

## **Himachal Pradesh Public Service Commission**

**Advertisement No. 18/2019**

**Dated: 02-11-2019**

Online Recruitment Applications (ORA) (by using official website [www.hp.gov.in/hppsc](http://www.hp.gov.in/hppsc)) are invited from desirous and eligible candidates for filling up of posts of Lecturer (School-New) in the Department of Higher Education, Himachal Pradesh, through OTRS which shall be available on the Commission's website [www.hp.gov.in/hppsc](http://www.hp.gov.in/hppsc) up to 22-11-2019 **till 11:59 P.M. (IST)**, thereafter link will be disabled.

### **IMPORTANT INSTRUCTIONS:-**

1. The candidates must read instructions carefully, which are available on the website of the Commission before filling up Online Recruitment Applications (ORA) for the post(s) concerned.
2. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience etc., if any, shall be the prescribed closing date for submission of (ORA) (Online Recruitment Applications) i.e. 22-11-2019.
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., E.W.S., BPL, Ex-Servicemen, WFF and Persons with disabilities (Locomotor Disabled / Visually Impaired/ Hearing Impaired) 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 claimed in the (ORA) will be treated as final.
8. No in-service (Regular Service) candidate will be evaluated/ interviewed unless he / she brings NOC from the concerned employer.

9. Fee once paid shall neither be refunded nor be held in reserve for any other examination or selection under any circumstances.
10. Dispute, if any, shall be subject to Court jurisdiction at Shimla, H.P.
11. Number of post(s) is / are tentative and may increase or decrease from time to time.
12. The candidates are required to submit a printout of Online Recruitment Application 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 / Computer Based Test / written examination.

### **CHECK LIST**

#### **PLEASE VERIFY THE FOLLOWING BEFORE SUBMITTING THE ONLINE RECRUITMENT APPLICATION OR DOCUMENTS/ CERTIFICATES:-**

#### **A candidate must possess the following documents before applying through ORA:**

1. Matriculation Certificate (age proof).
2. Post Graduate Certificate in the concerned subject with 50% marks.
3. B.Ed. Certificate with 50% marks.
4. SC / ST / OBC Certificates (On parental basis), if applicable.
5. EWS (Economically Weaker Section) Certificate, if applicable.
6. BPL Certificate duly issued by the competent authority, if applicable.
7. WFF certificate on the prescribed Performa duly issued by the competent authority, if applicable.

**IMPORTANT:-** In order to ascertain his / her eligibility a candidate will have to submit a printout of Online Recruitment Application (ORA) alongwith self attested copies of all requisite documents (as per advertisement) in support of their eligibility for the concerned posts(s) on the day of Computer Based Test / Written Examination failing which his/her candidature will be rejected straightway and no further opportunity will be given to such candidates to submit the documents. Non submission of requisite certificates will make them ineligible to sit in the examination / to appear in the evaluation / personality test. 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 personality test/ evaluation.

## **DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):**

No candidate will be eligible for admission to the Screening Test / CBT/ Examination/ Evaluation/ Personality test:-

- a) If he / she does not fulfill the Essential Qualification(s).
- b) If he / she has been dismissed from any previous Govt./ Semi Govt. service;
- c) 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;
- d) If he / she is found either directly or indirectly influencing the selection process in any manner;  
or
- e) If he / she is an un-discharged insolvent.

### **List of documents to be submitted on the day of written objective type Examination(CBT or offline Test)**

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

- i) Matriculation certificate for age proof.
- ii) Master's Degree / Provisional Degree / Result – Cum- Detailed Marks Certificate of all Semesters / Consolidated Marks Sheet in support of Educational Qualification.
- iii) B.Ed.
- iv) Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., BPL, Ex-Servicemen, WFF, and Persons with disabilities 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 in accordance with the instructions of the Govt. issued vide letter No. PER (AP)-C-F(10)-4 / 2010 dated 5<sup>th</sup> August, 2019.
- v) Order / letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) under which it has been so treated.

