

**HIMACHAL PRADESH STAFF SELECTION COMMISSION HAMIRPUR DISTT.  
HAMIRPUR (H.P.)-177001**

Advertisement No. 35 -1/ 2019

Dated: 01.03.2019

Website: <http://www.hpsssb.hp.gov.in>

Opening date for submission of Online Recruitment Application (ORA) Form: 05.03.2019

Closing date for submission of Online Recruitment Application (ORA) Form : 04.04.2019 till 11:59 PM

Online Applications are invited for direct recruitment of under mentioned categories of posts using the website of Himachal Pradesh Staff Selection Commission i.e. <http://www.hpsssb.hp.gov.in>. The online application can be filled up from 05.03.2019 to 04.04.2019 till 11:59 PM, thereafter website link will be disabled. The candidates are strictly advised to apply online well in advance to avoid rush during closing dates of submission of Online Recruitment Applications. **No offline Application Form will be accepted by the Commission.**

The downloaded copy of the online application form along with necessary original certificates and self attested photocopies must be brought at the time of documentation/Evaluation for 15 marks.

**ESSENTIAL QUALIFICATION(S) AND EXPERIENCE ETC.**

Date for determining eligibility of all candidates in respect of Essential Qualification(s) and Experience, if any, etc. shall be the prescribed closing date for submission of On Line Recruitment Application (ORA) Form i.e. 04.04.2019 till 11.59PM.

**Age:** The minimum and maximum age limit of 18 to 45 years [ **For Post Code 738(18 to 30 years)**] will be reckoned as on 01-01-2019. The upper age limit is relaxable by five years for candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Persons with disabilities & Children/Grand Children of Freedom Fighters of Himachal Pradesh. The upper age relaxation is also available to Ex-servicemen candidates of H.P. as per provisions of relevant rules/instructions of H.P. Govt.

**Note:-**

- i. The candidates must read the instructions/ other terms and conditions carefully, which are given below and are also available on the website of the HPSSC i.e. <http://www.hpsssb.hp.gov.in> before filling up Online Recruitment Application (ORA) Forms for the post(s) concerned.
- ii. The candidates are advised to note down the USER ID and PASSWORD and this user ID and password will be applicable for all future reference regarding the examination/tests, downloading roll numbers/call letters/entering fee detail etc.
- iii. The candidates are advised to give their working mobile number and email ID, used by them in the online recruitment (ORA) application and ensure their working till the completion of selection process to avoid inconvenience.
- iv. The candidates shall fill up their complete and correct particulars in the online recruitment application forms to avoid rejection of candidature. Furnishing incorrect information may disqualify the candidate from appearing for recruitment to any post to be advertised by the Commission for a period of three years.
- v. Where the examination fee is deposited through off line mode i.e E-Challan, the applicant after depositing the fee in the bank, shall visit the official website of the Commission for fee updation immediately but not later than the last date of submission of application i.e. 04.04.2019 till 11.59PM and after entering the user ID and password earlier created, enter the fee details of "Branch Code/Name, Transaction ID, amount of fee, date of deposit" and update fee detail. After this candidate shall take print of the application form for future reference.
- vi. No. of post(s) is/ are tentative and may increase or decrease from time to time for different categories of posts. Any fresh requisitions received from any requisitioning authorities for the posts having common/similar R & P Rules shall be included in the present number of posts upto 30.06.2019 or the date of written objective screening test whichever is earlier. Therefore, all the candidates are requested to apply under their respective category (s) as the post of any reserved category can be included to be filled up on the basis of this advertisement. The number of vacancies & reservation of post is liable to be altered without any notice.
- vii. **The candidates will have to exercise the option in writing at the time of documentation/evaluation process and the selection/allocation of the departments will be made on the basis of "Merit –Cum-Option-Cum-Availability of Post" formula in the case of the posts of various departments and various districts in case of District cadre posts. However, the desirous reserve category candidate(s) may further opt that in case by considering him as MRC (Meritorious Reserve Candidate), he is not getting the post / department/district of his better preference/choice, then he may be considered in his respective reserve category for giving him better choice/ preference for ultimate recommendation.**
- viii. The recommendations of the Commission will be valid till the appointments are offered to the candidates by the Appointing Authority or for a period of one year from the date of recommendations which-ever is earlier. Further, the recommendations shall be made by the Commission from the existing panel as and when the requisitions in respect of the additional vacancies are received from different departments for similar posts with similar/common Recruitment and Promotion Rules till the waiting panel in operation is exhausted or six months, whichever is earlier."
- ix. The Commission reserves the right to dispense with the written examination for any post keeping in view the number of applications viz-a-viz vacancies and other circumstances. In lieu of marks for written test, the Commission may prescribe a direct selection criteria based on essential qualifications mentioned in the R &P Rules and may directly conduct the Skill test / Physical test /evaluation of all the eligible applicants, as the case may be.
- x. The Commission reserves the right to implement para 4 of the Govt. Notification No.Per (AP.B)B(15) -5 / 2014 dated 17.04.2017 and clarifications/instructions, if any received from the Government during the recruitment process.
- xi. The Commission reserves the right to change any other terms of the advertisement or to rectify the inadvertent errors at any stage.

