

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Advertisement No. I/2012 Dated: 15th May, 2012.

1. (LAST DATE FOR RECEIPT OF APPLICATIONS: 13th June, 2012 (for remote areas 28th June, 2012)

Applications are invited by 13th June, 2012 from the citizens of India for following post(s) in various Departments of Himachal Pradesh, either by Online Mode or by Offline Mode. Applications received after last date(s) will be rejected straightway.

IMPORTANT

1. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:

The Candidates applying for the post(s) should ensure that they fulfill all eligibility conditions. Their admission at all the stages will be purely **provisional** subject to satisfying the prescribed eligibility conditions.

Mere issue of Admission Certificate to the candidate will not imply that his/her candidature has been finally cleared by the Commission.

Commission takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for interview/Personality Test.

2. HOW TO APPLY

- a) **Candidates may apply online by using the website www.hp.gov.in/hppsc.** Detailed instructions for filling up online applications are available on the above mentioned website. However candidates may also apply through offline mode, by using the **OMR Computerized Application Form** which can be purchased from the reception counter of H.P. Public Service Commission, Nigam Vihar, Shimla-171002.
- b) Candidates are advised to read carefully the **instructions for filling up the Online Application Form** given in **Appendix-I** and **instructions for offline Applications** given in Appendix-II.

3. LAST DATE FOR RECEIPT OF APPLICATIONS:

- (A) **Online (From all candidates)** The Online Applications can be filled up to **13th June, 2012 till 11.59 PM** after which the link will be disabled.

(B) **Offline :** All Offline Applications must reach the “**Controller of Examinations, Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla- 171002** by Post/Speed Post, Courier or By hand on or before 13th June, 2012. However, for the candidates residing in Andaman and Nicobar Islands, Lakshadweep, Laddakh Division of J&K State, Assam, Tripura, Meghalaya, Nagaland, Manipur, Mizoram, Arunachal Pradesh, Pangi and Bharmour Sub Divisions of Chamba District, Kinnaur district, Dodra Kwar sub Division of Shimla District and Lahaul & Spiti District of Himachal Pradesh, the last date for receipt of applications by post / speed post only (not by hand or by courier) is 28th June, 2012.

4. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:

In case of any guidance/information/clarification regarding their applications, candidature etc.; candidates can contact HPPSC's Reception Counter near Main Gate of its campus in person or on Telephone No. 0177-2624313 on any working day between 10.00 hrs to 17.00 hrs. The candidates can contact Shri Suresh Sharma, Additional Registrar, on telephone No.0177-2623784 / Mobile No.9805340542.

NOTE: Candidates should clearly note that the Commission will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. No application received after the prescribed last date will be entertained under any circumstances and all the late applications will be summarily rejected. They should therefore, ensure that their applications reach the Commission's Office on or before the prescribed last date.

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

ITEM NO. I: Department of Medical Education, H.P.

Name of the Post:- Assistant Professor (Pathology), Class-I (Gazetted) (in Dr. RPGMC, Kangra at Tanda). <u>(On Regular Basis)</u>	<u>Number of posts :</u> 01 Post (UR) (Backlog Post)
Pay Band: ` 37400-67000 + ` 8900/- (Grade Pay)	
<p><u>Essential Qualification:-</u></p> <p>(i) A recognized medical qualification included in the first or second schedule or part-II of the third schedule (other than licentiate qualifications) to the Indian Medical Council Act-1956. Holders of educational qualification(s) included in part-II of the third schedule should also fulfill the conditions stipulated in sub-section (3) of section-13 of the Indian Medical Council Act, 1956.</p> <p>(ii) A Post-Graduate degree in the concerned speciality mentioned in Part-A of Annexure-II or its equivalent qualifications.</p> <p>(iii) At least 3 years teaching experience as Lecturer / Registrar / Demonstrator/ Resident after doing post-graduation in the concerned speciality in any recognized Medical College.</p> <p><u>Note-I:</u> All Medical Teachers must possess a basic University or equivalent qualifications included in the Schedules to the Indian Medical Council Act, 1956. They should also be registered under the State Central Medical Registration Act.</p> <p><u>Part-A of Annexure-II:-</u></p> <p>M.D. (Pathology) / Ph. D (Pathology)/ D.Sc. (Pathology).</p> <p><u>Desirable qualifications:-</u></p> <p>(i) Knowledge of customs / manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p> <p>(ii) Publication of research papers in Index journals.</p>	

ITEM No. II: Department of Industries, H.P.

