



HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Examination-2024

Advertisement Number : **21/8-2024** ,Closing Date for Application : **02/09/2024 11:59PM** and Closing Date for Fee : **02/09/2024 11:59PM**

Dated : 06/08/2024

Online Applications (ORA)are Invited from desirous and eligible employees (candidates) of the H.P. Govt. Department/Boards/Corporations/Autonomous Bodies/ Universities/Co-Operative Bank of the State of Himachal Pradesh having Bachelor's Degree from a Recognized University with 03 (Three) Years Regular Service for Initial Selection of 30 candidates for undergoing Pre-induction training at HIPA through Preliminary Entrance Examination followed by Main Entrance Examination for Induction in Himachal Pradesh Finance & Accounts Service which shall be available on the Commission's website:-www.hppsc.hp.gov.in/hppsc/.

A. IMPORTANT INSTRUCTIONS:

1. Date for determining eligibility of candidates in respect of essential qualification(s) and experience i.e. 03 years regular service in the above mentioned Departments shall be the prescribed closing date for submission of Online Recruitment Applications (ORA).
2. The candidates must read instructions carefully before applying for the post(s), which are available on website of the Commission.
3. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. for the post(s) to avoid rejection at later stage.
4. The benefit of reservation in respect of categories, viz. Scheduled Caste (S.C.), Scheduled Tribe (S.T.), Other Backward Classes (O.B.C.) on parental basis will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh.
5. No candidate shall be admitted for Main Entrance Examination unless he/she submitted Annexure-I, II, III (complete in all respects). The date of issue of service certificate must be recorded on it by the issuing authority failing which the candidature of such candidates is liable to be rejected.
6. No candidate shall be admitted for Main (Entrance) Examination unless he/she bring NOC from the concerned employer.
7. No. of posts is /are tentative and may increase or decrease from time to time.
8. Incomplete online Applications submitted without requisite fee, scanned photograph and scanned signature of prescribed size, will be rejected straightway.
9. Re-checking/re-evaluation, of answer book or OMR Answer Sheet for the written examination(s)/Screening Tests will not be allowed in any case.
10. Examination fees once paid will not be refunded any circumstance nor can the fees be held in reserve for any other examination or selection.
11. The Candidates are required to upload the requisite documents on the OTRS portal.
12. In case of wrong encoding of either Application number, Roll Number or both by the candidate, the OMR sheet shall not be evaluated and shall be rejected straight away.
13. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

B. List of documents to be uploaded on the OTRS portal by the candidate:

1. Matriculation certificate for age proof.
2. Bachelor Degree certificate/Marks Sheets of all years/ consolidated mark-sheets or provisional degree in support of essential qualifications.
3. Valid Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., Ex-Servicemen, Ward of Ex-Servicemen, WFF and Persons with disabilities etc. All these certificates alongwith undertaking wherever required, should be on Proforma prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions of the Govt. issued vide letter No. PER (AP)-C-F(10)-4/2010 dated 5th August, 2019.
4. Bonafide Himachali Certificate in case of reserved category candidates.
5. Service Certificate and undertaking for chances already availed. i.e Annexure II,III.

Note:- Strike out whichever is not applicable.

Post Details

Sno.	Name of dept	Name of post	No. of posts	Category Wise No. Of Posts	Pay scale
1	TREASURIES, ACCOUNTS AND LOTTERIES (FINANCE AND ACCOUNTS)	SECTION OFFICER, HPF AND AS	30	UNRESERVED =17, UNRESERVED(VISUALLY IMPAIRED OF HP) =1, SCHEDULED CASTE OF HP =5, SCHEDULED TRIBE OF HP =4, O B C OF HP =3	Pay Band Level - 13 (Rs. 46000 - 146500)

Essential Qualification(s)

Bachelor's Degree from a recognized University with 03 (three) years regular service in the Department/ Board/ Corporation/ Autonomous Body/ University/ Co-operative Bank of the State of Himachal Pradesh.

Desirable Qualification

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AGE:- Between 18 years to 45 years.

NOTE: Age of a candidate shall be reckoned as on 01.01.2024.