**Note: The candidates who fail to submit the requisite documents on the day of Written Objective Type Examination ( Computer based Test / Offline 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:-

**Department of Higher Education, H.P.**

**Name of Posts: Lecturer (School-New), Class-III, (Non Gazetted) on Contract basis.**

Sr. No.	Subject	Total Posts	General	SC	ST	OBC	EWS	BPL			Children / Grand children of Freedom Fighters		
								SC	ST	OBC	General	SC	OBC
1.	English	47	19	10	01	08	06	01	-	01	01	-	-
2.	Hindi	47	19	10	01	08	06	01	-	01	01	-	-
3.	History	47	19	10	01	08	06	01	-	01	01	-	-
4.	Pol.Science	40	17	09	01	07	04	01	-	01	--	-	-
5.	Commerce	215	80	42	08	34	27	09	02	08	03	01	01
	<b>Total Posts</b>	<b>396</b>	<b>154</b>	<b>81</b>	<b>12</b>	<b>65</b>	<b>49</b>	<b>13</b>	<b>02</b>	<b>12</b>	<b>06</b>	<b>01</b>	<b>01</b>

**Note: 1.** At present Civil Appeal (s) No. 2813/17, 2814/17 & 2815/17 are pending before Hon'ble Apex Court of India which is regarding taking over of services of PTA on contract and Para Teachers regularizations hence in final outcome the fate of existing cadre i.e. PTA on contract / Para regularized will depend, thereafter as per instruction applicable roster can be applied.

**Note: 2.** If an (EWS) candidate is not available for selection, the post(s) will be treated automatically as de-reserved and will be filled-up from a non (EWS) candidate of un-reserved category.

**Note: 3.** If any BPL candidate applies for the post reserved for (EWS) category he / she shall have to submit a valid BPL certificate countersigned by the BDO and also a non-SC/ST/OBC certificate issued by the competent authority.

**Scale of Pay:** Rs.10300-34800 + 4200 GP (Contractual amount of Rs. 14,500/- PM).

**Essential Qualification(s):**

**1. Academic Qualifications:** Master's Degree in the subject concerned from a recognized University (with minimum of 50% Marks in aggregate) or its equivalent. Candidates having Master's Degree in Public Administration are eligible for Lecturer (School-New) Political Science.

**Lecturer (School -New) Commerce:** Commerce with Accountancy/ Financial Accountancy and income tax as major subject of study. Holder of Degree of MFC (Master of Finance Control) is also eligible for the post of **Lecturer (School -New) in Commerce** subject from a recognized University.

II - Proficiency in teaching Hindi & English

**2. Professional Qualification:** Bachelor Education (B.Ed.) as professional qualification from recognized University / Institution with minimum 50% marks. **OR** Two year's Integrated M.Sc. Ed. Course or an equivalent course from a recognized University.

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

**Age as on 01-01-2019:** Between 18 years and 45 years.

### HOW TO APPLY:-

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

- i) 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 will be rejected straightway.
- ii) In case the candidate has applied for more than one discipline / posts published in the advertisement, he / she is required to deposit the examination fee separately and submit separate copies of requisite self attested documents / certificates alongwith the printout of the Online Recruitment Application (ORA) of each post on the day of Written Objective Type Examination (Computer Based Test / Off line Test) for the respective posts.

### EXAMINATION FEE:-

The detail of fee for respective categories is as under:-

Sr.No.	Category	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 belonging to un-reserved / reserved category 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, SC / ST / OBC wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM and SC/ ST/ OBC Persons with	Rs. 100/-

	Disability).	
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

**NOTE: THE CANDIDATES BELONGING TO UN-RESERVED BPL CATEGORY, WHO INTENDS TO APPLY UNDER EWS CATEGORY WILL BE ENTITLED FOR FEE CONCESSION I.E. 1/4<sup>TH</sup> OF THE FEE PRESCRIBED FOR UN-RESERVED CATEGORY CANDIDATES. REST OF THE EWS CANDIDATES WHO ARE NOT FALLING WITHIN BPL CATEGORY (WHO APPLY FOR VACANCIES RESERVD FOR EWS ON THE BASIS OF INCOME AND ASSETS CERTIFICATE) SHALL HAVE TO PAY FULL FEE AS APPLICABLE FOR UNRESERVED CATEGORY. THEREFORE, THE EWS CATEGORY IS CATEGORIZED INTO TWO SUB CATEGORIES I.E. EWS - BPL AND EWS FOR FEE PURPOSE.**

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

**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.

**SCHEME OF EXAMINATION**

1. There shall be a written objective type examination (MCQ) (Computer Based Test / Offline test). Marks obtained in written objective type Examination (either online or offline) shall be counted for deciding the merit of candidates. The candidates, who will qualify the written objective type examination (Computer Based Test / Offline test), will have to appear for evaluation. Final selection of candidates will be made on the basis of marks obtained in the written objective type examination (Computer Based Test / Offline test) and evaluation based on the parameters devised by the Department of Personnel vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 subject to passing of Written Objective Type Examination.

