HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Advertisement No. IX/2011
Dated : 27.11.2011

(LAST DATE FOR RECEIPT OF APPLICATIONS : 26.12.2011(for remote areas 10.01.2012)

Applications are invited by 26.12.2011 from the citizens of India for the following post(s) in different Departments of Himachal Pradesh, either by Online Mode or by Offline Mode. **Applications** received after last date(s) will be rejected straightway.

IMPORTANT

1. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:

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

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

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

2. HOW TO APPLY

a) **Candidates may apply online by using the website http://www.hp.gov.in/hppsc** Detailed instructions for filling up online applications are available on the above mentioned website. However candidates may also apply through offline mode, by using the **OMR Computerised Application Form** which can be purchased from the Counter of H.P. Public Service Commission, Nigam Vihar, Shimla-171002

b) Candidates are advised to read carefully the **instructions for filling up the Online Application Form** given in **Appendix-I** and **instructions for offline Applications** given in the Notice available on website **http://www.hp.gov.in/hppsc**.

3.LAST DATE FOR RECEIPT OF APPLICATIONS:

(A) Online (From all candidates) The Online Applications can be filled upto **26.12.2011 till 11.59 PM** after which the link will be disabled.

(B) Offline : All Offline Applications must reach the **"Controller of Examinations, Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla- 171002** by Post/Speed Post, Courier or By hand on or before 26.12.2011. However, for the candidates residing in Andaman and Nicobar Islands, Lakshdweep, Ladakh Division of J&K State, Assam, Tripura, Meghalaya, Nangaland, Manipur, Mizoram, Arunachal Pradesh, Pangi and Bharmour Sub Divisions of Chamba District, Kinnaur district, Dodra Kawar sub Division of Shimla District and Lahaul & Spiti District of Himachal Pradesh, the last date for receipt of applications by post / speed post only (not by hand or by courier) is 10.01.2012.

4. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES :

In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact HPPSC's Reception Counter near Main Gate of its campus in person or over **Telephone No. 0177- 2624313 /** on working days between 10.00 hrs to17.00 hrs. The candidates can contact **Shri Suresh Sharma, Addl. Registrar,** on telephone No.**0177-2623784** / Mobile No.**9805340542**

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

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

ITEM NO.I : Department of Public Relations, H.P.

Name of the Post:- Assistant Public Relations Officer, Class-II (Non-Gazetted)	**Number of posts :** **01 post on Regular Basis – Hearing Speech Handicapped of H.P. &** **01- post reserved for General Ex-Serviceman of H.P. on contract basis (Backlog post)**
Structure of Pay of Regular post: PB-3 Rs.10,300-34,800 + Grade Pay Rs.4200/- **Contractual Amount : As per Rules**	
Essential Qualification: - (1) Bachelor's Degree or its equivalent from a recognized University. (2) Bachelor of Journalism and Mass Communication/ Public Relations or its equivalent or Post Graduate Diploma in Journalism and Mass Communication/ Public Relations from a Recognized University. **Desirable Qualification:** (i) Knowledge of customs, manners and dialects of H.P. and suitability for appointment in the peculiar conditions prevailing in the Pradesh. (ii) Published Material such as features and articles in Newspapers or journals of standing Newspapers and working experience of professional nature in any Govt. Deptt./ Public Sector Undertakings/ Media Organization of standing.	

ITEM NO. II Department of Agriculture, H.P.
(H.P. State Agriculture Marketing Board)

Name of the Post :- Secretary, Class-I, (Gazetted) Grade 'A' **(On contract Basis)**	**Number of post(s) :-01 General Visually Impaired of H.P. (Backlog post)**
Contractual Amount Basic: Pay + D.P. (Rs.10,830/-) P.M.	
Essential Qualification: - (a) B.Sc (Agr./ Hort.) or M.Sc. (Agri/Hort.) followed by MBA preferably in Agri. Business from, any recognized University/ Institution or diploma in Marketing Management from recognized University/ Institution.	

Desirable Qualification: -

(i) Possessing 05 years experience on Agriculture produce mainly in Govt./ Public Sector Undertaking autonomous Bodies.

(ii) Knowledge of customs, manners and dialects of H.P. and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

ITEM No. III Department of Health and Family Welfare

Name of the Post: Drug Inspector Class-II (Gazetted) **(On Contract Basis)**	**Number of Posts**: 06 Posts {General-03} (SC-01, ST-01, Gen. Ex-Serviceman-01 of H.P.)
Contractual Amount : Rs.14,500/- P.M.	

