HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Advertisement No. V/2011 **Dated: 04.06.2011**

1.(LAST DATE FOR RECEIPT OF APPLICATIONS : 03-07-2011(18.07.2011for remote areas)

A competitive examination for recruitment to the Himachal Pradesh Range Forest Officer (RFO) Examination 2011, for which applications are invited from the eligible and desirous Indian citizens for admission to the **written examination** to be conducted at Shimla **centre(s)**, followed by Physical Standard test and **viva-voce** test for recruitment to the posts of Range Forest Officer (RFO) to be filled in on the basis of RFO Examination, 2011.

IMPORTANT

1. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:

The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to the examination. Their admission at all the stages of the examination 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 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 Appendix -11 of this Notice available on website **http://www.hp.gov.in/hppsc**.

C) The syllabus and scheme of the examination are also available on the 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 **03.07.2011 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 **03.07.2011** 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 **18.07.2011**

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 K.C. Sharma, U.S.** on telephone No.**0177-2623784** / Mobile No.**94183-76479**

2. THE DETAILS OF THE POSTS/SERVICES ARE AS UNDER:-

Name of the Post:- **Range Forest Officer Class-II, (Gazetted)** **(On Contract Basis)**	**No of Post(s) 39** **For B.Sc. (Forestry)=27 (WFF Gen. of H.P. =01, S.C. Ex-Service man of H.P.=01, S.T. Ex-Serviceman of H.P.=01, OBC Ex-Serviceman of H.P=01, General Ex-Serviceman of H.P.=5, S.C.of H.P. =5. OBC of H.P. =02, General =11.** **For B.Sc./Engineering=12 (General Ex-Serviceman of H.P.=01, S.C. of H.P.=02, S.T. of H.P.= 01, OBC of H.P.=02 General =06**
Pay Scale:- i) Pay scale for regular incumbents: Rs.10300-34800(Pay band)+3800(Grade Pay) ii) The RFO appointed on contract basis will be paid consolidated fixed contractual amount @Rs.14100/-P.M. (Which shall be equal to minimum of the pay Band +Grade Pay) An amount of Rs. 423 (3% of the minimum of the pay band+ grade pay of the post) as annual increase in contractual emoluments for the subsequent years will be allowed if the contract is extended beyond one year.	
Age: 21 to 31 years	

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

3. ELIGIBILITY CRITERIA.

3.1 A candidate must be a citizen of India.

3.2 Minimum Educational Qualifications

(A) (i) candidate must possess Bachelor's Degree (or its equivalent) in Science or Engineering of any recognised University with atleast one of the following subjects:-

Agriculture, Botany, Chemistry, Computer Application/ Computer Science, Agriculture Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Electronics Engineering, Mechanical Engineering, Environmental Science, Forestry, Geology, Horticulture, Mathematics, Physics, Statistics, Veterinary Science, Zoology.

3.3 Physical Standard: - (i)

	Hight (c.m)	Chest girth (cm)	
		Normal	**Expansion**
Male candidate	163	79 cm	05 cm
Female candidate	150	74	05 cm

Note: - Candidates not having the required physical standard of height and chest need not apply

Note:- **Relaxation in Physical Standard:-** The minimum height standards in the case of candidates belonging to Scheduled Tribe and to races such as Gorkhas, Nepalese, Assamese, Meghalya , Ladakhis , Sikkimmes, Bhutani, Garhwalis, Kumoanis, Naga, Arunchal Pradesh, Mizo, Lahaul & Spiti shall be as under :-

Male: 152.0 cms. **Female:** 145.0 cms.

(ii) Male/ Female candidates must pass a physical test covering a distance of 25/16/kms within four hours on foot, respectively.

3.4 Essential Qualifications:-

(a) 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 i.e. **03.07.2011**

(b) Essential Qualification for the post should be completed by the last date for receipt of applications.

(c) 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.

(d) 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.

3.5 Desirable Qualification:-

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

3.6 (a) Number of Chances:- The candidates belonging to general category can avail of 06 chances to appear in the examination and there is no such limit for the candidates belonging to SCs/STs/OBC Categories.

(b) Only those candidates who qualify the written test will be called for the physical test and the number of candidates called physical test will be five times the number of vacancies.

3.7 Health Certificate

(a) The candidates selected for training shall have to produce Medical certificate issued by a duly constituted Medical Board in the form prescribed by Article (19) of the Central Civil Services Regulations, or the corresponding rule in the Supplementary Rules testifying to the candidate's sound hearing and general physical fitness for rough outdoor work in the Forest Deptt.

