

Himachal Pradesh Public Service Commission

Advertisement No. 19 / 2019

Dated:- 09-11-2019

Online Recruitment Applications (ORA) (by using official website www.hp.gov.in/hppsc) are invited from desirous and eligible candidates for recruitment to the posts of Himachal Pradesh Forest Service (HPFS) (Assistant Conservator of Forests) Class-I (Gazetted) in the Department of Forests, Himachal Pradesh through OTRS, which shall be available on the Commission's website www.hp.gov.in/hppsc up to 29-11-2019 till 11:59 P.M. (IST), thereafter link will be disabled.

IMPORTANT INSTRUCTIONS:-

1. Before filling up Online Recruitment Applications (ORA) for the post(s) concerned, the candidates must read instructions carefully, which are available on the website of the Commission.
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 (ORA) Online Recruitment Applications i.e. 29-11- 2019.
3. Incomplete Online Recruitment Applications submitted without requisite examination fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
4. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., Ex-Servicemen etc.
5. The reserved category candidates belonging to other States will be treated as GENERAL CATEGORY CANDIDATES and the benefit of reservation and fee concession will not be admissible to such candidates.
6. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement.
7. Category once claimed in the (ORA) will be treated as final.
8. The candidate shall specify in his / her application form the optional subjects he / she desires to take, but may intimate any change of intention to the Secretary, Himachal Pradesh Public Service Commission not later than the last date notified for submission of online applications.
9. No in-service (Regular Service) candidate will be evaluated/ interviewed unless he / she bring NOC from the concerned employer.
10. 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 particular post.
11. Fee once paid shall neither be refunded nor be held in reserve for any other examination or selection under any circumstances.
12. Dispute, if any, shall be subject to Court jurisdiction at Shimla, H.P.
13. Number of post(s) is / are tentative and may increase or decrease from time to time.
14. **The candidates are required to submit a printout of Online Recruitment Application (ORA) alongwith self attested copies of requisite documents (as per advertisement) in support of their eligibility for the concerned posts(s) on the day of Screening Test (Objective type / Computer Based Test) failing which his/her candidature shall stand finally rejected. The candidates who fail to submit the requisite documents on the day of Screening Test (Objective type / Computer Based Test) will be rejected**

straightway and no further opportunity will be given to such candidates for submission of the documents.

15. If a candidate has been declared unfit in the (Chest Measurement), he will not be called for Walking Test.

CHECK LIST

PLEASE VERIFY THE FOLLOWING DOCUMENTS / CERTIFICATES BEFORE SUBMITTING THE ONLINE RECRUITMENT APPLICATION (ORA):-

A candidate must possess the following documents before filing the ORA:

1. Matriculation Certificate (age proof).
2. Bachelor's Degree / Certificate as per Essential Qualification.
3. SC / ST / OBC Certificates (On parental basis), if applicable.
4. The candidates belonging to Ex-Servicemen of Himachal Pradesh category must possess Discharge Certificate and full detail in respect of their P.P.O. Number, Rank and date of retirement from the Defence Services to claim the benefit of reservation.
5. Service Certificate from H.P. Government Servant for the purpose of age relaxation in prescribed format attached at the end of the Advertisement as **Annexure-I**.
6. An undertaking regarding number of chances already availed for the posts of HPFS (ACF) from the candidates belonging to General Category i.e. other than (SC/ST/OBC categories) in prescribed format attached with the Advertisement as **Annexure -II**.
7. 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 particular post.

IMPORTANT:-i) A candidate will have to submit a printout of Online Recruitment Application (ORA) alongwith self attested copies of requisite documents (as per advertisement) in support of his / her eligibility for the concerned posts(s) on the day of Screening Test (Objective type / Computer Based Test) failing which his/ her candidature will be rejected straightway and no further opportunity will be given to such candidates for submission of the documents.

ii) A candidate must ensure 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 Screening Test (Objective type / Computer Based Test) / Written Examination / Physical Standard Test / Personality Test.

DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):

No candidate will be eligible for admission to the Screening Test (Objective type / Computer Based Test) / Written Examination / Physical Standard Test / Personality Test:-

- a) If he / she (Candidate of Un-reserved category) has already availed 06 (six) number of chances prescribed in the R&P Rules for the said posts.
- b) If he / she does not fulfill the Essential Qualification(s).

