

## INSTRUCTIONS TO CANDIDATES FOR APPLYING ONLINE

1. Examination Fees:

General / Unreserved category	Rs.250/-.
SC/ST/OPRC	Rs.63/-.
2. Demand Draft for examination fee may be prepared in advance in favour of **Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-2**, payable at **Shimla** before filing Application Form Online.
3. Candidates are required to visit at <http://www.hp.gov.in/hppsc/> and click the link to **APPLY ONLINE for HPJS-2011**.
4. Register yourself as a New User in H.P.P.S.C. website. Click the link "**NEW USER SIGNUP HERE**" on the web page and fill the parameters of Name, User ID, Password, Gender, E-mail ID, Security Question & Answer and Date of Birth. Then press the button "**Create User**". This User ID and Password will be applicable for all future references regarding this examination. Then click the link **Apply for Examination** and **Click to Apply**. Fill the Online form for the said examination by filling the parameters of Name, Father's Name, Date of Birth, Category, Examination Centre, Address, Name & Address of two persons (for credential certificate purpose), Bank Draft detail etc.
5. After filling-up the form, download the same and take the print on A-4 size paper.
6. Paste your one recent photograph, sign in the specified box and send this Application Form (alongwith Demand Draft) in 9" x 6" envelope by Registered / Speed Post to "**The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-171002**" for further processing so as reach latest by 01-03-2011. The application, complete in all respect can also be deposited in the office of the Commission in person.
7. Firmly affix one recent high contrast passport size, preferably black and white, photograph (taken on or after 01-01-2011) with gum / fevicol (not to be pinned or stappled) in the space provided for it in the Application Form duly attested by the Gazetted Officer. The photograph must indicate clearly at the bottom of the photograph the name of the candidate alongwith the date of taking the photograph. It should be without cap or goggles. Spectacles are allowed. Polaroid photos are not acceptable. The photograph of the candidate should be attested by the Gazetted Officer in such a way that part of the signatures is on the photograph and remaining part of the signatures is on the Application Form. Attestation should be done on the bottom part of the photograph so that the photograph is not defaced. Candidates may keep 2-3 identical photographs in reserve for use at the time of examination / interview.

8. Candidates submitting the Applications Online are required:
- to attach Demand Draft of required fee in favour of Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-2 payable at Shimla.
  - to mention his / her Application Number, Name and Address on the back of the Demand Draft.
  - to retain a photo copy of the Application Form for future reference.
  - to retain a photo copy of the Demand Draft sent.
  - to retain the original receipt issued by the Post Office for having dispatched the Application Form.
  - the processing \*of the applications will begin only after receiving Application Form and Fee ( by Demand Draft).
9. Online Application Form will be entertained only after receipt of duly signed Application Form alongwith requisite documents in support of eligibility. The applicants may see status of applications Online by entering his / her User I.D. and Password.
- 10.
- (1) The candidates are required to submit copies of following certificates duly attested in support of their claims:
- a) matriculation certificate or its equivalent ,showing the date of birth.
  - b) graduation Degree / detailed marks certificate, issued by a recognised university.
  - c) degree in Law recognized by the Bar Council of India.
  - d) the S.C. /S.T. / OBC certificates must be on paternal lineage on the proforma prescribed by the Govt. and issued by competent authority of the concerned area in Himachal Pradesh. OBC certificate should not be more than two years old on 01/03/2011, at the time of main examination and viva-voce. The OBC candidates also have to file affidavits that their status as OBC has not changed and that they are not excluded from the category OBC on account of being covered under creamy layer.
- (2) The candidate shall also submit Original Certificates furnished by two respectable persons unconnected with candidate explicitly testifying to his character, good behaviour as well as antecedents.
11. Incomplete / defective applications / applications received after last date or applications without prescribed fee or with lesser fee shall not be entertained. The examination fees received with such applications will not be refunded.

**LAST DATE FOR RECEIPT OF APPLICATIONS:**

The last date for receipt of applications, complete in all respects, is **First of March, 2011.**

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