

## Himachal Pradesh Public Service Commission

No. 9-1/2020-PSC (R-IV)

Dated: 13<sup>th</sup> February, 2020

### Advertisement No. 2 /2020

Online Recruitment Applications (ORA\*) are invited from desirous and eligible candidates for recruitment to various posts in different Boards, Corporations and autonomous bodies under the Government of Himachal Pradesh through OTRS, which will be available on the Commission's website [www.hppsc.hp.gov.in/hppsc](http://www.hppsc.hp.gov.in/hppsc) up to 04<sup>th</sup> March, 2020 till 11:59 P.M., thereafter link will be disabled.

(\*by using official website [www.hp.gov.in/hppsc](http://www.hp.gov.in/hppsc)).

#### **IMPORTANT INSTRUCTIONS:-**

1. 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. 04<sup>th</sup> March, 2020
2. The candidates must read instructions carefully, which are available on website of the Commission before applying for the post(s) concerned.
3. The candidates must establish their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection of their candidature at any later stage.
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., Ex-Servicemen, WFF and Persons with disabilities (Loco motor Disabled / Visually Impaired/ Hearing Impaired/ Low Vision/ Blind) etc.
5. **Category once claimed in the ORA shall be treated as final.**
6. 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.
7. Number of post(s) is/are tentative and may increase or decrease from time to time.
8. No in service (regular service) candidate will be interviewed unless he / she brings NOC from the concerned employer.
9. Examination fees once paid will not be refunded under any circumstances nor can the fees be held in reserve for any other examination or selection.
10. Disputes, if any, shall be subject to Court jurisdiction at Shimla (Himachal Pradesh).
11. The candidates are required to submit a printout of online recruitment applications (ORA) alongwith self attested / attested copies of requisite documents in support of their eligibility for the concerned post(s) on the day of Screening Test or as & when advised by the Commission and in other cases where direct Personality Test will be held, 10 days time will be given to submit requisite documents failing which his/ her candidature shall stand finally rejected as per essential qualification(s) for the concerned post(s). No extra time will be given for submission of any documents.

**List of documents to be submitted on the day of Screening Test (CBT or offline Test)/ Examination or as and when asked by the Commission:-**

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

- (i) **Matriculation certificate for age proof.**
- (ii) Degree/ Diploma certificates along with Marks Sheets of all years in support of Educational Qualifications. The provisional certificate(s) along with marks sheets of all semesters/ years.
- (iii) Experience certificate(s) wherever required.
- (iv) **Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., 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 5<sup>th</sup> August, 2019.**
- (v) Bonafide Himachali Certificate in case of reserved category candidates.
- (vi) 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 11<sup>th</sup> June, 2019.

Note:- Strike out whichever is not applicable.

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

**Item No. I: Urban Local Bodies under the Department of Urban Development, H.P.**

Sr. No.	Names of the posts	No. of posts
a).	Executive Officer (Executive State Municipal Services) (on contract basis)	10 posts {UR=06, SC of H.P.=01, OBC of H.P.=01, EWS of H.P. =01 and UR-PH of H.P. (Low vision) =01}
	Pay band: 10300-34800/- + 4800/- (GP) (contractual emoluments will be paid to contract appointees as admissible)	
	<b>Age: Between 18 to 45 years.</b>	
b).	Secretary (Executive State Municipal Services) (on contract basis)	09 posts (UR=06, SC of H.P.=01, OBC of H.P.=01 and EWS of H.P.=01)
	Pay band: 10300-34800/- + 4600/- (GP) (contractual emoluments will be paid to contract appointees as admissible)	
	<b>Age: Between 18 to 45 years.</b>	

	<p><b>Essential Qualification(s) for the posts of Executive Officer and Secretary (Executive State Municipal Services):-</b> A candidates must possess a Bachelor's degree in any discipline from an Institution/ University recognized by the Govt.</p>
<p>Note: Scheme of examination and syllabus have been annexed as Annexure-I.</p>	