- c) If he / she has been dismissed from any previous Government / Semi Government service.
- d) 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.
- e) If he / she is found either directly or indirectly influencing the selection process in any manner.
- f) If he / she is an un-discharged insolvent.

List of documents to be submitted on the day of Screening Test (Objective type / Computer Based Test):-

That self attested copies of following documents / certificates are required in support of claims made / information given in the Online Recruitment Application (ORA):-

- (i) Matriculation certificate (age proof).
- (ii) Bachelor's Degree / Provisional Degree / Result-Cum-Detailed Marks Certificate / Consolidated Marks Sheet of B.Sc. or Engineering as per Essential Qualification, in support of Educational Qualification.
- (iii) Category certificate(s) from the bonafide candidates of Himachal Pradesh in support of their eligibility, if any, viz., S.C., S.T., O.B.C., BPL, Ex-Servicemen, WFF and Ward of Ex-Serviceman etc. All these certificates alongwith undertaking wherever required, should be on prescribed performa prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be on the basis of parentage in accordance with the instructions issued by the Government of Himachal Pradesh vide its letter No. PER (AP)-C-F(10)-4 / 2010 dated 5th August, 2019.
- iv) Order / letter in respect of equivalency of Educational Qualifications claimed, indicating the authority (with number & date) under which it has been so treated.
- (v) Service Certificate from H.P. Government Servant (for the purpose of age relaxation) in prescribed format annexed at the end of the Advertisement as **Annexure-I**.
- (vi) An undertaking regarding number of chances already availed by the candidates belonging to General Category for the post(s) of (HPFS) ACF in prescribed format annexed at the end of the Advertisement as **Annexure-II**.
- (vii) Latest NOC from regular HP Government Servant duly issued by competent authority at the time of Personality Test.
- (viii) 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 particular post.

Note: The candidates who fail to submit the requisite documents on the day of Screening Test (Objective type / Computer Based Test) will be rejected straightway and no further opportunity will be given to such candidates for submission of the documents.

Detail of post(s) and eligibility conditions are given as under:-

Name of the post:- Himachal Pradesh Forest Services (Assistant Conservator of Forests), Class-I (Gazetted).	Number of posts: 09 posts (including backlog & anticipated vacancies) General = 05, ST of H.P. = 01, OBC of H.P. = 02 & General Ex Servicemen of H.P. = 01.
Age: 35 years and below. The upper age limit for direct recruitment shall be 42 years to the candidates already in service of the Government including those who have been appointed on adhoc or on contract	

basis. If a candidate appointed on adhoc basis or on contract basis had become over-age on the date he / she was appointed as such, he / she shall not be eligible for any relaxation in the prescribed age limit by virtue of his/ her such adhoc / contract appointment.

Pay Scale: Rs. 15600-39100/- + Rs. 5400/- (G.P.)

Essential Qualification:-

Candidate(s) must possess Bachelor's Degree (or equivalent) in Science or Engineering from any recognized University with at least one of the following subjects:-

- (i) Agriculture
- (ii) Botany
- (iii) Chemistry
- (iv) Computer Applications / Science.
- (v) Engineering (Agricultural / Chemical / Civil / Computer / Electrical / Electronics / Mechanical)
- (vi) Environmental Science
- (vii) Forestry
- (viii) Geology
- (ix) Horticulture
- (x) Mathematics
- (xi) Physics
- (xii) Statistics
- (xiii) Veterinary Science
- (xiv) Zoology

Or

Honours Certificate holders of any of the Government run Forest Rangers Colleges provided they are sponsored by the State. Provided that in case of graduates with pure Mathematics or Statistics they must have taken Science subjects in their 10+2 or equivalent examination.

DESIRABLE QUALIFICATIONS:

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

Number of chances : Six (06) chances for the candidates belonging to General Category to appear in the examination. However, there is no limit of chances for the candidates belonging to SCs/ STs/ OBCs categories of H.P..

PHYSICAL STANDARDS:-**MALE:**

Height	:	163 Cms.
Chest	:	79 Cms. without expansion and 84 Cms. with expansion.
Capacity to walk	:	25 Kms. in 04 Hours.