C. ELIGIBILITY CONDITIONS:-

1. The date of determining the eligibility of all candidates in terms of essential qualification(s), experience etc., if any, shall be reckoned as on the closing date, for submission of Online Applications through OTRS portal.
2. If no post is reserved for a particular reserved category falling under vertical reservation, then such candidates can be considered against General/UR category, provided such candidates will have to fulfill the criteria, i.e. age limit, experience, qualification etc., which are applicable to General category candidates. In other words, when a relaxed standard is applied in selecting SC/ ST/OBC candidate, for example in the age limit, experience, qualification etc. then 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.
3. The decision of the Commission regarding eligibility etc. of a candidate for admission to selection will be final and no correspondence / personal enquiries will be entertained.
4. Onus of proving that a candidate has acquired requisite degree/ essential qualification by the stipulated date, shall be on the concerned 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.
5. 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/ is liable to be rejected.

D. HOW TO APPLY:-

Detailed instructions for filling up Online Recruitment Application (ORA) are available on the website of the Commission i.e. “<http://www.hppsc.hp.gov.in/hppsc>”.

1. Desirous/eligible candidates must have to apply online through official website of the Commission i.e. <http://www.hppsc.hp.gov.in/hppsc>. Applications received through any other mode would not be accepted and will be rejected straightway.
2. The desirous and eligible candidate may visit the official website of the Commission (<http://www.hppsc.hp.gov.in/hppsc>) and click on the link “Apply Online” on the Home Page. On the opened page the candidate will click on the link “One Time Registration (OTR) for Examinations” and on the opened page will register and create his / her profile by clicking on “New Registration” if not registered already. After registration or if already registered the candidate will have to log into his / her account in OTR page, Once logged in, the list of live advertisements will be displayed to the candidate on the dashboard. Candidate will apply for a particular post through this portal only. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application, the candidate will have to give an undertaking/ declaration that:- **“It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reasons of uploaded documents being non-readable/ poor quality of scanning.”**
3. **No further opportunity will be given to the candidates for submission of any documents after the submission of online recruitment application.**
4. An application submitted in online mode shall be deemed to have been successfully submitted only after payment of fee has been acknowledged and the fee is credited to the account of the Commission.
5. Online Recruitment Application (ORA) once submitted shall not be allowed any change except change of category as per procedure laid down in Rule 5(iv) of HPPSC (Procedure and Transaction of Business) Rules, 2023.
6. Application without scanned latest photograph or signature shall be rejected straightaway.

Examination Stations/Cities

SHIMLA

NOTE-I: 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.

E. EXAMINATION FEES:-

The detail of fees is as under:-

Sr. No.	Category	Fees
1.	Male candidates of General, General Physically Disabled (Orthopedically disabled, Deaf & Dumb and Hearing Impaired), Economic Weaker Section (EWS) (not included in BPL category), Wards of Freedom Fighter categories (WFF) and General –Ex-Servicemen of Himachal Pradesh who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India.	600.00
2.	Candidates of Other States (including reserved category(s) candidates of other states.)	600.00
3.	Male candidates of SC, ST, OBC and EWS covered under UR – BPL categories of Himachal Pradesh and Ex-Servicemen candidates of Himachal Pradesh belonging to SC, ST and OBC categories who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India.	150.00

4.	The Ex-Servicemen male candidates of Himachal Pradesh who are relieved from the Defence Services after completion of their normal tenure of service under the Government of India and the Blind and Visually Impaired male candidates of Himachal Pradesh are exempted from paying the examination fee.	No fee
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Note-I:-Female candidates shall be exempted from the examination fee in accordance with the instructions issued by the Government of Himachal Pradesh.

Note-II:- The candidates who belongs to any of the reserved category and there is no post reserved for such category but the candidates claiming fee concession available to them shall have to upload the category certificate in support of their claim.

Note-III:- The examination fee will be charged separately for Preliminary & Main Examination through online mode.

F. MODE OF PAYMENT:-

The desirous & eligible candidates shall pay the examination fee fixed category-wise online by Debit Card/Credit Card/UPI/ any other online digital mode, as the case may be, on or before the prescribed closing date for submission of Online Recruitment Applications OTR portal. While making payment the candidate(s) shall pay specified amount only after accepting the "Terms and Conditions to apply online". Fee once paid shall neither be refunded under any circumstance nor can it be held in reserve for any other examination or selection.

