HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Advertisement No.**X/2011**

Dated : 01-01-2012

1.(LAST DATE FOR RECEIPT OF APPLICATIONS : 31-01-2012 (15-02-2012 for remote areas)

A competitive examination for recruitment to the Himachal Pradesh Administrative Service Combined Competitive Examination for which applications are invited from the eligible and desirous Indian citizens for admission to the **Preliminary** Examination to be conducted at Shimla, Solan, Mandi, Dharamsala, Nahan, Una, Hamirpur and Chamba centres, followed by Main written examination and viva-voce test for recruitment to the posts/services to be filled in on the basis of H.P.A.S. Combined Competitive 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 take 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 & at all District Headquarters except Shimla / Kinnaur /

Lahaul & Spiti in the Pradesh through the whole sale / retail shop(s) / Gas Agencies of H.P. Civil Supplies Corporation Ltd.

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-II of this Notice available on website http://www.hp.gov.in/hppsc.

3.LAST DATE OF RECEIPT OF APPLICATIONS:

(A) Online (From all candidates) The Online Applications can be filled up to 31-01-2012 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 **31-01-2012**. 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 15-02-2012.

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- 2623782** / on working days between 10.00 hrs to17.00 hrs. The candidates can contact Shri Sanjeev Pathania, Additional Secretary on Telephone Number 0177-2623857 OR Sh.Trilok Singh Chauhan, Asstt.Registrar on Telephone Number 0177-2623782 / Mobile No.094184-51277.

- 1. Eight vacancies of Himachal Pradesh Administrative Services, Class-I (Gazetted) in the pay scale of Rs.15600-39100 + 5400 (Grade Pay). Out of these, 01 each vacancy is reserved for Scheduled Caste (S.C.), Other Backward Class (OBC) and Ex-servicemen (UR) candidates of H.P.
- 2. Seven vacancies of Tehsildar, Class-I (Gazetted), in the pay scale of Rs.10300-34800 + 4400 (Grade Pay). Out of these, two vacancies reserved for Scheduled Caste (S.C.) and one reserved for Scheduled Tribes (S.T.) candidates of H.P.

3. ELIGIBILITY CRITERIA.

3.1 A candidate must be a citizen of India.

3.2 Minimum Educational Qualifications

- (a) A candidate must possess a Bachelor's Degree or its equivalent from a recognised University.
- (b) A candidate who has appeared at an examination, the passing of which would render him eligible to appear at the examination but has not been informed of the result, may apply for admission to the examination. A candidate who intends to appear in such qualifying examination, may also apply provided the qualifying examination is completed before the commencement of this examination. Such candidates will be admitted to the examination, if otherwise eligible, but the admission would be deemed to be provisional and subject to cancellation if they do not produce proof of having passed the examination in any case not later than two months after the commencement of (Main) written examination, failing which their candidature shall automatically stand cancelled.
- (c) Candidates who have passed the final professional M.B.B.S. or any other Medical Examination equivalent thereto but have not completed their internship by the time of submission of their application for the HAS etc. examination will be provisionally admitted to the examination provided they submit along with their applications a copy of certificate from the University / Institutions that they had passed the requisite final professional medical examination. In such cases, the candidates will be required to produce, at the time of their interview, original degree or a certificate from the Concerned competent authority of the University / Institutions that they had passed or requirement (including completion of internship) for the award of degree.

3.3 Age Limits :

- a) A candidate must have attained the age of 21 years and must not have attained the age of 30 years on the first January 2012, meaning thereby that candidates born on or after 02-01-1991 are underage whereas applicants born before 01-01-1982 are overage.
- b) Provided that the upper age limit is relaxable by five years for candidates belonging to the Scheduled Castes/ Scheduled Tribes/ Other Backward Classes / Persons with disabilities and Children/Grand Children of Freedom Fighters of Himachal Pradesh as declared by the Govt. from time to time. Age relaxation is also available to Ex-servicemen candidates of H.P. as per provisions in Rules/ Instructions of H.P. Govt.