Name of the Post:- Mining Officer, Class-II (Gazetted) (On Contract Basis)	<u>Number of post(s):</u> 01 post (SC of H.P.) (Backlog post)
Pay Band: ` 10300 + ` 4200/- Grade Pay Consolidated fixed contractual amount: ` 14,500/- P.M.	
<u>Essential Qualification: -</u> M. Sc. Degree in Geology or Applied Geology or B.Sc. (Hons.) in Geology or Applied Geology from a recognized University / Institution or its equivalent. <p style="text-align: center;">OR</p> B.E. (Mining Engineering) from a recognized University or its equivalent. <p style="text-align: center;">OR</p> Diploma in Applied Geology from the Indian School of Mines, Dhanbad with at least 3 years experience in Mining. <u>Desirable Qualification:</u> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	

ITEM No. III: Department of Agriculture, H.P.

Name of the Post: - Agriculture Development Officer (Seed), Class-I (Gazetted) (on Contract basis) . (for H.P. State Seed & Organic Certification Agency, Shimla-5).	<u>Number of post(s):</u> 01 post (Reserved for Visually Impaired) (Backlog post)
Consolidated fixed amount for contract appointee(s): ` 10,830/- P.M. (B.P. + D.P.) (Pre-revised).	
<u>Essential Qualification: -</u> B.Sc. Agriculture under 04 years programme and M. Sc. Agriculture 2 nd Class from a College / University recognized by the State / Central Government/ ICAR. <u>Desirable Qualification:</u> (i) M. Sc. (Agr.) 1 st Class or above. (ii) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	

ITEM No. IV (A): DEPARTMENT OF TECHNICAL EDUCATION, H.P.

Name of the Post: Lecturer, Electronics & Communication Engineering, Class-I (Gazetted) (on Contract basis) .	<u>Number of posts:</u> 03 posts (UR)
Pay Scale: ` 8000/8100-275-10300-340-12000-375-13500/- (Pre-revised). Contract appointees will get ` 12000/- P.M. (Pre-revised)	

Essential Qualification: -**Qualification & Experience for candidates from Teaching:-**

First Class Master's Degree in the appropriate branch of Engineering (Engg.) / Technology (Tech.) (No minimum experience is required).

OR

First Class Bachelor's Degree in the appropriate branch of Engineering / Technology or equivalent, valid GATE, score minimum 75 percentile to complete M. Tech./ M.E. within 05 years, failing which the increments will be stopped until the post graduate degree is earned. The institutions to provide adequate opportunity to its teaching staff to complete this requirement.

Qualification & Experience for candidates from Industry & Profession:-

Same as above.

Desirable Qualification:

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

ITEM No. IV (B):

Name of the Post: Lecturer, Civil Engineering, Class-I (Gazetted) <u>(on Contract basis)</u> .	<u>Number of posts:</u> 02 posts (UR)
Pay Scale: ` 8000/8100-275-10300-340-12000-375-13500/- (Pre-revised). Contract appointees will get ` 12000/- P.M. (Pre-revised)	
Essential Qualification: - <u>Qualification & Experience for candidates from Teaching:-</u> <p>First Class Master's Degree in the appropriate branch of Engineering (Engg.) / Technology (Tech.) (No minimum experience is required).</p> <p>OR</p> <p>First Class Bachelor's Degree in the appropriate branch of Engineering / Technology or equivalent, valid GATE, score minimum 75 percentile, to complete M. Tech./ M.E. within 05 years, failing which the increments will be stopped until the post graduate degree is earned. The institutions to provide adequate opportunity to its teaching staff to complete this requirement.</p> <u>Qualification & Experience for candidates from Industry & Profession:-</u> <p><u>Same as above.</u></p> <u>Desirable Qualification:</u> <p>Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	

ITEM No. V (A): Department of MPP & Power, H.P.

