

# HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Examination-2023

Advertisement Number : **18/10-2023** ,Closing Date for Application : **17/11/2023 11:59PM** and Closing Date for Fee : **17/11/2023 11:59PM** 

Dated : 21/10/2023

Online Applications are invited from desirous and eligible candidates for admission to State Eligibility Test-2023. Candidates can apply, through "**Online**" mode only. Application in any other mode will not be entertained and will be rejected straightway. **Closing date for submission of online applications through official website of the commission i.e.** http://www.hppsc.hp.gov.in (http://www.hppsc.hp.gov.in/) **is as mentioned above**.

### A. IMPORTANT INSTRUCTIONS

i) The Himachal Pradesh Public Service Commission (Authorized Nodal Agency) announces holding of State Eligibility Test (SET) for determining the eligibility for recruitment to the posts of Assistant Professor(s) in Universities and Colleges located within the State of Himachal Pradesh. The test will be conducted in 24 subjects as listed below at various examination centers located at Shimla, Solan, Mandi, Kangra at Dharamshala, Bilaspur, Hamirpur, Nahan, Una, Kullu and Chamba subject to number of candidates.

ii) The candidates should ensure that they fulfil all eligibility conditions for admission to the State Eligibility Test (SET). Their admission at all the stages of the SET will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of admit card to the candidate will not imply that his/her candidature has been finally cleared by the Commission.

iii) The candidates are neither required to send any certificates/documents in support of their eligibility nor a printout of Application Form to Commission at the time applying online for State Eligibility Test. However, the candidates, in their own interest, must ensure / satisfy themselves about their eligibility for the test. In the event of any wrong information supplied on, online applications or any ineligibility being detected by the Commission at any stage, their candidature shall be cancelled and they shall be liable for legal action.The Commission does not verify the information provided by the candidates during online registration and hence candidature will be purely provisional subject to the fulfillment of eligibility criteria. iv) The HPPSC will not undertake verification of documents/ eligibility of qualified candidates at any stage. The SET certificates to the qualified candidates will be issued only on the basis of information provided by the candidate in the Online Application form.

v) The candidates must read the instructions carefully, which are available on the official website of the Commission, i.e. http://www.hppsc.hp.gov.in before filling up Online Application.

a) Candidates shall ensure that the information entered by them in their respective online Application Form is correct.

b) Information provided by the candidates in their respective online Application Forms, like name of candidate, contact/address details, category, PWD status, educational qualification details, date of birth, choice of examination centre etc. will be treated as final. Any request for change in such particulars after the closing date of Online Recruitment Application form will not be considered by the HPPSC under any circumstances.

c) HPPSC does not edit/modify/alter any information entered by the candidates under any circumstances. Any request for change in information after submission of Online Application Form will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in the Application Form.

d) HPPSC disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her Online Application Form.

Candidates must ensure that their email address and mobile number to be registered in e) their online Application Form their own, as relevant/important are information/communication will be sent by HPPSC through e-mail on the registered e-mail address and/or through SMS on registered mobile number only. HPPSC shall not be responsible for any non-communication/ mis-communication with a candidate in the email address or mobile number given by him/her other than his/her own. Candidates are advised to visit the HPPSC Website and check their e-mails regularly for latest updates.

f) In order to avoid correction in the particulars in later stage, the candidate should exercise utmost caution while filling up correct details in the online application form.

vi) Incomplete Online Applications submitted without requisite examination fee, scanned latest photograph & scanned signatures of prescribed size, will be rejected straightway.

vii) FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES : In case of any guidance/information/clarification regarding their applications, candidature etc., candidates can contact HPPSC's Help Line Centre over Telephone No. 0177- 2629738 and Toll Free Number 1800-180-8004 on any working day between 10.00 hours to 17.00 hours.

viii) Scheduled Caste (SC) of H.P. /Scheduled Tribe (ST) of H.P. /EWS of H.P./ Persons with Disability (PWD) of H.P., Other Backward Classes (OBC) of H.P. (Non creamy layer), as per the State list of Other Backward Classes will only be considered.