Essential Qualification: Bachelor's Degree in Pharmacy or pharmaceutical Chemistry or a post-Graduate Degree in chemistry with pharmaceutics as essential subject of an University established in India by the Law or its equivalent qualification recognized and notified by the Central Government for such purpose or the Associate ship Diploma of the Institution of Chemists (India) obtained by passing the Examination with "Analysis of Drugs and pharmaceuticals" as one of the subject.

OR

Bachelor's Degree in Science or Graduate in Medicine of an University recognized for this purpose by the appointing authority and has had at least one year's post-graduate training in a laboratory under (i) a Government Analyst appointed under the Act, or (ii) a chemical Examiner, or (iii) the head of an institution specifically approved for the purpose by the appointing authority,

Provided that only those Inspectors:-

(i) Who have not less than 18 months experience in the manufacture of at least one of the substances specified in Schedule-C OR

(ii) Who have not less than 18 months' experience in testing of at least one of the substances specified in Schedule –C in a laboratory approved for this purpose, by the licensing authority OR

(iii) Who have gained experience of not less than three years in the inspection of firm manufacturing any of the substances specified in Schedule-C appended to these rules during the tenure of their service as Drugs Inspectors shall be authorized to inspect the manufacture of the substances mentioned in schedule –C

Desirable Qualifications

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

ITEM NO.IV H.P. State Electricity Board Ltd. (Department of MPP & Power)

Name of the Post :- Accounts Officer, Class-I, (Gazetted)	**Number of post(s) :-** 03 Posts {General-02} (01 reserved for Orthopaedically Handicapped of H.P.)
Pay Scale: Rs. 16650-39100+ Rs.5800 Grade Pay	

Essential Qualification: -Recognized Degree of ICWA or CA from a recognized Institution.

Desirable Qualifications:

(i) Experience of working in Finance and Accounts

(ii) Knowledge of customs, manners and dialects of H.P. and suitability for working in peculiar conditions of the Pradesh.

ITEM NO. V Department of Higher Education

Name of the Post: Principal (College Cadre) Class-I Gazetted	**Number of Posts**: General- 04 posts + (plus) *{03 posts (01 post Reserved for OBC, 02 posts reserved for General Ex-Servicemen of H.P. Advertised earlier vide Advt. No.VIII/2011 dated 23-09-2011} (Backlog post)
Note: *The candidates who have already applied for 03 reserved posts of Principal (College Cadre) advertised earlier vide Advt. No.VIII/2011 need not apply again. However, eligible and desirous candidates who have not applied earlier against these posts can apply now.	
Pay Scale: Rs. 12000-18300/- (Pre-revised)	

Essential Qualification:-

i) A good academic record with at least 55% marks or an equivalent of 55% marks wherever the grading system is followed in Master's degree level in the relevant subject from an Indian University or a Foreign University recognized by the Govt. of India.

ii) A candidate with Ph.D Degree or its equivalent should have 15 years of regular teaching experience in the degree classes of colleges affiliated to an University.

OR

Candidates without Ph.D Degree or its equivalent should have 20 years of regular teaching experience in the degree classes of colleges affiliated to an University.

iii) 'B' in the 07 point scale with letter grades O, A, B, C, D, E and F Shall be regarded as equivalent of 55 % wherever the grading system is followed.

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

Item No.- VI Department of Medical Education H.P.

SR No	Name of Post(s)	No. of post(s)	Category	Pay Scale	E.Q. No.(ii)
1	Assistant Professor(OBG)	01 for (IGMC)	Reserved for OBC of H.P.	37400-67000+8900 Grade Pay P.M.	M.D. or M.S.(Obstetrics and Midwafery &M.S. Gynaecology) Speciality Board of Obstetrics & Gynecology(USA)
2	Assistant Professor (Aneasthesia) (Backlogpost)	01 for (IGMC)	Gen.	37400-67000+8900 Grade Pay P.M.	M.D.or M.S. (Aneasthesiology) F.F.A.R.C.(by examination with Aneasthesiology as a special subject, Speciality Board of Aneasthesiology (USA)

