

**INSTRUCTIONS TO CANDIDATES AS TO HOW TO APPLY FOR THE HIMACHAL
PRADESH SUBORDINATE ALLIED SERVICES/POSTS (GROUP-C) (MAIN)
EXAMINATION-2023**

1. The candidates are required to visit at
<https://hpsconline.hp.gov.in/HPPSC/ApplicantRegistration/Home/Login>
2. The detail of examination fee to be paid by the candidates is given below:-

Sr. No.	Particulars	Fees
i)	Male candidates of General, General Physically Disabled (orthopedically disabled, Deaf & Dumb and Hearing Impaired), Economic Weaker Section (EWS) (not included in BPL category), UR Wards of Freedom Fighter (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.	Rs.600/-
ii)	Male candidates of SC, ST, OBC, SC BPL, ST BPL, OBC BPL, 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.	Rs.150/-
iii)	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 and the Blind and Visually Impaired male candidates of Himachal Pradesh.	No Fee

Note-I:-

Female candidates shall be exempted from the examination fee in accordance with the instructions of the Government of Himachal Pradesh.

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.

2. List of Documents to be submitted by the candidates alongwith ORA (hard copies) to the commission office either by hand or by post :-

- a) Matriculation certificate for age proof.
 - b) Bachelor Degree Certificates along with Marks Sheets of all years/Consolidated Mark Sheet in support of Educational Qualifications i.e. Graduation.
 - c) Valid Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., SC BPL, ST BPL, OBC BPL, Ex-Servicemen, Ward of Ex. Servicemen, WFF and Persons with disabilities etc. All these certificates alongwith undertaking wherever required, should be on Performa prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions of the Govt. issued vide letter No. PER (AP)-C-F(10)-4/2010 dated 5th August, 2019.
 - d) Bonafide Himachali Certificate in case of reserved category candidates.
 - e) Valid EWS/BPL Certificate. (Candidates applying under EWSs category will have to submit either 'Income & Asset Certificate' or valid BPL Certificate countersigned by B.D.O. alongwith non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)-1/2019 dated 11th June, 2019).
 - f) The candidates will have to submit hard copies of all requisite documents in the Commission office latest by 02/12/2024 either by hand or by post. Thereafter no correspondence or representation will be entertained in respect of late receipt of application form.
- 3.** In service candidates are required to furnish No Objection Certificate from the respective employer. No such candidates who are employees of the Govt. shall be entertained unless he/she brings N.O.C. from the concerned employer.

4. ADMISSION/ REJECTION:

- i). Incomplete Online Recruitment Applications (ORA) submitted without requisite examination fee/fictitious fee, scanned photograph & scanned signature of prescribed size will be rejected straightway.
- ii). After scrutinizing the applications category - wise / post-wise properly, the candidates fulfilling the prescribed eligibility criteria shall be admitted and the candidates not fulfilling the prescribed eligibility criteria shall be rejected with the approval of the Secretary. No correspondence or representation will be entertained in respect of late receipt of application form.

Note:

Original certificates will have to be produced at the time of document verification. If their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission.

5. E-CALL LETTERS:

No Call Letters will be sent by post and provisionally admitted candidates shall have to download their respective e-Call Letters along with instructions for the concerned examination from the official website of the Commission. Therefore, the candidates are advised to remember their User ID(s) and password(s) earlier created by the candidates in OTR in order to login for downloading their respective 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-Call Letters , failing which he/she will not be allowed to appear in the Main Examination, in any condition/ circumstances, whatsoever.

6. SCHEME/SYLLABUS OF EXAMINATION:

Paper No	Paper	Maximum Marks	Duration of Paper
I	English (Conventional)	150 Marks	03 hours
Candidates will be required to answer questions designed to test their understanding of English and workmen like use of words. Some of the questions will be devised to test also their reasoning power, their capacity to perceive implications their ability to distinguish between the important and the less important and to write an Essay. Passage will usually be set for Summary or Precis. Credit will be given for concise and effective expression.			
Paper No	Paper	Maximum Marks	Duration of Paper
II	Hindi(Conventional)	150 Marks	03 hours
1) Translation of an English Passage into Hindi 2) Explanation of Hindi passage in Prose and Poetry in same language 3) Composition (Essay, Idioms, Correction etc.)			
Paper No	Paper	Maximum Marks	Duration of Paper
III	General Knowledge	200 Marks	03 hours
History, geography and socio economic development of Himachal Pradesh. Knowledge of current events of National and International importance and of such matter of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will also include questions on Modern History (From 1857 onwards) of India, Indian culture, Indian polity, Indian Economy and Geography of India of such nature as candidates should be able to answer without special study and question on the teachings of Mahatma Gandhi.			

Note: - No candidate would be considered to have qualified the Written Test unless he/she obtains 40% marks in aggregate in all papers and atleast 35% marks in each paper. On the basis of merit Main Examination (Written), in the ratio of 1:2 , candidates will be called for documents verification in support of their eligibility. After document verification the result on the basis of merit in written examination will be declared in accordance to number of posts.

7. (i) The candidates will have to choose/submit preference in online recruitment applications through OTR portal. The candidate will be selected in the order of merit according to the order of preference. Once the preference has been submitted, no

change/amendment therein shall be permitted and no representation will be considered in this regard.

- (ii) The candidates will be considered for selection only for those posts and in the order as indicated by him/her in the preference list. They will not be considered for any post not mentioned by them in the preference list, irrespective of the fact that in the order of merit they are eligible for selection to those posts.
- (iii) If a candidate has not submitted the preference list duly filled in, or has submitted the preference list without his/her signature or has not expressed any choice/preference whatsoever in the preference list, will be considered for all posts in the order in which these have been listed in the advertisement.

8. OTHER CONDITIONS

- i) It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or supersession 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 or any factual information in the application form come to the notice at any time during the service of person, the service would be liable to be terminated.
- ii) No request for change of category shall be entertained.
- iii) Dispute, if any, shall be subject to court jurisdiction at Shimla.