**The detail of Posts, Eligibility Conditions, Mode of Selection and other terms and conditions are as under:-**

1. Detail of Posts:-

Name of Department/Board/Corporation/Post/Pay Band	Post Code	Number of posts		
<b><u>1.Elementary Education</u></b> Language Teacher (on contract basis) Rs. 10300-34800+3200GP	730	Sr.No	Name of the Dist	No. of post with category
		1	Bilaspur	Gen.(UR)- 04, Gen.(BPL)-02, SC(UR)-01, SC(BPL)- 01, ST(UR)-01,OBC(UR)-01 Total=10
		2	Chamba	Gen(UR)-09, Gen. (BPL)-02, SC(UR)-03, SC(BPL)- 01, OBC(UR)-02 Total=17



<b>11. Information &amp; Public Relations</b> Assistant Video Cameraman (on contract basis) Rs.10300-34800+3800GP	740	Gen(UR)-01	Total=01
<b>12.Forensics Services</b> Laboratory Assistant(Biology & Serology) (on contract basis) Rs.5910-20200+2400GP	741	SC(UR)-01	Total=01
<b>13. Electrical Inspectorate</b> Technical Assistant (on contract basis) Rs.10300-34800+3800GP	742	Gen(UR)-03	Total=03
<b>14.HP State Pollution Control Board</b> Junior Environmental Engineer (on contract basis) Rs. 10300-34800+3800GP	743	Gen.(UR)-07,Gen(BPL)-02,SC(UR)-03,SC(BPL)-01,OBC(UR)-01	Total=14
<b>15. HP General Industries Corporation Ltd.</b> Electrician (on contract basis) Rs.5910-20200+1900GP	744	Gen(UR)-01	Total=01
<b>16. Home Guards &amp; Civil Defence</b> Civil Defence Instructor/Chief Instructor/Platoon Commander/Administrative Officer / Assistant Store Officer (on contract basis) Rs. 10300-34800+3600GP	745	Gen.(UR)-02, Gen.(BPL)-01	Total=03