- c) Provided further that a Govt. servant who is holding substantive / officiating / contractual / Adhoc appointments in H.P. Govt. or in High Court or any Court Subordinate thereto and employees of the Public Sector Undertakings / Corporations / substantially owned or controlled by the H.P. Government shall be eligible to appear in the examination if he / she possesses a Bachelor's degree of a recognised University and has not attained the age of 37 years on the first day of January of the year in which the applications are invited by the Commission for Competitive examination. Any person who is eligible under this sub-rule and wishes to appear in the examination shall submit his / her application in the prescribed form through his / her Head of Office to the Secretary, H.P. Public Service Commission
 - **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.
- **3.4** Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh is a desirable qualification.

The above eligibility conditions shall be subject to change, if any in the relevant Rules related to Himachal Pradesh Administrative Services and those of the concerned Allied Services, as are notified by the Himachal Pradesh Government.

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 candidates of H.P. and 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

The candidates may also apply through offline mode, by using the OMR Computerised Application Form inclusive of examination fee as follows which can be obtained from the Reception Counter of H.P. Public Service Commission, Nigam Vihar, Shim;a-171002 & at all District Headquarters except Shimla / Kinnaur / Lahaul & Spiti in the Pradesh through the whole sale / retail shop(s) / Gas Agencies of H.P. Civil Supplies Corporation Ltd.:-

Sr.No ·	Category	Cost of Form including examination fee	Colour of Application Form
1.	General / Persons with disabilities/ WFF/ Others.	Rs.300/-	Pink
2.	SC/ST/OBC of H.P.	Rs.115/-	Orange
3.	Ex-servicemen of H.P. and visually impaired candidates of H.P.	Rs.50/-	Gloria Red

Application forms can also be obtained by post on payment of Rs.350/-(inclusive of postal charges) by General category candidates, Rs.165/- by S.C./ S.T./ O.B.C. candidates and Rs.100/- by Gen. Ex-SM. of Himachal Pradesh, by means of Crossed Bank Draft of scheduled Bank in favour of Secretary, H.P. Public Service Commission, payable at Shimla only. All requests for supply of forms by post must reach the office of the Commission at least 10 days before the last date prescribed for the receipt of applications. The 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 cost of application form inclusive of examination fee as is applicable to them in the respective category.

5. HOW TO APPLY:

5.1 Online Application

Candidates are required to apply Online using the link <u>http://www.hp.gov.in/hppsc</u> Detailed instructions for filling up Online Applications are available on the above mentioned website.

5.2 Offline Application Form

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 & at all District Headquarters except Shimla / Kinnaur / Lahaul & Spiti in the Pradesh through the whole sale / retail shop(s) / Gas Agencies of H.P. Civil Supplies Corporation Ltd. 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 brochure given in Appendix-II of this Notice available on websitehttp://www.hp.gov.in/hppsc. The candidates should also write the name of examination viz. "Himachal Pradesh Administrative Combined **Competitive Services Examination, 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 organisations or in private employment should submit their applications direct to the Commission. Persons already in Government service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under Public Enterprises are however, required to inform their Head of Office/Department that they have applied for the Examination.
- **NOTE:** Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/ appearing at the examination, their application will be liable to be rejected/ candidature will be liable to be cancelled.
- **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 HPAS (Preliminary) examination-2011 from the official website <u>http://www.hp.gov.in/hppsc</u>

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 **31-01-2012 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 **31-01-2012.** 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 **15-02-2012**.

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:

7.1 Preliminary examination

- A) Initially, Preliminary examination consisting of 2 papers based on objective type (multiple choice) questions on the following pattern will be held.
 - **Paper-I** General Studies (Code No.01) This paper shall be of 200 marks and there shall be 100 objective type (Multiple choice) questions.
 - **Paper-II** Aptitude Test (Code No.02) This paper shall be of 200 marks and in this paper there shall be 100 objective type (multiple choice) questions.