FEMALE:

Height	:	150 Cms.
Chest	:	74 Cms. without expansion and 79 Cms. with expansion.
Capacity to walk	:	16 Kms. in 04 Hours.

The minimum height standards in the case of candidates belonging to Scheduled Tribes and to races such as Gorkhas, Assamese, Meghalaya, Ladakhis, Sikkimes, Garhwalis, Kumoanis, Naga, Arunachal Pradesh, Mizo, Lahaul & Spiti shall be as under:-

Male candidate = 152.0 Cms.

Female candidate = 145.0 Cms.

Health Certificate:

(a) The candidates selected for training will have to produce medical certificate issued by a duly constituted Medical Board in the form prescribed by Article 19 of the Central Civil Services Regulations, or the corresponding rule in the Supplementary Rules testifying to the candidates sound hearing and general physical fitness for rough outdoor work in the Forests Department.

(b) Candidates will be required to produce medical certificate issued by the Chief Medical Officer or equivalent authority of the District concerned.

SUBJECTS AND STANDARDS OF THE SCREENING TEST

(a) The recruiting agency shall limit / short list the number of eligible candidates to be called for written examination by subjecting them to a screening test (objective type) of two hours duration. In the objective type screening test, there will be 100 multiple choice questions of one mark each on the basis of following syllabus:-

(i) History, Geography and Socio Economic development of Himachal Pradesh.

30 Marks

(ii) Knowledge of current events of national and international importance and such matters 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.

30 Marks

(iii) Modern History (From 1857 onwards) of India, Indian Culture, Indian Polity, Indian Economy, Geography of India, Disaster Management, Environment and Gender issues and teachings of Mahatma Gandhi.

40 Marks

Note: (a) The marks obtained in the screening test by the candidates, who are declared qualified for admission to written examination, will not be counted for determining final order of merit.

(b) The number of candidates to be admitted to the main written examination will be **20 (twenty)** times of the total number of vacancies to be filled; and

(c) The number of candidates to be called for Physical Standard Test after qualifying the written examination shall be **05 (five)** times of the number of vacancies to be filled thereof in order of merit.

Note: There will be negative marking for incorrect answer(s) (as detailed below) for all questions:-

(i) There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidates, one third (0.33) of the marks assigned to that question will be deducted as penalty.

(ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for the question.

(iii) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

WRITTEN EXAMINATION

1. The main written examination shall include three compulsory and two optional papers.
2. A candidate shall specify in his / her application form the optional subjects he / she desires to take, but may intimate any change of intention to the Secretary, Himachal Pradesh Public Service Commission not later than the last date notified for submission of online applications.
3. A candidate shall answer the optional papers in English or Hindi only which is at his / her option / choice.
4. No candidate shall be considered to have qualified the written examination unless he / she obtains at least 40% marks in each compulsory papers and 45% marks in aggregate.
5. Provided that in case there is a tie between or amongst the candidates on account of having obtained equal minimum qualifying marks in the written examination, all such candidates shall be called for the interview / personality test.
6. The names of the candidates who are called for the interview / personality test shall be arranged in order of merit on the basis of the aggregate marks obtained in the written examination.
7. The ranking will be decided on the basis of the marks obtained in all compulsory and optional papers excluding marks of English Paper though it would be necessary to obtain 40% marks in each optional paper to qualify.
8. The final ranking shall be determined on the basis of the marks obtained by the candidates in the main examination (written as well as interview/ personality test).
9. In the event of a tie, order of merit shall be determined in accordance with highest marks secured in interview/ personality test and if the marks in the interview / personality test are also equal, then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the compulsory papers and if the marks in the aggregate of the compulsory papers are also equal, then the elder candidate shall be placed higher in the merit.
10. Credit will be given for good English/ Hindi including orderly, effective and exact expression combined with the economy of words, in all subjects of the examination and not only in subjects which are especially devoted to English / Hindi.
11. All papers shall be of three hours duration.

Syllabus for the written examination shall consist of five papers as follows:-

COMPULSORY:-

1. General Knowledge:

General Knowledge including knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as is expected from an educated person who has not made special study of any scientific subject. The paper will also include questions on Indian Polity including the Political system and the Constitution of India, History of India and Geography of nature which the candidate should be able to answer without special study.