Note:

(i) The reserved category candidates of other States shall be treated as General category candidates and they will be issued SET certificates only if they qualify the same at par with the cut off marks of General category candidates.

(ii) Concession of Fee is only applicable for SC of H.P. /ST of H.P. /OBC of H.P. (Noncreamy layer) / PWD (General PWD, S.C. PWD, S.T. PWD, OBC PWD and BPL category candidates of Himachal Pradesh.

### B. <u>HPPSC-SET -2023</u>

The HPPSC SET-2023 will be conducted in Offline mode only as per the time schedule to be notified lateron, in the subjects given below in various examination centers spread across the State.

### C. <u>LIST OF SUBJECTS FOR SET:</u>

- 1. Chemical Sciences
- 2. English
- 3. Life Sciences
- 4. Commerce
- 5. Economics
- 6. Geography
- 7. Hindi
- 8. History
- 9. Mathematical Sciences
- 10. Music
- 11. Physical Sciences
- 12. Physical Education
- 13. Sociology
- 14. Sanskrit
- 15. Political Science
- 16. Public Administration
- 17. Computer Science and Applications
- 18. Tourism Administration and Management
- 19. Mass Communication and Journalism
- 20. Philosophy
- 21. Psychology

- 22. Education
- 23. Environment Sciences
- 24. Home Sciences

### **Essential Qualification(s)**

General / Unreserved / General-EWS candidates who have secured at least i) 55% off) marks (without rounding in Master's Degree from **Universities/Institutions recognized by UGC** in Humanities (including languages) and Social Sciences. Computer Science & Applications are eligible for this Test. The Scheduled Caste (SC) of H.P. /Scheduled Tribe (ST) of H.P. /Other Backward Classes (Non- creamy layer of H.P./ and Persons with Disability (PWD) of H.P. category candidates who have secured at least 50% marks (without rounding off) in Master's Degree are eligible for this test.

ii) Candidates who are pursuing their Master's degree or equivalent course or candidates who have appeared for their qualifying Master's Degree (final year) examination and whose result is still awaited or candidates whose qualifying examinations have been delayed may also apply for this test. However, such candidates will be admitted provisionally and shall be considered eligible for the post of Assistant Professor in the Universities/Colleges situated in the State, only after they have passed their Master's Degree examination or equivalent with <u>at</u> least 55% marks (50% marks in case of SC/ST/OBC (Non- creamy layer / and PWD (Persons with disability) category candidates of H.P.) Such candidates must complete their P.G. Degree examination within two years from the date of SET result with required percentage of marks, failing which they shall be treated as disqualified.

### **Desirable Qualification**

Nil

# D. <u>CONDITIONS OF ELIGIBILITY</u>

- i) General / Unreserved / General-EWS candidates who have secured at least off) Master's (without rounding Dearee 55% marks in from Universities/Institutions recognized by UGC in Humanities (including languages) and Social Sciences, Computer Science & Applications are eligible for this Test. The Scheduled Caste (SC) of H.P. /Scheduled Tribe (ST) of H.P. /Other Backward Classes (Non- creamy layer of H.P./ and Persons with Disability (PWD) of H.P. category candidates who have secured at least 50% marks (without rounding off) in Master's Degree are eligible for this test.
- ii) Candidates who are pursuing their Master's degree or equivalent course or candidates who have appeared for their qualifying Master's Degree (final year) examination and whose result is still awaited or candidates whose qualifying examinations have been delayed may also apply for this test. However, such candidates will be admitted provisionally and shall be considered eligible for the post of Assistant Professor in the Universities/Colleges situated in the State, only after they have passed their Master's Degree examination or equivalent with at least 55% marks (50% marks in case of SC/ST/OBC (Non- creamy layer / and PWD (Persons with disability) category candidates of H.P.) Such candidates must complete their P.G. Degree examination within two years from the date of SET result with required percentage of marks, failing which they shall be treated as disqualified.
- iii) The Ph.D. Degree holders whose Master's level examination had been completed by 19th September, 1991 (irrespective of date of declaration of result) shall be eligible for a relaxation of 5% in aggregate marks (i.e. from 55% to 50%) for appearing in SET.
- iv) Candidates are advised to appear in the subject of their post-graduation only. The candidates, whose Post Graduation subject is not covered in the list of SET subjects may appear in UGC-NET/Joint CSIR-UGC Test (for instance the candidates having post graduation degree in Acharya (Traditional Sanskrit) are not eligible to appear in Sanskrit subject}. Similarly, a candidate having the Degree of Hotel Management is not eligible to appear in the subject of Tourism Administration. If a candidate qualifies the SET Examination in the subject other than the subject of his Master's Degree, HPPSC will not be responsible for that.
- v) Candidates belonging to SC/ST/OBC (Non-creamy layer) /PWD (General PWD, S.C. PWD, S.T. PWD & OBC PWD) category must ensure that their certificate of respective category is on parental lineage issued by the competent authority.
- vi) Candidates having post-graduate diploma/certificate awarded by Indian University / Institute or foreign Degree/ diploma/certificate awarded by the Foreign University/ Institute should in their own interest, ascertain the equivalence of their diploma/degree/certificate with Master's Degree of recognized Indian Universities from Association of Indian Universities (AIU), New Delhi. (www.aiu.ac.in (http://www.aiu.ac.in/)).

