



**Himachal Pradesh**  
**Public Service Commission Examination-2024**

Dated: 15/12/2024

**Advertisement Number : 31/12-2024, Closing Date for Application: 05/01/2025 11:59PM, Closing Date for Fee: 05/01/2025 11:59PM and Closing Date for submitting offline documents: 13-01-2025.**

Online Recruitment Applications (ORA\*) are invited from desirous and eligible candidates for recruitment to the posts of **Civil Judge** in the pay scale of Level J-1 (Rs. 77840–136520) in the Department of Home, **H.P through H.P. Judicial Service Competitive Examination-2024.**

**IMPORTANT INSTRUCTIONS:-**

1. The Candidates must read instructions carefully, which are available on the website of the Commission before applying for the post(s) concerned.
2. 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 (<http://www.hppsc.hp.gov.in/hppsc>).
3. Date of determining eligibility of all candidates in respect of Essential Qualification(s) and Experience (if any), etc., shall be the prescribed closing date of submission of Online Recruitment Applications (ORA).
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.
5. **The online applications can be filled up to 05-01-2025 till 11:59 PM after which the link will be disabled.**
6. **The candidates are required to upload the soft copies of requisite documents on the One Time Registration System (OTRS) Portal and also required to submit the self attested hard copies of same documents alongwith the printout (A-4 Size) of online application form to the “Secretary, Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla-171002”. The candidates should also write the name of examination viz. “Himachal Pradesh Judicial Services Examination-2024” and**

**his/her application number on the envelope before submitting it to “The Secretary, Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla – 171002” either by hand or by post by 13-01-2025.**

- 7. The last date of receipt of requisite documents alongwith the printout of online application form is 13-01-2025. The applications received after prescribed date shall not be entertained and shall be rejected straightway.**
8. The candidates must mention their e-mail & mobile No. correctly in their Online Recruitment Application (ORA) for receiving alerts and messages relating to Examination.
9. The candidates should also mention their Aadhar No. (Optional) in the appropriate field of the ORA.
10. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide resident of Himachal Pradesh in respect of categories, viz., Scheduled Caste (S.C.), Scheduled Tribe (S.T.), Other Backward Classes (O.B.C.) and other prescribed reserved categories.
11. Category once claimed shall be treated as final and no representation / correspondence will be entertained in this regard.
12. The reserved category candidates belonging to other States will be treated as GENERAL CATEGORY CANDIDATES. The benefit of reservation and fee concession will not be admissible to such candidates.
13. The number of posts to be filed in on the basis of this examination may increase or decrease.
14. No in-service (regular service) candidate will be interviewed unless he/she bring N.O.C. from the concerned employer.
15. Examination fees once paid shall neither be refunded under any circumstances nor the fees be held in reserve for any other examination or selection.
16. Disputes, if any, shall be subject to Court jurisdiction at Shimla (H.P.).

**List Of Documents To Be Uploaded On The One Time Registration System (OTRS)**

**Portal:-**

1. Matriculation Certificate showing the date of birth, for age proof.
2. Bachelor's or Graduation Degree / Detail Marks Certificate / Semester wise Marks Sheet of Bachelor's or Graduation Degree.
3. Degree in Law recognized by the Bar Council of India.
4. The SC/ ST/ OBC certificates must be on parental lineage on the proforma prescribed by the Government and issued by the competent authority of the concerned area in H.P.
5. The candidates shall also submit original credential Certificates furnished by two respectable persons unconnected with candidate explicitly testifying to his/her character, good behavior as well as antecedents as per format of credential certificate annexed to this Advertisement.
6. Bonafide Himachali Certificate in case of reserved category candidates.

**Note:-**

1. OBC Certificate should not be more than one year old.
2. Strike out whichever is not applicable.

**Post Details:-**

<b>Name of department</b>	<b>Name of post</b>	<b>No. of posts</b>	<b>Category Wise No. Of Posts</b>	<b>Pay Scale</b>
Home	Civil Judge	21	Unreserved =11 (Including 9 Anticipated Post), Scheduled Caste of HP = 3, Scheduled Tribe of HP = 3, OBC Of HP = 4 (Including 1 Anticipated Post)	Level J-1 (Rs. 77,840 – 1,36,520)

**Essential Qualification(s):-**

- i. A Candidate must be a citizen of India.
- ii. A candidate must be a holder of degree in law as recognized by the Bar Council of India on 05-01-2025.