## 2. Minimum Essential Qualifications as per R & P Rules.

730 Language Teacher	<p>i) B.A. with Hindi as an elective Subject and 2-year Diploma in Elementary Education (by whatever name known) OR BA with atleast 50% marks with Hindi as an elective subject and 1-year Bachelor in Education (B.Ed.) OR BA with at least 45 % marks with Hindi as an elective subject and 1-year Bachelor in Education (B.Ed.) in accordance with the NCTE (Recognition Norms &amp; Procedure) Regulations issued from time to time in this regard. OR B.A. with at least 50 % marks with Hindi as an elective subject and 1-year Bachelor in Education (B.Ed.) Special Education. OR Prabhakar (Honours in Hindi) with 50% marks followed by B.A. Examination (English and one additional subject) with 50 % marks from a recognized University and 1-year Bachelor in Education (B.Ed.) OR M.A.(Hindi) with at least 50 % marks from a recognized university and 1-year Bachelor in Education (B.Ed.) And</p> <p>ii) Pass in Teacher Eligibility Test (TET Language Teacher) duly conducted by HP Board of School Education Dharamshala. Provided that the incumbents who have already qualified the Teacher Eligibility Test (TET) conducted by the HP Subordinate Services Selection Board Hamirpur shall also be eligible subject to the condition as laid down in Para-11 of the guidelines issued by the National Council for Teacher Education vide No. 76-4/2010/NCTE/Acad, dated 11.2.2011.</p> <p>Note : Relaxation up to 5% will be allowed in minimum education qualifications and also in minimum qualifying marks for TET to the candidates belonging to SC/ST/OBC/PH categories of HP.</p>
731 Mechanic (Electrical)	<p>i) 10+2 or its equivalent from a recognized Board of School Education/University.</p> <p>ii) Two years National Trade Certificate Course in the trade of Electrician or its equivalent from an I.T.I. or an Institution duly recognized by the Central/State Government and</p> <p>iii) Three years practical experience in repair, maintenance and upkeep of Electrical Equipments, Motors and Wiring in Government Printing Press or an ISO certified Private Printing Press.</p>
732 Mechanic (Printing)	<p>i) 10+2 or its equivalent from a recognized Board of School Education/University.</p> <p>ii) Two years Certificate Course in the trade of Mechanic (Printing) or its equivalent from an I.T.I. or an Institution duly recognized by the Central/State Government.</p> <p>iii) Three years practical experience in repair, maintenance work of Printing, binding and Mechanical workshop's machinery equipments in a Government Printing Press or an ISO certified Private Printing Press.</p>
733 Copy Holder	<p>i) Should have passed 10+2 Examination or its equivalent from a recognized Board/University.</p> <p>ii) Two years practical experience in proof Reading from a Government / Semi Govt./ Private Press having ISO certification.</p>
734 Dispenser	<p>i) Matriculate with Science from a recognized University/Board or its equivalent.</p> <p>ii) Diploma in Pharmacy from a recognized State Board of Technical Education or equivalent.</p> <p>iii) Should be registered Pharmacist under the Pharmacy Act.</p>

735 Laboratory Assistant (Pharmacy College)	i) 10+2 in Science stream or its equivalent from a recognized University/Board of School Education. ii) Atleast two years diploma course in Pharmacy from a recognized University or an Institute duly recognized by the Himachal Pradesh Govt. / Central Govt.
736 Laboratory Technician (Pharmacy College)	Two years diploma in Pharmacy (D.Pharmacy) recognized by the State Govt. of HP or Central Govt.
737 Sr. Scientist (Drugs)	Should be graduate in Medicine or Science (B.Sc. Medical/Non-Medical) or Pharmacy or Pharmaceutical Chemistry or Bio Chemistry or Medical Laboratory Technology or Microbiology or Food and Drugs of a University established in India by the Law or has an equivalent qualification from a University recognized and notified by the Central Government for such purpose with eight years experience in testing of drugs from an Institution/Organisation approved by the Central/State Government from time to time. OR Should be post Graduate in Medicine or Science or Pharmacy or Pharmaceutical Chemistry or Bio Chemistry or Medical Laboratory Technology or Microbiology or Food and Drugs of a University established in India by the Law or an Associate of Institution of Chemists(India) by examination with analysis of Drugs and Pharmaceuticals as one of the subject or has an equivalent qualification from a university recognized and notified by the Central Government for such purposes with five years experience in analysis of drugs from an Institution / Organization approved by the Central/State Government from time to time.
738 Fitter	Matric from a recognized Board by the Govt. of HP with Technical qualification of ITI in Fitter Trade done through a regular course from the Institution recognized by the H.P. Government.
739 Hostel Warden	Should possess a Bachelor Degree from a recognized University.
740 Assistant Video Cameraman	i) Should have passed Matriculation Examination from a University/Board recognized by the Government. ii) Must possess atleast 2 years diploma in Cinematography from an institution recognized by the HP Govt. / Central Govt.
741 Laboratory Assistant (Biology & Serology)	B.Sc.(Medical) Molecular Biology/Bio Technology from a recognized University.
742 Technical Assistant	i) Matric from a recognized Board of School Education. ii) Three years Diploma in Electrical Engineering or B.E/B.Tech. Degree in Electrical Engineering from a University duly recognized by the State/Central Government.
743 Junior Environmental Engineer	1 <sup>st</sup> Class Bachelor's Degree in either Chemical, Environmental, Civil, Industrial or Mechanical Engineering.
744 Electrician	ITI Certificate in the trade with four years experience in the line.
745 Civil Defence Instructor/Chief Instructor/Platoon Commander / Administrative Officer/ Assistant Store Officer	Should have passed atleast 10+2 Examination from a recognized University/ Board of School Education or its equivalent. AND Should be Holding honorary Rank of Platoon Commander or above in the Home Guards Organization & with continued service as such for the last three years. OR Should be a serving Havildar Instructor/Quarter Master Havildar in the Home Guards Department for atleast three years. OR Should be a released / Retired Officer of the Indian Army, who has held the rank of Naib Subedar or above with atleast 3 years service as such.
<b>3. DESIRABLE QUALIFICATION(s)</b>	
<b>Post codes</b> 730 to 739,741 to 745	Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
740	i) Two years experience in handling 35 mm Video Camera in an Institution recognized by State Govt. /Central Govt. or in a Public Sector/Corporation/Organisation. ii) Knowledge of customs, manners and dealects of HP and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

