

**HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION**

**Advertisement NoVII/2011.
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Application are invited from only bonafide candidates of Himachal Pradesh for the following post(s) in H.P.Public Service Commission from the candidates whose name are borne on the live register of any of the employment exchange H.P., on prescribed Performa on or before 21-10-2011,by 5.00 PM. Last date for receipt of applications for the candidates residing in Bharmour and Pangti Sub. Division of Chamba Distt., Dodra Kwar Sub Division of Shimla Distt., Kinnaur and Lahul Spiti Distts of Himachal Pradesh, whose applications are received by post from these areas is 05-11-2011.

ITEM-I(A)

Name of the Post:- Clerk (On Contract Basis)	Number of Posts:- 07 (Gen.-02,S.C. of HP. =02, OBC of HP-1, General IRDP of HP-1.Gen. Physically Handicapped (Low Vision of HP-1.
Pay Scale:- Rs 7810/- P.M. consolidated fixed contractual amount)	
<p>A) Essential Qualification</p> <p>(i)Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University.</p> <p>(ii) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer.</p> <p>(iii) Should have the Knowledge of word Processing in Computer as Prescribed by the recruiting authority.</p> <p>b) Desirable Qualification</p> <p>Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	

Item-I(B)

Junior Scale Stenographer (on contract Basics)	Number of Post:-02(General- 01, Physically Handicapped(Orthopedically Handicapped) of HP.-01				
Pay Scale Rs. 8710/- per Month (consolidated fixed contractual amount)					
<p>A)Essential Qualification (i) Should have passed 10+2 examination or its equivalent from a Board of School Education/University recognized by the H.P.Govt.;</p> <p>ii) Must possess the following speed in shorthand and typewriting in both the languages i.e. English and Hindi at the time of initial recruitment:-</p> <p><u>Speed in Shorthand</u></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>English</u></td> <td style="text-align: center;"><u>Hindi</u></td> </tr> <tr> <td style="text-align: center;">80 WPM</td> <td style="text-align: center;">70 WPM</td> </tr> </table>		<u>English</u>	<u>Hindi</u>	80 WPM	70 WPM
<u>English</u>	<u>Hindi</u>				
80 WPM	70 WPM				

Speed in Typewriting

English Hindi

40WPM 30 WPM

- iii) Should have the Knowledge of word processing in computer as prescribed by the recruiting authority.
- b) DESIRABLE QUALIFICATION (S):
- c) Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

NOTE:- The number of post(s) is/are tentative and may increase or decrease for different categories of candidates.

ELIGIBILITY CRITERIA.

(I) **A candidate must be a citizen of India.**

(II) **The candidates name should be borne on the live register of any of employment exchanges in H.P.**

Essential Qualifications:-

- (a) Essential Qualification for the post should be completed as on last normal date for receipt of applications i.e **21.10. 2011**
- (b) 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. The Commission will not be responsible for any delay in receipt of applications, due to any reasons whatsoever.
- (c) 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, and unsigned application will be rejected straightway and no subsequent correspondence will be entertained.

Age Limits:-

- (a) A candidate must have attained the age of 18 years and must not have attained the age of 45 years as on **01/01/2011**.
- (b) 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-Serviceman of H.P. Relaxation is as per Government instructions.

NOTE I :

Candidates should note that only the date of birth as recorded in the Matriculation 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.

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.

FEE

Category :-

Gen/ Gen. Orthopedically Handicapped /Hearing Impaired and Gen. WFF of H.P =Rs.100/-

SC/ST/OBC/Gen. IRDP of H.P =Rs 25/-

Ex-Serviceman unless discharged at their own request before completion of normal tenure and visually impaired candidates of H.P. are exempted from payment of examination fee.

NOTE:-

Fee once paid will not be refunded.

HOW TO APPLY:

- (i) Candidates are required to visit the Commission website at <http://www.hp.gov.in/hppsc> and download the application Format.
- (ii) Demand draft for examination fee is to be prepared in favour of **Secretary , H.P.Public Service Commission, Nigam Vihar, Shimla-2, payable at Shimla.**
- (iii) Paste your one recent photograph, duly attested in the specified box and send the Application Form duly signed by you (along with Demand Draft) by Registered/ Speed Post so as to reach on or before **21-10-2011.The Secretary, H.P. Public Service Commission Nigam Vihar Shimla-171002.** The application, complete in all respect can also be deposited in the office of the Commission in person. The benefit of additional time prescribed to candidates of remote/ Tribal areas will be given only when the applications are sent through post office located in such areas . No such benefit will be given if applications are received through courier or by hand.
- (iv) In service candidates may apply to the Commission with advance copy of application along with requisite fee with information to their Head of Department/ Employer for issuing of NOC . No in service candidate will be interviewed unless he/ she brings this required NOC from the concerned employer at the time of interview.

NOTE:

All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organisations 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.

If any candidate appears at a centre other than those indicated by the Commission in his/her Admit Card, the papers of such a candidate will not be evaluated and his/her candidature will be liable to be cancelled.

SCREENING TEST / INTERVIEW:

1) 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 candidate. Final selection of candidate will be made solely on the basis of his/her 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.

2) The candidates who will qualify in the screening test will be called for typing / shorthand test and candidates 20 time of the posts will be declared successful in the screening test. The total number of candidates called for interview will be three time of total number of vacancies .

Note-I:- The standard of examination will of 10+2 level.