(b) Candidates will be required to produce the Medical certificate issued by the Medical Officer or equivalent authority of the District concerned.

3.8 Age Limits:-

(a) A candidate must have attained the age of 21 years and must not have attained the age of 31 years on the **01/01/2011,** meaning thereby that candidates born on or after **02-01-1990** are underage whereas applicants born before **01-01-1980** are overage.

(b) The maximum age limit for the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis is 42 years.

(c) There is five years relaxation in upper age for SC/ST OBC/WFF/ persons with disabilities of Himachal Pradesh. For 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/Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted by the Commission and no subsequent request for its change will be considered or granted**.**

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

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

4 FEE

4.1 Online Mode

Candidates applying online are required to pay a reduced fee of Rs.250/- for General / Gen. Physical handicapped and W.F.F. of H.P. category and 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. The Ex-servicemen/ 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.

4.2 Offline Mode

(a) The candidates applying offline may obtain OMR application forms Priced Rs.50/- from the Reception Counter of H.P. Public Service Commission, Nigam Vihar Shimla 171002. On any working day from 10:Am to 5:00 PM.

(b) Application forms can also be obtained by post on payment of Rs.100/- per form i.e. inclusive of postal charges by means of crossed Bank Draft of scheduled Bank drawn in favour of **Secretary, H.P. Public Service Commission, payable at Shimla only upto 23.06.2011**

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.

Fee in shape of Bank draft in favour of Secretary H.P.Public Service Commission for Rs 250/- (Rupees Two hundred and fifty) only for General /Gen.Orthopaedically Handicapped/ Hearing Impaired & Gen.WFF of H.P. and Rs. 63/-(Rupees Sixty three) only for SC/ST/OBC of H.P payable at shimla must accompany the applications and send to the Secretary, Cum-Controller H.P. Public Service Commission Nigam Vihar Shimla 171002. Fee once paid will not be refunded.

5. HOW TO APPLY:

5.1 Online Mode

Candidates are required to visit at **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.***

5.2 Offline Mode (OMR Application Form)

(a) 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.PSC, 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 / information given on website http://www.hp.gov.in/hppsc.** The candidates should also write the name of examination viz. **"Range Forest Officer Examination (RFO), 2011**" on the envelope before dispatching it to "Controller of Examination, Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla -171002". Candidates should note that **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.

NOTE: While filling in his/her Application Form, the candidate should carefully decide about his/her choice for the centre for the examination. More than one application from a candidate giving different centres will not be accepted in any case. Even if a candidate sends more than one completed applications, the Commission will accept only one application at their discretion and the Commission's decision in the matter shall be final.

NOTE: The provisionally admitted candidates may download the admit cards along with instructions for appearing in the RFO examination-2011 from the official website http://www.hp.gov.in/hppsc

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 Cancellation.

6. LAST DATE FOR RECEIPT OF APPLICATIONS :

(a) ONLINE MODE

The Online Applications can be filled upto **03.7.2011 till 11.59 PM** after which the link will be disabled.

(b) OFFLINE MODE

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) **3.07.2011.** However, the candidates residing in Andaman and Nicobar Islands, Lakshdweep, Ladakh Division of J&K State, Assam, Tripura, Meghalaya, Nagaland, 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, have the option to apply offline. For these candidates, if applying, the last date for receipt of applications is **18.07.2011**

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.

7. SCHEME OF EXAMINATION:

RULES RELATING TO THE SUBJECTS AND STANDARDS OF THE COMPETITIVE EXAMINATION FOR THE POST OF RANGE FOREST OFFICER (RFO), CLASS-II (GAZETTED)

1. The candidates who will qualify the Written Examination will be called for physical Standard Test, and the candidates, five times of the number of vacancies will be declared successful in the written examination for physical standard test.
2. The written examination shall include two compulsory and two optional papers.
3. A candidate shall specify in his/her application form the optional subjects he/she desire to take, but may intimate any change of intention to the Secretary H.P. Public Service Commission not later than the last date for the receipt of application.
4. A Candidate shall answer the Optional papers in English or Hindi only which is at his/her option choice.
5. No candidate shall be considered to have qualified the written examination unless he/she obtains at least 40% marks in each compulsory papers and 45% marks in aggregate.
6. Provided that in case there is a tie between or amongst the candidates on account of having obtained equal minimum

qualifying marks in the written examination all such candidates shall be called for the viva-voce test.