Name of the Post: Assistant Engineer (Electrical) Class-I (on Regular basis) in HP State Electricity Board Ltd.	<u>Number of posts:</u> 25 posts (General= 12, General Ex-SM of HP= 03, SC of HP= 03, ST of HP = 01, OBC of HP = 03, General WFF of HP = 03)
Pay Scale: ` 16650-39100 + ` 5800/- (GP)	
<u>Essential Qualification:</u> - Recognized Degree in Electrical Engineering or Electrical & Electronics Engineering from a recognized institution / University duly recognized by the Central / State Government. <u>Desirable Qualification:</u> (a) Experience of working in Design/ Construction in hilly areas. (b) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the state.	

ITEM No. V (B):

Name of the Post: Assistant Engineer (IT) Class-I (on Regular basis) in HP State Electricity Board Ltd.	<u>Number of posts:</u> 02 (General)
Pay Scale: ` 16650-39100 + ` 5800/- (GP)	
<u>Essential Qualification:</u> - Recognized Degree in Computer Science Engineering or Electronics & Communication Engineering or Information Technology or its equivalent from recognized Institution/ University. <u>Desirable Qualification:</u> (a) Experience of working in Design/ Construction in hilly areas. (b) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the state.	

ITEM No. VI: Department of Health & Family Welfare, H.P.

Name of the Post:- Medical Officer (General Wing), Class-I (Gazetted) <u>(On Regular Basis)</u>	<u>No. of Posts:</u> 90 (General= 43, Gen. Ex. Servicemen of H.P. = 08, General WFF of H.P. =01, General Ortho. Handicapped of H.P. =02, S.C. of H.P.=14, SC Ex-Servicemen of H.P.)
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	=02, ST of H.P. = 07, OBC of H.P. = 11 and OBC Ex. Servicemen of H.P. = 02)
Scale of Pay:- ` 15600-39100 + ` 5400/- (G.P.)	
<p>(a) <u>Essential Qualification:-</u></p> <p>(i) Recognized Medical qualification included in the first or second schedule or Part-II of the third schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. The holders of educational qualification included in Part-II of the third schedule should fulfill the conditions stipulated in sub-section (3) of section 13 of the Indian Medical Council Act, 1956.</p> <p>(ii) Completion of compulsory rotating internship.</p> <p>(b) <u>Desirable Qualification:-</u></p> <p>(i) Post Graduate Degree or Diploma included in the first or second Schedule or Part-II of the third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. The holders of educational qualification included in part-II of the third schedule should fulfill the conditions stipulated in sub section (3) of section 13 of the Indian Medical Council Act, 1956.</p> <p>(ii) A post graduate qualification from a recognized institution as mentioned in Appendix-A.</p> <p>(iii) Knowledge of customs / manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	

NOTE:- NUMBER OF POST(S) IS/ARE TENTATIVE AND MAY INCREASE OR DECREASE FOR DIFFERENT CATEGORIES OF POSTS.

I. ESSENTIAL QUALIFICATION:-

- (i) The eligibility of the candidates in terms of essential qualification, experience etc. shall be reckoned as on the last normal date of receipt of applications.
- (ii) Essential Qualification for the post should be completed by the last normal date for receipt of applications.
- (iii) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to interview or selection will be final and no correspondence / personal enquiries will be entertained.
- (iv) Onus of proving that the candidate is qualified shall be on the candidate. In case no date of notification/declaration of final result is mentioned in any certificate the date of issue of certificate shall be deemed date of obtaining E.Q Incomplete, defectively filled up, old, unsigned and xeroxed

application forms will be rejected straightway and no subsequent correspondence will be entertained.