(B)	Papers	Syllabus
	Paper-I General Studies (Code No.01)	 History, geography, political, art & culture and socio economic development of Himachal Pradesh. Currents events of national and international importance. History of India and Indian national movement. Indian and World Geography-physical, social, economic geography of India and the world. Indian polity and governance – Constitution, political system, Panchayati Raj, Public Policy, Rights issues, etc. Economic and social development – sustainable development poverty, inclusion, demographics, social sector initiatives, etc. General issues on environmental ecology, bio-diversity and climate Change – that do not require subject specialization General science.
	Paper-II Aptitude Test (Code No.02)	 Comprehension Interpersonal skills including communication skills Logical reasoning and analytical ability Decision making and problem solving General mental ability Basic numeracy (numbers and their relations, orders of magnitude etc. (Class X level), Data interpretation (charts, graphs, tables, data sufficiency etc Class X level). English Language comprehension skills (Class X level)

(C) This preliminary examination will consist of two objective type papers (multiple choice questions) and carry a maximum of 400 marks. Marks obtained in preliminary examination by the candidates who are declared qualified by the Commission for admission to the main examination will not be counted for determining their final order of merit. The number of candidates to be admitted to the Main Examination will be about 20 times the total approximate number of vacancies to be filled in the year in the Posts / Service. Only those candidates who have been declared to have qualified the preliminary examination by the H.P. Public Service Commission in a year will be eligible for admission to the main examination of that year provided they are otherwise eligible for admission to the Main Examination.

Note: There will be penalty (Negative Marking) for wrong answers marked by a candidate in the objective type question papers.

- (i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, one third of the marks assigned to that question will be deducted as penalty.
- (ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question.
- (iii) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.
- (D) The duration of Papers No.I and II (General Studies and Aptitude Test) will be two hours each."

7.2 Main Written Examination

- a) The candidates declared qualified in the Preliminary examination will be entitled for admission to the Main written examination, if otherwise found eligible.
- b) The number of candidates to be called for Main written examination will be about 20 times of the total number of vacancies to be filled in on the basis of aforementioned examination.

7.3 Viva-Voce

The number of candidates to be called for viva-voce test after the Main written examination by the Commission shall be at its discretion on the basis of marks obtained by them in the Main written examination only. As far as possible this number will be three times the total number of vacancies.

- **NOTE:** The number of vacancy(s) in the services / posts which relate to the year, 2011 if received from the Govt. upto 30th June, 2012 shall be included for the purpose of selection of candidates on the basis of aforesaid examination.
- **NOTE:** Marks obtained by the candidates in the (Preliminary) examination will not be counted for the purpose of final order of merit. However, marks obtained in the Main written examination as well as in the viva-voce test would determine their final merit for selection.
- **NOTE:** The option exercised by the candidates will be taken into consideration while determining their order of merit for selection to the various posts/services.

8. 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 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. No individual letters will be sent to the candidates regarding rejection of their applications. The details of rejection will be available only on official website of the Commission.
- 4. 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.
- 5. The SC/ST/OBC Candidates must possess such certificates on lineage of paternal families.
- 6. 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 HPAS Main examination as well. In case, photograph pasted on the application of Preliminary examination is found different / varying to that of pasted on the Identity Card for appearing in the Main 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.
- 7. 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).

- 8. 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.
- 9. 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.
- 10. 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.
- 11. The Centres of holding the Preliminary 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.
- 12. The candidates who are declared qualified in the (Preliminary) examination shall be required to apply for (Main) written examination separately on the prescribed application form available on the website of the Commission. No separate information will be sent to the individual qualified candidates. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the main Written 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
- 13. 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.
- 14. The allocation of examination centres for (Preliminary) examination will be made according to the option exercised by the candidates in the application form. This examination will be conducted in the examination centres located at Shimla, Solan, Mandi, Dharamshala, Nahan, Una, Hamirpur and Chamba respectively in case adequate number of candidates opt for each of these stations as examination venue. However, the Commission reserves the right to allot any centre of examination to candidates irrespective of the option exercised. The centre for the (Main) written examination will, however, be at Shimla only.
- 15. If any candidate appears in the HPAS (Preliminary) 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.
- 16. The category once claimed by the candidate will not be changed at any stage. No correspondence regarding change of category will be entertained.
- 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 preliminary as well as 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.

IMPORTANT :

ALL COMMUNICATIONS TO THE COMMISSION SHOULD INVARIABLY CONTAIN THE FOLLOWING PARTICULARS.