BILASPUR, CHAMBA, HAMIRPUR, KANGRA, DHARAMSHALA, KULLU, MANDI, SHIMLA, NAHAN, SOLAN, UNA

### E. <u>EXEMPTION / (ELIGIBILITY FOR ASSISTANT PROFESSOR(s)</u>

- i) NET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professor(s) in Universities/ Colleges/ Institutions. Provided however, that candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum standards and Procedure for Award for Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET /SET for recruitment and appointment of Assistant Professor(s) or equivalent positions in Universities/ Colleges/ Institutions.
- ii) **For SET Candidates**: The candidates who have cleared the State Eligibility Test (SET) accredited by UGC for eligibility for **Assistant Professor** held prior to 1<sup>st</sup> June, 2002 are exempted from appearing in NET, and are eligible to appear/apply for Assistant Professor(s) anywhere in India. For SET held from 1<sup>st</sup> June, 2002 onwards, the qualified candidates are eligible to apply for the post of **Assistant Professor(s)** only in the Universities/Colleges situated in the State from where they have cleared their SET. A candidate can appear in the SET any number of times and there is no age limit.

### F. <u>SCHEME / PATTERN OF TEST</u>

The Test will consist of two papers. Both the papers will consist of only objective type multiple choice questions in two separate sessions as under:

Paper	Marks	No of questions	Session	MCQ	Duration
l (General Awareness)	100	50	First	The questions will be of general nature, intended to assess the teaching/ research aptitude of the candidate. It will primarily be designed to test reasoning ability, comprehension, divergent thinking and general awareness of the candidate.	01 Hour

II (Concerned subject)	200	100	Second	The questions will be based on the subject selected by the candidate and is intended to assess the domain knowledge of the candidate, covering the entire contents of syllabus uploaded on the website of the Commission as well as the website of the UGC	02 Hours
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### 3. SYLLABUS OF TEST

All questions of Paper-I & Paper-II will be compulsory, covering entire contents of syllabus uploaded on the website http://www.hppsc.hp.gov.in (http://www.hppsc.hp.gov.in/) of the Commission as well as the website of the UGC (including all electives, without options). This agency will not provide/supply the copy of syllabus to any individual candidate.

#### H. MEDIUM OF QUESTION PAPERS

- i) The medium of question papers shall be in English and Hindi only except language papers and Computer Science.
- ii) In case of any ambiguity in translation / construction of a question, in the English and Hindi versions, the English version shall be taken as final and the decision of the SET Nodal Agency (HPPSC) shall be final in this regard.

### I. MARKING SCHEME

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- i) Each question carries 02 (two) marks.
- ii) For each correct response, candidate will get 02 (two) marks.
- iii) There is no negative marking for incorrect response.
- iv) No marks will be given for un-answered/un-attempted questions.
- v) To answer a question, the candidate needs to choose one option as correct option.]
- vi) If a question is found to be incorrect and the same is dropped / scrapped, then two marks (+2) will be awarded to all the candidates. The reason could be due to human error or technical error. Since, there is no negative marking; candidate needs to choose one most nearest option as correct answer.

- J. DISPLAY OF PROVISIONAL ANSWER KEY(S) FOR CHALLENGES
  - i) HPPSC i.e. the SET Nodal Agency will display Provisional Answer Key(s) on the official website of the Commission after the conclusion of the examination, for inviting objections from the candidates.
  - ii) The Candidates will be required to pay online a non-refundable amount of Rs. 100/- per objected question subject to maximum of Rs. 500/- as processing fee. The objections have to be filed in online mode only through the HPPSC website by uploading the supporting documents. No other mode are entertained and no objection shall be entertained/ considered without depositing the requisite fees.
  - iii) Only paid challenges made during the stipulated time (5 days) through the key challenge link will be considered. Challenges without justification / evidence / after stipulated time period and those filed on any other medium other than the prescribed link will not be considered.
  - iv) The decision of the HPPSC i.e. SET Nodal Agency on the challenges shall be final and no further communication will be entertained against the revised final answer key. HPPSC will not inform the Candidates individually about the outcome of the challenges made.
  - v) The result of the test will be prepared on the basis of the revised answer key.

# K. <u>CRITERIA FOR DECLARATION OF RESULT</u>

# This will comprise of the following:

- i) Top 6% of the appeared candidates who appear in both the papers and secure at least 40% aggregate marks (for candidates belonging to General Category) and at least 35% aggregate marks (for candidates belonging to reserved categories) will be declared qualified for eligibility for Assistant Professor by following the reservation policy of the State Government.
- ii) If there is a tie at the last qualifying cut-off marks in any given subject, then all candidates who are in tie (scored the equal marks) will be considered as qualified and as such the number of qualified candidates may exceed from six percent.
- iii) It may be noted that the above qualifying criteria decided by UGC / Commission is final and binding for all the concerned.

# L. <u>PROVISIONS FOR PERSONS WITH DISABILITY (INCLUDING VISUALLY</u> <u>CHALLENGED CANDIDATES) HAVING 40% OR MORE DISABILITY.</u>

- i) Twenty minutes compensatory time shall be provided for Paper-I and forty minutes for Paper-II separately.
- ii) The persons with minimum 40% Disability (Physically Challenged) candidates who are not in a position to write in their own hand-writing can also avail these services of scribe by making prior request (<u>at least one week</u> <u>before the date of State Eligibility Test</u>) in writing to the concerned Centre Superintendent. Compensatory time and facility of scribe would not be provided to other Persons with Disability (Physically Challenged) candidates.
- iii) The candidate has the discretion of opting for his/her own scribe or has to request the concerned Centre Superintendent for the same in writing at least one week in advance of the test. In such instances the candidate is allowed to meet the scribe a day before the examination so as to verify whether the scribe is suitable or not. Those candidates who opt for their own scribe have to produce the scribe before the concerned Centre Superintendent along with his / her certificate of educational qualifications at least one day before the test.
- iv) There is no provision of Test Booklets in Braille for visually impaired candidates.

### M. EXAMINATION FEE AND MODE OF PAYMENT:

Sr. No.	Category	Fee
1.	General	Rs. 1150/-
2.	GenEWS/Other Backward Class (Non-Creamy Layer) of H.P.	Rs. 600/-
3.	SC of HP , ST of H.P. , BPL(General BPL/SC BPL / ST BPL of H.P. , PWD (General PWD/S.C. PWD/ S.T. PWD , OBC PWD) of H.P. & EWS BPL of H.P.	Rs. 325/-

# N. 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 Applications Form. 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 Commission 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.

# O. <u>HOW TO APPLY:</u>

- (i) The desirous & eligible candidate are required to 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 in to his/ her account in OTRS. The list of advertisements will be displayed to the candidate on dashboard. Candidate will apply for STATE ELIGIBILITY TEST through portal. The application of the candidate will be submitted only after uploading of requisite documents and the payment of requisite fees as per advertisement. Before submission of application the candidate will be shown the preview of uploaded documents and he / shall give an under taking / 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"
- (ii) The candidates already registered with HPPSC for other examinations / test need not to register again and they may use their earlier User ID and Password for applying online.