**Desirable Qualification:-**

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

**Age Limit:-**

A candidate must have attained the age of 22 years but must not be more than 35 years of age as on the last date prescribed for submission of Online Recruitment Applications i.e. 05-01-2025.

**Relaxation in Upper Age Limit:-**

The upper age limit is relaxable by 03 years for SC, ST & OBC Category candidates of H.P.

**Note-I:-** For the candidates of reserved categories except SC, ST and OBC Category, no relaxation in age limit except fee shall be admissible.

**Note-II:-** Candidates should note that only the date of birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate as on the date of submission of Online Recruitment Applications will be accepted by the Commission and no subsequent request for its change will be considered or granted.

Note-III:- The candidate should exercise due care while entering their date of birth in respective column of the application Form. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their matriculation or equivalent examination certificate, action will be taken against them by the Commission under the Rules.

**How to Apply:-**

1. Detailed instructions for filling up Online Recruitment Application (ORA) are available on the website of the Commission i.e. "<http://www.hppsc.hp.gov.in/hppsc>".
2. Desirous / eligible candidates may visit the official website of the Commission i.e. "<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. Candidates have to apply for a particular post through this web portal. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application, the candidate may check the preview of uploaded documents and he/she 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. The candidates must have to apply online through official website of the Commission i.e. <http://www.hppsc.hp.gov.in/hppsc> and also required to submit the self attested hard copies of requisite documents alongwith the printout of online application form to the "Secretary Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla-171002" by 13-01-2025.
4. No further opportunity will be given to the candidates for submission of any documents after the last date of receipt of physical applications i.e.13-01-2025.
5. An application submitted in online mode shall be deemed to have been successfully submitted only after payment of fee has been acknowledged and the fee is credited to the account of the Commission.
6. Online Recruitment Application (ORA) once submitted shall not be allowed any change.

*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.*

**Examination Stations / Cities:-**

Dharamshala, Shimla, Mandi

The Preliminary Examination will be held at Shimla, Mandi, Kangra at Dharamshala.

The centre(s) of holding the examination as mentioned above are liable to be cancelled / changed at the discretion of the Commission. Every effort will be made by the Commission to allot examination centre to the candidates as per their choice, however, the Commission may, at its discretion allot a different centre to a candidate, when circumstances so warrant. No application for change of centre or any other entry in the application form shall be entertained.

**Examination Fees:-**

Sr.No.	Category	Exam Fee
1	Male candidates of General, General Physically Disabled (orthopedically disabled, Deaf & Dumb and Hearing Impaired), Economic Weaker Section(EWS) (not included in BPL category), Wards of Freedom Fighter categories (WFF), Wards of General Ex-Servicemen i.e. Dependents sons, daughters & wives of Ex-Servicemen and General-Ex-Servicemen of Himachal Pradesh who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India.	₹600.00/-
2	Candidates of Other States (including reserved category(s) candidates of other states).	₹600.00/-
3	Male candidates of SC, ST, OBC, Wards of SC / ST / OBC Freedom Fighter (WFF), Wards of SC / ST / OBC Ex-Servicemen i.e. Dependents sons, daughters & wives of Ex-Servicemen, EWS covered under UR-BPL categories of Himachal Pradesh and Ex-Servicemen candidates of Himachal Pradesh belonging to SC, ST and OBC categories who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India.	₹150.00/-
4	The Ex-Servicemen candidates of Himachal Pradesh who are relieved from the Defence Services after completion of their normal tenure of service under the Government of India, the Blind and Visually Impaired male candidates of Himachal Pradesh.	No Fee
5	Female Candidates	No Fee

**Note-I:-** Examination Fee once paid will not be refunded.

**Note-II:-** The candidates who belong 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.

### **Mode of Payment:-**

The desirous and eligible candidates shall pay the examination fee fixed category - wise online by debit / credit card / UPI / any other online digital mode, as the case may be, on or before the prescribed closing date for submission of online recruitment applications through OTR portal. While making payment the candidate(s) shall pay the fixed amount only after accepting the “Terms and Conditions to apply online”. Fee once paid shall neither be refunded under any circumstance nor can it be held in reserve for any other examination or selection.

**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.

### **Category Claims:-**

The category of the candidate claimed in the profile before he / she applies for the post shall be treated as final.