<b>4. Mode of Selection -Part-I (Written test of 85 marks)</b>			
<b>The Written Objective type Screening test of two hours duration will consist of 170 Multiple Choice Questions (MCQ) of 85 marks. Each question will be of ½ marks. The skill tests /physical standard and efficiency test etc. wherever applicable will be of qualifying nature for those who qualify the Written Objective type Screening Test.</b>			
730 to 745	Objective type screening test consisting of Multiple Choice Questions from the subject (s)/ field (s) concerned, General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Logic, Social Science, General English & General Hindi of Matric standard.		
<b>Part-II (Evaluation of 15 Marks )</b>			
<b>Evaluation of 15 marks in respect of shortlisted candidates after qualifying written objective screening test / subjective tests and skill tests/physical/practical tests, if any, will be carried out as per the following criteria:-</b>			
<b>Sr.No.</b>	<b>Detail of Criteria of 15 marks</b>	<b>Marks</b>	<b>Competent authority to issue the certificates</b>
1.	Weightage for the minimum educational qualification as per the Recruitment & Promotion Rules. (Percentage of marks obtained in the educational qualification would be multiplied by 0.025, For example, an individual has secured 50 % marks in the required educational qualifications, he /she will be allowed 1.25 marks (50 X 0.025 = 1.25) {(i)For technical posts, professional educational qualification prescribed in the R & P Rules shall be taken into consideration e.g. for the post of JE (Civil) Diploma (three year's) in Civil Engineering or B.E/B.Tech. Degree in Civil Engineering, for TGT –B.Ed and for Junior Office Assistant (IT) one year Diploma in Computer Science/Computer Application /IT etc. will be given the prescribed weightage. In the case candidates possessing multiple basic professional qualification, weightage will be given to higher percentage / marks. (ii) In the case of non technical posts and where professional Degree/Diploma etc is not required, the educational qualification as prescribed in the recruitment rules of the post shall be taken into account.}	2.5 (two & a half)	Concerned University / Board
2.	Belonging to notified Backward Area or Panchayat, as the case may be	1(one)	Concerned SDO(C) / Tehsildar/ Naib Tehsildar.
3.	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority	1(one)	Concerned SDO(C) / Tehsildar/ Naib Tehsildar.
4.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)	Concerned SDO (C)/ Tehsildar / Naib Tehsildar or concerned Panchayat Secretary /Sahayak and counter signed by concerned Gram Panchayat Pradhan/Up Pradhan.
5.	Differently abled persons with more than 40% impairment / disability / infirmity	1(one)	Health & Family Welfare authorities / Medical Boards.
6.	NSS (atleast one year), certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions	1(one)	Concerned Head of Institution. Certificate of medal winners will be issued by concerned Distrcit Youth Services and Sports Officer/Head of Institution.
7.	BPL family having family annual income (from all sources) below Rs. 40,000 /- or as prescribed by the Govt. from time to time.	2 (two)	Concerned BDO by taking the authenticated entries in the “Parivar Register” as the basis of such certificate or concerned Panchayat Secretary /Sahayak and countersigned by concerned Gram Panchayat Pradhan.
8.	Widow /divorced/destitute /single woman	1(one)	Concerned BDO by taking the authenticated entries in the “Parivar Register” as the basis of such certificate.