3.	Assistant Professor (Nephrology**)** (Backlogpost)	01 for RPGMC) Tanda	Gen.	37400-67000+8900 Grade Pay P.M.	D.M. Nephrology 2/3 years course as recognized by the M.C.I. after M.D. Medicine, or MBBS and 5 years direct course leading to D.M. Nephrology.
4.	Assistant Professor (Cardiology) (Backlogpost)	01 for (RPGMC) Tanda	Gen.	37400-67000+8900 Grade Pay P.M.	D.M. Cardiology 2/3years course as recognized by the M.C.I. after M.D. Medicine, or MBBS and 5years direct course leading to D.M. Cardiology.
5.	Assistant Professor (Radiotherapy)	01 for RPGMC Tanda	Gen.	37400-67000+8900 Grade Pay P.M.	M.D. or M.S. (Radiotherapy) DMRT (2 years course)
6.	Assistant Professor (Gastroenterology (Backlogpost)	01 for IGMC	Gen.	37400-67000+8900 Grade Pay P.M.	D.M. Gastroenterology 2/3 years course as recognized by M.C.I. after M.D. Medicine, or M.B.B.S. and 5years direct course leading to D.M. Gastroenterology.
7.	Assistant Professor (Anatomy) (Backlogpost)	01 for RPGMC Tanda	Gen.	37400-67000+8900 Grade Pay P.M.	M.S.(Anatomy) /M.D(Anatomy)/ MBBS with M.Sc. (Anatomy)/ M.Sc.(Medical Anatomy) with Ph.D (Medical Anatomy)/ M.Sc.(Medical Anatomy with D.Sc. (Medical Anatomy)

Essential Qualification:-

(i) A recognized Medical Qualification included in the first or second schedule or Part-II of the third schedule (other than Licentiate qualifications) to the Indian Medical Council Act.-1956 Holder of educational qualifications included in the Part-II of the third schedule should also fulfill the conditions stipulated in sub sections (3) of section-13 of the Indian Medical Council Act-1956.

(ii) A post graduate and post doctoral degrees in concerned specialty or its equivalent qualifications. (as already mentioned against each discipline).

(iii) At least three years teaching experience as Lecturer/ Registrar/ Demonstrator/ Resident after doing post graduation in the concerned specialty in any recognized Medical College.

NOTE:-1 All medical Teachers must possess a basic University or equivalent qualifications included in the Schedules to the Indian Medical Council Act,1956 They should also be registered under the State Central Medical Registration Act.

NOTE:--II Two/ three Years degree course while doing D.M./M. Ch. Shall be counted as teaching experience for the purpose of appointment as assistant Professor(Super Specialty)

Desirable Qualification:-

i) Knowledge of customs, Manners and dialects of H.P. and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

ii) Publication of Research papers in index Journals.

NOTE:-THE CANDIDATES SHOULD ALSO MENTION THE NAME OF COLLEGE (i.e. IGMC SHIMLA OR RPGMC TANDA) AFTER THE NAME OF POST MENTIONED ON THE TOP OF THE PRESCRIBED OMR APPLICATON FORM FOR WHICH THEY INTEND TO APPLY.

Item No.VII Department of Medical Education (Dental) H.P.

SR. No.	Name of Post(s)	No. of post(s)	Category	Pay Scale	
2.	Assistant Professor (Public Health Dentistry)	01	General	Rs.37400-67000+ 8900 Grade Pay	Master Degree in Public Health Dentistry

Essential Qualification:-

i) A recognized BDS Degree from the Indian University constituted under the Statue or an equivalent qualification and having recognized post graduation degree or its equivalent in the concerned specialty and possess at least three years teaching experience as Lecturer (Dentistry) in a Dental College recognized by Dental Council of India in the concerned specialty after doing post graduation in the concerned specialty.

ii) Desirable Qualification:-

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

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

1. ESSENTIAL QUALIFICATION:-

i) The eligibility of the candidates in terms of essential qualification, experience etc. shall be reckoned as on the last normal date of receipt of applications.

ii) Essential Qualification for the post should be completed by the last normal date for receipt of applications**.**

iii) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to interview or selection will be final and no correspondence / personal enquiries will be entertained.

iv) Onus of proving that the candidate is qualified shall be on the candidate. In case no date of notification/declaration of final result is mentioned in any certificate the date of issue of certificate shall be deemed date of obtaining E.Q Incomplete, defectively filled up, old, unsigned and zeroxed application forms will be rejected straightway and no subsequent correspondence will be entertained.

