

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Advertisement No. IV/ 2012

Dated: 19th October, 2012

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATIONS (ORA) THROUGH ORA WEBSITE IS 17th NOVEMBER, 2012 UP TO 11:59 P.M. (IST).

Himachal Pradesh Public Service Commission invites Online Recruitment Applications (ORA*) from desirous and eligible candidates for the post(s) of Naib Tehsildar, Class-II (Gazetted) in the Department of Revenue, Himachal Pradesh up to **17th November, 2012 till 11.59 P.M. (IST)** after which the link will be disabled.

(*: by using the website <http://www.hp.gov.in.in/hppsc>).

IMPORTANT INSTRUCTIONS:-

1. The candidates must read the INSTRUCTIONS CAREFULLY FOR APPLPYING ONLINE, which are available on the website of the Commission, i.e. <http://www.hp.gov.in/hppsc>; before filling up Online Recruitment Application Forms (ORA) for the post(s) concerned.
2. The candidates must ensure their eligibility in respect of Category, Experience, age and Essential Qualification(s) etc. as mentioned in the advertisement to avoid rejection at later stage.
3. Incomplete Online Recruitment Application Forms submitted without requisite examination fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
4. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., Ex-Servicemen, WFF and Physically Disabled (Orthopaedically Disabled/ Visually Impaired/ Blind / Hearing Impaired / Deaf & Dumb) etc.
5. The reserved category candidates belonging to other states will be treated as **GENERAL CATEGORY CANDIDATES** and the benefit of reservation and fee concession will not be admissible to such candidates.
6. The candidates should possess requisite essential qualification(s) prescribed for the post(s) as on closing date i.e. 17th November, 2012 for submission of Online Recruitment Applications (ORA) on the website <http://hp.gov.in/hppsc>.
7. Number of post(s) is/are tentative and may increase or decrease from time to time.
8. In service candidates may apply to the Commission along with requisite fee with information to their Head of Departments/ Employer for issuing NOC. No in service candidate will be interviewed unless he/she brings NOC from the concerned employer.

HOW TO APPLY:-

- a) Candidates must apply online through the website <http://www.hp.gov.in/hppsc>. Applications received through any other mode would not be accepted and summarily rejected. Detailed instructions for filling up Online Recruitment Applications are available on the above mentioned website.
- b) **After submitting the Online Recruitment Application (ORA), the candidates are required to take a printout of the finally submitted Online Recruitment Application and submit the same alongwith requisite attested documents / certificates in support of their eligibility to the Commission on the day of Screening Test for the concerned post.**

EXAMINATION FEES:-

The detail of fee for respective categories is as under:-

Sr. No.	Category	Fee
1.	General Category (including General Physically Disabled, i.e. orthopaedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of HP/ Ex-Servicemen relieved from Defence Services on their own request before completion of normal tenure)	₹ 250/-
2.	Candidates of other States (including reserved category candidates of other states)	₹ 250/-
3.	S.C. of H.P. /S.T. of H.P. /O.B.C. of H.P. (including S.C. /S.T. /O.B.C. Ex-Servicemen of H.P. relieved from Defence Services on their own requests before completion of normal tenure)	₹ 63/-
4.	Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure) / Blind of H.P./ Visually Impaired of H.P.	No Fee

MODE OF PAYMENT:

The candidates can deposit the requisite fee at any branch of **Punjab National Bank** through an **e-Challan** generated through website of the Commission, i.e. www.hp.gov.in/hppsc and its Transaction No., Branch Code and date of Receipt are required to be updated before the last date in the same Login ID in the Fee Details link. Before applying online, all candidates are advised to go through detailed instructions given on the above mentioned website.

FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

In case of any guidance/information/clarification regarding their online recruitment applications, candidature etc.; candidates can contact HPPSC's Reception Counter near Main Gate of its campus in person or on Phone No. 0177-2624313 on any working day between 10.00 hrs. to 17.00 hrs. The candidates can also contact Shri Suresh Sharma, Additional Registrar on Phone No.0177-2623784 (O).