2. Candidates in the ratio of 10 times of total number of posts will be declared qualified in the written objective type Examination (MCQ) (Computer Based Test / Off line test) consisting of 85 questions of Multiple Choices of 85 marks in the ratio of 65:10:10 of 1½ hours (90 minutes) duration.	
<b>Syllabus for Written objective type Examination</b>	
65 questions of Multiple Choice of Master's Degree Level in the concerned subject.	65 Marks
10 questions of Multiple choice consisting of G.K. of Himachal Pradesh.	10 Marks
10 questions of Multiple choice consisting of G.K. of National / International affairs.	10 Marks
<b><u>Allocation of Marks</u></b>	
(i) Written objective type Examination	= 85 marks
(ii) Evaluation: As per parameters defined by the Govt. of H.P.	= 15marks
<b>TOTAL MARKS = 100 marks</b>	
<b>Detail of Criteria of 15 marks</b>	
i) Weightage for the minimum educational qualification, as per the Recruitment & Promotion Rules. (Percentage of marks obtained in the educational qualification would be multiplied by 0.025. For example, an individual has secured 50 % marks in the required educational qualification, he /she will be allowed <b>1.25</b> marks i.e.(50 X 0.025 = <b>1.25</b> ).	
ii) Similarly if a candidate has secured 100% marks in the required educational qualifications, he /she will be allowed <b>2.5 marks</b> i.e.(100 X 0.025 = <b>2.5</b> ) (two & a half).	
<b>Certificate &amp; Weightage of Marks</b>	<b>Authority competent to issue the Certificate</b>
i) Educational qualification certificate (As mentioned above i.e. Maximum of <b>2.5 marks</b> ).	University/ Board concerned.
ii) Belonging to Notified Backward Area or Panchayat, as the case may be. = <b>(01 Mark)</b> .	SDO(C)/ Tehsildar / Naib Tehsildar concerned.
iii) Land less family / family having land less than 01 Hectare = <b>(01 Mark)</b> .	Revenue Authority i.e. SDO(C), Tehsildar / Naib Tehsildar concerned.
iv) Non-employment Certificate to the effect that none of the family members is in Government/Semi Government Service. = <b>(01 Mark)</b> .	SDO(C), Tehsildar / Naib Tehsildar concerned.
v) Differently abled persons with more than 40% impairment / disability / infirmity = <b>(01 Mark)</b> .	Health & Family Welfare authorities / Medical Board(s).

vi) NSS (at least one year) / Certificate holders in NCC / The Bharat Scout and Guide	Concerned Head of Institution.
vii) Certificate of medal winners in National level sports competitions: (vi & vii = <b>(01 Mark)</b> ).	District Youth Services and Sports Officer / Head of Institution concerned.
viii) BPL family having annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time. = <b>(02 Marks)</b> .	BDO concerned by taking the authenticated entries in the 'Parivar Register' on the basis of such certificate (Income Certificates) from the SDO(C), Tehsildar / Naib Tehsildar concerned.
ix)Widow/divorced/destitute/single woman. = <b>(01 Mark)</b> . Single daughter / Orphan = <b>(01 Mark)</b> .	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
x) Training of atleast 06 months duration related to the post applied for from a recognized University/ Institution (wherever applicable). = <b>(01 Mark)</b> .	Competent authority of the concerned University/ Institution.
xi) Experience up to a maximum of 05 years in Govt./ Semi-Govt. organization relating to the post applied for, if required (0.5 marks only for each completed year). = <b>(2.5 Marks)</b> .	Competent authority of the concerned Govt./ Semi Govt. organization.