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

G. E-ADMIT CARD(S): No Call Letters will be sent by post and provisionally admitted candidates shall have to download their respective e-Call Letters along with instructions for the concerned examination from the official website of the Commission. Therefore, the candidates are advised to remember their User ID(s) and password(s) earlier created by the candidates in OTR in order to login for downloading their respective e-Call Letters. The provisionally admitted candidates will have to paste a passport size photograph duly self attested / attested by a Gazetted Officer on the space provided on the downloaded e-Call Letters , failing which he/she will not be allowed to appear in the Preliminary Examination, in any condition/ circumstances, whatsoever.

H. ADMISSION/REJECTION:-

1. Incomplete Online Recruitment Applications (ORA) submitted without requisite examination fee/fictitious fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway. The candidates who have paid requisite fees and upload all supporting documents shall be allowed to appear in the Preliminary Examination on their claim basis.
2. Candidates declared qualified in Preliminary Examination, to be admitted for Main Examination shall have to submit separate Online Recruitment Application (ORA) alongwith requisite Examination Fee within time limit prescribed by the Commission to be notified separately.
3. After scrutinizing the online recruitment applications received from the candidates who have been declared qualified in the Preliminary Examination for Main Examination, the candidates fulfilling the prescribed eligibility criteria shall be admitted for Main Examination. The candidates not fulfilling the prescribed eligibility criteria shall be rejected provisionally with the approval of the Commission.
4. No individual letters will be sent to the candidates regarding rejection of their applications. The details of rejection will be uploaded on official website of the Commission.
5. The list of provisionally rejected candidate(s) for any reason other than fee shall be uploaded on the official website of the Commission as well as individually against their USER ID by the Computer Cell. SMS alert / email shall also be sent to such candidates. The provisionally rejected candidate(s) will be allowed the time of 10 (ten) days including Sunday and holidays or as deemed fit by this Commission to submit their representations, along with requisite documents, either through e – mail or in person only. The same shall then be scrutinized by the concerned branch and all record concerning scrutiny will be put up before the Commission for approval and the decision of the Commission in this regard shall be final. The decision of the Commission as to the eligibility or otherwise of a candidates for admission to selection will be final and no correspondence/personal enquiries will be entertained.

SUBMISSION OF CERTIFICATES/ DOCUMENTS: The candidates who qualified for HP F&AS Main Examination will have to submit the printout/hard copy of online applications alongwith Annexure-I, Application having Service Certificate Particularly as Annexure-II, Self Attested/ Attested Copies of Requisite Documents/ Certificates, i.e. Essential qualification(s), age, experience and category in support of their eligibility after declaration of the HP F&AS Main Examination. For the

concerned post, failing which their candidature will stand cancelled. They have to submit the service certificate in prescribed proforma attached at the end of the advertisement, for the purpose of calculating the length of service required.

I. PRELIMINARY ENTRANCE EXAMINATION AND (MAIN) ENTRANCE EXAMINATION:-

1. In the (offline/online) Screening Test (objective type) (Preliminary Examinations) there will be 120 questions of 01 mark each on the basis of syllabus approved in the R&P Rules for the post. Each question will be followed by four (a, b, c, d) answer options. The candidate will have to encircle / blacken the option he / she thinks is right / correct on the OMR answer sheet with blue/black ball pen. The answer key of offline Screening Test (objective type) shall be uploaded on the website of the Commission immediately after the conduct of offline screening test for inviting objections from the appeared candidates for which **05 (five) days** time (day of publishing the key plus five days upto 05.00 P.M. of the prescribed last date of receipt of objections) shall be given. The received objection(s), if any, will be got verified from the concerned Subject Expert/Paper Setter. Based on the opinion/decision of the concerned Subject Expert/Paper Setter to the objection(s) raised by the candidates the revised answer key shall be prepared & finalized. In respect of scrapped question(s) no credit to appeared candidates shall be given. The final answer key shall be uploaded on the website of the Commission immediately after the declaration of the result of the offline screening Test. No objection(s)/representation(s) shall be entertained against the final answer key. **A non-refundable fee of Rs. 100/- per objected question will be charged from the candidates.** The objections have to be filed in online mode only through the HPPSC website by uploading the supporting documents. No other mode shall be entertained and no objection shall be entertained/considered without depositing the requisite fees.”
2. The eligibility of candidate(s) called for the Main (Entrance) Examination will be determined on the basis of documents submitted by them within 10 days after declaration of result of Preliminary (Entrance) Examination. The Commission will not be responsible if the candidature of any candidate is rejected at the time of verification by the appointing authority. As such, admission to the Preliminary (Entrance) / Main (Entrance) Examination shall be purely provisional.
3. The result of the candidate shall be made available on the website of the Commission after the recommendation sent to the Administrative Department concerned. It shall be made in the format (a) marks obtained in each paper of the written examination / screening test by the candidate (b) cut off percentage or cut off marks and (c) marks obtained by the candidate in the Screening/Main examination. This information can be viewed by the candidate concerned by opening his / her log in / user ID. Besides this no other information shall be made available either by means of a hard copy or soft copy.