9.	Single daughter/Orphan	1(one)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate.
10.	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution	1(one)	Competent authority of the concerned University /Institution.
11.	Experience up to a maximum of 5 years in Govt. / semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (two & a half)	Competent authority of the concerned Govt. /Semi Govt. Organization.

**5. IMPORTANT INSTRUCTIONS FOR FILLING UP ONLINE APPLICATIONS :-**

1. The candidates must read the instructions carefully, which are also available on the website of the HPSSC, i.e. <http://www.hpsssb.hp.gov.in> before **filling up Online Recruitment Application Forms (ORA) for the post(s) concerned.**
2. The candidates are advised to apply online well in time without waiting for the last date of submission of online application.
3. The candidate should enter his/her particulars i.e. Name, Father's Name, Mother's Name & Date of Birth as per his/her Matric Certificate and upload scanned photograph and scanned signature. The size of scanned photograph should be less than 20 kb and size of scanned signature should be less than 10kb.
4. The candidates must ensure their eligibility in respect of category, experience, age and essential qualifications(s), etc. as mentioned against each post in the advertisement to avoid rejection at later stage.
5. Incomplete Online Recruitment Applications submitted without requisite examination fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
6. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., Ex-Servicemen, WFF and Physically Disabled (Orthopedically Disabled/ Visually Impaired/ Blind / Hearing Impaired / Deaf & Dumb)/ BPL etc.
7. The candidate should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date fixed for submission of Online Recruitment Applications (ORA).
8. **No. of post(s) is/ are tentative and may increase or decrease from time to time for different categories of posts. Any fresh requisitions received from any requisitioning authorities for the posts having common/similar R & P Rules shall be included in the present number of posts upto 30.06.2019 or the date of written objective screening test whichever is earlier. Therefore, all the candidates are requested to apply under their respective category (s) as the post of any reserved category can be included to be filled up on the basis of this advertisement. The number of vacancies & reservation of post is liable to be altered without any notice.**
9. The candidate is allowed to submit only one application form against each post. Multiple applications Form for same post of a candidate are liable to be rejected.
10. The application forms through fax/post shall not be entertained and the commission does not take responsibility to inform such candidates.
11. Married daughters/ grand-daughters of freedom fighters and Ex-serviceman are entitled for reservation under Ward of Freedom Fighter and Ward of Ex-Serviceman category respectively subject to the final out come of **LPA No. 215/2015 titled as State of HP V/S Smt. Jyoti Kumari & ors pending before the Hon'ble High Court of H.P. and SLP No. 31435 /2016 titled as State of HP & ors V/s Nelam Kumari pending before the Hon'ble Supreme Court of India.** Preference will be given to the children of Freedom Fighters over Grand Children.
12. Eligibility for vacancies in Sub-Category of SPORTSMAN shall be as per the norms framed by department of Youth Service and Sports.
13. The Commission reserves the right to dispense with the written examination for any post keeping in view the number of applicants viz-a-viz vacancies & other circumstances.
14. **The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes should be on parental basis, failing which candidature of such candidates will be rejected.**
15. The candidates belonging to OBC of HP Category must produce OBC certificate(s) on the prescribed format, which should not be more than one year old at the time of last date fixed for submission of Online Recruitment Application. The validity of the certificate is required to be seen at the time of Evaluation of 15 marks. The candidates are also required to produce the old certificate of the time of filling of the application.
16. The validity of IRDP/BPL certificate is of six months from the date of its issuance. The candidate is required to furnish the valid certificate including the old certificate of the time of the filling the application in support of his/her claim. The validity of the certificate is required to be seen at the time of Evaluation of 15 marks.
17. The candidates belonging to disabled categories with disability of 40% or more are allowed extra time of minimum one hour for examination of three hour duration i.e. 20 minutes per hour. In case of visually impaired candidates making request for the scribes, he/she/will have to submit a written request for the same to the Commission immediately after receipt of his roll number.
18. Examination fee once paid will not be refunded.
19. Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission, relax any of the provision(s) of the Recruitment & Promotion Rules regulating the selection process.
20. The candidates can also submit their Online Recruitment Application (ORA) form through LOKMITRA KENDRAS (LMKs) located in HP at the prescribed charges approved by HPSSC as under:-
  - i) **Registration of applicant Rs. 10/-**
  - ii) **Filling up of Application Form for one post. Rs. 10/-**
  - iii) **Filling up of Challan Form and Printout Rs. 10/-**
  - iv) **Printing of Admit Card Rs. 10/-**