7. The names of the candidates who are called for viva-voce test shall be arranged in order of merit on the basis of the aggregate marks obtained in the written examination.
8. The ranking will be decided on the basis of the marks obtained in all compulsory and optional papers excluding marks of English papers though it would be necessary to obtain 40% marks in each optional paper to qualify.
9. The final ranking shall be determined on the basis of marks obtained by the candidates in the main examination as well as interview.
10. In the event of a tie, order of merit shall be determined in accordance with the highest marks secured by a candidate in viva-voce and in case the marks in the viva-voce of the candidates tie, then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the aggregate of compulsory subjects.
11. If a candidate's hand writing is not legible, a deduction which may be considerable shall be made on this account from the marks otherwise accruing to him/her.
12. Credit will be given for good English/ Hindi including orderly, effective and exact expression combined with the economy of words in all subjects of the examination and not only in subjects which are especially devoted to English/ Hindi.
13. All papers shall be of three hours duration

14. 5% marks in the written examination shall be awarded to the Forestry Graduates as weight age for having completed 4 years degree course in Forestry.

15. The entrance examination shall consist of two compulsory and two optional papers as follows:-

Sr.No.	Papers	Marks
COMPULSORY PAPERS		
1.	General Knowledge	100
2.	General English	100
OPTIONAL SUBJECTS		
4.	Optional Paper - I	200
5.	Optional Paper-II	200
VIVA-VOCE		
6	Interview	75

Optional Subjects:-

Agriculture, Botany, Chemistry, Computer Application/ Computer Science, Agriculture Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Electronic Engineering. Mechanical Engineering, Environmental Science, Forestry, Geology, Horticulture, Mathematics, Physics, Statistics Veterinary Science & Zoology .

Candidates are required to offer two of the above subjects. Total number of questions in the question papers of optional papers will be eight. All questions will carry equal marks. Each paper will be divided into two parts viz Part-I and Part-II and each part shall contain four questions. Out of eight questions five questions are to be attempted. One question from each part will be compulsory. The candidates will be required to answer three other questions out of the remaining six questions , taking atleast one question from each part. In this way atleast two questions will be attempted from each part i.e. one compulsory question plus one more.

Note-I:- The standard of examination in these subjects will be that of a Bachelor's degree.

Note-II:- No candidate shall be allowed to take more than one subject of the group:-

i) Agriculture, Agriculture Engineering and Veterinary Science
ii) Chemistry and Chemical Engineering
iii) Computer Application/Computer Science & Computer Engineering.
iv) Electrical Engineering and Electronic Engineering.
v) Mathematics and Statistics.

Note-III The standard of examination for compulsory paper will be 10+2 intermediate or equivalent level

8. Interview and Selection:

The Himachal Pradesh Public Service Commission will conduct an interview of those candidates who shall qualify the physical standard test and written examination on marit basis. Total number of candidates who will qualify the physical test will be interviewed by the Commission. The candidates will be interviewed by the Commission who will have before them a record of their career. The object of the interview is to assess the personal suitability of the candidate for the Range Forest Officer (RFO). The test is intended to judge mental calibre of the candidate. In broad terms, this is really an assessment not only of candidate's intellectual qualities but also his social traits and interest in current affairs. Some of the qualities to be adjudged are mental alertness, critical powers of assimilation, care and logical exposition, balance of judgment, Variety & depth of interests, ability for social cohesion & leadership, intellectual and moral integrity.

9. 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 incomplete, defectively filled up, old, unsigned and zerox application forms will be not be entertained and no subsequent correspondence will be admitted.

2. **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 are meant for General candidates are also applicable to them.

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 Candidates must possess such certificates on lineage of paternal families.

5. *If you belong to OBC category you are required to produce OBC certificate, 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 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.*

6. For the reserved post of WFF ,sons/ grands 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 complete for higher rank/ grade posts/ services on the basis of reservation earmarked to the wards of Freedom Fighters.

7. 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 HPFS 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. The candidate is required to write his / her name and particulars on the back side of his / her photo before pasting it on the application.

8 **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. 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).

9 The candidates are advised to carefully follow the instructions (applying online and offline) regarding their eligibility for admission to this examination. The applicants will be admitted provisionally on the basis of claims made by them in their applications.