2. AGE:

(i) **FOR ALL POSTS: -** 45 YEARS AND BELOW

(ii) There is five years relaxation in upper age for SC / ST / OBC/ WFF / Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and Ex-servicemen of H.P. relaxation is as per Government instructions.

(iii) Age of a candidate shall be reckoned as on 01-01-2011.

3. FEE

(i) Online Mode

Candidates applying online are required to pay a fee of **Rs. 250/** for General/ General Physical Handicapped/ Hearing Impaired/ and WFF of H.P., (**Rs.63/- for S.C./S.T./OBC of H.P.)** by cash at any branch of **Punjab National Bank,** through a challan generated through

the above website and its transaction number, branch code and date of receipt are required to be entered/ feeded in the fee details link. Before applying online, the candidates are requested to go through the detailed instructions given on our website in order to facilitate the candidates. The Ex-Servicemen/Blind/ Visually Impaired candidates of H.P. are exempted from the examination fee.

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

(ii) Offline Mode

(a) The candidates applying offline may obtain OMR application forms @ **Rs.300**/-for General/ General Physical Handicapped/ Hearing Impaired and W.F.F. of H.P. (**Rs. 115/-**for S.C./S.T./OBC of H.P.) and **Rs. 50/-**for Ex-Service men/Visually Impaired from the Reception Counter of H.P.Public Service Commission Nigam Vihar Shimla-171002. Hence candidates need not deposit any examination fee separately. Fee once paid will not be refunded.

(b) The candidates who desire to obtain the application forms by post, may add Rs.50/- to the cost of the form and send demand draft of total amount i. e. Rs.350/-for General/ General Physical Handicapped and W.F.F. of H.P. category (Rs.165/ for S.C./S.T. OBC of H.P. and Rs.100/- for Ex-Servicemen & Blind/ Visually Impaired of H.P.) in favour of the Secretary, H.P. Public Service Commission, Nigam Vihar Shimla-171002 pay able at shimla. Such request should reach in the office of the Commission by **15/12/2011** on any working day from 10:00 AM to 5:00 PM

4. HOW TO APPLY:-

Online Mode

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

Offline Mode (OMR Application Form)

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

NOTE: All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organizations' or in private employment should submit their applications direct to the Commission. Persons already in Government service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under Public

Enterprises are however, required to inform their Head of Office/Department that they have applied for the Examination.

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

2. (i) For more details and syllabus , scheme of examination please visit website of the H.P. Public Service Commission **http://www.hp.gov.in/hppsc.**

(ii) In service candidates may apply to the Commission with advance copy along with requisite fee with information to their Head of Departments/Employer for issuing NOC. No in service candidate will be interviewed unless he/she brings NOC from the concerned employer.

iii) Firmly affix one recent high contrast passport size photograph (taken on or after **01-01-2011**) with gum / fevicol **(not to be pinned or stappled in any case)** in the space provided for it in the Application Form It should be without cap or goggles. Spectacles are allowed. Polaroid photos are not acceptable.

(iv) **Categories like General/ SC/ST/OBC/ Persons with disabilities /Ex-Servicemen/ WFF once claimed in the application forms will not be substituted/changed later on. The SC / ST / OBC / WFF / Physically Handicapped and Ex-servicemen / Ortho. Phy. Handicapped / Visually Impaired / Hearing Impaired / Blind / Deaf & Dumb candidates of other states than H.P. should write / encode their category code as 01, because they are treated as general candidates for the purpose of cost of application form inclusive of examination fees and upper age relaxation is not also applicable to them**. Other terms and conditions meant for General candidates are also applicable to them.

v) **The SC/ST/OBC** Candidates of H.P. must possess such certificate (s) on lineage of parental families.

(vi) Re-Checking/Re-Evaluation, for the written examination/ Screening Tests shall not be allowed in any case.

(vii) Disputes, if any, shall be subject to court jurisdiction at Shimla.

viii) The candidate must write his/her telephone/mobile number below his/her mailing address of application form against relevant column.

5. ADMISSION/ REJECTION OF APPLICATION

(i) Incomplete, defectively filled up, old, unsigned and zeroxed application forms will be rejected straightway and no subsequent correspondence will be entertained.

(ii) The candidates claiming reservation must submit valid certificates of concerned category in support of the claim. In case of invalid certificates, the applications will be rejected.