II. AGE:

- (i) **FOR ALL POSTS: - 45 YEARS AND BELOW.**
- (ii) There is five years relaxation in upper age for SC / ST / OBC/ WFF / Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and Ex-servicemen of H.P.; relaxation is as per Government instructions.
- (iii) Age of a candidate shall be reckoned as on 01-01-2012.

III. FEE:-

(i) **Online Mode**

Candidates applying online are required to pay a fee of ` 250/- for General/ General Physical Handicapped/ Hearing Impaired/ and WFF of H.P., (` 63/- for S.C./S.T./OBC of H.P.) by cash at any branch of **Punjab National Bank** through a challan generated through the above website and its transaction number, branch code and date of receipt are required to be entered/ feeded in the fee details link. Before applying online, the candidates are requested to go through the detailed instructions given on our website in order to facilitate the candidates. The Ex-Servicemen/Blind/ Visually Impaired candidates of H.P. are exempted from the examination fee.

However Ex-Servicemen candidates of H.P. who were relieved from the Defence Services on their own request before completion of their normal tenure of service under the Govt. of India shall have to pay examination fee as is applicable to them in the respective category.

(ii) **Offline Mode:**

- (a) The candidates applying offline may obtain OMR application forms @ ` 300/-for General/ General Physical Handicapped/ Hearing Impaired and W.F.F. of H.P. (` 115/- for S.C./S.T./OBC of H.P.) and ` 50/- for Ex-Service men/ Blind/ Visually Impaired from the Reception Counter of H.P. Public Service Commission Nigam Vihar Shimla-171002. Hence candidates need not deposit any examination fee separately. Fee once paid will not be refunded.
- (b) The candidates who desire to obtain the application forms by post, may add ` 50/- to the cost of the form and send demand draft of total amount i.e. ` 350/- for General/ General Physical Handicapped and W.F.F. of H.P. category (` 165/- for S.C./S.T. OBC of H.P. and ` 100/- for Ex-Servicemen & Blind/ Visually Impaired of H.P.) in favour of the Secretary, H.P. Public Service Commission, Nigam Vihar Shimla-171002 payable at Shimla. Such request should reach in the office of the Commission by 30th May, 2012 on any working day from 10:00 AM to 5:00 PM.

IV. HOW TO APPLY:-

(1) (i) Online Mode:

Candidates are required to visit **website www.hp.gov.in/hppsc and click the link to APPLY ONLINE** Detailed instructions for filling up Online Applications are available on the above mentioned website. *The candidates already registered with HPPSC for other examinations/test; need not to register again and they may use said User ID and Password for applying online.*

(ii) Offline Mode (OMR Application Form):

Candidates can exercise the option of applying through offline mode also by using the OMR computerized **Application Form which will be available on payment at the Reception Counter of H.P.P.S.C., Nigam Vihar, Shimla-171002.** Since this form is electronically scannable, due care should be taken to fill up the Application Form, correctly. While filling up the Application Form, **please refer to detailed instructions given on website www.hp.gov.in/hppsc.** The candidate should also write the name of **examination/ post on the top of Application Form.** Candidates should note that **all offline applications from remote areas** will be received by Post/ Speed Post only and no application will be received 'by Hand' or 'by Courier.'

NOTE: All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organizations' or in private employment should submit their applications direct to the Commission. Persons already in Government service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under Public Enterprises are however, required to inform their Head of Office/Department that they have applied for the Examination.