### **S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ E.W.S. of Himachal Pradesh:-**

The candidates must possess such certificates(s) in support of their claims made in the online recruitment applications while applying for the concerned post(s). The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category. The statutory certificates like bonafide Himachali, S.C. and S.T., etc. issued on parental basis on the prescribed format are of permanent nature and are acceptable to the Commission. The validity of all other category certificate is for six months or one year. The candidates must ensure that they are in possession of valid category certificate on the date of filling up ORAs at all stages of recruitment and upload a valid certificate on the OTRS PORTAL.

### **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. Candidate must have a valid O.B.C. Certificate covering the entire period of recruitment i.e. 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.

**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. 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.

**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 to the candidates for the concerned post(s) from the official website of the Commission. Therefore, the candidates are advised to remember their USER IDs and Password(s) earlier created by them 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. The Candidates should also bring original Identity proof alongwith E-admit Card on the day of examination.

If any candidate, appears at a centre other than those indicated by the Commission in his / her Admit Card, he / she shall not be allowed to appear in the examination and his / her candidature will be liable to be cancelled.

**DISQUALIFICATION FOR ADMISSION TO THE EXAMINATION:-**

(a) No candidates shall be eligible for admission to the examination:-

1. If he / she has been dismissed from any previous 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;
4. If he is a man having more than one wife living and if a woman, has married a man already having another wife; or
5. If he / she is an un-discharged solvent.

(b) Every person applying for appointment to the service, at the bottom of the prescribed application form, shall give a declaration that he does not suffer from any of the aforesaid

disqualifications and also that he conforms to all the eligibility criteria. The declaration shall also contain his undertaking that if the same is found false or incorrect, his candidature shall be liable to be cancelled or if appointed, his appointment shall also be annulled.

**Admission / Rejection of Candidature:-**

1. Incomplete Online Recruitment Applications (ORA) submitted without requisite examination fee, scanned photograph & scanned signatures of prescribed size, credential certificate will be rejected straightway. Therefore it is in the interest of the candidates to fill up the applications carefully, submit them with required documents/ photographs and fees well in time.
2. The candidates are advised to carefully read the instructions contained in the Judicial Service Rules, 2004 and the H.P. Judicial Service (Syllabus & Allocation of marks) Regulations, 2005 as amended from time to time to ensure that they are eligible for admission to this examination in terms of said rules, instructions and conditions. The eligibility of candidates will be determined on the basis of aforesaid Rules and Regulations. The candidates who appear in the aforesaid examination, if found ineligible subsequently, their candidature will stand cancelled. The eligibility of candidates called for the Viva-Voce will be determined on the basis of original documents and the Commission will not be responsible, if the candidature of any candidates is rejected at that stage or at the time of verification by the appointing authority. As such, admission to the examination/ Viva-Voce shall be purely provisional.
3. Onus of proving that a candidate is eligible to apply for the post is on the candidates only. If the date of notification / declaration of result is not indicated in the degree / certificate / marks list, the date of issue of degree / certificate / marks list shall be deemed as date of acquiring essential qualification.
4. The candidates claiming reservation must submit valid certificate of concerned category alongwith Himachal Bonafide Certificate in support of the claim. In case of invalid certificates, the applications will be rejected. The category once claimed shall not be changed.
5. The name of those candidates whose applications are rejected or not entertained will be displayed on the website of the Commission. The Candidates whose applications are not rejected shall be admitted provisionally for the examination. The list of such eligible candidates would be displayed on the website of the Commission. 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:-**

1. Original Certificates will have to be produced at the time of Viva-Voce. If their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission.



2. In case of wrong encoding of Application Number, Roll Number or both by the candidate, the OMR sheet shall not be evaluated and shall be rejected straightway.

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

**SCHEME OF EXAMINATION:-**

**(a) Preliminary Examination:-**

The Preliminary examination shall be an objective type examination consisting of the following three papers of 100 marks each:-

- i. Civil Law-I
- ii. Civil Law-II
- iii. Criminal Law

Each paper shall be of one-hour duration and each paper shall consist of 50 objective type multiple choice questions with two marks for each question. The examination in all the three papers shall be held on the same day and there shall not be any negative marking in the Preliminary Examination. **The syllabus for the preliminary examination shall be the same as provided for Paper-I to III for the Main examination.** The preliminary examination will be held on **02-03-2025**.

The result of Preliminary examination shall be published and also displayed on official website of the Commission. No individual intimation shall be given to the candidates.

**(b) Main (Narrative) Examination:-**

1. On the basis of merit obtained in the Preliminary Examination, the candidates equal to twenty times of the number of vacancies to be filled in shall be called for taking the main examination.
2. Main Written Examination shall be held tentatively from the last week of March-2025, the Date sheet will be displayed on the website of the Commission. No individual intimation will be given.
3. Each paper will last for three hours. Paper-I to III will carry 200 marks, Paper-IV of 150 Marks and Paper-V of 100 Marks and Viva-Voce will carry 150 Marks.