J. INITIAL SELECTION, TRAINING AND EXAMINATION RULES FOR APPOINTMENT TO THE POST SECTION OFFICER UNDER THE HIMACHAL PRADESH FINANCE AND ACCOUNTS SERVICE:

Subject to other conditions prescribed in the rules regulating the service, the initial selection of candidates for undergoing training to Himachal Pradesh Finance and Accounts Service and conduct of Himachal Pradesh Finance and Accounts Service Part-I and Part-II examination shall be regulated as under:-

1. The candidates (Employees) appearing in the competitive Himachal Pradesh Finance and Accounts Service entrance examination shall not be entitled for any special leave. They have to take leave from their employer for this examination.
2. The candidates shall have to bear their own expenditure for appearing in the Himachal Pradesh Finance and Accounts Service competitive examination(s).
3. The selected trainee candidates for undergoing the training for Himachal Pradesh Finance and Accounts Service Part-I and Part-II Examination shall execute a bond of Rs.5,00,000/- (or such amount as may be determined by the Government from time to time) for serving the Government or the Public Sector Undertakings/Corporations/Boards/Universities, as may be required by the Government for a period of not less than 05 (five) years after successfully completing the training and qualifying Part-I and Part-II examinations. The requisite bond shall be submitted by the trainee candidate to the Director, Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla on the very first day of joining for training, which will be forwarded by the said Institute to the Director, Treasuries, Accounts & Lotteries, Himachal Pradesh, Shimla for record and necessary action.
4. Subjects and Syllabus for the Entrance Examination(s): The subjects and syllabus for the candidates appearing in preliminary Himachal Pradesh Finance and Accounts Service Examination shall be as under:-

(a) SYLLABUS FOR PRELIMINARY EXAMINATION: There will be 120 Multiple Choice Questions as specified

below on the basis of syllabus prescribed for main examination. The duration of the test will be of two hours. The marks obtained by the candidates who are declared qualified for written examination will not be counted for determining their final order of merit. The number of candidates to be admitted to the main examination will be ten (10) times of the number of vacancies to be filled:

English & Hindi	40 questions
Omnibus Accounts	40 questions
FRSR & HPFR, 2009	40 questions

Note:-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.

a.

(b) **SYLLABUS FOR Main Examination: The Syllabus for main examination will be as under:-**

Paper-I	English and Hindi	Precis, letter writing, noting and drafting and other general questions to test the candidate's ability to write correct English/Hindi. The questions from English/Hindi will carry 75 marks each.
Paper-II	Omnibus Accounts	Questions will be on Rules relating to Pay Fixation, Pension, T.A., LTC, Leave and GPF.
Paper-III	FR, SR and Himachal Pradesh Financial Rules (HPFR) 2009.	Questions will be on Fundamental Rules & Supplementary Rules and Himachal Pradesh Financial Rules, 2009.

NOTE:-

1. The standard of English Paper shall be similar to that of the Bachelor Degree level of any recognized Indian University and Standard of Hindi Paper shall be similar to that of 10+2 examination level of any recognized Board of School Education.
2. Each Paper shall carry 150 marks and will be of three hours duration.
3. The medium of examination shall be English except for Paper I for which the medium of examination shall be both English and Hindi part wise.

K. NUMBER OF CHANCES FOR APPEARING IN ENTRANCE EXAMINATION:-

1. No employee shall be allowed more than five chances to sit in the entrance examination.
2. The candidates who have finally been declared unsuccessful in Himachal Pradesh Finance and Accounts Service Examination held after completion of training will not be eligible to sit in the entrance examination again.