NOTE: Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/ appearing at the examination, their application will be liable to be rejected/ candidature will be liable to be cancelled

- (2) (i) For more details and syllabus, scheme of examination please visit website of the H.P. Public Service Commission, i.e. www.hp.gov.in/hppsc.
- (ii) In service candidates may apply to the Commission with advance copy along with requisite fee with information to their Head of Departments/Employer for issuing NOC. No in service candidate will be interviewed unless he/she brings NOC from the concerned employer.
- iii) Firmly affix one recent high contrast passport size photograph (taken on or after **01-01-2012**) with gum / fevicol (**not to be pinned or stapled in any case**) in the space provided for it in the Application Form It should be without cap or goggles. Spectacles are allowed. Polaroid photos are not acceptable.
- (iv). **Categories like General/ SC/ST/OBC/ Persons with disabilities /Ex-Servicemen/ WFF once claimed in the application forms will not be substituted/changed later on. The SC / ST / OBC / WFF / Physically Handicapped and Ex-servicemen/ Ortho. Physically Handicapped/ Visually**

Impaired / Hearing Impaired / Blind / Deaf & Dumb candidates of other states than H.P. should write / encode their category code as 01, because they are treated as general candidates for the purpose of cost of application form inclusive of examination fees and upper age relaxation is not also applicable to them. Other terms and conditions meant for General candidates are also applicable to them.

- (v) **The SC/ST/OBC** Candidates of H.P. must possess such certificate (s) on lineage of parental families.
- (vi). Re-Checking/ Re-Evaluation, for the written examination/ Screening Tests shall not be allowed in any case.
- (vii) Disputes, if any, shall be subject to court jurisdiction at Shimla.
- viii) The candidate must write his/her telephone/mobile number below his/her mailing address of application form against relevant column.

V. ADMISSION/ REJECTION OF APPLICATION

- (i) Incomplete, defectively filled up, old, unsigned and xeroxed application forms will be rejected straightway and no subsequent correspondence will be entertained.
- (ii) The candidates claiming reservation must submit valid certificates of concerned category in support of the claim. In case of invalid certificates, the applications will be rejected.

If you belong to OBC category you are required to produce OBC certificate on the prescribed proforma which should not be more than two years old at the time of last date fixed for receipt of applications, screening test and viva-voce, alongwith latest affidavit duly attested by the authority authorized under the Indian Oath Act stating that your status as OBC has not changed and you are not excluded from the category of OBC on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family. You will not be allowed to appear in the examination or viva-voce, if you fail to bring both these documents. No further time will be given for submission of these documents after the examination/ viva-voce.

- iii) For the reserved post of WFF, sons/ grand sons/daughters/grand daughters of Freedom Fighters who have been appointed on regular basis as well as the married daughters/ grand daughters shall not be entitled for the benefits of reservation provided to the wards of Freedom fighters in 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 Freedom Fighter for the purpose to this extent. The children/ Grand children of Freedom fighters who have been appointed in Govt./ Semi Govt. or Private Sectors etc. service against the post 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.

VI. SCREENING TEST/ INTERVIEW:-

- (i) In cases where the number of eligible candidates is inordinately large in proportion to the number of posts, the Commission may restrict the number of

candidates to be called for interview by subjecting all the eligible candidates to a screening test. Since the purpose of holding screening test is only to short list the number of candidates, marks obtained in screening test shall not be counted for deciding the merit of a candidate. Final selection of a candidate will be made solely on the basis of his performance in the interview which will be of maximum 100 marks. The minimum pass marks in interview are 45 for general category and 35 marks for reserved category.

- (ii) Key of Screening Test (not marks) will be put on Website of the Commission after freezing the answer sheets and objection(s), if any, received within seven days will only be entertained.
- (iii) The eligibility of candidates called for the interview will be determined on the basis of original documents 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/ interview shall be purely provisional.
- (iv) The summoning of the candidates for viva-voce test conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidates will be issued by the Government.