**The subject and syllabus for Main Examination and marks for each paper shall be as follows:-**

Paper	Subject	Marks
Paper-I	<b>Civil Law-I:</b> Code of Civil Procedure. Indian Evidence Act, Indian Stamp Act, Himachal Pradesh Courts Act, 1976 and Specific Relief Act.	200 Marks

Paper-II	<b>Civil Law-II:</b> Indian Contract Act, Hindu Law, Indian Limitation Act, Transfer of Property Act and H.P. Urban Rent Control Act.	200 Marks
Paper-III	<p><b>Criminal Law:</b> Indian Penal Code, Criminal Procedure Code, Chapter-XVII (Section 138 to 143) of Negotiable Instruments Act, H.P. Excise Act-2011, Wild Life Protection Act, Indian Forest Act and Module on Judicial Sensitivity to Sexual Offences:-</p> <ul style="list-style-type: none"> <li>- Latest guidelines / directions of Hon'ble Supreme Court of India with regard to bail and conditions to be imposed under Sections 437, 438, 439 Cr.P.C.</li> <li>- What is gender stereotyping and its effects.</li> <li>- How the gender stereotyping undermines women's access to justice in sexual offence cases and how judicial gender stereotyping is to be avoided.</li> <li>- Judicial approach towards new species of offensive activities, cybercrimes that are women-centric, such as transmitting of sexually explicit material, blackmailing, defamation/morphing/creating fake profile etc.</li> <li>- Role of judge in protecting the victim during judicial process.</li> <li>- Accountability and standards of conduct while dealing with sexual offence cases.</li> <li>- Importance and meaning of gender sensitivity and effects of gender conditioning in judicial decisions in sexual offence cases.</li> <li>- Incorporating gender perspective into judicial decision making and Constitutional and Statutory provisions on gender justice.</li> <li>- Judicial approach towards child sexual abuse with reference to provisions of the POCSO Act, 2012.</li> <li>- Credibility of statement of victim in sexual offence cases.</li> <li>- Sentencing provisions in Sexual offence cases.</li> </ul> <p>Besides above, the following Acts / Provisions are included to assess the approach regarding judicial sensitivity to sexual offences.</p> <ul style="list-style-type: none"> <li>- The Protection of Children from Sexual Offences Act, 2012.</li> <li>- The Juvenile Justice (Care and Protection of Children) Act, 2015.</li> </ul>	200 Marks

	<ul style="list-style-type: none"> <li>- The Protection of Women from Domestic Violence Act, 2005.</li> <li>- The pre-conception and Pre-natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994.</li> <li>- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013</li> <li>- CCS (Conduct) Rules for Prohibition of sexual harassment of women at workplace.</li> <li>- Discrimination and Harassment of women at workplace and Rights and Dignity of women at workplace - Constitutional Mandate and Guidelines by Hon'ble Supreme Court in Vishaka's case.</li> <li>- The Bangalore Principal of Judicial Conduct, 2002.</li> <li>- The Bangkok General Guidelines for Judges on Applying a Gender Perspective in South East Asia.</li> </ul>									
Paper-IV	<p><b>English Composition:</b> A Choice from three Essays on General Subjects.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Essay</td> <td style="width: 30%;">100 Marks</td> </tr> <tr> <td>Translation of Hindi Passage into English</td> <td>50 Marks</td> </tr> <tr> <td><b>Total</b></td> <td><b>150 Marks</b></td> </tr> </table>	Essay	100 Marks	Translation of Hindi Passage into English	50 Marks	<b>Total</b>	<b>150 Marks</b>	150 Marks		
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<b>Total</b>	<b>150 Marks</b>									
Paper-V	<p><b>Language (Hindi):</b> Hindi (in Devnagari Script) No Books prescribed. The paper of Hindi will comprise of the following:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Translation of English passage into Hindi</td> <td style="width: 30%;">30 Marks</td> </tr> <tr> <td>Essay in Hindi on any topic out of three</td> <td>50 Marks</td> </tr> <tr> <td>Composition (Idoms and Corrections etc.)</td> <td>20 Marks</td> </tr> <tr> <td><b>Total</b></td> <td><b>100 Marks</b></td> </tr> </table>	Translation of English passage into Hindi	30 Marks	Essay in Hindi on any topic out of three	50 Marks	Composition (Idoms and Corrections etc.)	20 Marks	<b>Total</b>	<b>100 Marks</b>	100 Marks
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<b>Total</b>	<b>100 Marks</b>									
<p>No candidate shall be credited with any marks in any paper in Main Examination unless he obtains at least 40% marks in that paper, except Hindi language paper (Paper-V) in which candidate should obtain at least 33% marks.</p>										
<p>No Candidate would be considered to have qualified the main examination unless he obtains 45% marks in aggregate in all papers and at least 33% marks in language paper i.e. Hindi in Devanagri Script.</p>										