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

iii) For the reserved post of WFF ,sons/ grand sons/daughters/grand daughters of Freedom Fighters who have been appointed on regular basis as well as the married daughters/ grand daughters shall not be entitled for the benefits of reservation provided to the wards of Freedom fighters in services, against the identical posts in the same scale. The employed children/ grand children and married daughters/ grand daughters of Freedom Fighters will be deemed to have been excluded from the definition of Freedom Fighter for the purpose to this extent. The children/ Grand children of Freedom fighters who have been appointed in Govt./ Semi Govt. or Private Sectors etc. service against the post reserved for the wards of Freedom Fighters on regular basis will remain entitled to compete for higher rank/ grade posts/ services on the basis of reservation earmarked to the wards of Freedom Fighters.

6. SCREENING TEST/INTERVIEW:-

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

(ii) Key of Screening Test (not marks) will be put on Website of the Commission after freezing the answer sheets and objection(s), if any, received within seven days will only be entertained.

(iii) The eligibility of candidates called for the interview will be determined on the basis of original documents and the Commission will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the appointing authority. As such, admission to the screening test/examination/ interview shall be purely provisional.

(iv) The summoning of the candidates for viva-voce test conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidates will be issued by the Government.

7. OTHER CONDITIONS:-

1 The Commission will not be responsible for any delay in receipt of applications, due to any reasons whatsoever.

2 It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application comes to notice at any time during the service of a person, his service would be liable to be terminated. No columns should be left blank in the application form.

3 The applicant shall Upload/Paste his/her latest photograph in the space provided in the application form. He/she is also required to paste a similar photograph on the Identity Card portion of his/her Admission Letter, which will be supplied to him/her for appearing in the examination as well. In case, photograph pasted on the application of examination is found different / varying to that of pasted on the Identity Card for appearing in the examination, the candidature of such candidates shall stand cancelled.

4 Generally Wards of Ex-serviceman erroneously mention and encode the code of Ex-servicemen of H.P. in the relevant Column of the Computerized application forms. It is made clear that there is no

reservation for the Wards of Ex-servicemen of H.P. in these services. Therefore, they shall write and encode the code of category(s) to which they belong. The Ex-servicemen candidates of H.P. must go through the relevant Rules and instructions of the reservation notified / issued by the H.P. Govt. from time to time in order to ensure their eligibility for admission to the aforesaid examination. Similarly, other reserved categories candidates are also required to go through the relevant instructions in order to ensure that they are eligible under the particular category(s).

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 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 as 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.

9 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.

10 The Candidates are requested to keep ready the attested copies of the following documents for submission to the Commission soon after the declaration of the result of the preliminary examination.

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

11. 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.

12. The candidates applying offline must enclose self addressed post card with the application for acknowledging the receipt of application.

13. 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.

14. The number of vacancies to be filled in on the basis of this examination may increase or decrease.

8. 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.

9. 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,

APPENDIX – I

INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATIONS

Candidates are required to apply Online using the Website http://www.hp.gov.in/hppsc

Salient Features of the system of Online Application Form are given hereunder:

- Detailed instructions for filling up Online Applications are available on the above mentioned Website.
- Candidates will be required to complete the Online Application Form containing two stages viz. Candidate Basic Registration and Examination Fee Detail as per the instructions available in the above mentioned site through drop down menu.
- The candidates applying Online are required to pay a reduced fee specified in **Para 7** of this Notice by remitting the money in any branch of Punjab National Bank by cash.
- Before start filling up on Online Application, a candidate must have his/her **photograph and signature duly scanned in the .jpg format** in such a manner that each file should not exceed **40 KB** each.
- The Online Application can be filled from **27-11-2011 to 26-12-2011 till 11.59 p.m.**, after which link will be disabled.

Appendix -II

INSTRUCTIONS FOR FILLING UP OFFLINE APPLICATION FORM FOR RECRUITMENT TO THE VARIOUS POSTS IN DIFFERENT DEPARTMENT

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

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

Col No. 1 The candidates should write their name in English capital letters.