OTHER CONDITIONS:-

1. Onus of proving that 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 Essential Qualification .
2. **Categories like General/Gen. IRDP/ SC/ST/OBC/ Persons with disabilities /Ex-Servicemen/ WFF once claimed in the application forms will not be substituted/changed later on.**

3. The decision of the Commission as to the eligibility or otherwise of a candidates for admission to interview or selection will be final and no correspondence / personal enquiries will be entertained.
4. The SC/ST/OBC/IRDP Candidates must possess certificates based on lineage of paternal families.
5. 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.
6. A candidate who is or has been declared by the Commission to be guilty of:
 - (i) Obtaining support for his/her candidature by the following means, namely:-
 - (a) offering illegal gratification to, or
 - (b) applying pressure on, or
 - (c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
 - (ii) impersonating, or
 - (iii) procuring impersonation by any person, or
 - (iv) submitting fabricated documents or documents which have been tampered with, or
 - (v) making statements which are incorrect or false or suppressing material information, 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,
 - (c) 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 a specified period
 - (i) by the Commission from any examination or selection held by them.
 - (ii) by the Central Government from any employment under them, and
 - (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.
 - (i) giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
 - (ii) taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

Other Conditions

- (i) 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.

Centres of Examination.

1. Shimla
2. Bilaspur
3. Hamirpur
4. Mandi
5. Kullu
6. Chamba
7. Kangra
8. Una
9. Solan
10. Sirmour (at Nahan)

- (ii). The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination will be final and no correspondence / personal inquiry will be entertained therefore. The Candidates are requested to keep ready attested copies of the following documents for submission to the Commission soon after the declaration of the result of the Screening Test.

1. Certificate of age.

2. Certificate of educational qualification.
3. Certificate in support of claim to belong to Scheduled Caste, Scheduled Tribe and Other Backward Classes/ Physically Disabled, where applicable.
4. 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

- (ii). 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.
- (iv). **If any candidate appears in the CLERKS / JUNIOR SCALE STENOGRAPHERS examination on the centre other than the allotted centre, his / her candidature will be rejected straightway and no correspondence will be entertained in the matter.**
- (v). The category once claimed by the candidate will not be changed at any stage. No correspondence regarding change of category will be entertained.
- (vi). The candidates applying offline must enclose self addressed post card with the application for acknowledging the receipt of application.
- (vi). **Re-checking / Re-evaluation for the screening test shall not be allowed in any case.**
- (vii). 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.
- (viii). The number of vacancies to be filled in on the basis of this screening test may increase or decrease.
- (ix). Disputes, if any, shall be subject to court jurisdiction at Shimla.

ADMISSION / REJECTION OF CANDIDATURE:

- (i) Incomplete, unsigned, without photo or applications with inadequate fees or applications received after the last date shall not be entertained and shall be rejected straightway without providing opportunity for corrections. Therefore, it is in the interest of the candidates to fill up the applications carefully, submit them with photograph and fees well in time.
- (ii) The candidates are advised to carefully read the instructions contained in this advertisement. The eligibility of candidates will be determined on the basis of aforesaid instructions. The candidates who appear in the aforesaid examination, if found ineligible subsequently, their candidature will stand cancelled. 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 examination / interview shall be purely provisional.

- (iii) The candidate must satisfy himself/herself before applying that he/she fulfils all the eligibility criteria such as age, qualification(s) on the last date fixed for receipt of the applications in Commission's Office.
- (iv) The Commission shall not be liable for any delay in transit or by postal authorities.
- (v) The candidate(s) will be admitted provisionally on the basis of claims made by him/her in their applications; therefore, they need not enclose the certificate(s) of their eligibility.

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.

ABBREVIATION: HP: Himachal Pradesh, PSC: Public Service Commission, SC: Scheduled Caste of HP, ST: Scheduled Tribe of HP, OBC: Other Backward Classes as declared by the Govt. of HP from time to time, EQ: Essential qualifications, DQ: Desirable qualifications, SP: Special pay, Ex-man: Ex-serviceman of H.P, categories of H.P.

Sd/-
(Anita Tegta) IAS
Secretary,

**HIMACHAL PRADESH PUBLIC SERVICE COMMISSION
APPLICATION FORM**

ADVERTISEMENT NO-----.

APPLICATION FOR THE POST OF _____
IN HIMACHAL PRADESH PUBLIC SERVICE COMMISSION.

1. Name of the applicant: _____
(In capital letters)

2. Father's Name : _____

3. Sex (Male/ Female): _____

4. Date of Birth :

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Paste Recent
passport size
photograph
duly attested.

5. Correspondence Address (IN CAPITAL LETTERS WITH PIN CODE AND
TELEPHONE NO.)

6. Permanent address(IN CAPITAL LETTERS WITH PIN CODE):

7. Name of the Employment Exchange.....

8. Employment Exch. Registration No.....

9. Tehsil _____ Distt. _____

10. Name of category(Gen./Gen.IRDP/ SC/ST/OBC/WFF/Ex-Servicemen /
Physically handicapped/Visually Impaired):-----

11. Academic qualifications:

Sr. No.	Exam. Passed	% age of marks	Year of passing	Board/ University

12. Are you H.P Govt. employee:- (Yes /NO) _____

13. Give Chronological detail of your employment:

Sr. No.	Name of Deptt.	Post held	From	To	Whether permanent Temporary/ Tenure	Remarks
1						
2						
3						

14.Particulars of Bank Draft:

Bank Draft No.	Name of Bank	Date of issue	Amount

15. Centre for Examination / Screening Test _____

I hereby declare that I am an Indian National and all statements made in this application are true, complete and correct to the best of my knowledge and belief . I understand that in the event of any information being found false or incorrect , my candidature is liable to be cancelled.

Dated :

Signature of the applicant