L. SELECTION OF CANDIDATES FOR TRAINING:-

1. The selection of candidates for training shall be subject to the orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/Other Backward Classes, other categories of persons issued by the Himachal Pradesh Government from time to time.
2. The minimum pass marks shall be 40% in each paper and 45% in aggregate, but for reserved category the percentage will respectively be 5% less.

3. The final selection shall be made strictly in order of merit, of course keeping in view the reservation of seats for reserved categories.
4. The Commission shall intimate the final list of selected candidates for undergoing training for Part-I and Part-II examination at HIPA to the concerned Head of Departments/Appointing Authorities of the candidates, Director, HIPA and Director, Treasuries, Accounts and Lotteries, Himachal Pradesh as well as to the candidates concerned.
5. The seniority of the officers appointed to the service shall be determined on the basis of marks obtained by them in both Part-I and Part-II examinations in first attempt. In case the marks are equal then the candidate who is senior in age will be placed above the candidate junior in age. The trainee, who will not pass all the papers in first attempt, will be placed below the candidates who have passed the examinations for both the parts in first attempt, on the basis of marks obtained by him/her in order of passing both the parts.

M. TRAINING:

1. The Director, HIPA shall intimate the candidates selected for undergoing training, the scheduled date of commencement of training for Part-I and Part-II examinations.
2. In case any candidate selected to undergo training fails to report for training to the Director, HIPA by the scheduled date of the commencement of training, the period of such absence may be condoned by the Director, HIPA on the written request of the candidate provided the reasons for such absence were beyond the control of the applicant and the Director, HIPA is of the opinion that it may be possible for the applicant to make up for the lost period.
3. The period of training for Himachal Pradesh Finance and Accounts Service Part-I and II examinations shall be 5 months in each part.
4. The appointment of the trainee candidate in the Finance Department after successful completion of Part-I and Part-II Examination shall be subject to the obtaining of Vigilance Clearance Certificate in his / her favour by his parent Department from the Vigilance Department.
5. The period of training of Part-I and Part-II and examination shall be treated as duty.

Provided that the period of training in respect of the candidates shall be treated as duty and they shall be entitled for TA / DA as per rules only if they qualify the Himachal Pradesh Finance and Accounts Service Part-I and Part-II examination in the same or subsequent sessions in accordance with the rule 8 (4).

N. EXAMINATION AND RESULT:

1. The Himachal Pradesh Finance and Accounts Service Part-I and Part-II examination for the candidates undergoing training in Himachal Pradesh Institute of Public Administration, Shimla shall be conducted by the Commission.
2. The subjects and syllabus for Himachal Pradesh Finance and Accounts Service Part-I and II training to be conducted by HIPA shall be as per Appendix-B and Appendix-C attached with these rules.
3. The Commission on receipt of information regarding the date of completion of Training of Himachal Pradesh Finance and Accounts Service Part-I and Part-II from Himachal Pradesh Institute of Public Administration Fairlawns, Shimla shall conduct the examination on a date immediately after the completion of training. The Director, HIPA will send such information at least 1-1/2 months before the completion of training.
4. A candidate shall not be allowed to appear in either part of the examination more than three times.
5. In order to pass the examination, a candidate must obtain 50% marks in each paper. Where there are two parts in a paper, marks obtained in both the parts shall be counted together.
6. A candidate shall be eligible to be admitted for Himachal Pradesh Finance and Accounts Service Part-II training with other successful candidates who have qualified the Himachal Pradesh Finance and Accounts Service Part-I examination even if he fails to qualify the said examination: Provided that the result of Himachal Pradesh Finance and Accounts Service Part-II examination of such candidate shall not be declared till he qualifies the Himachal Pradesh Finance and Accounts Service Part-I examination. Provided further that in case a candidate fails to pass all the papers even after availing three chances, separately both in Part-I and Part-II examinations, his result for Himachal Pradesh Finance and Accounts Service Part-I and Part-II examinations shall stand cancelled automatically.
7. The Commission shall intimate the list of successful candidates including the marks obtained by them in all the papers of Part-I & II examination to the Director, Treasuries, Accounts & Lotteries, Himachal Pradesh.
8. Candidate(s) shall be required to bring their own books in examination in those papers in which the aid of such books is allowed. Those books shall not contain any extraneous material but shall be bare reference books only. In case a candidate is found to have indulged in unfair means during the examination, he / she may be disqualified for the entire examination.

