



# HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Examination-2024

Advertisement Number : **28/12-2024** ,Closing Date for Application : **03/01/2025 11:59PM** :

**Dated : 07/12/2024**

Online Recruitment Applications (ORA\*) are invited from desirous and eligible candidates for recruitment to 04 (UR=01, SC of HP=01, OBC of HP=01 & EWS of HP=01) post(s) of Peon, Group-D, (on contract basis) on fixed contractual amount in Level-1 in HP Public Service Commission, Nigam Vihar, Shimla-171002.

## **A. IMPORTANT INSTRUCTIONS:-**

1. The candidates must read instructions carefully, which are available on website of the Commission before applying for the post(s) concerned.
2. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement by uploading copies of certificates of Essential Qualification, Matriculation certificate as age proof, Category Certificate alongwith Bonafide certificate of H.P. and Experience Certificate (where required) to avoid rejection of their candidature after the closing date.
3. The candidate shall be eligible for appointment, if he/she has passed his/her Middle and Matriculation from any School/Institution situated within Himachal Pradesh, provided that this condition shall not apply to Bonafide Himachalis.
4. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as mentioned in Eligibility Criteria of this advertisement are required to upload the requisite documents on the OTRS portal.
5. 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. Scheduled Caste (S.C.), Scheduled Tribe(S.T.), Other Backward Classes (O.B.C.), Economically Weaker Section(E.W.S.), Ex. Servicemen, Ward of Ex. Servicemen, Ward of FreedomFighter (W.F.F.) and Persons with benchmark Disabilities (Loco motor Disabled / Visually Impaired / Hearing Impaired) etc.
6. No in service (regular service) candidate will be evaluated unless he/she produces NOC (No Objection Certificate) from concerned employer.
7. The candidates must mention their e-mail & mobile No. correctly in their Online Recruitment Application for receiving alerts and messages relating to Evaluation.
8. The candidates should also give their Aadhar No. (optional) in the appropriate field of the ORA.
9. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

**NOTE:- THERE IS NO EXAMINATION FEE FOR THE ADVERTISED POST OF  
PEON, GROUP-D.**

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

1. Middle Certificate (8th Class) wherever applicable.
2. Matriculation certificate for age proof and evaluation.
3. Experience certificate(s) wherever required.
4. Valid category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., Ex- Servicemen along with discharge book, Ward of Ex. Servicemen, WFF and Persons with benchmark disabilities etc. All these certificates along with 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).
5. Bonafide Himachali Certificate in case of reserved category candidates.
6. Valid EWS/BPL Certificate (Candidates applying under EWS' s category will have to submit either "Income & Asset Certificate" or valid BPL Certificate countersigned by B.D.O. along with non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)-1/2019 dated 11th June, 2019.

**Post Details**

Sno.	Name of dept	Name of post	No. of posts	Category Wise No. Of Posts	Pay scale
1	HPPSC	PEON	4	UNRESERVED =1, SCHEDULED CASTE OF HP =1, O B C OF HP =1, ECONOMICALLY WEAKER SECTION OF H.P. =1	Pay Band Level - 1 (Rs. 18000 - 56900)

**Essential Qualification(s)**

<p>Should have passed Matriculation Examination from a recognized Board of School Education/ Institution:</p> <p>Provided that the Middle and Matriculation must be passed from any School/ Institution situated within Himachal Pradesh.</p> <p>Provided further that this condition shall not apply to Bonafide Himachalis.</p> <p>Provided that visually impaired persons who have crossed the age of 35 (Thirty Five) years, competing under 1% quota reserved for visually impaired persons will be exempted from prescribed educational qualification.</p>
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**Desirable Qualification**

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

### **C. ELIGIBILITY CONDITIONS:-**

1. The date of determining the eligibility of all candidates in terms of essential qualification(s), experience, if any, shall be reckoned as on the closing date for submission of Online Recruitment Applications through ORA portal.
2. 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 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.
3. The decision of the Commission regarding eligibility etc. of a candidate for admission to evaluation or 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 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 evaluation/document verification.
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/Online Application is liable to be rejected.

**NOTE:-** All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organizations or in private employment should apply to the Commission through Online Web portal. 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 Posts. They are also required to submit an undertaking on prescribed proforma that they have informed in writing their Head of Office/Department that they have applied for the Examination. The candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/ appearing in the evaluation, their application/candidature will liable to be cancelled.

### **D. AGE- Between 18 to 45 years.**

**Age of a candidate shall be reckoned as on 01-01-2024.**

**NOTE I:** Candidates should note that only the date of birth as recorded in the matriculation Examination Certificate as on the date of submission of applications will be accepted by the Commission and no subsequent request for its change will be considered or granted.

**NOTE II:** Candidates should also note that once a date of birth has been claimed by them and entered in the records of the Commission for the purpose of admission to an examination, no change will be allowed subsequently (or at any other examination of the Commission) on any grounds whatsoever.