- 1. NAME AND YEAR OF THE EXAMINATION
- 2. APPLICATION FORM NUMBER
- 3. ROLL NUMBER (IF RECEIVED)
- 4. NAME OF CANDIDATE (IN FULL AND IN BLOCK LETTERS)
- 5. DATE OF BIRTH
- 6. COMPLETE POSTAL ADDRESS AS GIVEN IN THE APPLICATION.

- **N.B.1:** COMMUNICATION NOT CONTAINING THE ABOVE PARTICULARS MAY NOT BE ATTENDED TO.
- **N.B.2**: IF A LETTER/COMMUNICATION IS RECEIVED FROM A CANDIDATE AFTER AN EXAMINATION HAS BEEN HELD AND IT DOES NOT GIVE HIS/HER FULL NAME AND ROLL NUMBER, IT WILL BE IGNORED AND NO ACTION WILL BE TAKEN THEREON.
- **N.B.3:** CANDIDATE SHOULD ALSO NOTE DOWN THEIR APPLICATION FORM NUMBER FOR FUTURE REFERENCE.

NO REQUEST FOR WITHDRAWAL OF CANDIDATURE RECEIVED FROM A CANDIDATE AFTER HE/SHE HAS SUBMITTED HIS/HER APPLICATION WILL BE ENTERTAINED UNDER ANY CIRCUMSTANCES.

> Sd/-(Mohan Chauhan)IAS, SECRETARY. Phone No.2623786

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 4 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 01-01-2012 to 31-01-2012 till 11.59 p.m., after which link will be disabled

APPENDIX – II

GENERAL INSTRUCTIONS/GUIDELINES FOR THE CANDIDATES *-WHO WISH TO APPLY OFFLINE.

- Candidates must use Computerised Application form for this Examinations based on OMR entries purchased from Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla - 171 002 & at all District Headquarters except Shimla / Kinnaur / Lahaul & Spiti in the Pradesh through the whole sale / retail shop(s) / Gas Agencies of H.P. Civil Supplies Corporation Ltd.
- 2. Candidates must use the Computerised Application Form and they should in no case use photocopy/reproduction/ unauthorisedly printed copy of the Form.
- 3. The Application Form must be filled in by the candidates in their own handwriting. Since this Form will be processed on computerised machines, candidates should **exercise due care in handling and filling up the Application Form.** They should use **black ball point pen only to darken the circles.** For writing **also**, they should **use black ball point pen only.** Since the entries made by the candidates by darkening the circles only will be taken into account while processing the applications on computerised machines, they should make these entries very carefully and accurately.
- 4. Candidates should ensure that the signatures appended by them in all the places viz. in their Application Form, Attendance List etc. and in all the correspondence with the Commission, should be identical and there should be no variation of any kind. If any variation is found in the signatures appended by him/her at different places, his/her candidature will be liable to be cancelled by the Commission.
- 5. No change in the entries made in original Application Form will be allowed under any circumstances.
- 6. The candidates are advised in their own interest to **ensure that the applications reach the Commission's Office on or before the closing date.** Applications received in the Commission's Office after the closing date will not be considered.
- 7. No TA / DA shall be admissible for appearing in the (Preliminary) examination, main written examination or viva voce test.
- 8. INCOMPLETE, INCORRECTLY FILLED, MUTILATED, BLANK, UNSIGNED APPLICATIONS SHALL BE REJECTED STRAIGHTWAY AND NO REPRESENTATION WILL BE ENTERTAINED THEREFORE, SUBSEQUENTLY.
- 9. The candidates should not attach any copy of certificate(s), degree, diploma or testimonials with the application form but the candidates who will be declared qualified in the (Preliminary) examination shall have to produce the attested copies of their original certificates with the prescribed application forms available on the website of the Commission for the (Main) written examination. No separate intimation will be sent to the individual candidates. They should also produce original certificates at the time of interview in support of their claims. In the event of non submission of any original document at the time of interview, the candidature of such candidates will be cancelled by the Commission.
- 10. Please go through the detailed advertisement for cost of application form inclusive of examination fee. The application shall be rejected straightway in case application form of the respective category to which candidate belongs is not obtained and submitted to the Commission. The candidate must specify the category under which he / she is applying. The status or category of the candidate shall be once mentioned in the application form shall not be changed

subsequently. The Ex-serviceman candidate of H.P. is not exempted from examination fee in case he / she is released on his / her own request.