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

# P. <u>UNFAIR MEANS / MISCONDUCT</u>

- i) Any candidate who creates disturbance of any kind during the course of examination or otherwise misbehaves in or around the examination centre or refuses to obey the instructions issued by the Centre Superintendent, Deputy Superintendent, Invigilator or any other official on examination duty or changes his seat with any other candidate without permission of the Invigilator / Center Superintendent, will be deemed to have committed misconduct. Such a candidate shall forfeit the right to continue with the examination.
- ii) If any candidate appearing in SET is found to have in his possession or has access to papers / books or notes which may possibly be of help to him or is found giving or receiving assistance or copying from any paper / Book / note / electronic gadgets or helping other candidate(s) to copy from his answer-sheet / Test Booklet or using or attempting to use any other unfair means, a report about the same in a sealed cover shall be forwarded to the Member Secretary (SET).

- iii) The report of the invigilation staff supported / endorsed by the Centre Superintendent / Observer shall be treated as conclusive proof to establish a charge of applying unfair means against the candidate. In such a case, the candidate shall be declared as disqualified for using unfair means. Such a disqualification may be ratified by the Steering Committee.
- iv) Any other unfair means / misconduct as may be approved / ratified by the Steering Committee.
- v) All the Examination conducted by the Commission have been brought under the purview of the Himachal Pradesh Prevention of Malpractices Act, 1984.

# Q. <u>General Instructions:</u>

- The candidate must read the conditions of eligibility as given under the caption "Conditions of eligibility" carefully and must satisfy themselves regarding their eligibility for the test before filling the online application.
- ii) No further opportunity will be given to the candidate to upload of any document after the submission of online application. Online Application once submitted shall not be allowed any change.
- iii) The candidates are required to bring printout of online Admit Card downloaded from Commission's Website alongwith ID proof in-original on the day of examination (with a passport size photograph).
- iv) No change of examination centre will be allowed. However, the Commission may change the date/examination Centre for the conduct of State Eligibility Test without assigning any reason.
- v) No TA/DA will be paid to the candidates.
- vi) Canvassing in any form will disqualify the candidate.
- vii) The use of calculators or Log Tables is not permitted. Mobile phones, pagers, electronic devices etc. are not allowed in the Examination Hall/ Room.
- viii) A candidate who does not appear in Paper-I, will not be permitted to appear in Paper-II.
- ix) No candidate shall be allowed to go outside the examination hall /room for any purpose without prior permission of the Centre Superintendent. Smoking and taking Tea in examination hall /room is also strictly prohibited.
- x) Candidate will not be allowed to write any question from the Test Booklet on the

Identity Card or on any other paper.

- xi) Candidates should ensure that the signatures appended and photographs pasted by them in all the places, viz., in their Application Form, Attendance Slip and e-admit card (Identity Card) should be identical and there should be no variation of any kind.
- xii) The candidates in their own interest are advised to retain a photocopy of the Application Form for their record.
- xiii) Application Form must be completed in all respect as per the Notification/Advertisement.
- xiv) No candidate will be allowed to leave the examination hall / room till the expiry of full allotted time.
- xv) The candidates will be provided OMR Answer Sheets to attempt the answers. <u>The candidates are allowed to take away the Test Booklets of Paper I & II on</u> <u>conclusion of the examination.</u>
- xvi) The detailed instructions for the candidates will be uploaded on the official website of the Commission alongwith e-admit card (Identity Card). It may be noted that instructions and e-admit card to candidates will not be sent by post.
- xvii) The decision of the SET Nodal Agency (HPPSC) shall be final in all matters.
- xviii) There is no negative marking for incorrect answers.
- xix) The **result of the SET** will be made available on the website of the Commission as and when it is declared. The candidates will not be intimated individually about their result.
- SET qualified candidates shall become eligible to apply for the post of Assistant Professor (College Cadre) only in the Universities / Colleges belonging to the State Himachal Pradesh.
- xxi) All legal disputes pertaining to this test shall fall within the jurisdiction of Shimla H.P. Courts only.
- xxii) Re-checking / re-evaluation, of OMR Answer Sheet for the Test/ examination(s) will not be allowed in any case.