**Item No. II: H.P. General Industries Corporation Ltd. under the Department of Industries, H.P.**

Name of the post	No. of post(s)
Manager (General) Class-A (on regular basis)	01 post (UR)
Pay band: 15600-39100/- + 6600/- (GP)	
<b>Age: Between 18 to 45 years.</b>	
<p><b>a) Essential Qualification(s):-</b> Master degree in Business Administration (HR) or M.A. with Diploma in Personnel Management &amp; Industrial Relations of Labour Welfare Marketing Management with at least 5 years experience as Dy. Manager in some reputed concern (Govt. / private organization).</p>	
<p><b>b) Desirable Qualification:-</b> Knowledge of customs, manners and dialects of Himachal Pradesh &amp; suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	
<p>Note: Syllabus has been annexed as Annexure-II.</p>	

**HOW TO APPLY:-**

**Detailed instructions for filling up Online Recruitment Applications 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 would not be accepted and will be rejected straightway.**
- b) **The candidates are required to submit only one online recruitment application for both the posts of Executive Officer and Secretary (Executive State Municipal Services) {item No. I (a & b)} through Commission's website. However, the candidates will have to apply separately for the post of Manager (General) (item No. II) through Commission's website and will have to pay requisite examination fees for each post in the prescribed manner.**
- c) **After submitting the Online Recruitment Application(s) (ORA), the candidates are required to take a printout of the finally submitted Online Recruitment Application and submit the same along with requisite attested/ self attested documents / certificates in support of their eligibility to the Commission on the day of Screening Test for the concerned post or as & when advised by the Commission and in other cases where direct Personality Test(s) will be conducted, 10 days time will be given to submit the requisite documents failing which his/ her candidature shall stand finally rejected. Non submission of any requisite certificates/ documents in support of their eligibility will make them ineligible to sit in the examination/ to appear in the Personality Test(s).**

- d) In case a candidate has applied against more than one item i.e. post published in the advertisement, the candidate is required to submit separate copies of requisite attested documents/ certificates along with the printout of the Online Recruitment Application(s) of each post on the day of Screening Test for the respective posts or as & when advised by the Commission.

**EXAMINATION FEES:-**

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

Sr. No.	Category	Examination Fees
1.	<b>General Category/ EWSs of H.P.</b> {including General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of H.P./ Ex-Servicemen of H.P. 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)}	400/-
2.	<b>S.C. of H.P. /S.T. of H.P. / O.B.C. of H.P. / BPL of H.P. / EWSs of H.P. belonging to UR-BPL of H.P. category</b> (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 Disability).	100/-
3.	<b>Female candidates/ Ex-Servicemen of H.P.</b> (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure) / <b>Blind/ Visually Impaired of H.P.</b>	No Fee

**Note 1:** The candidates belonging to unreserved-BPL of H.P. category and intends to apply under EWSs of H.P. category, will be entitled for fee concession, i.e. 1/4<sup>th</sup> of the fee prescribed for unreserved category candidates. Rest of the EWSs candidates, who are not falling within BPL of H.P. category, shall have to pay fee as applicable for unreserved category. Therefore, EWS category is further categorized into two sub categories, i.e. EWS-BPL of H.P. and EWSs of H.P. for examination fee purpose.

**Note 2: Examination fees have been exempted for female candidates as per decision of the Govt. of H.P. (in the Deptt. of Personnel) conveyed vide letter No. Per (AP-B)B(15)-13/2019 dated 01<sup>st</sup> January, 2020.**

**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 not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

Before applying online, all candidates are advised to go through detailed instructions given on the above mentioned website.

NOTE:- Candidates should note that payment of fee can be made only through the modes prescribed above. Payment of fee through any other mode is neither valid nor acceptable. Applications submitted without the prescribed fee/ mode shall be summarily rejected.

**FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-**

In case of any guidance/ information/ clarification regarding Online Applications, 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 recruitment applications (ORAs) can also be mailed by the candidates on e-mail ID: [hppsc\\_shimla@msn.com](mailto: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 / attested copies of requisite documents in support of their eligibility for the concerned post(s) on the day of Screening Test or as & when advised by the Commission and in other cases where direct Personality Test will be held, 10 days time will be given to submit requisite documents failing which his/her candidature shall stand finally rejected as per essential qualification(s) for the concerned post(s). The requisite documents submitted by the candidates, will be scrutinized and list of finally rejected candidates will be uploaded on Commission's website 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 in support of their eligibility will make them ineligible to sit in the examination/ to appear in the Personality Test.

**The candidates, who will fail to submit requisite documents in support of their eligibility for the concerned post(s) as and when advised by the Commission, their candidature will be rejected and no further representation(s) will be accepted.**

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

**e-Admission Certificate(s):**

No Admission Certificate(s) will be sent by post and provisionally admitted candidates will have to download their respective e-Admission Certificate(s) along with instructions for the Screening Test (either offline or online) 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) earlier created by the candidates to log in to download their respective e-Admission Certificate(s). 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-Admission Certificate(s), failing which he/she will not be allowed to appear in the Screening Test/ Examination, in any condition/ circumstances, whatsoever.

**SUBMISSION OF CERTIFICATES/ DOCUMENTS:-**

- ✓ THE CANDIDATES WILL HAVE TO SUBMIT THE PRINTOUT/ HARD COPY OF ONLINE APPLICATIONS ALONGWITH SELF ATTESTED/ ATTESTED COPIES OF REQUISITE

DOCUMENTS/ CERTIFICATES, i.e. ESSENTIAL QUALIFICATION(S), AGE, EXPERIENCE AND CATEGORY IN SUPPORT OF THEIR ELIGIBILITY ON THE DAY OF SCREENING TEST/ (COMPUTER BASED TEST/ OFF LINE TEST/ EXAMINATION) FOR THE CONCERNED POST OR AS & WHEN ADVISED BY THE COMMISSION AND IN OTHER CASES WHERE DIRECT PERSONALITY TEST WILL BE HELD, 10 DAYS TIME WILL BE GIVEN TO SUBMIT THE DOCUMENTS, FAILING WHICH THEIR CANDIDATURE WILL STAND CANCELLED.

- Note:- Original certificates will have to be produced at the time of personality test. If any of their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission.
- ✓ The detailed particulars of such candidates will be uploaded on the Commission's website to blacklist such debarred candidates.

**CATEGORY CLAIMS:-**

The category of the candidate claimed in the profile before he/she applied 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 fresh fees as is applicable for the category claimed by him/her.

S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ EWS of Himachal Pradesh/ WFF of Himachal Pradesh/ Ex-Servicemen of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificates(s) 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 certificates like bonafide Himachali, SC, ST, WFF & Legal heir(s) issued on parental basis 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 apply against the posts specifically reserved for Wards of Ex-Servicemen category (i.e. Dependent sons, daughters and wives) 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-SM category will have to submit a Dependent Certificate issued by the competent authority and 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 personality test.

3. **OBC of H.P. (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 of submission of online applications till date of personality test/ evaluation along with 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. **EWSs of H.P. (ECONOMICALLY WEAKER SECTIONS OF H.P.):-**

The benefit of reservation under the EWSs category (other than SCs/ STs/ OBCs) in posts under the Government of Himachal Pradesh can be availed upon production of an Income and Asset Certificate issued by the competent authority in the State Government (Himachal Pradesh) as prescribed in the policy for providing reservation to EWSs issued by the Government of Himachal Pradesh (in the Department of Personnel) vide letter No. PER (AP)-C-B(12)-1/2019 dated 11<sup>th</sup> June, 2019. The candidates belonging to unreserved B.P.L. category are not required to submit Income and Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of valid B.P.L. certificate issued by the competent authority and countersigned by the Block Development Officer and supplemented by the non-SC/ST/OBC certificate issued by the competent authority on the prescribed format.