Instructions for filling up OMR Computerised Application Form:

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

PLEASE FILL UP THE BOXES AND DARKEN THE CIRCLES WITH PEN / BALL PEN. THE COLUMNS MEANT FOR OFFICE USE SHOULD NOT BE FILLED IN BY THE CANDIDATE. THERE SHOULD BE NO VARIATIONS IN BETWEEN THE WORDS / FIGURES TO BE WRITTEN IN THE BOXES WITH PEN / BALL PEN AND ENCODED THEREOF TO BE DONE WITH PEN / BALL PEN IN THE CIRCLES BELOW THE BOXES. IN CASE OF VARIATION IN THE WORDS AND FIGURES, ENCODING DONE BY THE CANDIDATE IN THE CIRCLES "WILL BE TREATED AS FINAL".

- Col.No.1 The candidate should write the name of Examination in Capital words i.e. HPAS Combined Competitive (Prel.) Examination-2011.
- Col.No.2 The candidate should write number of advertisement in Roman figures.
- Col.No.3&4 These columns shall be kept blank by the candidate as these are required to be filled in by the office.
- Col.No.5.The candidates should fill in his / her name in Capital letters with pen or ball pen. He / she should also darken the circles below the boxes pertaining to alphabets of his / her name with pen / ball pen.
- Col.No.6.The candidate should write his / her date of birth indicating date, month and year in the boxes in figures (as indicated in the Matriculation certificate). He / she should also darken the respective circles below the boxes with pen or ball pen only.
- NOTE: The candidates must have attained the age of 21 years and must not have attained the age of 30 years as on 01-01-2012. Five years upper age relaxation is applicable to the candidates belonging to S.C., S.T., O.B.C., Physically Handicapped and children / Grand children of Freedom Fighters of H.P. The H.P. Govt. servant can apply up to 37 years irrespective of his / her belonging to any category. Upper age relaxation is applicable to Ex-servicemen candidates of H.P. as per provisions of relevant rules.
- Col.No.7 The candidate should darken the circle relating to his / her sex code with pen or ball pen.

- Col.No.8 The candidate should clearly indicate by darkening appropriate circle whether they are citizen of India or not.
- Col.No.9 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 Code	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 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.

Candidate is to first find out his / her category locate from the above details and then write and encode the same in the relevant boxes and circles.

NOTE: THE BENEFIT OF RESERVATION IS ADMISSIBLE TO EX-SERVICEMEN OF H.P. AND IS NOT FOR THEIR WARDS. IN CASE VISUALLY IMPAIRED / BLIND CANDIDATE REQUIRED SCRIBE, HE / SHE HAS TO REQUEST FOR THE SAME SEPARATELY.

Col.No.10. This col. need not to be filled in by the candidates.

- Col.No.11 The candidate should clearly indicate by encoding the relevant circle whether he / she is employee of H.P. Govt. or Public Sector Undertakings / Corporations / Autonomous Bodies which are wholly and substantially owned and controlled by H.P. Govt. or not.
- Col.No.12 The candidate should write only his / her Father's and Mother's name in Capital letters leaving a Box vacant between any two parts of the name, in the boxes provided for the purpose, as shown in his / her Matriculation certificate. The candidate can write his / her mother's name if it is shown in the certificate instead of father's name.

Col.No.13. The District Codes are given as under:-

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

The candidate should locate the District Code from the above details as per his / her permanent home address and then write and encode the same in the relevant boxes and circles. The candidates belonging to Other States than H.P., should write / encode his / her District Code as 13.

Col.No.14 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:-

Educational qualification:

Codes

Appearing in BA / B.SC / B.COM/B.E. etc. final examination	01
B.A./B.Sc./B.Com./B.E. and graduate of any discipline	02
from recognised University.	
Master's degree in any discipline from a recognised Univ.	03
M.Phil in any discipline from a recognised Univ.	04
Ph.D. in any discipline from a recognised Univ.	05

The candidate are to first chose their qualifications code from the above list and then write and encode the same in the relevant boxes / circles properly.