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

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

Category	Category Name
1	General
2	Sch.Castes of H.P.
3	Sch.Tribes of H.P.
4	OBC of H.P.
5	GENERAL WFF of H.P.
6	Gen.Exman of HP.(After Completion Full Tenure/ On Medical Ground)
7	SC Exman of H.P.(After Completion Full Tenure/ On Medical Ground)
8	ST Exman of H.P.(After Completion Full Tenure/ On Medical Ground)
9	OBC Exman of H.P.(After Completion Full Tenure/ On Medical Ground)
10	Gen.Ortho Phy.Handicapped of HP
11	S.C. Ortho Phy.Handicapped of HP
12	S.T. Ortho Phy.Handicapped of HP
13	O.B.C Ortho Phy.Handicapped of HP
14	Gen. Visually Impaired of H.P.
15	S.C. Visually Impaired of H.P.
16	S.T. Visually Impaired of H.P.
17	O.B.C. Visually Impaired of H.P.
18	Gen.Hearing Impaired of H.P.
19	S.C. Hearing Impaired of H.P.
20	S.T. Hearing Impaired of H.P.
21	O.B.C. Hearing Impaired of H.P.
22	Gen. Blind of H.P.
23	S.C. Blind of H.P.
24	S.T. Blind of H.P.

25	O.B.C. Blind of H.P.
26	Gen. Deaf & Dumb of H.P.
27	S.C. Deaf & Dumb of H.P.
28	S.T. Deaf & Dumb of H.P.
29	O.B.C. Deaf & Dumb of H.P.
30	Gen.ExMan of HP.(Relieved before Completion Normal Tenure)
31	SC.ExMan of HP.(Relieved before Completion Normal Tenure)
32	ST.ExMan of HP.(Relieved before Completion Normal Tenure)
33	OBC.ExMan of HP.(Relieved before Completion Normal Tenure)

The S.C/.S.T/ OBC/XSM Candidates of other States should write their category as 01, because they are required to remit full examination fee and age relaxation is not applicable to them. Other terms and conditions as meant for general candidates are also applicable to them.

Generally Wards of Ex-serviceman erroneously mention and encode the code of Ex-servicemen of H.P. in the relevant Column of the Computerised application forms. It is made clear that there is no reservation for the Wards of Ex-servicemen of H.P. in these services. Therefore, they shall write and encode the code of category(s) to which they belong.

Candidates are to first find out their category and code from the above details and then write and encode the same in the relevant boxes and circle.

NOTE:- The category once claimed will not be changed/substituted later on.

Col. No. 4. The candidate should write their District code.

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

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

Qualification	**Code**
BA/ BSc/ B.Com /BBA/ BCA/ICWA/CA	01
BSc (Agriculture)/ BSc.(Horticulture) BSc. (Forestry)	02
B.Tech./B.E.(Engg)	03
MBBS/BDS/B.V.Sc. & A.H./BAMS/GAMS (with internship)/B.Pharmacy	04
BJMC/ Public Relations	05
LLB	06
MA/ M.Sc./ M.Com/ MBA/ MCA/LLM/MJMC	07
MSc. (Agriculture)/ MSc. (Horticulture) MSc. (Forestry)/ M.Pharmacy	08
M.Tech./ME(Engg)	09
MS/MD/MDS	10
Ph.D/D/M.Phil/ NET/SLET	11

Col. No. 6	Need not to fill this Col.
Col No.7&8	Need not to fill these Col.
Col.No. 9	The candidate should clearly indicate by encoding the relevant circle whether he is employee of H.P. Govt./ or Public Sector/ Autonomous bodies which are wholly and substantially owned and controlled by H.P. Govt.
Col No.10	The candidate **should** clearly indicate by encoding the relevant circle whether he possesses the prescribed experience for the post as on normal last date or not.
Col No.11	The candidates should fill in their complete Postal Address in English with Capital letters with Blue/ Black Ball Pen.
Col.No. 12	The candidates should affix their un-attested latest passport size photograph (4m X 5 cm) size in the space provided for the purpose. The photograph should not be attached by way of stapling it with pins. It should be affixed with gum properly.
Col. No.13	Price of OMR Application forms need not to be mentioned by the candidates
Col No.14	The candidate should affix his signature along with date in support of claims and undertaking by him from Col. 1 to 13 . Incomplete and unsigned applications will be rejected straightway.
Col No.15 &16	The candidates must read these declarations carefully before putting their signature.
Col. No.17	The candidate should write their Permanent Home Address (one letter should be written in each Box. Each word should be separated by a blank. Do not repeat your name hear.
Col No.18	The candidate must write their Permanent Home Address with pin code number.