Note: If eligible EWS candidate(s) is / are not available for selection, the post(s) will be treated automatically as de-reserved and will be filled-up from non-EWS candidate(s) of unreserved category.

5. **WFF OF H.P. (WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH):-**

For the posts reserved for Wards of Freedom Fighters of Himachal Pradesh (WFF of H.P.), 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 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. The un-married daughters/ grand-daughters will have to submit an undertaking being spinster (un-married) in support of their claim(s). 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, will be reckoned as on last date prescribed for submission of Online Applications through Online Recruitment Applications (ORA) portal, i.e. 04<sup>th</sup> March, 2020.
- (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. 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. 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 at any stage of selection process 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 / written examination), 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 12<sup>th</sup> 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 on 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 posts 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 either after acquiring the requisite essential educational qualification(s) or as per the notified provision(s) of the Recruitment & Promotion Rules, as the case may be.
- (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 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. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of personality test(s).
- (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 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:-** As mentioned against each post.

**Clarification:-**

- (i) 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 Himachal Pradesh. 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.**
- (ii) Age of a candidate shall be reckoned as on 01.01.2020.

#### **METHOD OF RECRUITMENT**

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

- (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 personality test(s) by subjecting them to either Computer based Screening Test (objective-type) or Offline Screening Test (objective / descriptive) of two hours duration.  
 Provided that Computer Based Screening Test shall be conducted in single slot with same question paper and in different slots with different set of question papers depending upon the total number of candidates who have to take the test and the number of computer terminals available to the Commission at the particular date for Computer Based Screening Test.
- (ii) Marks obtained in the Screening Test are only meant to short list the number of candidates for personality test(s) and are in no way to be presumed by the candidates as being their merit for final selection.

**Minimum pass marks in Computer Based Test / Offline Test (objective or descriptive) are 25% for the candidates of unreserved (General) category and 20% for the candidates of reserved categories.** Any correlation drawn by the candidates between their score in the Screening Test and final merit at a later stage is completely unwarranted. No representation(s) shall be entertained in this regard. Final selection of a candidate will be made solely on the basis of his/ her performance in the Personality Test, which will be of maximum 100 marks. The minimum pass marks in personality test are 45 for the candidates of general category and 35 marks for the candidates of reserved categories.

- (iii)(a). Where selection is to be made on the basis of performance of the candidates having qualified the Computer Based Test/ Offline Test (objective or descriptive), before the Personality Test Board, a candidate scoring more marks in the Personality Test shall be placed above the candidate scoring lesser marks in the Personality Test. If the candidates will score equal marks in the Personality Test, then a candidate securing more marks in the Computer Based Test/Offline Test (objective or descriptive) will be placed above the candidate securing lesser marks in the Computer Based Test / Offline Test (objective / descriptive). In case the marks of Computer Based Test / Offline Test (objective or descriptive) are equal then the candidate, who is senior in age will be placed above the candidate junior in age.
- (b). Where selection is to be made purely on the basis of performance of the candidates before the Personality Test Board, a candidate scoring more marks in the Personality Test shall be placed above the candidate scoring lesser marks in the Personality Test. If the candidates will score equal marks in the Personality Test, then a candidate who is senior in age will be placed above the candidate junior in age.
- (iv) In the Computer Based Test (CBT) (objective type) there will be 100 questions of 01 mark each on the basis of syllabus to be approved by the Commission for the test. Each question will be followed by four (a, b, c, d) answer options. The candidate will have to click on the circle adjacent to the option he / she think is correct. The key of CBT (objective type) 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 3 (three) days up to 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 screening 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. No objection(s)/ representation(s) shall be entertained against the final answer key.