**NOTE III:** The candidate should exercise due care while entering their date of birth in respective column of the application Form. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their Matriculation or equivalent examination certificate, disciplinary action will be taken against them by the Commission under the Rules.

### **CLARIFICATION:**

Five years relaxation in upper age limit is admissible only to the Bonafide S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P./W.F.F. 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 and as mentioned in detail under title Age Limits. The age relaxation for bonafide S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P. /W.F.F. of H.P./ Persons with disabilities of Himachal Pradesh/ Ex. Servicemen of H.P. is available only if there is a post reserved for these categories.

## E. 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. 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.
5. Application without scanned latest photograph or signature shall be rejected straightaway.

### Examination Stations/Cities

SHIMLA

## **F. There is no Examination Fee for the advertised post(s) i.e. Peon, Group-D.**

### **G. ADMISSION/ REJECTION:-**

1. Incomplete Online Recruitment Applications (ORA) submitted without scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
2. The candidates who have uploaded all supporting documents will be allowed to appear in the evaluation on their claim basis.

**Note :-** Original certificates will have to be produced at the time of Documentation/evaluation. If their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission.

### **H. E-admit cards :-**

No admit cards will be sent by post and provisionally admitted candidates shall have to download their respective e-admit cards along with instructions for the concerned examination/evaluation 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-admit cards. 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-admit cards, failing which he/she will not be allowed to appear in the Evaluation, in any condition/ circumstances, whatsoever.

### **I. SELECTION PROCESS:-**

Stage	Stage Name
1.	Evaluation

### **J. Scheme of Examination-**

Selection to the Posts/ Services where no selection procedure has been prescribed in the respective notified Recruitment and Promotion Rules will be done as per selection procedure mentioned below

1. The candidate shall be eligible for appointment only, if he/she has passed his/her Middle and Matriculation from any School/Institution situated within Himachal Pradesh, provided that this condition shall not apply to Bonafide Himachalis.
2. The candidates will be short listed for Evaluation/Document Verification, on the basis of marks obtained in Matriculation, which shall be calculated as per percentage of marks obtained in Matriculation to be calculated out of 85 marks (for example, a candidate getting 50% marks in Matriculation will be given 42.5 marks) and 15 marks will be awarded for evaluation of documents duly mentioned and uploaded in the online Application Form.
3. Final merit list shall be drawn on the basis of marks obtained in the educational qualification and evaluation as per **Government of Himachal Pradesh Department of Personnel Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 for Class-IV posts based on the following parameters:**

**CRITERIA OF EVALUATION FOR 100 MARKS FOR PEON, CLASS-IV POSTS:**

Sr. No.	Name of Certificate	
1	Merit of minimum educational qualification, in terms of the Recruitment & Promotion Rules, shall be calculated as under:-  {Percentage of marks obtained in prescribed educational qualification to be calculated out of 85 marks. For example, a candidate getting 50% marks in Matric will be given 42.5 mark},	85 Marks
2	Evaluation of candidates to be made in the following manner:-  1. Belonging to notified Backward Area or Panchayat, as the case may be. =01Mark. 2. Land less family / family having land less than 1 Hectare to be certified by the concerned revenue Authority. =02 Marks. 3. Non-employment Certificate to the effect that none of the family members is in Government / Semi Government service. = 2.5 Marks. 4. Differently abled persons with more than 40% impairment/ disability/infirmity. =01 Mark. 5. NSS atleast one year / certificate holders in NCC/the Bharat Scout and Guide / Medal winner in National Level sports competitions. = 01 Mark 6. BPL Family having annual income (from all sources) below ₹40,000/- or as prescribed by the Government from time to time. = 2.5 Marks. 7. Widow / divorced / destitute / single women. = 1.5 Marks. 8. Single daughter / orphan. = 01 Mark. 9. Experience upto a maximum of 5 years in Govt. / Semi- Govt. Organization relating to the post applied for (0.5 marks only for each completed year). =2.5 Marks	15 Marks

K. The following are the issuing authorities for the above mentioned certificate(s):-

Sr.No.	Name of Certificate	:	Issuing Authorities
1)	Backward Area/ Panchayat, Landless family/ family having less than 1 (one) hec. Land, non-employment, income certificate etc.	:	SDO(Civil)/Tehsildar/Naib Tehsildar
2)	BPL/Widow/Divorced/destitute/Single Woman/ Single Daughter/ Orphan etc.	:	BDO(by taking the authenticated entries inthe 'Parivar Register' as the basis of such certificate) in Panchayat Commissioner/ Joint/ Assistant Commissioner in Municipal Corporation Executive Officer in Municipal Council Secretary in Nagar Panchayats
3)	Differently abled persons	:	Health & Family Welfare Authorities/ Medical Boards
4)	NCC/NSS/Scouts & Guides	:	Head of the concerned Institution
5)	Medal Winners in National LevelSports Competition	:	Concerned District Youth Services and Sports Officer/ Head of Institution
6)	Essential Educational Qualification etc.,	:	Recognized School Board/Universities
7)	Himachali Bonafide Certificate	:	SDO(Civil)/Tehsildar/Naib Tehsildar
8)	Age Proof Certificate(10 <sup>th</sup> Class Certificate)	:	Recognized School/Board.
9)	SC/ST/OBC/EWS Certificate	:	SDO(Civil)/Tehsildar/Naib Tehsildar
10)	Experience	:	Experience related to post applied as per R&P Rules(wherever required) on proper format duly mentioning experience period in date month & year, signed by the competent authority, with the date of issuance mentioned therein.