10 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.

11. 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.

12. 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.

13. 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 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

14. 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.
15. The category once claimed by the candidate will not be changed at any stage. No correspondence regarding change of category will be entertained.
16 If any candidate appears in the RFO 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.

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

18 Re-checking /re-evaluation for the main written examination shall not be allowed in any case.
19. 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.
20. The number of vacancies to be filled in on the basis of this examination may increase or decrease.
21. Disputes, if any, shall be subject to court jurisdiction at Shimla.

10. ADMISSION / REJECTION OF CANDIDATURE:

i. Applications submitted in the proforma which is not prescribed, improperly filled up, defective applications or applications with inadequate fees or applications received after the last date shall not be entertained or 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 and in the brochure accompanying the 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 fulfils all the eligibility criteria such as age, qualification(s) on the last date fixed for receipt of the applications in Commission's Office. Onus of proving that candidate is qualified shall be on the

candidate. In case no date of notification /declaration of final result is mentioned on any certificate date of issue shall be deemed date of obtaining E.Q. The Essential Qualification for the post should be complete by the last date for receipt of applications.

iv. The Commission shall not be liable for any delay in transit or by postal authorities.

v. Incomplete, incorrectly filled, mutilated, blank, unsigned applications and application received without prescribed fee will be rejected straightway and no representation will be entertained subsequently.

vi. 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. However, they will be asked to submit their documents separately at the time of written test. They are advised to fill up the application form carefully, particularly while claiming reservations

vii. The candidate must specify in his/her application form the Optional Subjects he/ she desires to take. He/she may intimate change, if any, in this regard to the Commission's office but not later than the last date prescribed for receipt of applications. It may also be noted that there should not be any variation between the figures of Optional Subject code in the boxes and encoding thereof done in the circles. In case of any variation, Code of Optional Subject written by a candidate in figures in the boxes shall be treated as final.

11. 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.

12. INFORMATION BROCHURE:- Information brochure containing all the information to this examination is also available on the website of the H.P Public Service Commission.

13. 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 **02-06-2011 to 01-07-2011 till 11.59 p.m.**, after which link will be disabled.

Appendix-11

INSTRUCTIONS FOR FILLING UP OFFLINE APPLICATION FORM FOR THE POSTS OF RANGE FOREST OFFICER

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

PLEASE FILL UP THE BOXES WITH BLACK PEN OR BLACK BALL PEN AND USE ONLY HB PENCIL TO DARKEN THE CIRCLES. 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 TO BE DONE WITH HB PENCIL 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 HB PENCIL WILL BE READ/ SCANNED BY THE O.M.R. COMPUTERISED MACHINE.

Col No. 1 The candidates should write their name and complete mailing address including Names in English capital letters alongwith Pin Code numbers and name of the State/ telephone Number.

Col.No. 2 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.3 This col. is to be filled by the office

Col. No.4 The candidates should write the name of examination in capital words i.e. Range Forest Officer Exam., 2011.

Col No.5 The candidates should write Advertisement No. in Roman figures.

Col. No 6 Need not to fill this Col.

Col. No.7 The candidates should fill in their names in Capital letters with pen or ball pen. They should also darken the circle below the boxes pertaining to alphabets of their names.

Col No.8 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.9 The candidates should write their category code in the boxes provided for the purpose, in figures and should also darken the respective circles with HB pencil only below the boxes. The names and the codes of categories are shown as under:-

Category	**Code**
General	**01**
S.C. of H.P.	**02**
S.T. of H.P.	**03**
O.B.C. of H.P.	**04**
W.F.F.(Gen.) of H.P.	**05**
Gen. Ex-Man. of H.P.	**06**
S.C. Ex-Man. of H.P.	**07**
S.T. Ex-Man. of H.P.	**08**
O.B.C. Ex-Man. of H.P.	**09**

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. 10 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. 11. The candidates belonging to General category should clearly indicate the number of chances already availed.

Col No.12. The candidates should mention and encode his/.her age in complete years, in this col.

Col No. 13 The candidates should write his/ her father name in capital letter leaving a box vacant between any two parts of the name , in the boxes provided for the purpose , as shown in his matriculation certificate. The candidates can write his/ her mothers name if it is shown in the certificate instead of father name.