O. CATEGORY CLAIMS:

1. The category of the candidate claimed in the profile before he / she applies for the post shall be treated as final. In case the candidate has inadvertently filled his category wrongly in the ORA or his / her category undergoes a change before the prescribed closing date for submission of online recruitment application through OTR portal then such candidate shall have to get his / her application modified by requesting the Commission to that effect in writing. In such a situation, the candidate shall have to deposit the difference amount of the application fees as is applicable for the category claimed by him / her. However, in cases where candidate finds out at any later stage that he / she has wrongly filled his category in the ORA or there is change of category which is beyond the control of the candidate at any stage during the recruitment process; provided he / she has not availed any relaxed standards in terms of age, experience, qualification etc., he / she will inform about it in writing to the Commission within 15 days after the conduct of screening test / preliminary examination failing which no such type of requests shall be entertained by the Commission. In such cases, if he / she has paid the examination fees as per the norms of reserved category then he / she will have to deposit the requisite fees. Decision of Commission on his / her request to change the category shall be final.
2. S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ E.W.S. of Himachal Pradesh/ W.F.F. 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 recruitment applications while applying for the concerned post(s). If any B.P.L. candidate applies for the post reserved for EWS category he/she shall have to submit a valid B.P.L. certificate countersigned by the Block Development Officer and also a non-SC/ST/OBC certificate issued by the competent authority. 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.
3. The statutory certificates like Bonafide Himachali, SC, ST, WFF and legal heir issued on parentage basis on the prescribed format are of permanent nature and are acceptable to the Commission. However, the certificates of O.B.C. on parentage basis on the prescribed format and E.W.S. also on the prescribed format issued by the competent authority to be valid not only for the relevant term of the financial year but also covering the prescribed closing date(s) for submission of online recruitment application through OTRS and application form for the main (written) examination, if any. The latest certificate issued by the competent authority alongwith self undertaking stating that his / her status has not been changed and he / she is not excluded from the category of O.B.C. or E.W.S. or B.P.L. will have to be submitted by the candidate to the Commission as and when asked by the Commission as well as on the day of main examination and Personality Test / document verification.
4. **OBC of H.P. (OTHER BACKWARD CLASSES OF HIMACHAL PRADESH):-**

The candidates belonging to O.B.C. of H.P. category must produce O.B.C. certificate(s) on the prescribed format valid till the relevant term of the Financial Year (i.e. 1st April to 31st March) as notified by the Government of Himachal Pradesh from time to time. Candidates must have a valid O.B.C. Certificate covering the entire period from last date of submission of Online Recruitment Applications till date of Main Entrance Examination along with an undertaking that his / her status as O.B.C. 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.

P. GENERAL INSTRUCTIONS:

1. If any person with benchmark 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 atleast seven days prior to the screening test (Computer Based Test/ Offline Test) for the concerned post. such application will be entertained on merit and as per rules.
2. The candidates belonging to disabled categories are advised to claim their respective category only if the percentage of disability is 40% or more than this.
3. The applicant shall upload his/her latest photograph in the space provided in the application form. In case, photograph uploaded on the application of Preliminary examination is found different / varying to that of pasted on the Identity Card for appearing in the Main examination, the candidature of such candidates shall stand cancelled. Main examination, the

candidature of such candidates shall stand cancelled.

4. Generally Wards of Ex-serviceman erroneously apply against the post of Ex. Servicemen and choosing the code of Ex-Servicemen of H.P. in the relevant Column of the Online Recruitment Application (ORA) resulting rejection of their candidature. Therefore, they shall write and choose the code of category(s) to which actually they belong and not select the code of Ex-Servicemen.
5. 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.
6. 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).
7. Candidates are informed that as per Government of H.P. (in the Department of Personnel) notification No.Per (AP-B)B(15)-3/2022 dated 22-03-2023, the examinations conducted by the Himachal Pradesh Public Service Commission will come under the purview of Himachal Pradesh Prevention of Malpractice Act, 1984.
8. A candidate at any stage of examination /selection which shall include final selection and sending recommendation(s) thereof or during the course of examination or any selection process conducted or being conducted may in addition to rendering himself / herself liable to criminal prosecution under relevant laws (in the case of candidate already in service under Government, to disciplinary action and criminal prosecution under the appropriate rules and relevant laws) may be debarred from appearing in any written examination / Document verification/ Interview for a period not exceeding 15 years, or his candidature may be cancelled at the discretion of the Commission w.e.f. the date as may be decided by the Commission, if he or she is found to be guilty of the following:

(i) obtaining / seeking support for his / her candidature whether in the Examination or Evaluation or Physical Test or Document verification or interview by any means; or

(ii) impersonating; or

(iii) procuring impersonation by any person; or

(iv) submitting false/ fabricated documents or documents which have been tampered with; or

(v) making statements which are incorrect or false or flouts any Instructions Guidelines, terms and condition, given in advertisements or instructions communicated in any manner or suppressing therein material information at any stage of selection; or

(vi) resorting to the following means in connection with his / her candidature for the examination, namely:

(a) obtaining copy of question paper through improper means;

(b) finding out the particulars of the persons connected with secret work relating to the Examination; Evaluation, Physical Test and Interview /Document verification,

(c) Influencing the Examiners; or

(vii) using or attempting to use unfair means in the Examination Hall; or

(viii) writing obscene matter or drawing obscene sketches in the scripts; or

(ix) harassing, threatening or causing physical injury to the staff engaged in the conduct of Examination; Evaluation, Physical Test or Interview / Document Verification; or

(x) violating any of the instructions given to the candidates in their admission card or other directives including oral instructions given by the centre supervisor /superintendent or other staff engaged in the conduct of Examination; Evaluation, Physical Test or Document Verification or interview; or

(xi) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Examination, Evaluation, Physical Test or document verification or interview, creating a disorderly scene and the like; or

(xii) being in possession of or using mobile phone, pager, scanner or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination /document verification; evaluation or physical Test or interview; or

(xiii) being debarred earlier on the above mentioned grounds by the Union Public Service Commission or any State Public Service Commission or any other government department / recruiting agency including this Commission.

(xiv) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses; Provided that no penalty under this Rule shall be imposed except after:-

(a) giving the candidate an opportunity of making such representation in writing as he/she may wish to make in that behalf; and

(b) taking into consideration the representation, if any, submitted by the candidate within the period allowed to him/ her.

Provided further that the order of debarring or cancellation of candidature shall be passed only after the Commission has considered the matter and approved the proposed punishment of debarring the candidate or cancellation of his / her candidature.

10. If any candidate appears in the Screening Test on the centre other than the allotted centre, his / her candidature will be rejected straightway and no correspondence will be entertained in the matter.

11. The number of vacancies to be filled in on the basis of this Screening Test may increase or decrease.

12. Contract/Casual/adhoc/ daily rated/ work charged employees do not need to produce NOC from the concerned employer. The candidates who are in Government service (regular service) may apply to the Commission alongwith 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 allowed to participate in the process of Personality Test/document verification unless he/she produces NOC from the concerned employer.

13. 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.

Q. CHECK LIST: VERIFY THE FOLLOWING BEFORE UPLOADING THE ONLINE APPLICATION DOCUMENTS/CERTIFICATES:

i. 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 Screening Test and Personality Test.

ii. No representation /correspondence will be entertained against final rejection of candidature.

iii. That the following documents/certificates re uploaded in support of claims made/ information given in the Online Application:

1. Matriculation certificate for age proof.
2. Bachelor Degree certificate /Marks Sheets of all years/ consolidated mark-sheets or provisional degree in support of essential qualifications.
3. Valid Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., Ex-Servicemen, Ward of Ex. Servicemen, WFF and Persons with disabilities etc. All these certificates alongwith undertaking wherever required, should be on Proforma prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions of the Govt. issued vide letter No. PER (AP)-C-F(10)-4/2010 dated 5th August, 2019.
4. Bonafide Himachali Certificate in case of reserved category candidates.
5. Service Certificate and undertaking for chances already availed. i.e Annexure II,III.

Note:- Strike out whichever is not applicable.

R. DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):-

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

1. If he/she has been dismissed from any previous Govt./Semi Govt. service;
2. 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;
3. If he/she is found either directly or indirectly influencing the selection process in any manner; or
4. If he/she is an un-discharged insolvent.

NOTE: For more information of candidates, HPPSC (PROCEDURE & TRANSACTION OF BUSINESS AND PROCEDURE FOR THE CONDUCT OF EXAMINATIONS & PERSONALITY TESTS ETC)

RULES 2023 is available on Commission's Website.

S. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

In case of any guidance/ information / clarification regarding Online Recruitment Applications (ORA), candidates can contact H.P.P.S.C. 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 Sections.

ABBREVIATIONS:

HP: 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., BPL: Below Poverty line of H.P. EWSEconomically Weaker Section of H.P., as declared by the Govt. of H.P. from time to time, Ex-SM: Ex-Servicemen 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., VI: Visually impaired, HI: Hearing Impaired, OTRS: One Time Registration System, NOCNo Objection Certificate and EQ: Essential qualification(s).

Sd/
(Devinder Kumar Rattan), IAS
Secretary
H.P. Public Service Commission
Tel. No. : 0177-2623786

HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION

(APPLICATION FOR INITIAL SELECTION OF CANDIDATES FOR UNDERGOING HPF&AS EXAM.-2024)

1.	Roll No.		Affix your recent passport size photography duly attested	
2.	Online Application Form No.			
3.	Name of Applicant(in Block Letters)			
4.	Father's Name			
5.	Date of Birth (Attested Copy of Matriculation Certificate showing date of birth may be enclosed)			
6.	Age as on 01-01-2024			
7.	Category (if reserved category, furnish a proof thereof)			
* 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. 1st April to 31st March) as notified by the Government of Himachal Pradesh (in the Department of Revenue) in Rajpatra dated 09th January, 2012. Candidates must have a valid OBC Certificate covering the entire period from last date of submission of online applications till date of test 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.				
8.	Fee(Rs.600/- for General Category Physically Handicapped & Rs. 150/- for SC/ST/OBC (of H.P. Categories), No Fee for female Candidates.	Detail:- i) Bank draft No. ii) Dated:- iii) Amount: iv) Name of Bank		
9.	Educational qualification (attested copies of degree/ details marks sheets may be enclosed)			One attested copy of your recent passport size photograph in addition to the one affixed above.
10.	Date of Joining of regular service under the H.P. Govt. or the H.P. Govt. Undertaking/Corporation / Boards / Autonomous Bodies/ Local Bodies etc.			
11.	Whether completed the required length of 03 years regular service as on _____, if so, give a certificate to this effect on annexure-II.			
12.	No objection certificate from the Appointing Authority.			
13.	Detail of chances already availed in previous years (specify the year with Roll No)	Sr.No.	Year	Roll.No
1				
2				
3				
4				
5				
14.	Detail of Documents attached:-			
	1.			2.
	3.			4.
	5.			6.
	7.			8.

DECLARATION

I hereby declare that I am an Indian National and the statements made in this application are true, complete and correct to the best of my knowledge and belief. I undertake that in the event of any information being found false or incorrect at any stage, my candidature is liable to be cancelled and if appointed, appointment itself shall be liable to be cancelled. I also solemnly declare that I do not suffer from any of the disqualifications shown in the advertisement for the post and I am eligible in all respects according to eligibility criteria prescribed.

Date:

Place:

applicant

Signature of the

SERVICE CERTIFICATE

Certified that Shri/ Smt./ KumariSon/daughter of Shri.....hold the post of on regular basis in the Department of.....,in the office of.....and has put in.....years regular continuous service as on (both in permanent or officiating capacity) under the (DEPARTMENTS /BOARDS / CORPORATIONS/ AUTONOMOUS BODIES /UNIVERSITIES /CO-OPERATIVE BANK OF THE STATE OF HIMACHAL PRADESH .

Signature of certificate issuing authority

Name:

Designation:

Date of issue of certificate:-

Deptt. Office with Stamp:.....

Place:

ANNEXURE-III

UNDERTAKING FOR CHANCE(S) AVAILED

I _____, Son/daughter of Shri _____ hold the post of _____ on regular basis in the Department of _____, in the office of and has put in _____ Years regular continuous service as on (both in permanent or officiating capacity) under the (Departments /Boards /Corporations/ Autonomous Bodies / Universities / Co-Operative Bank of the State of Himachal Pradesh
do hereby undertake that I have availed.....chance(s) in the year , , , , &.....for HPF&AS (now initial selection of candidates for undergoing HPF&AS Training at HIPA).

Date:
Place:

Signature of candidate
Name:.....
Designation: