to allot any centre of examination to candidates irrespective of the option exercised. The centre for the (Main) Written Examination will, however, be at Shimla only.
14. If any candidate appears in the Naib Tehsildar objective type screening test examination on the centre other than the allotted centre, his/her candidature will be rejected straightway and no correspondence will be entertained in the matter.
15. Re-checking / Re-evaluation for objective type screening test as well as for the Main written examination shall not be allowed in any case.
16. The number of vacancies to be filled in on the basis of this examination may increase or decrease.
Disputes, if any shall be subject to court jurisdiction at Shimla.
17. The marks of all candidates (successful & Unsuccessful) obtained by them in the screening test (CBT/ Offline)/Written (objective type screening test & Main) examination and Personality Tests(if appeared) including cut off marks in their category shall be made available in their login/ User ID after completion of the recruitment process.
 - For more information of candidates, HPPSC (PROCEDURE & TRANSACTION OF BUSINESS AND PROCEDURE OF THE CONDUCT OF EXAMINATIONS AND PERSONALITY TESTS ETC) RULES, 2021 is available on Commission's website.
 - The eligibility of candidate(S) called for the Personality Test will be determined on the basis of original 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.
 - 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.
 - 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 Preliminary/Main Examination for the concerned post. Such applications will be entertained on merit and as per rules.

18. Contract/ Casual/ adhoc/ daily rated/ work charged employees do not need to produce NOC from the concerned employer

19. In Government service (regular service) candidates may apply to the Commission along with requisite examination fees with information to their Head of Departments/ Employer of issuing NOC. 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.

20. It may be ensured by the candidates before submitting the application 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

21. 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.

CHECKLIST:

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

1) That no column is wrongly filled in 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.”

The provisionally rejected candidate(s) will be allowed 07 (SEVEN) days time to file representation(s) along with requisite supporting documents against their provisional rejections, if any, from the date of uploading provisional rejection list on Commission’s website for the concerned posts(s), failing which, no representation(s) will be entertained thereafter. The status of rejected candidates shall be uploaded individually against their User Ids. The concerned candidate shall also be informed through SMS alerts/e-mail(s) on their respective registered mobile Nos./e-mail Ids.

That the Following documents/certificates are to be uploaded in support of claims made/ information given in the Online Application:

- (i) Matriculation certificate for age proof.
- (ii) Bachelor Degree certificate alongwith Marks Sheets of all years / Consolidated mark sheet in support of Educational Qualifications i.e. Graduation.
- (iii) 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.

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

(v) 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.

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.

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