In case the number of candidates applying for the posts of Peon is more than 200, the candidates shall be shortlisted for evaluation in the ratio of 20 times of the total number of posts/vacancies (category wise) and will be called for evaluation on the basis of claim made by the candidates in their Online Applications, i.e. marks claimed in Matriculation

## **examination.**

Note:- The candidates for the post of Peon, Class-IV (Non-Gazetted) (on Contract basis) are not required to submit requisite self attested documents/ credentials to this Commission's office. However, candidates, who will fall in the zone of consideration (on the basis of claim made by the candidates in their Online Applications, i.e. marks claimed in Matriculation examination) for the posts of Peon will be informed separately to submit printout/ hard copy of online recruitment application(s)(ORAs) alongwith requisite selfattested documents in support of their eligibility/claim in due course of time.

## **L. OTHER CONDITIONS:-**

1. The eligibility of candidate(s) called for the Evaluation will be determined on the basis of original documents produced on the day of Evaluation and the Commission will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the Appointing Authority. As such, admission to the Evaluation shall be purely provisional.
2. Disputes, if any, shall be subject to Court jurisdiction at Shimla.
3. 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.

## **M. 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. 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/evaluation.

### **4. E.W.S. OF H.P. (ECONOMICALLY WEAKER SECTIONS OF H.P.):**

- (i) The benefit of reservation under the EWS category (other than SCs / STs / OBCs) in posts under the Government of Himachal Pradesh can be availed against the posts reserved for EWS category on production of an Income and Asset Certificate issued by the competent authority in the State of Government of Himachal Pradesh in the prescribed format.
- (ii) The reservation to the category of EWS and (document to be submitted in support of claim), will be as per instructions issued by the Government of H.P. (in the Department of personnel) vide letter No. PER(AP)-C-B(12)- 1/2019 dated 11th June, 2019.
- (iii) If a BPL candidate applies for the post reserved for EWS category he / she shall have to submit a valid BPL certificate issued by competent authorities and countersigned by the Block Development Officer and also a non SC / ST / OBC certificate issued by the competent authority in the prescribed format. The candidate should possess valid EWS certificate at all stages of examination/ recruitment process.
- (iv) In case Economically Weaker Section (EWS) candidates is not available for selection, the vacancies will be treated

automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.

#### **N. GENERAL INSTRUCTIONS:**

1. The SC / ST / OBC / WFF / Physically Handicapped and Ex-servicemen candidates of other states than H.P. should write / encode their category code as 01, because they will be treated as unreserved candidates and upper age relaxation is not applicable to them.
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.
4. Reserved categories candidates are required to go through the relevant instructions in order to ensure that they are eligible under the particular category(s).
5. 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.
6. 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/evaluation,
- (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.

7. 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 document verification unless he/she produces NOC from the concerned employer.

8. 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.

#### **O. CHECK LIST: VERIFY THE FOLLOWING BEFORE UPLOADING THE ONLINE APPLICATION DOCUMENTS/CERTIFICATES:**

1. 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 Evaluation.
2. No representation /correspondence will be entertained against final rejection of candidature.
3. That the following documents/certificates are uploaded in support of claims made/ information given in the Online Application:

a) Middle certificate (8th Class) wherever required.

b) Matriculation certificate for age proof and evaluation.

c) Valid Category certificate(s) in support of their eligibility, if any , viz., S.C., S.T ., O.B.C., E.W.S., 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).

d) Bonafide Himachali Certificate in case of reserved category candidates.

e) Valid EWS/BPL Certificate. (Candidates applying under EWSs category will have to submit either 'Income & Asset Certificate' or valid BPL Certificate countersigned by B.D.O. alongwith non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER(AP)-C-B(12)-1/2019 dated 11th June, 2019).

**P. DISQUALIFICATIONS FOR ADMISSION TO THE EVALUATION(s):-**

No candidate will be eligible for Evaluation:-

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.

**Q. 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](mailto:hppsc_shimla@msn.com)”. No candidate will interact directly with the staff in the Recruitment Sections.

**R. IMPORTANT NOTE:**

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

**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 FreedomFighters 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/  
(Nivedita Negi), IAS  
Secretary  
H.P. Public Service Commission  
Tel. No. : 0177-2623786