VII. OTHER CONDITIONS:-

- (i) The Commission will not be responsible for any delay in receipt of applications, due to any reasons whatsoever.
- (ii) 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 notice at any time during the service of a person, his service would be liable to be terminated. No columns should be left blank in the application form.
- (iii) The applicant shall Upload/Paste his/her latest photograph in the space provided in the application form. He/she is also required to paste a similar photograph on the Identity Card portion of his/her Admission Letter, which will be supplied to him/her for appearing in the examination as well. In case, photograph pasted on the application of examination is found different / varying to that of pasted on the Identity Card for appearing in the examination, the candidature of such candidates shall stand cancelled.
- (iv). **Generally, Wards of Ex-Servicemen erroneously mention and encode the code of Ex-servicemen of H.P. in the relevant Column of the computerized application forms. It is made clear that there is no reservation for the Wards of Ex-servicemen of H.P. in these services. Therefore, they shall write and encode the code of category(s) to which they belong.** The Ex-servicemen candidates of H.P. must go through the relevant Rules and instructions of the reservation notified / issued by the H.P. Govt. from time to time in order to ensure their eligibility for admission to the aforesaid examination. Similarly, other

reserved categories candidates are also required to go through the relevant instructions in order to ensure that they are eligible under the particular category(s).

- (v) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. written examination and interview 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 interview test, it is found that they do not fulfill any of the eligibility conditions their candidature for the examination will be cancelled by the Commission.
- (vi). 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
 - (vii) using unfair means during the examination, or
 - (viii) writing obscene matter or drawing obscene sketches in the scripts, or
 - (ix) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
 - (x) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or

- (xi) 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
- (xii) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or
- (xiii) 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:-
- (a) to be disqualified by the Commission from the examination for which he/she is a candidate and/or
 - (b) 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
 - (c) 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.
- (xiv) The Centres of holding the examination are liable to be changed at the discretion of the Commission. While every effort will be made to allot the candidates to the centre of their choice for examination, the Commission may, at their discretion, allot a different centre to a candidate when circumstances so warrant.
- (xv) The Candidates are requested to keep ready the attested copies of the following documents for submission to the Commission soon after the declaration of the result of the preliminary examination:-
- Certificate of age.
 - Certificate of educational qualification.
 - Certificate in support of claim to belong to Scheduled Caste, Scheduled Tribe and Other Backward Classes/ Physically Disabled, where applicable.
 - Certificate in support of claim for age/fee concession, where applicable.

Note: Original certificates will have to be produced at the time of interview. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission.

- (xvi). The eligibility conditions of the candidates called for viva-voce test will also be determined on the day of interview on the basis of their original documents and rejection, if any, at that stage.
- (xvii). The candidates applying offline must enclose self addressed post card with the application for acknowledging the receipt of application.
- (xviii). If any visually impaired candidate requires scribes, he / she has to request for the same in writing to the Commission immediately after receipt of his / her roll number. Such applications will be entertained on merit and as per the rules.
- (xix) The number of vacancies to be filled in on the basis of this examination may increase or decrease.

VIII. DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION:

No person shall be eligible for admission to the examination:-

- a) If he/ she has been dismissed from any previous service;
- b) If he/ she has been convicted of any offence involving moral turpitude or has been bound down for good conduct under the provisions contained in Chapter VIII of the Code of Criminal Procedure, 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;
- d) If he is a man, has more than one wife living and if a woman, has married a man already having another wife; or
- e) If he / she is an un-discharged insolvent.

IX. ABBREVIATIONS: H.P: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Caste of H.P., ST: Scheduled Tribe of HP, OBC: Other Backward Classes as declared by the Govt. of H.P. from time to time, Ex-SM: Ex-serviceman of H.P, WFF: Wards of Freedom Fighters, EQ: Essential qualifications & DQ: Desirable qualifications.

Sd/-
(Mohan Chauhan) IAS,
Secretary,
H.P. Public Service Commission

APPENDIX-II**INSTRUCTIONS FOR FILLING UP GENERAL APPLICATION FORM**

For the convenience of the candidates computerized application forms having boxes and circles have been printed on both sides.

