

**Himachal Pradesh
Public Service Commission**

No.09-09/2023-PSC (R-III)

Dated: 18.06.2024

Syllabus for Paper-II i.e. Subject Aptitude Test (SAT) (Objective Type) for the recruitment to posts of Company Commander/ Sr. Instructor/ Store Officer/Centre Commander, Class-III (on contract basis) in Home Guards and Civil Defence, H.P. The SAT will be of 02 hours duration having 100 marks as follows:-

CHARTER OF DUTIES

- (a) **Office Management:-**How to maintain various files, receipt and dispatch of mail, composition of service documents, types of confidential reports and channel of reporting.
- (b) **Store Management: -** Types of classification of material, Account of stores i.e. dead stock, other store, ledgers registers maintained at company level, purchase, Receipt & issue of stores, purchasing power, Authorisation power, Annual indent, Forms or surplus & unserviceable store, Issues of store, Permanent Store, Temporary, Transfer of store, sale of disposal of stores, Condemnation of stores, Maintenance of stores and records-repairs, Store addressing system layout bin card. Periodical check and inspection, annual verification of store, hiring of accommodation, electrify, water (hot & cool).
- (c) **Civil Defence:-**History of Civil Defence in India,Introduction of Civil Defence Act & definition, Main provision of the Act, Civil Defence structure at the Centre, State and District. Aim and Services of Civil Defence, Concept of Emergency Planning and Response system. Role of Home Guards in Civil Defence Measures.
- (d) **Border Wing Home Guards: Role, Task, Org Structure, etc**
- (e) **Disaster Management: -**Introduction of Act & definition, Main provision of the Act, Disaster management structure in the state, incident response system. Overview, definition and context, incident response system at Sate and District Level, IRS facility, ECO and responsibility of his staff, Incident Commander IC, ICP and Role, responsibility of his staff, what is disaster, what does disaster management involve Hazard, Risk, Vulnerability, State Disaster Management Plan & HHG Disaster Management Plan.

- (f) **Basic Firefighting:** - Introduction to basic fire, Fire Extinguisher, Training house fire party.
- (g) **Basic Medical First Response / First Aid:** - The seven steps in disaster response & duties of first aider, Basic First aid during water rescue, Artificial respiration, outdoor CPR, Mountain maladies (a) Dehydration (b) Heat related conditions.
- (h) **Basic Search & Rescue:** Elementary Building Construction, Different types of Knots, Basic Search & Rescue techniques, etc
- (i) **General Duties:** - Ceremonial Guard, parameter Defence & Patrolling of vertical installation Relief camp.

Sd/-
Section Officer (R-III)
H. P. Public Service Commission