- (v) In the Offline Test (objective type) there will be 100 questions of 01 mark each on the basis of syllabus to be approved by the Commission for the test. Each question will be followed by four (a, b, c, d) answer options. The candidate will have to encircle / blacken the option, which he / she thinks, is right / correct on the OMR answer sheet. 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 up to 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. No objection(s)/ representation(s) shall be entertained against the final answer key.
- (vi) 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.
- (vii) Marks of the candidates obtained in Screening Test {Computer Based Test (CBT)/ Offline} & Personality Test (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.
- (viii) 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.
- (ix) The eligibility of candidate(s) called for the personality test will be determined on the basis of original documents produced on the day of personality test 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 screening test/ examination/ personality test shall be purely provisional.
- (x) Summoning of the candidate(s) for Personality Test; 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.

- (xi) 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 screening test for the concerned post. Such applications will be entertained on merit and as per rules.
- (xii) Re-checking / re-evaluation, for the written examination(s)/ Screening Tests (either offline or online) 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 that they have 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 examination, his/her application(s) will be liable to be rejected.
2. 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 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 screening test/ examination for which they are admitted by the Commission, viz., written examination and Personality Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination or 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:-
    - offering illegal gratification to, or

- applying pressure on, or
  - blackmailing, or 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 or documents which have been tampered with, or
  - (e) making statements which are incorrect or false or suppressing material information, or
  - (f) resorting to the following means in connection with his/her candidature for the examination, namely:-
    - obtaining copy of question paper through improper means,
    - finding out the particulars of the persons connected with secret work relating to the examination,
    - influencing the examiners, or
  - (g) using 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 or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or
  - (k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
  - (l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, 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 and/or
  - (n) to be debarred either permanently or for as specified period:-
    - by the Commission from any examination or selection held by them.
    - by the Central Government from any employment under them, and
  - (o) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after:-
    - giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
    - taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.
7. The centres of holding the examination(s) are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the examination centre(s) of their choice to the candidates. But, the Commission

may, at its discretion, allot a different centre to a candidate when circumstances so warrant.

**CHECK LIST**

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

- a) 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.
- b) In order to ascertain the eligibility for the concerned post(s), a printout of the finally submitted Online Recruitment Application (ORA) has to be submitted along with all requisite self attested/ attested copies of certificates/ documents to the Commission on the day of Screening Test for the concerned post(s) or as and when advised by the Commission.

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

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

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

**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 of H.P., EWSs: 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., PH: Physically Handicapped 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. 0177-2624313/ 2629739

**Scheme of examination (Screening Test) and Syllabus for the posts of Executive Officer and Secretary (Executive State Municipal Services) in Urban Local Bodies (Item No. I)**

1. A Screening Test is proposed to be conducted in Shimla, Mandi, Dharamshala, Bilaspur, Hamirpur, Solan, Nahan, Kullu, Chamba and Una depending upon number of candidates opting for a particular station. However, allotment of examination centres will be at the discretion of the Commission.
2. Option will be obtained from the qualified candidates at the time of interviews/ personality test in order of preference for the posts of Executive Officer and Secretary in Urban Local Bodies.

**SYLLABUS**

**Objective type (MCQ) Screening Test of two hours' duration consisting of 100 questions of one mark each with negative marking consisting of following syllabus:-**

1. History, Geography and socio economic development of Himachal Pradesh.  
=30 marks
2. 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
3. Modern History (from 1857 onwards) of India, Indian culture, Indian Polity, Indian Economy, Geography of India and Disaster Management. Environment and Gender issues and teachings of Mahatma Gandhi.  
=25 marks
4. Logical Reasoning & Basic Mathematics of Matriculation level.  
=15 marks

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**Syllabus for the post of Manager (General) in H.P. General Industries Corporation Ltd. (Item No. II)**

**Syllabus**

1. 80 questions covering the essential qualification particularly focused on Human Resources Management and Industrial Relations of Labour Welfare Marketing Management.
2. 10 questions consisting of General knowledge of H.P.
3. 10 questions consisting of national/ international affairs.

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HPPSC