PLEASE FILL UP THE BOXES WITH BLACK PEN OR BLACK BALL PEN TO DARKEN THE CIRCLES. THE COLUMNS MEANT FOR OFFICE USE SHOULD NOT BE FILLED IN BY THE CANDIDATES. THERE SHOULD BE NO VARIATIONS IN BETWEEN THE WORDS/ FIGURES TO BE WRITTEN IN THE BOXES WITH PEN /BALL PEN AND ENCODING THERE OF TO BE DONE WITH HB PENCIL IN THE CIRCLES BELOW THE BOXES. IN CASE OF VARIATION THE ENCODING DONE BY THE CANDIDATES "WILL BE TREATED AS FINAL" BECAUSE ONLY ENCODING OF PARTICULARS OF CANDIDATE WITH HB PENCIL WILL BE READ/ SCANNED BY THE O.M.R. COMPUTERISED MACHINE.

Col No. 1 The candidates should write their name in Capital Letters and leave a box blank between two parts or more of the Name.

Col No.2 The candidates should write their Date of birth indicating date month and year in the boxes in figure (as indicated in the matriculation certificate). They should darken the respective circle.

Col No. 3 The candidates should write their category code in the boxes provided for the purpose, in figures and should also darken the respective circles with ball pen only below the boxes. The candidate should write his / her category code in the boxes provided for the purpose, in figures and should also darken the respective circles with pen / ball pen only below the boxes. The names and codes of categories are shown as under:-

Category Code	Category Name
1	General
2	Scheduled Castes of H.P.
3	Scheduled Tribes of H.P.
4	OBC of H.P.
5	GENERAL WFF of H.P.
6	Gen. Ex-Serviceman of HP.(After Completion Full Tenure/ On Medical Ground)
7	SC Ex-man of H.P.(After Completion Full Tenure/ On Medical Ground)
8	ST Ex-Serviceman of H.P.(After Completion Full Tenure/ On Medical Ground)
9	OBC Ex-Serviceman of H.P.(After Completion Full Tenure/ On Medical Ground)
10	Gen. Ortho Phy. Handicapped of HP
11	S.C. Ortho Phy. Handicapped of HP
12	S.T. Ortho Phy. Handicapped of HP

13	O.B.C Ortho Phy. Handicapped of HP
14	Gen. Visually Impaired of H.P.
15	S.C. Visually Impaired of H.P.
16	S.T. Visually Impaired of H.P.
17	O.B.C. Visually Impaired of H.P.
18	Gen. Hearing Impaired of H.P.
19	S.C. Hearing Impaired of H.P.
20	S.T. Hearing Impaired of H.P.
21	O.B.C. Hearing Impaired of H.P.
22	Gen. Blind of H.P.
23	S.C. Blind of H.P.
24	S.T. Blind of H.P.
25	O.B.C. Blind of H.P.
26	Gen. Deaf & Dumb of H.P.
27	S.C. Deaf & Dumb of H.P.
28	S.T. Deaf & Dumb of H.P.
29	O.B.C. Deaf & Dumb of H.P.
30	Gen. Ex-Serviceman of HP. (Relieved before Completion Normal Tenure)
31	SC Ex-Serviceman of HP.(Relieved before Completion Normal Tenure)
32	ST Ex-Serviceman of HP.(Relieved before Completion Normal Tenure)
33	OBC Ex-Serviceman of HP.(Relieved before Completion Normal Tenure)
34	S.C. WFF of H.P.
35.	S.T. WFF of H.P.
36.	OBC WFF of H.P.

The SC / ST / OBC / WFF / Physically Handicapped and Ex-servicemen / Ortho. Phy. Handicapped / Visually Impaired / Hearing Impaired / Blind / Deaf & Dumb candidates of other states than H.P. should write / encode their category code as 01, because they are treated as general candidates for the purpose of cost of application form inclusive of examination fees and upper age relaxation is not also applicable to them. Other terms and conditions are meant for General candidates are also applicable to them.