Col No.14. The candidates should write their qualifications codes in the boxes provided for the purpose in figures and should also darken. The respective circle below the boxes. The list of qualifications codes is given as under:-

Bachelor's degree (or its equivalent) in Science or Engineering, of any recognized University with at least one of the following subject:	
Agriculture/Botany/Chemistry/Computer Applications/ Computer Science / Agriculture Engineering/ Chemical Engineering / Civil Engineering/ Computer Engineering /Electrical Engineering / Electronics Engineering/ Mechanical Engineering/ Environmental Science/ Forestry/ Geology/ Horticulture / Mathematics/ Physics/ Statistics/ Veterinary Science/ Zoology	**Code - 01**

.

Col. No.15 (a) The candidates should fill in their first optional subject code relating to examination in the boxes provided for the purpose in figure and should also darken the respective circles below the boxes.

Col. No.15 (b) The candidates should fill in their second optional subject code relating to examination in the boxes provided for the purpose in figures and should also darken the respective circles below the boxes. The names and codes of optional subjects for examination are shown s under:-

Note: The Subject-wise codes of optional papers are as under:

Optional Subjects	Codes
Agriculture,	01
Botany.	02
Chemistry	03
Computer Applications/ Computer Science	04
Agriculture Engineering	05
Chemical Engineering	06
Civil Engineering	07
Computer Engineering	08
Electrical Engineering	09
Electronics Engineering	10
Mechanical Engineering	11
Environmental Science	12
Forestry	13
Geology	14
Horticulture	15
Mathematics	16
Physics	17
Statistics	18
Veterinary Science	19
Zoology	20

Note:- No candidate shall be allowed to take more than one subject of the group:-

i) Agriculture, Agriculture Engineering & Veterinary Science.
ii) Chemistry and Chemical Engineering.
iii) Computer Application/Science & Computer Engineering.
iv) Electrical Engineering and Electronics Engineering
v) Mathematics and Statistics.

Note:2- In case variation is found in filling & encoding the Optional subject code, the encoding of Optional subject will be treated as final

Col. NO 16. The candidates should write code of Banks from where Bank draft has been prepared. In the boxes provided for the purpose in figures and should also darken the appropriate circles below the boxes. The names of the banks and code numbers of the banks are shown as under:-

Name of Bank	Codes
Allahabad Bank	001
Bank of Baroda	002
Bank of India	003
Bank of Punjab	004
Canara Bank	005
Central Bank	006
Corporation Bank	007
Haryana State Co-Op Bank	008
Indian Bank	009
Indian Overseas Bank	010
Jogindra Co-Op. Central Bank	011
Kangra State Co-Op Bank	012
Oriental Bank	013
Punjab & Sind Bank	014
Punjab National Bank	015
Standard Chartered Bank	016
State Bank(Swarastra)	017
State Bank of India	018
State Bank of Patiala (E)	019
State Bank of Patiala(W)	020
State Co-Op Bank	021
Syndicate Bank	022
The J& K Bank	023
Times Bank	024
UCO Bank	025
Union Bank of India	026
United Bank of India	027
Vijay Bank	028
ICICI	029
UTI	030
Rajasthan Bank	031
HDFC	032
Hind &Sind Bank	033
Others	034

It should be ensured by candidates that Bank drafts are prepared by them in favour of Secretary H.P. Public Service Commission, Shimla-171002, payable at any scheduled Bank at Shimla only. The application received alongwith Bank drafts which are not in favour of Secretary, H.P. Public Service Commission, Shimla-171002 and also are not payable any scheduled bank at Shimla will be rejected straightway. No correspondence therefore will be entertained by the Commission's Office later on. Applications received with less examination fee will also be rejected straightway.

Col. No. 17 Above the boxes, circles have been indicated for the encoding by the candidates. The candidate is required to encode the respective circles. For example a candidate belonging to a village will encode respective circle above the word village similarly candidates belonging to Apartment, Street, Lane, Colony, area will encode the respective circles pertain to them accordingly. The candidates are advised to write their House number, apartment/ Street/ Lane Village names, Colony/ area /P.O./City/ Town/ Tehsil/ District names in the boxes provided for the purpose in Capital letters/ figures, as the case may be.

Col. No.18 A candidate should write and encode the Pin number of his post office in the relevant boxes provided for the purpose and should also darken the appropriate circles below the boxes.

Col. No.19. The candidate should affix his signature along with date in support of claims and undertaking by him from Col. No. 1 to 18. Incomplete and Unsigned applications will be rejected straightway.

--*-*-*-*