## 6. EXAMINATION FEES:-

The detail of Exam. fee for different categories is as under:-

Sr.No.	Category	Exam Fees
1.	<b>General Category</b> (including General Ex-Servicemen of HP relieved from Defence Services on their own request before completion of normal tenure, and reserved categories of other states).	Rs. 360/-
2	<b>General IRDP, Physically Handicapped, Ward of Freedom Fighter, Ward of Ex-Servicemen of HP.</b>	Rs. 120/-
3.	<b>S.C. of H.P. /S.T. of H.P. /O.B.C. of H.P.</b> (including S.C. /S.T. /O.B.C. Ex-Servicemen of H.P. relieved from Defence Services on their own requests before completion of normal tenure and SC/ ST/ OBC, IRDP, Physically Handicapped, Ward of Freedom Fighter, Ward of Ex-Servicemen of H.P)	Rs. 120/-
4.	<b>Ex-Servicemen of H.P.</b> (Ex-Servicemen, who are relieved from Defense Services after completion of normal tenure) / <b>Blind of H.P./ Visually Impaired of H.P.</b>	No Fee

## 7. Mode of Payment

Candidates can pay requisite Exam. Fee through one of the following modes:-

- Online Payment Gateway or
- Offline computer generated Challan or
- Lokmitra Kendra

### a. ONLINE PAYMENT GATEWAY:-

The candidate can deposit the requisite fee through online payment gateway using Credit Card/Debit Card/ Net Banking. There will be no extra charge using this mode.

### b. OFFLINE COMPUTER GENERATED CHALLAN:-

In case of non- possession of Credit Card /Debit Card/Net Banking facility a candidate may adopt this mode of payment. The candidate will print an offline computer generated challan and deposit fee at any of the nearest branch of any bank. The bank charges in this case would be applicable. However, the candidate has an option of printing e-challan for PNB and deposit the fee through nearest PNB branch without any extra charge. After depositing the requisite fee in the bank, the candidate is required to update his fee details i.e. Transaction ID, Branch Code and date of payment etc. through his user ID on Online Recruitment Applications (ORA).

### c. LOKMITRA KENDRA:-

The candidates without internet facility can visit their nearest LMK and get the form filled along with fee deposit at the prescribed charges as mentioned above.

## 8. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

In case of any guidance/information/clarification regarding their Online Recruitment Applications (ORA), candidature etc. candidates may contact HPSSC Reception Counter in person or on Phone No. 01972-222204,222211, Toll Free No. 1800-180-8095 or on email ID i.e. [sssb-hp@nic.in](mailto:sssb-hp@nic.in) on any working day between 10:00 A.M. to 05:00 P.M.

## 9. ADMISSION/ REJECTION:-

The information in respect of provisionally admitted candidates and rejected candidates will be uploaded on the official website of the Commission before the conduct of Screening Test/ Examination for the concerned post(s).

The candidates are required to submit their requisite documents in support of their eligibility for the concerned post(s) at the time of evaluation of 15 marks. The requisite documents submitted by the candidates, will be scrutinized and list of proposed rejected candidates will be uploaded on the website of the Commission for information of all concerned.

**Admissions and rejections will be uploaded on the official website and *No separate intimation in this regard will be sent by post. 07 day's time will be given to file representation(s) against the proposed rejections, if any, from the date of uploading the list of rejected candidates on the official website of the Commission for the concerned post(s).***

**The candidates are advised to visit the Commission's official website <http://www.hpsssb.hp.gov.in> from time to time for updates in their own interest.**

## 10. ADMIT CARD:

No Admit Card(s) will be sent by post and provisionally admitted candidates will have to download their respective Admit Card from the official website of the Commission i.e. <http://www.hpsssb.hp.gov.in> . The message in this regard will also be sent on their registered Mobile No. or e-mail Id (if provided during the registration). The candidates may download his/her Admit Card either by entering Application ID, Name and Date of Birth. A One Time Password (OTP) will be sent on registered mobile/ e-mail ID which will be required to be entered before downloading the Admit Card.

## 11. SUBMISSION OF CERTIFICATES/ DOCUMENTS:-

**The downloaded/printed copy of the Online Application Form alongwith necessary original certificates and self attested photocopies will have to be produced at the time of evaluation. No offline Application Form will be accepted by the office.**

## 12. CATEGORY CLAIMS:-

The category once claimed by the candidate(s) will not be allowed to be changed at any stage. The S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ WFF of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh and Physically

Disabled of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the Online Recruitment Application(s) (ORA) while applying for the concerned post(s). The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category and submit the applicable certificates only on the prescribed formats at the time of evaluation.

**13. ELIGIBILITY CONDITIONS:-**

- i. The date of determining the eligibility of all candidates in terms of Essential Qualifications, experience etc. shall be reckoned as on the closing date for submitting the Online Recruitment Applications (ORA).
- ii. The decision of the Commission regarding eligibility etc. of a candidate will be final.
- iii. Onus of proving that a candidate has acquired requisite degree/ essential qualifications by the stipulated date is on the candidate and in the absence of proof 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 qualification.
- iv. 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 Online Recruitment Application is liable to be rejected.

**14. SCREENING TEST/ EXAMINATION/ EVALUATION ETC.:-**

- i. In cases where the number of eligible candidates for recruitment to the post(s) advertised by the Commission is inordinately large, the Commission may limit/ shortlist the number of eligible candidates to be called for evaluation of 15 marks by subjecting them to a Written Screening Test which may be objective type or descriptive or both. Final selection of a candidate will be made solely on the basis of the marks obtained in the Written Screening Test/ main subjective type test and his/her evaluation of 15 marks as per prescribed criteria. If the candidates score equal marks, then a candidate who is senior in age will be placed above the candidate junior in age.
- ii. Where a skill test comprising of type and shorthand test or both is an Essential Qualification, the candidates will be required to undergo these tests for the prescribed speeds. Where a Physical Test is prescribed/required, the candidate will be required to undergo the required Physical Test as per Physical Standards laid down. The Commission shall not be liable for any injury or damage sustained by the candidates while going through such tests. However the skill tests/physical tests will be of qualifying nature.
- iii. The provisional answer key of each Written Screening Test (objective type) will be uploaded on the official website after the freezing of the answer sheets of the candidates for calling objections from the candidates. Seven day's time shall be given for inviting objections in the answer key, if any. The objections will be got vetted through an expert panel and the result will be finalized as per the revised answer key.
- iv. Any request for rechecking/re-evaluation of scripts of Written tests/ Skill tests/Physical tests will not be entertained.
- v. The eligibility of candidate(s) called for the evaluation of 15 marks will be determined on the basis of original documents produced at the time of evaluation of 15 marks 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 Written Screening Test/Examination/ evaluation of 15 marks shall be purely provisional.
- vi. The Centers for holding the examination are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the examinations centre(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different centre to a candidate if circumstances so warrant.