ADMISSION/ REJECTION:-

The information in respect of provisionally admitted and rejected candidates on claim basis will be uploaded on the website of the Commission before the conduct of Screening Test/ Examination for various post(s). The candidates, who appear in the Screening Test(s) on the basis of claim and fail to submit the requisite attested documents in support of their eligibility, i.e. educational qualification(s), age, experience & category etc. and the candidates, who are found ineligible on scrutiny of their documents, will be rejected straightway. Online intimation will be conveyed to the rejected candidates and no separate intimation in this regard will be sent by post.

e- ADMISSION LETTER(s):-

No Paper Admission Letter(s) will be sent by post and provisionally admitted candidates will have to download their respective e-Admission Letter for the post concerned from the official website of the Commission i.e. www.hp.gov.in/hppsc. The admitted candidates will have to paste a passport size photograph duly attested by a Gazetted Officer on the space provided on the Downloaded e-Admission Letter, failing

which he/she will not be allowed to appear in the Screening Test/Examination, in any condition/ circumstances.

SUBMISSION OF CERTIFICATES/ DOCUMENTS:-

- ✓ **THE CANDIDATES ARE REQUIRED TO SUBMIT THE PRINTOUT/ HARD COPY OF ONLINE RECRUITMENT APPLICATIONS (ORA) ALONGWITH ATTESTED COPIES OF REQUIRED DOCUMENTS/ CERTIFICATES, i.e. ESSENTIAL QUALIFICATION(S), AGE, EXPERIENCE AND CATEGORY IN SUPPORT OF THEIR ELIGIBILITY ON THE DAY OF SCREENING TEST FOR THE CONCERNED POST FAILING WHICH THEIR CANDIDATURE WILL STAND CANCELLED WITHOUT ANY FURTHER CORRESPONDENCE.**
- ✓ The false/fake claims or any information made by the candidate(s) will be viewed seriously and he/she will be debarred for recruitment to any post to be advertised either by H.P. Public Service Commission or any other recruiting agency of H.P. State Government for a period of three years from the date of submission of Online Recruitment Application by such candidate(s).
- ✓ The detailed particulars of such candidates will be uploaded on the website of the Commission to black list such debarred candidates to make it easily available for other recruiting agencies.

Note: Original certificates will have to be produced at the time of viva-voce. If any of their claims is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission.

CATEGORY CLAIMS:-

The S.C. of Himachal Pradesh / S.T. of Himachal Pradesh O.B.C. of Himachal Pradesh/ WFF of H.P. / Ex-Servicemen of H.P. and Physically Disabled of H.P. candidates must possess such certificates(s) in support of their claims made in the Online Recruitment Application (ORA) while applying for the concerned post(s). The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions issued from time to time by the Government of Himachal Pradesh, in order to ensure that they are eligible under a particular category.

1. EX-SERVICEMEN OF HIMACHAL PRADESH:-

The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish discharge certificate and full detail in respect of their PPO No., Rank, and date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. 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.

2. WARDS OF EX-SERVICEMEN OF HIMACHAL PRADESH:-

Generally, Wards of Ex-Servicemen of H.P. (sons/ daughters of Ex-Servicemen of H.P.) erroneously claim their category as Ex-Servicemen of Himachal Pradesh. But it is made clear that benefit of reservation against the post(s) reserved for Ex-Servicemen of H.P. is strictly admissible to Ex-Servicemen (of H.P.) themselves only and not to their wards (sons / daughters) in these services. Therefore, wards of Ex-Servicemen of Himachal Pradesh will have to mention their respective category(s) to which they belong in order to avoid rejection of their candidature for the concerned post(s) at any later stage.

3. OBC of H.P. (OTHER BACKWARD CLASSES OF HIMACHAL PRADESH):-

The candidates belonging to OBC of H.P. category must produce OBC certificate(s) on the prescribed format (appended as Annexure-I), which should not be more than two

years old at the time of last date fixed for submission of Online Recruitment Application alongwith latest affidavit duly attested by the authority authorized under the Indian Oath Act stating that his/her status as OBC has not been changed and he / she has not been excluded from the category of O.B.C. of H.P. on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family, failing which such candidate(s) will not be allowed to appear in the viva-voce / interview.

4. WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH (WFF OF H.P.):

For the posts reserved for Wards of Freedom Fighters of Himachal Pradesh (WFF of H.P.), sons/grandsons/ daughters/grand daughters of Freedom Fighters of Himachal Pradesh, who have been appointed on regular basis as well as married daughters/grand daughters shall not be entitled for the benefits of reservation provided to the wards of Freedom fighters in Government 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 of Himachal Pradesh, who have been appointed in Govt. / Semi Govt. or Private Sector etc. services against the post(s) reserved for the wards of Freedom Fighters on regular basis will remain entitled to compete for higher rank/ grade posts/ services on the basis of reservation earmarked to the wards of Freedom Fighters of Himachal Pradesh. The un-married daughters/grand daughters will have to submit an affidavit being spinster (un-married) in support of their claim(s) issued by the authority authorized under the Indian Oath Act. Otherwise such candidates will be rejected straightway.

ELIGIBILITY CONDITIONS:-

- (i) **The date of determining the eligibility of all candidates in terms of essential qualification, experience etc. shall be reckoned as on the closing date, i.e. 17th November, 2012 for submitting the Online Recruitment Applications (ORA) on the website <http://hp.gov.in/hppsc>.**
- (ii) The decision of the Commission regarding eligibility etc. of a candidate for admission to viva-voce/ Personality Test or selection will be final and no correspondence / personal enquiries will be entertained.
- (iii) Onus of proving that a candidate has acquired requisite degree/ essential qualification(s) by the stipulated date is on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of certificate/ degree or the date of issue of certificate / degree shall be taken as date of acquiring essential qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of interview.
- (iv) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Recruitment Application is liable to be rejected.

AGE: - As mentioned against the post of Naib Tehsildar.

Clarification:-

- (i) Five years relaxation in upper age limit is admissible only to the bonafide SC of H.P. / ST of H.P. / OBC of H.P. /WFF of H.P. / Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and Ex-servicemen of H.P.; age relaxation is as per Government's instructions issued from time to time.

- (ii) Age of a candidate shall be reckoned as on 01-01-2012.

IMPORTANT POINTS IN RESPECT OF SCREENING TEST:-

- (i) Answer Key of Screening Test will be uploaded on the official website of the Commission after freezing the answer sheets and objection(s), if any; will be entertained upto seven days after displaying / uploading the same on the website of the Commission. The objection(s) will be got verified from the concerned subject matter expert(s) and if found correct; a revised answer key of that screening test will be uploaded on the website of the Commission.
- (ii) The eligibility of candidate(s) called for the interview will be determined on the basis of original documents produced on the day of interview and the Commission will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the appointing authority. As such, admission to the screening test/examination/ interview shall be purely provisional.
- (iii) The summoning of the candidate(s) for viva-voce test; conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the Government of H.P. (in the concerned Department).
- (iv) 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.
- (v) Re-checking/ re-evaluation, for the written examination/ Screening Tests will not be allowed in any case.
- (vi) Disputes, if any, shall be subject to Court jurisdiction at Shimla.

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

- a) That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for interviews.
- b) That after submitting the Online Recruitment Application (ORA), a printout of the finally submitted Application is to be submitted alongwith requisite attested documents/ certificates to the Commission **on the day of Screening Test for the concerned post.**
- c) That copies of only following documents/certificates are provided in support of claims made/ information given in the Online Recruitment Application:-
- i) Degree/Diploma certificates alongwith Marks Sheets of all years in support of Educational Qualifications. Provisional certificate(s) alongwith Marks Sheets of all years.
- ii) Matriculation certificate for age proof.
- iii) Experience certificate(s) wherever required.
- iv) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) under which it has been so treated and that if the qualification possessed by the candidates is equivalent, a copy of order/letter under which it has been so treated may also be enclosed.

Detail of post(s) and eligibility conditions are given as under:-**ITEM NO. I: DEPARTMENT OF REVENUE, HIMACHAL PRADESH**