## R. OTHER CONDITIONS

- i) 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 SET. 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.
- ii) 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.
- iii) The candidates applying for the SET examination should ensure that they fulfill all the eligibility conditions for admission to the SET examination. Their admission at all stages will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If at any stage i.e. before or after the Objective Type Examination, it is found that they do not fulfill any of the eligibility conditions; their candidature for the SET examination will be cancelled by the Commission.
- iv) A candidate at any stage of examination or during the course of examination 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), be liable to be debarred either permanently or for a specific period from an examination or future examinations or his candidature may be cancelled, w.e.f. the date as decided by the Commission, if he or she is found to be guilty of the following:
  - a) obtaining / seeking support for his / her candidature in the Examination or by any means; viz, offering illegal gratification to, or applying pressure on, or blackmailing, or threatening to black mail any person connected with the conduct of the examination, etc; or
  - b) impersonating; or

- c) procuring impersonation by any person; or
- d) uploading/ submitting false / fabricated documents or documents which have been tampered with; or
- e) making statements which are incorrect or false or suppressing material information, or
- f) resorting to the following means in connection with his / her candidature for the examination, namely:-obtaining copy of question paper through improper means, finding out the particulars of the persons connected with secret work relating to the examination, influencing the examiners or
- g) Using or attempting to use unfair means in the Examination hall;
- h) writing obscene matter or drawing obscene sketches in the scripts; or
- misbehaving in the examination hall including tearing of the scripts, provoking fellow examine(s) to boycott Examination, creating a disorderly scene and the like; or
- j) harassing, threatening or causing physical injury to the staff engaged in the conduct of Examination; or
- k) being in possession of or using mobile phone, pager, scanner or any electronic equipment or device or any
- I) violating any of the instructions given to the candidates in their admission card or other directives including
- 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 a 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 this Rule 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 into consideration the representation, if any, submitted by the candidate within the period allowed to him / her.

# S. <u>CHECKLIST</u>

Candidates are advised to ensure the following before submitting the online application:-

- (i) That no column is wrongly filled or kept blank as the information furnished there in would be used to determine the eligibility of candidates.
- (ii) That he / she fulfil the eligibility conditions as prescribed under the heading **CONDITIONS OF ELIGIBILITY.**
- (iii) That he / she has filled his / her gender and category viz. General / General-EWS/ SC / ST / OBC (Non-creamy layer) / PWD (General PWD, S.C. PWD, S.T. PWD & OBC PWD) etc. in the relevant column correctly.
- (iv) That the following documents/certificates are uploaded in support of claims made/ information given in the Online Application:
  - a. Matriculation certificate for age proof.
  - b. 10+2 Certificate/ marks 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 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)-CF(10)-4/2010 dated 5th August, 2019.
  - d. Bonafide Himachali Certificate.

### Note:

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)-1/2019dated 11th June, 2019.

# T. DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s)

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

- i) If he/she has been dismissed from any previous Govt./ Semi Govt. service;
- ii) 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;
- iii) If he/she is found either directly or indirectly influencing the Examination/ selection process in any manner; or
- iv) If he/she is an un-discharged insolvent.

# **ABBREVIATIONS:**

HP: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Castes of H.P., ST: Scheduled Tribes of H.P., OBC: Other Backward Classes of H.P., BPL: Below Poverty of H.P. EWS: Economically Weaker Section of H.P., as declared by the Govt. of H.P. from time to time, Ex-SM: Ex-Servicemen of H.P., WFF: Wards of Freedom Fighters of H.P., Wards of Ex-SM: Dependent sons, daughters and wives of Ex-SM of H.P., PWDs: Persons with disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired, OTRS: One Time Registration System, NOC: No Objection Certificate and EQ: Essential qualification(s).

-/Sd/ (Yog Raj Sharma) , Member Secretary (SET) H.P. Public Service Commission Tel. No. : 0177-2624313