**15. OTHER CONDITIONS:-**

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in regular Government service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for a particular post. In case, a communication is received from their employer by the Commission withholding permission to any candidate applying for/ appearing for the examination, his/her application(s) will be liable to be rejected.
2. Contract / Casual / adhoc / daily wages /work charged employees do not need to produce NOC from the concerned employer.
3. In Government service (regular service) candidates may apply to the Commission along with requisite examination fees with information to their Heads of Departments/Employer for issuing NOC.
4. Candidate who is or has been declared by the Commission to be guilty of:-
  - a) Obtaining support for his/her candidature by the following means, namely:-
    - Offering illegal gratification to, or applying pressure on, or blackmailing or threatening to blackmail any person connected with the conduct of the examination, or
  - (b) Impersonating, or
  - (c) procuring impersonation by any person, or
  - (d) submitting fabricated documents or documents which have been tampered with, or
  - (e) making statements which are incorrect or false or suppressing material information, or
  - (f) resorting to the following means in connection with his/her candidature for the examination, namely:-
    - Obtaining copy of question paper through improper means, finding out the particulars of the persons connected with secret work relating to the examination, influencing the examiners, or
  - (g) using unfair means during the examination, or
  - (h) writing obscene matter or drawing obscene sketches in the scripts, or
  - (i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
  - (j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or
  - (k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
  - (l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or
  - (m) attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to Criminal prosecution, be liable to be disqualified by the Commission from the examination for which he/she is a candidate and/or
  - (n) to be debarred either permanently or for a period as specified by the Commission from any examination or selection.

**16. CHECK LIST:  
VERIFY THE FOLLOWING BEFORE SUBMITTING THE ONLINE RECRUITMENT APPLICATION OR DOCUMENTS/ CERTIFICATES:-**

- a. That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates.
- b. That copies of only following documents/certificates are to be provided in support of claims made / information given in the Online Recruitment Application(ORA) at the time of evaluation of 15 marks:-
  - i. Matriculation certificate for age proof.
  - ii. Degree/Diploma certificates along with Marks Sheets of all years in support of Educational Qualifications as prescribed under Essential Qualification column of R & P Rules. The provisional certificate(s) along with marks sheets of all semesters/ years.
  - iii. Experience certificate(s) wherever required.
  - iv. Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) by which it has been so treated and that if the qualification possessed by the candidates is equivalent, a copy of order/letter under which it has been so treated may also be enclosed.
  - v. Caste certificates, if applicable.
  - vi. BPL certificates, if applicable.
  - vii. All other certificates, if any required for determining eligibility and carrying evaluation as mentioned in mode of selection criteria (Part-I & II) which so ever applicable to the applicants.

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

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

- a) If he/ she has been dismissed from any previous 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 a male candidate who has more than one living wife and if a female candidate, who has married a man already having another wife; or
- e) If he / she is an un-discharged insolvent.

**18. ABBREVIATIONS:**

- OTP : One Time Password
- HPSSC : Himachal Pradesh Staff Selection Commission
- UR : Unreserved
- S.C : Scheduled Caste of H.P.
- ST : Scheduled Tribe of H.P.
- OBC : Other Backward Classes of H.P as declared by the Govt. of H.P. from time to time
- Ex-SM : Ex-servicemen of H.P.
- WFF : Wards of Freedom Fighters of H.P.
- Wards of Ex- SM : Wards of Ex-Serviceman of H.P.
- PWD : Persons with disabilities of H.P.
- OH : Orthopedically Handicapped.
- VI : Visually impaired,
- HI : Hearing Impaired.

**19. Steps to Fill Up Online Application Form**

- **Step 1:** The candidate needs to get him/her self registered on the ORA by using the Option “Sign up” given on the official web site.
- **Step 2:** After completing the registration the candidate will sign in into the application by using the user name and password created by him/her at the time of registration.
- **Step 3:** The category wise detail of posts will be displayed on the web page i.e.<http://www.hpsssb.hp.gov.in> Applicant can apply for the post by clicking the “Apply” button against it.
- **Step 4:** Candidate needs to choose preferred District and Tehsil for examination.
- **Step 5:** After selecting the preferred District and Tehsil the candidate needs to fill his/her personal as well as contact details.
- **Step 6:** After filling up the form for personal and contact details, the candidate needs to upload his/her scanned photograph and signature.
- **Step 7:** The candidate needs to provide his/her educational details as per the post.
- **Step 8:** If the experience is required for the particular post, then the candidate will be redirected to Experience Page else he will be redirected to payment option.
- **Step 9:** Make payment.

Sd/-  
( Dr. Jitender Kanwar)HPAS  
Secretary,  
HP. Staff Selection Commission,  
Hamirpur.