.....100 marks

2. General English:

The question paper will be designed to test the candidate's understanding of his power to write English correctly and idiomatically. It will also include questions to test the candidate's knowledge of grammar, idiom and usages. Passages will be set for summary or précis. Besides there will be an essay on current topics on State / National / International events. The essay will carry 30 marks. Summary on précis 20 marks and other shall be of 50 marks.

.....100 marks

3. Hindi:

- | | |
|--|----------|
| I. Essay on current topics on State / National / International event | 30 marks |
| II. Translation of an English passage into Hindi | 10 marks |
| III. Explanation of Hindi Prose and Poetry in the same language | 20 marks |
| IV. Idioms, Corrections, comprehension and grammar etc. | 40 marks |

Total: 100 marks

4. Optional Subjects:

- (i) Agriculture
- (ii) Botany
- (iii) Chemistry
- (iv) Computer Applications/ Computer Science;
- (v) Engineering (Agricultural / Chemical / Civil / Computer / Electrical / Electronics / Mechanical)
- (vi) Environmental Science
- (vii) Forestry
- (viii) Geology
- (ix) Horticulture
- (x) Mathematics
- (xi) Statistics
- (xii) Physics
- (xiii) Veterinary Science
- (xiv) Zoology

Candidates are required to offer two of the above subjects. Total number of questions in the question papers of optional papers will be eight. All questions will carry equal marks. Each paper will be divided into two parts viz. Part -I and Part-II and each part shall contain four questions. Out of eight questions five questions are to be attempted. One question from each part will be compulsory. The candidates will be required to answer three other questions out of the remaining six questions, taking at least one question from each Part. In this way, at least two questions will be attempted from each Part i.e. one compulsory question plus one more.

...200 marks each subject.

Note-I: The standard of examination in these optional subjects will be that of Bachelor's degree.

Note-II: No candidate shall be allowed to take more than one subject from the following:-

- (i) Agriculture, Agriculture Engineering and Veterinary Science
- (ii) Chemistry and Chemical Engineering
- (iii) Computer Applications / Computer Science & Computer Engineering.
- (iv) Electrical Engineering and Electronics Engineering
- (v) Mathematics and Statistics.

Note:-Syllabus (of all the optional subjects) is available on Commission's website i.e. www.hp.gov.in/hppsc

Interview / Personality test:-

Total number of candidates who shall qualify the written and physical standard test and to be called for interview/ Personality test will be (03) three times the number of vacancies advertised who will have before the Commission a record of their career. They will be asked questions on matters of general interest. The object of the interview / personality test is to assess the personal suitability of the candidate for the service.

The test is intended to judge the mental caliber of candidate. In broad terms, this is really an assessment of not only their intellectual qualities but also social traits and their interest in current affairs including the knowledge of customs, manners and dialects of Himachal Pradesh. Some of the qualities to be judged are mental alertness, critical powers of assimilation, care and logical exposition, balance of judgments, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

.....100 marks

HOW TO APPLY:-

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

- a) Desirous/ eligible candidates will have to apply online, through official website of the Commission. Applications received through any other mode will not be accepted and rejected straightway.
- b) After submitting the Online Recruitment Applications (ORA), the candidates are required to take a printout of the finally submitted Online Recruitment Application (ORA) and submit the same alongwith requisite self attested documents / certificates in support of their eligibility to the Commission on the day of Screening Test (Objective type / Computer Based Test) for the concerned posts failing which his/her candidature shall stand finally rejected and no further opportunity will be given to such candidates for submission of the documents.

EXAMINATION FEES:-

Fee for respective categories is as under:-

Sr. No.	Category	Examination Fee
1.	General Category / E.W.S. {including General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing Impaired / 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, daughters and wives of Ex-SM of H.P. and candidates of other States (including reserved category candidates of other States)}	Rs. 400/-
2.	S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P./ BPL of H.P./ EWS (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, daughters and wives of Ex-Servicemen and SC / ST / OBC Persons with Disability.	Rs. 100/-
3.	Ex- Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure) / Blind / Visually Impaired of H.P.	No Fee

Mode of Payment:-

The desirous & eligible candidates shall pay requisite examination fee by debit or credit card or internet banking through “e-Payment Gateway”, as the case may be, on or before the prescribed closing date for submission of online recruitment applications (ORA) through OTRS portal. While making payment through “e-Payment Gateway” the candidate(s) shall pay the fixed amount through Debit or Credit Card only after accepting the “Terms and Conditions to apply online”.