Candidate is to first find out his / her category from the above details and then write and encode the same in the relevant boxes and circles.

NOTE: THE BENEFIT OF RESERVATION IS ADMISSIBLE TO EX-SERVICEMEN OF H.P. AND IS NOT FOR THEIR WARDS. IN CASE VISUALLY IMPAIRED / BLIND CANDIDATE REQUIRED SCRIBE, HE / SHE HAS TO REQUEST FOR THE SAME SEPARATELY.

Col No- 4 The District Codes are given as under:-

Shimla	01	Chamba	07
Bilaspur	02	Kangra	08
Hamirpur	03	Una	09
Mandi	04	Solan	10
Kullu	05	Sirmour	11
Lahaul & Spiti	06	Kinnaur	12
		Other States	13

The candidate should locate the District Code from the above details as per his / her permanent home address and then write and encode the same in the relevant boxes and circles. The candidates belonging to Other States than H.P., should write / encode his / her District Code as 13.

Col No 5. The candidate should write his / her qualifications codes in the boxes provided for the purpose in figures and should also darken the respective circles below the boxes. The list of qualifications codes is given as under:-

<u>Educational qualification:</u>	<u>Code</u>
BA / B.SC / B.COM/B.E./BBA/ BCA	01
B. Sc (Agriculture) B.Sc.(Horticulture) B.Sc. (Forestry)	02
B.Tech./B.E.(Engg.)	03
MBBS/BDS/B.V.Sc. & A.H./BAMS/GAMS (With internship)/B. Pharmacy	04
BJMC/Public Relations	05
LLB	06
MA/ M.Sc./M.Com/ MBA/MCA/LLM/MJMC	07
M.Sc.(Agriculture)/M.Sc.(Horticulture)M.Sc. (Forestry)/ M. Pharmacy	08
M. Tech/ME (Engg.)	09
MS/MD/MDS	10
Ph. D/M. Phil/ NET/ SLET	11

The candidates are first to chose their qualifications' code from the above list and then write and encode the same in the relevant boxes / circles properly.

Col No. 6 The candidate should write the codes of his / her examination centre, in the boxes provided for the purpose in figures and should darken the appropriate circles there under. The name of Examination Centre(s) is / is depicted below:-

<u>Examination Centre</u>	<u>Code</u>
Shimla	01

Note: Examination Centre opted once by the candidates shall not be changed subsequently. However the Commission has the discretion to allot any Centre of Examination.

Col. No 7& 8. Need not to fill up this Column.

- Col No.9 The Candidates should encode in the appropriate box
- Col No.10. The Candidates should encode their experience for the posts as on normal last date.
- Col.No.11. The candidate should write his / her complete correspondence address including his / her name in English capital letters along with Pin Code numbers and name of the State.
- Col. No. 12 The candidates should affix their un-attested latest passport size photograph (4m X 5 cm) size in the space provided for the purpose. The photograph should not be attached by way of stapling it with pins. It should be affixed with gum properly.
- Col. No.13 Need not to fill this Col.
- Col No.14 The candidate should affix his / her signatures.
- Col No.15&16.The candidate should write his / her Telephone number or Mobile number as also putting his signature on the declaration.
- Col No. 17 The candidate shall indicate his / her permanent home address in this column in capital letters indicating name of state to which he / she belongs. Above the boxes circles have been indicated for the encoding by the candidates. The candidate is required to encode the respective circles. For example a candidate belonging to a Village will encode respective circle above the word Village. Similarly candidates belonging to Apartment, Street, Lane, Colony, Area will encode the respective circles pertain to them accordingly. The candidate is advised to write his / her House No., Apartment / Street / Lane/ Village, names, Colony / Area / PO / City / Town/ Tehsil / District names in the boxes provided for the purpose in capital letters / figure, as the case may be.
- Col No.18 The candidate should write and encode the pin code number of his / her post office in the relevant boxes provided for the purpose and should also darken the appropriate circles below the boxes.