**(c) Viva-Voce:**

Viva-Voce	<p>I. Candidates, who qualify the Main Written examination, for each vacancy three candidates shall be called for viva voce strictly in order of merit obtained in the written examination. The candidates will be required to appear at such place, as may be fixed by the Commission, for Viva-Voce test. The maximum marks for the Viva-Voce shall be 150. The marks obtained in the Viva-Voce will be added to the marks obtained in the Main written examination for purpose of selection of the candidates.</p> <p>II. The provisional admission of the candidates for Viva-Voce conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidates will be issued by the Government.</p> <p>III. A Candidate shall also be required to obtain at least 45% of the marks allocated for the Viva-Voce, failing which he / she will deemed to have not qualified the competitive examination.</p>	150 Marks
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**General Instructions:-**

- 1) If any person with benchmark 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 atleast seven days prior to the screening test (Computer Based Test/ Offline Test) for the concerned post such application will be entertained on merit and as per rules.
- 2) The SC / ST / OBC / WFF / Physically Handicapped and Ex-servicemen candidates of other states than H.P. will be treated as unreserved candidates and upper age relaxation is not applicable to them.
- 3) The candidates belonging to disabled categories are advised to claim their respective category only if the percentage of disability is 40% or more than this.
- 4) The applicant shall upload his/her latest photograph in the space provided in the application form. In case, photograph uploaded on the application of Preliminary examination is found different / not matching to that of pasted on the Identity Card for appearing in the Main examination, the candidature of such candidates shall stand cancelled.

- 5) 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).
- 6) If any candidate appears in the Preliminary 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.
- 7) The number of vacancies to be filled in on the basis of this examination may increase or decrease.
- 8) Contract / Casual / adhoc / daily rated / work charged employees do not need to produce NOC from the concerned employer. The candidates who are in Government service (regular service) may apply to the Commission alongwith 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 allowed to participate in the process of viva-voce / personality test unless he/she produces NOC from the concerned employer.
- 9) 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.

**Other Conditions:-**

- 1) The Commission reserves the right to allot any centre of examination to any candidate. No request for change of centre will entertained. The main written examination will be conducted at Shimla.
- 2) The inclusion of a candidate in the list of successful candidates shall not confer any right to appointment unless the Government is satisfied after such inquiry as may be considered necessary that the candidate is suitable in all respects of appointment in service before actual offer for appointment is made. The selected candidates will also be subjected to a Medical Examination in accordance with guidelines prescribed by the Hon'ble High Court under Rule-9 of H.P. Judicial Service Rules, 2004 read with Regulation '8' of the H.P. Judicial Service (Syllabus and Allocation of Marks) Regulations, 2005.
- 3) The candidate, who may be admitted to the examination, will have to write in their own hand. In no case can an amanuensis be allowed.
- 4) The Commission does not supply any articles of stationery except authorized Computerized Answer Sheet for preliminary examination and answer books, continuation sheets for use in the main written examination. Item such as pen, Ink, whatsoever needed have to be brought by the examinee themselves.
- 5) Re-evaluation or rechecking of Answer Sheets / Answer Scripts is not permissible nor the Commission enters into correspondence in this regard.