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. **Fee once paid shall neither be refunded nor be held in reserve for any other examination or selection.**

FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

In case of any guidance/ information/ clarification regarding Online Recruitment Applications. (ORA), candidates can contact HPPSC'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 Section(s) in the Commission's office.

ADMISSION/ REJECTION: - The candidate(s) are required to submit a printout of Online Recruitment Applications. (ORA), alongwith self attested copies of requisite documents in support of their eligibility for the concerned post(s) on the day of Screening Test (Objective type / Computer Based Test). **The candidates who fail to submit the requisite documents on the day of Screening Test (Objective type / Computer Based Test) will be rejected straightway and no further opportunity will be given to such candidates for submission of the documents.**

The requisite documents submitted by the candidates, will be scrutinized (in the prescribed ratio) and list of finally rejected candidates will be uploaded on the website of the Commission for information of all concerned. Besides, concerned candidates will be informed through e-mail(s) and SMSes. No separate intimation in this regard will be sent by post. Non submission of the certificates will make them ineligible to appear in the Written examination / Physical Standard Test / Personality Test. **Candidates, who fail to submit the requisite documents on the day of Screening Test (Objective type / Computer Based Test), their candidature will be rejected straightway and no further opportunity will be given to such candidates for submission of the documents.**

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

e-Admission / IDENTITY CARD(s) : No admission Card(s) will be sent by post and provisionally admitted candidates will have to download their respective e-admission / IDENTITY CARD(s) alongwith 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) created by them to log in to download their respective e-Admission / IDENTITY CARD(s). The provisionally admitted candidates will have to bring it with them on the day of Screening Test (Objective type / Computer Based Test) / Written Examination. They are required to paste a self attested passport size latest photograph on the space provided in the downloaded e-Admission / IDENTITY CARD(s), failing which he / she will not be allowed to appear in the Screening Test (Objective type / Computer Based Test) / Written Examination, in any condition / circumstances, whatsoever.

CATEGORY CLAIMS: - The category of the candidate claimed in the profile at the time of applying for the post shall be treated as final. In case his / her category undergoes a change before the last date notified for submission of Online Recruitment Application (ORA), through OTRS then the candidate shall have to cancel his / her previous application and apply afresh under the category which he / she

intends to claim after updating category in his / her profile. In such a situation the fees deposited by the candidate earlier shall stand forfeited and he / she shall have to deposit fees as afresh is applicable for the category claimed by him / her. S.C. of HP / S.T. of HP / O.B.C. of HP / EWS of HP / BPL of HP / Ward of Ex- Servicemen of HP / W.F.F. of HP/ Physical Disabled of HP and Ex-Servicemen of HP candidates must possess certificate(s) pertaining to their category in support of their claims made in the Online Recruitment Application(s) (ORA), 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 certificate (s) like bonafide Himachali, SC, ST, WFF & Legal heir issued on parental basis of the State of Himachal Pradesh candidates on the prescribed format are of permanent nature and are acceptable to the Commission.

1. EX-SERVICEMEN OF HIMACHAL PRADESH: The candidates belonging to Ex-Servicemen of Himachal Pradesh category will have to furnish Discharge Certificate and full detail in respect of their P.P.O. Number, Rank and date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Servicemen of Himachal Pradesh.

2. OTHER BACKWARD CLASSES OF HIMACHAL PRADESH:-The candidates belonging to OBC of H.P. category must produce OBC 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 OBC Certificate covering the entire period from last date for submission of online applications till date of personality test alongwith an undertaking that his / her status as OBC 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 (in prescribed format attached at the end of the Advertisement as **Annexure-III**).