#### **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 candidates are required to submit a printout of Online Recruitment Applications (ORA) alongwith self attested copies of all requisite documents in support of their eligibility for the concerned post(s) on the day of written objective type examination (Computer Based Test / Off line test) failing which his/her candidature shall stand finally rejected and no further opportunity will be given to such candidates to submit the documents.

The requisite documents submitted by the candidates, will be scrutinized 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 Evaluation Process. **Candidates, who fail to submit the requisite documents on the day of written objective type examination ( Computer Based Test / Off line test), their candidature will be rejected and no further representation will be accepted.**

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

**NOTE:-** Original certificates will have to be produced at the time of Evaluation as defined by the Govt. If their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action. The detailed particulars of such candidates will be uploaded on the website of the Commission to blacklist such debarred candidates.

**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 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 Written Objective Type Examination (Computer Based Test / Off line Test). 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 Written Objective Type Examination (Computer Based Test / Off line Test), 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 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 the fees afresh as 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

/WFF of HP / Ex-Servicemen of HP and Physically Disabled of HP candidates must possess certificate(s) pertaining to their category in support of their claims made in the Online Application(s) 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 will have to furnish Discharge Certificate and full detail in respect of their P.P.O. No., Rank and date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh.

2. **WARDS OF EX-SERVICEMEN OF HIMACHAL PRADESH, i.e. DEPENDENT SONS, DAUGHTERS AND WIVES OF EX-SM OF H.P.:-** Dependent sons, daughters & wives of Ex-Servicemen of Himachal Pradesh (Wards of Ex-Servicemen of Himachal Pradesh) may only apply against the posts specifically reserved for Wards of Ex-Servicemen category (i.e. Dependent sons, daughters and wives of Ex-Serviceman) and not against the posts reserved for Ex-Servicemen of H.P. in order to avoid rejection of their candidature at any later stage for the concerned post(s). Candidates belonging to Wards of Ex-Servicemen category will have to submit a Dependent Certificate issued by the competent authority alongwith an undertaking that no person in the family has been rehabilitated through employment against the posts reserved for Ex-Servicemen with the H.P. Govt./ Corporation/ Board/ Autonomous Body of H.P. as well as Central and other State/ Union Territory Government or PSU / Autonomous Body / Banks etc. under the control of the said Central or other State / Union Territory Government in accordance with the guidelines / instructions issued by the Government of H.P. from time to time. The daughters of Ex-Servicemen will also have to submit an undertaking to the effect that she is un-married and dependent upon her father in support of her category claim on the day of Written Objective Type Examination (CBT/ Off Line) as well as on the day of evaluation.

**3.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. 1<sup>st</sup> April to 31<sup>st</sup> 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 / evaluation 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.

**4. EWS 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 Government of Himachal Pradesh and also a non-SC/ST/ OBC certificate issued by the competent authority. The reservation to the category of EWS and (document to be submitted in support of their 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 11<sup>th</sup> 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.

**5.WFF OF H.P. (WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH):**- For the posts reserved for Wards of Freedom Fighters of Himachal Pradesh i.e. sons / grandsons / daughters / grand daughters of Freedom Fighters of Himachal Pradesh, who have been appointed on regular basis as well as married daughters / grand daughters shall not be entitled for the benefits of reservation provided to the wards of Freedom Fighters in Government services, against the identical posts in the same scale. The employed children / grand children and married daughters / grand daughters of Freedom Fighters will be deemed to have been excluded from the definition of Ward of Freedom Fighter for the purpose to this extent. The children/ grand children of Freedom fighters of Himachal Pradesh, who have been appointed in Govt. / Semi Govt. or Private Sector etc. services against the post(s) reserved for the wards of Freedom Fighters on regular basis will only remain entitled to compete for higher rank/ grade posts / services on the basis of reservation earmarked to the wards of Freedom Fighters of Himachal Pradesh otherwise such candidates will be rejected straightway.

## **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 Applications through (OTRS) portal, i.e. **22-11-2019**.
- (ii) The reserved category candidates falling under vertical reservation i.e. S.C. / S.T. / O.B.C. / E.W.S., 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 / EWS 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./ OBC / EWS 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. / E.W.S. 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. / E.W.S. 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. / E.W.S. 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 (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 Evaluation / 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 evaluation.
- (vi) In respect of equivalent 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 Application 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.