Col.No.15 The candidate should write the codes of his / her examination centre, in the boxes provided for the purpose in figures and should darken the appropriate circles thereunder. The name of Examination Centre(s) is / are depicted below:-

Examination Centre	<u>Code</u>
Shimla	01
Solan	02
Mandi	03
Dharamshala	04
Nahan	05
Una	06
Hamirpur	07
Chamba	08

Note: Examination Centre opted once by the candidates shall not be changed subsequently. However the Commission has the discretion to allot any Centre of Examination.

- Col.No.16. The candidate should mention and encode his / her age in complete years, in this column.
- Col.No.17. The candidate should write his / her complete correspondence address including his / her name in English capital letters along with Pin Code numbers and name of the State.
- Col.No.18. The candidate should affix his / her unattested latest passport size photograph (4cm x 5cm size) in the space provided for the purpose. The photograph should not be attached by way of stappling it with pins with the application form. It should be affixed with gum properly.

Col.No.19. The candidate should affix his / her signatures.

Col.No.20 The candidate should write his / her Telephone number or Mobile number.

- Col.No.21. The candidate shall indicate his / her permanent home address in this column in capital letters indicating name of state to which he / she belongs. 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 candidate is advised to write his / her House No., Apartment / Street / Lane/ Village, names, Colony / Area / PO / City / Town/ Tehsil / District names in the boxes provided for the purpose in capital letters / figure, as the case may be.
- Col.No.22. The candidate should write and encode the pin code number of his / her post office in the relevant boxes provided for the purpose and should also darken the appropriate circles below the boxes.
- Col.No.23. The candidate should affix his / her signature along with date in support of claims and undertaking by him / her from Col. No.1 to 23. Incomplete and Unsigned applications will be rejected straightway.

<u>Syllabus for HPAS Combined Competitive (Preliminary)</u> <u>Examination</u>.

- **Paper-I** General Studies (Code No.01) This paper shall be of 200 marks and there shall be 100 objective type (Multiple choice) questions.
- **Paper-II** Aptitude Test (Code No.02) This paper shall be of 200 marks and in this paper there shall be 100 objective type (multiple choice) questions.

Syllabus
 History, geography, political, art & culture and socio economic development of Himachal Pradesh. Currents events of national and international importance. History of India and Indian national movement. Indian and World Geography-physical, social, economic geography of India and the world. Indian polity and governance – Constitution, political system, Panchayati Raj, Public Policy, Rights issues, etc. Economic and social development – sustainable development poverty, inclusion, demographics, social sector initiatives, etc. General issues on environmental ecology, bio-diversity and climate Change – that do not require subject specialization General science.

(D)	Dopor II	 Comprehension Interpersonal skills including communication skills
(B)	Paper-II Aptitude Test (Code No.02)	 Logical reasoning and analytical ability Decision making and problem solving General mental ability Basic numeracy (numbers and their relations, orders of magnitude etc. (Class X level), Data interpretation (charts, graphs, tables, data sufficiency etc Class X level). English Language comprehension skills (Class X level)

(C) This preliminary examination will consist of two objective type papers (multiple choice questions) and carry a maximum of 400 marks. Marks obtained in preliminary examination by the candidates who are declared qualified by the Commission for admission to the main examination will not be counted for determining their final order of merit. The number of candidates to be admitted to the Main Examination will be about 20 times the total approximate number of vacancies to be filled in the year in the Posts / Service. Only those candidates who have been declared to have qualified the preliminary examination by the H.P. Public Service Commission in a year will be eligible for admission to the main examination of that year provided they are otherwise eligible for admission to the Main Examination.

Note: There will be penalty (Negative Marking) for wrong answers marked by a candidate in the objective type question papers.

- (i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, one third of the marks assigned to that question will be deducted as penalty.
- (ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question.
- (iii) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.
- (D) The duration of Papers No.I and II (General Studies and Aptitude Test) will be two hours each.