- 6) The candidates applying for the posts should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission, viz., Preliminary Examination / Main (Written) Examination and Viva-Voce 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 Viva-Voce, 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.
- 7) Examinations conducted by the Himachal Pradesh Public Service Commission will come under the purview of Himachal Pradesh Prevention of Malpractice Act, 1984.
- 8) A candidate at any stage of examination / selection which shall include final selection and sending recommendation(s) thereof or during the course of examination or any selection process conducted or being conducted may in addition to rendering himself / herself liable to criminal prosecution (in the case of candidate already in service under Government, to disciplinary action under the appropriate rules), shall be liable to be debarred from an examination or future examinations or his candidature may be cancelled, w.e.f. the date as may be decided by the Commission, if he or she is found to be guilty of the following:-
  - a) Obtaining / seeking support for his/her candidature whether in the Examination or Evaluation or Physical Test or Viva-Voce by any means; or
  - b) Impersonating; or
  - c) Procuring impersonation by any person; or
  - d) Submitting false / fabricated documents or documents which have been tampered ; or
  - e) Making statements which are incorrect or false or flouts any instruction Guidelines, terms and condition, given in advertisement or instructions communicated in any manner or suppressing therein material information at any stage of selection; or
  - f) Resorting to the following means in connection with his/her candidature for the examination, namely:-
    - i. Obtaining copy of question paper through improper means;
    - ii. Finding out the particulars of the persons connected with secret work relating to the Examination Evaluation, Physical Test and Interview / Viva-Voce.
    - iii. Influencing the Examiners; or
  - g) Using or attempting to use unfair means in the Examination Hall; or
  - h) Writing obscene matter or drawing obscene sketches in the scripts; or
  - i) Harassing, threatening or causing physical injury to the staff engaged in the conduct of Examination; Evaluation, Physical Test or Interview/Viva-Voce; or

- j) Violating any of the instructions given to the candidates in their admission card or other directive including oral instructions given by the Centre Supervisor / Superintendent or other staff engaged in the conduct of examination; or
- k) Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Examination, Evaluation, Interview / Viva-Voce, creating a disorderly scene and the like ; or
- l) Being in possession of or using Mobile Phone, Pager, Scanner or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination/Viva-Voce.
- m) Being debarred earlier on the above mentioned ground by the Union Public Service Commission or any State Public Service Commission or any other Government Department / Recruitment agency including this Commission.
- n) Attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses; Provided that no penalty under this Rule shall be imposed except after:-
  - i. Giving the candidate an opportunity of making such representation in writing as he/she may wish to make in that behalf; and
  - ii. Taking into consideration the representation, if any, submitted by the candidate within the period allowed to him/her.

Provided further that the order of debarring or cancellation of candidature shall be passed only after the Commission has considered the matter and approved the proposed punishment of debarring the candidate or cancellation of his/her candidature.

**Check List:-**

1. 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 Preliminary Examination / Main Examination and Personality Test.
2. No representation / correspondence will be entertained against final rejection of candidature.
3. That the following documents / certificates uploaded in support of claims made / information given in the Online Application:-
  - a) Matriculation certificate for age proof.
  - b) Degree certificates alongwith Marks Sheets of all years/Consolidated Mark Sheet in support of Educational Qualifications.
  - c) Valid 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 Proforma 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).

- d) Bonafide Himachali Certificate in case of reserved category candidates.
- e) Valid EWS/BPL Certificate. (Candidates applying under EWS 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).
- f) Ex-Servicemen Discharge Certificate/Service Book. (The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate / Service Book and full detail in respect of their P.P.O. No., Rank etc. 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. (The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity).

**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. 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.

**Important note:-**

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



**Specimen of credential certificate**

**CREDENTIAL CERTIFICATE**

(This Certificate may be explicitly testified by two responsible persons unconnected with candidate)

Certified that I have known Sh./Ms./Smt. (name of the candidate) \_\_\_\_\_

Son/Daughter of Sh. \_\_\_\_\_ from last \_\_\_\_\_ years  
\_\_\_\_\_ months and testifying his/her character, good behavior as well as antecedents.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(To be filled by person certifying the credentials of the candidate.)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Hard copy of following documents are to be submitted to the Commission on or before 13-01-2025 either by hand or by post:-**

1. Printout of online recruitment application (ORA) form.
2. Matriculation Certificate showing the date of birth, for age proof.
3. B.A. / LLB Degree / Detail Marks Certificates / Semester wise Marks Sheet of Bachelor's / Graduation and Law Degree.
4. The SC/ ST/ OBC certificates must be on parental lineage on the proforma prescribed by the Government and issued by the competent authority of the concerned area in H.P.
5. Original Credential Certificates furnished by two respectable persons unconnected with candidate explicitly testifying to his character, good behavior as well as antecedents as per format given above.
6. Bonafide Himachali Certificate in case of reserved category candidates.

**Note:- The physical application received after 13-01-2025 shall not be entertained and shall be rejected straightway.**

Sd/-  
(Nivedita Negi), IAS  
Secretary  
H.P. Public Service Commission  
Ph.No. : 0177-2623786