ELIGIBILITY CONDITIONS:-

- (i) The date of determining eligibility of all candidates in terms of essential qualification(s), experience etc., if any, shall be reckoned as on last date prescribed for submission of Online Recruitment Applications (ORA) through (OTRS) portal, i.e. 29-11-2019 (11.59 PM).
- (ii) The reserved category candidates falling under vertical reservation i.e. S.C. / S.T. / O.B.C, who are appointed on their own merit and not owing to reservation, will not be adjusted against reserved points and they will be adjusted against unreserved points. The S.C. / S.T./ OBC candidate appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of S.C. / S.T / O.B.C 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 candidates falling under vertical reservation, who are selected on the same standard as applied to General candidates, shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied in selecting S.C. / S.T. / O.B.C. candidates, for example in the age-limit, experience, qualification, permitted number of chances in written examination screening test, extended zone of consideration larger than what is provided for general category candidates etc., the S.C. / S.T. /

O.B.C. 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 of H.P. (in the Department of Personnel) issued vide letter No. PER (AP)-C-F (1)-2/2001 dated 12th November, 2014.

The candidates belonging to reserved categories falling under horizontal reservation i.e. Ex-Servicemen / Wards of Ex-Servicemen, Children / Grand Children of Freedom Fighters (W.F.F.), Persons with Disabilities, Distinguished Sportspersons and B.P.L. who acquire merit / marks 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.

- (iii) 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).
- (iv) 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.
- (v) **Onus of proving that a candidate has acquired requisite degree/ essential qualification(s) 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(s). No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of Personality Test.**
- (vi) **With regard to equivalence 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 (proof) i.e. order / letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the candidature / Online Recruitment Application (ORA), is liable to be rejected.**

AGE: Clarification:-

Five years relaxation in upper age limit is admissible only to the bonafide SC of H.P. / ST of H.P. / OBC of H.P. / WFF of H.P. / Persons with disabilities of H.P. candidates. For H.P. Govt. employees and Ex-Servicemen of H.P.; age relaxation is as per Government's instructions issued from time to time. However, age relaxation is admissible only in case, there is any post(s) reserved for particular category.

SCREENING TEST (OBJECTIVE TYPE) / COMPUTER BASED TEST / WRITTEN EXAMINATION / PHYSICAL STANDARD TEST / PERSONALITY TEST:-

(i) In cases where the number of eligible candidates for recruitment to the post(s) advertised by the Commission is inordinately large, the Commission may limit / shortlist the number of eligible candidates to be called for Written Examination / Physical Standard Test / Personality test by subjecting them to Screening Test (objective-type) / CBT (Computer Based Test).

The Computer Based Screening Test shall be conducted in single slot with same question paper and in different slots with different sets of question paper depending upon the total number of candidates who have to take the test and the number of computer terminals available with the Commission at the particular date.

(ii) The key of Computer Based Test shall be uploaded online on the 'MY EXAMINATION MY ONLINE REVIEW' in the User ID of the concerned candidates immediately after the conduct of Computer Based Test for calling objections against the answer key, if any. Three days time from the day of publishing the key {day of publishing the key plus 03 (three) days upto 11.59 P.M. of the last date of receipt of objections}, after which the link will be disabled shall be given for inviting objections in the key which shall be submitted only in online mode. **Objection(s) submitted in any other mode will not be entertained.** The objections, if any, will be got verified from the concerned Subject Expert / Paper Setter and, if found correct, a revised key of that computer based test shall be prepared. The final / revised answer key alongwith question paper shall be uploaded on the website of the Commission immediately after the declaration of the result of CBT.

(iii) The key of Offline Test (objective type) shall be uploaded on the official website immediately after the conduct of test for inviting objections, if any, from the candidates. Seven days time {day of publishing the key plus 07 (seven days) upto 05.00 P.M. of the prescribed last date of receipt of objections} shall be given for inviting objections, if any, against the provisional key. The objections, if any, will be got verified from the concerned Subject Expert / Paper Setter and, if found correct, a revised key of that Screening Test shall be prepared. The final / revised answer key shall be uploaded on the website of the Commission immediately after declaration of result of screening test.

Note:-No representation / objection will be entertained after uploading the revised key of CBT / Offline Test.

OTHER CONDITIONS:-

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in regular Government Service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in

writing to their head of Office / Department that they have applied for particular post. In case, a communication is received from their employer by the Commission withholding permission to any candidate applying for / appearing for the Screening Test / Computer Bases Test / Written Examination / Physical Standard Test / Personality Test, his / her application(s) will liable to be rejected.