**COMPUTER BASED TEST/ OFFLINE TEST (OBJECTIVE OR DESCRIPTIVE/ EXAMINATION / ASSESSMENT / PERSONALITY TEST / FINAL SELECTION:-**

- (i) Candidates in the ratio of 10 times of total number of posts advertised will be declared qualified in the written objective type examination (MCQ) (Computer based test / off line test) of 90 minutes duration to be called for evaluation. Provided that Computer Based 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 for Computer Based Test.
- ii) In the Written objective type examination (Computer Based Test / Offline Test) there will be 85 questions of 01 mark each on the basis of syllabus approved by the Commission for the test. Each question will be followed by four answer

- options i.e. (A, B,C & D). The candidate will have to click on the circle adjacent to the option he / she think is correct.
- iii)** Marks obtained in the Written objective type examination (Computer Based Test / Offline Test) will be added with the marks obtained in the evaluation for ascertaining the Merit.
  - iv)** Minimum pass marks in Written objective type examination (Computer Based Test / Offline Test) are 25% for the candidates of General category and 20% for the candidates of reserved categories. Any correlation drawn by the candidates between their score in the Written objective type examination (Computer Based Test / Offline Test) and final merit at a later stage is completely unwarranted. No representation(s) shall be entertained in this regard.
  - v)** Final selection of a candidate will be made solely on the basis of his/ her merit in the Written objective type examination (Computer Based Test / Offline Test) + Evaluation, which will be of maximum ( 85 + 15) = 100 marks.
  - vi)** In case the marks of candidate(s) in Written objective type examination (Computer Based Test / Offline Test) + Evaluation are equal then the candidate who have scored more marks in the Written objective type examination (Computer Based Test / Offline Test) will be placed above the candidate scoring lesser marks in the Written objective type Examination (Computer Based Test / Offline Test) and if the marks of Written objective type examination (Computer Based Test / Offline Test) are equal then the candidate senior in age will be placed above the candidate junior in age.

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 date of publishing the key (day of publishing the key plus 3 (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 Written Objective Type Examination (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.

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 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 Written Objective Type examination (off line) 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.

**No representation / objections will be entertained after uploading of Revised Key.**

- vii) There will be negative marking for incorrect answers (as detailed below) for all questions :- a) There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, one fourth (0.25) of the marks assigned to that question will be deducted as penalty. b) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question. c) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question. d) Where there will be two correct answers instead of one correct answer out of four options of a question, all those candidates who will click / encode any one of these two correct answers will be awarded marks allotted to that question.
- viii) Marks of the candidates obtained in the Written Objective Type Examination (Computer Based test / Offline test ) / Evaluation (if appeared) & cut off marks shall be displayed on the Commission's website after the declaration of final result for their information. Besides this no other information shall be made available either by means of a hard copy or soft copy.
- ix) For more information of candidates, HPPSC (Procedure & Transaction of Business and Procedure for the Conduct of Examinations, Screening Tests & Interviews etc.) Rules, 2018 are available on Commission's website.
- x) The eligibility of candidate(s) called for the Evaluation will be determined on the basis of original documents produced on the day of Evaluation and the Commission will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the appointing authority.

As such, admission to the Written Objective Type Examination (Computer Based test / Offline test) / evaluation shall be purely provisional.

- xi)** Summoning of the candidate(s) for Evaluation; conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the appropriate appointing authority.
- xii)** If any person with 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 at least seven days prior to the Written Objective Type Examination (Computer Based test / Offline test ) for the concerned post. Such applications will be entertained on merit and as per rules.
- xiii)** Re-checking / re-evaluation, for the written examination(s) / Screening Tests/ Computer Based Test (either offline or online)/ Evaluation will not be allowed in any case.

#### **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 regarding having applied for a 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 based test / examination / evaluation such application(s) will be 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 Evaluated / 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 be 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 Written Objective Type Examination (Computer Based test / Offline test) / evaluation 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 or personality test / evaluation, 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 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 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.
8. 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 Govt. 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, 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 Kalhon) IAS,**  
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**H.P. Public Service Commission**  
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