2. Contractual Casual / adhoc / daily rated / work charged employees do not need to produce NOC from the concerned employer.
3. In Government service (regular service) candidates may apply to the Commission along with requisite examination fees with information to their Head of Departments / Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be interviewed unless he / she produces NOC from the concerned employer.
4. It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application; comes to the notice at any time during the service of a person, his service would liable to be terminated.
5. The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of screening test / computer based test / written examination / physical standard test / personality test for which they are admitted by the Commission, will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the screening test / computer based test / written examination / physical standard test / personality test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the concerned examination will be cancelled by the Commission.
6. Candidate, who is or has been declared by the Commission to be guilty of:-
 - (A) Obtaining support for his/her candidature by the following means, namely:-
 - i) offering illegal gratification to,
 - ii) applying pressure on,
 - iii) blackmailing and threatening to blackmail any person connected with the conduct of the examination or
 - (B) impersonating or
 - (C) procuring impersonation by any person or
 - (D) submitting fabricated documents / 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 :-
- 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,
 - iii) 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 / doing bodily harm to the staff employed by the Commission for the conduct of their examinations or
- (K) being in possession of / using mobile phone, pager / any other electronic equipment / device / any other equipment capable of being used as a communication device during the examination / personality test or
- (L) violating any of the instructions issued to candidates alongwith their admission certificates 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 or
- (N) to be debarred either permanently or for as specified period:-
- i) by the Commission from any examination or selection held by them.
 - ii) by the Central Government from any employment under them and
- (O) if he / she is already in service under the Government; to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules 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 the representation, if any, submitted by the candidate within the period allowed to him / her into consideration.
- (7) The centers of holding the examination(s) are liable to be changed at the discretion of the Commission.

Abbreviations:

H.P: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Castes of H.P, ST: Scheduled Tribes of H.P, OBC: Other Backward Classes of H.P. as declared by the Government of H.P. from time to time, Ex-SM: Ex Servicemen of H.P., B.P.L.: Below Poverty Line, E.W.S.: Economically Weaker Sections of H.P., WFF: Wards of Freedom Fighters of H.P, Wards of Ex-SM: Dependent sons, daughters and wives of Ex-SM of H.P., PWDs: Persons with disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired and EQ: Essential qualification(s).

Sd/-

(Rakhil Kahlon) IAS,
Secretary,
H.P. Public Service Commission
Ph. No. 0177-2623786

Annexure-I

SERVICE CERTIFICATE

Certified that Shri/ Smt./ Kumari _____ Son/ daughter
of Shri _____ hold the post of
_____ in the Department of
_____, H.P., has put in:-

i) _____ years continuous service w.e.f. _____ to
_____ on regular basis.

Or

ii) _____ years continuous service w.e.f. _____ to
_____ on adhoc / contract basis.

Signature of certificate issue authority

Name (_____)

Date:

Designation:

Place:

Deptt./ Office with Stamp

Annexure-II

UNDERTAKING FOR CHANCES AVAILED

I _____, Son / daughter of Shri _____ hold the post of _____ on regular basis w.e.f. _____ or on adhoc / contract basis w.e.f. _____ in the Department of _____ and has put in _____ years continuous service as on _____, do hereby undertake that I have availed _____ chance(s) in the year, _____, _____ ; _____, _____, _____, & _____, for the post(s) of HPFS (Asstt. Conservator of Forests).

Signature of candidate

Name.....

Roll. No.

Date:

Designation:

Place:

Name of Deptt. Office:

Annexure-IIIUNDERTAKING

I _____, Aged _____ Year S/O / D/O
Shri. _____, R/O _____

_____ do hereby declare/ undertake as under :-

1. That I am bonafide / permanent resident of H.P.
2. That I belong to _____ by caste which is recognized as other Backward Class in H.P. by the Government of H.P.
3. That Other Backward Classes (OBC) certificate was issued vide No. _____ on dated _____ in my favour by _____, H.P.
4. That my family status has not been changed and I am not excluded from the category of Other Backward Classes (OBC) on account of being covered under Creamy Layer as on today as per the income certificate issued for the financial year _____.
5. That above mentioned contents of undertaking are true and correct to the best of my knowledge and belief & nothing has been concealed therein.

Date:

(Name of the candidate with sign.)

Place:

Address: _____

Mobile No. _____

Roll No. _____