Name of the post:- Naib Tehsildar, Class-II (Gazetted)	Number of Posts:- 09 posts (General= 08 and SC of H.P.=01)		
Pay Scale:- ₹ 10300-34800/- + ₹ 4200/- (Grade Pay)			
Essential Qualification:- Graduate or its equivalent from any recognized University/ Institution.			
Desirable Qualification:- Knowledge of customs, manners and dialects of Himachal Pradesh & suitability for appointment in the peculiar conditions prevailing in the Pradesh.			
Age: A candidate must have attained the age of 21 years and must not have attained the age of 45 years as on 1 st January 2012 (i.e. between 21 years and 45 years as on 1 st January, 2012).			
SCHEME OF EXAMINATION FOR THE POST OF NAIB TEHSILDAR, CLASS II (GAZETTED):-			
Initially, an objective type Screening Test will be conducted consisting of one paper of General Knowledge of 120 questions of multiple choice answers for short listing the candidates for the Main Examination. The marks obtained by the candidates in the screening test will not be counted for determining their final order of merit. The screening test will be held at Shimla/ Mandi/Dharamsala/ Solan/ Una/ Nahan/ Bilaspur/ Kullu and Hamirpur. The Screening Test will be of two hours duration.			
1. The number of candidates to be called for (Main) written examination will be 20-25 times of the total number of the vacancies. The candidates having been declared qualified in the Screening test will be entitled for admission to the (Main) written examination consisting of four papers.			
2. The number of vacancies of similar qualifications as may be received from the Govt. up to the conduct of Screening test shall be included for the purpose of selection of candidates on the basis of aforesaid Screening test / Examination.			
3. The candidates who are declared qualified in the Screening test shall be required to apply for Main written examination separately on the prescribed application form, which will be uploaded on the official website of the Commission after the declaration of result of Screening Test for the post of Naib Tehsildar.			
4. There will be following subjects for the (Main) examination for the direct recruits i.e. "A" Class Naib Tehsildar candidates:-			
Sr. No.	Subject	Max. Marks	Minimum Pass marks
1.	G.K. & Current Affairs	100 marks	33%
2.	General English	50 marks	33%
3.	English Essay	50 marks	33%
4.	Hindi	50 marks	33%
	Viva-Voce	40 marks	33%

The candidates shall have to pass all the four subjects. Any candidate, failing in any one of the above subjects shall be treated as not to have qualified the said examination. The candidates, who will qualify the above mentioned main written examination on the basis of merit; shall be called for Viva-Voce Test/personal interview.

5. The total number of candidates to be called for viva-voce on the basis of written examination shall be three times the total number of posts advertised. The marks obtained by the candidates in the Main written examination as well as in the viva-voce would determine their final merit.

SYLLABUS

Syllabus for Screening Test for the post of Naib Tehsildar:

Paper of two hours' duration consisting of 120 marks (General Knowledge) (Objective type).

- a) History, Geography and Socio Economic development of Himachal Pradesh. **=30 Marks**
- b) Knowledge of current events of National and International importance and such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. **= 50 Marks**
- c) Paper will also include questions on Modern History (From 1857 onwards) of India, Indian culture, Indian Polity, Indian Economy, Geography of India and teachings of Mahatma Gandhi. **= 40 Marks**

Syllabus for Main Examination:-

Paper No.	Paper	Max. Marks	Duration of paper
I	General Knowledge & Current Affairs	100 marks	02 hours
	a) History, Geography and Socio Economic development of Himachal Pradesh. =20 Marks b) Knowledge of current events of National and International importance and such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. = 40 Marks c) Paper will also include questions on Modern History (From 1857 onwards) of India, Indian culture, Indian Polity, Indian Economy, Geography of India and teachings of Mahatma Gandhi. = 40 Marks		
II	General English	50 Marks	1:30 hours
	Candidates will be required to answer questions designed to test their understanding of English and workmen like use of words. Some of the questions will be devised to test their reasoning power, their capacity to perceive implications and their ability to distinguish between the important and the less important.		
III	English Essay	50 marks	1:30 hours
IV	Hindi	50 marks	1:30 hours
	(i) Translation of an English passage into Hindi. (ii) Explanation of Hindi passage in Prose and Poetry in the same language. (iii) Composition (Idiom, correction etc.).		

OTHER CONDITIONS:-

1. All candidates, whether in Government Service or Government owned Industrial or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in regular Government service whether in a permanent or temporary capacity other than casual/ adhoc / daily rated/ work charged employees or those serving under Public Enterprises are however, required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for the selection.
2. In service candidates may apply to the Commission along with requisite fee with information to their Head of Departments/Employer for issuing NOC. No in service candidate will be interviewed unless he/she brings NOC from the concerned employer.
3. 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.
4. It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application; comes to the notice at any time during the service of a person, his service would be liable to be terminated.
5. The applicant shall upload 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 e-Admission Letter, which will be downloaded by the candidates from the website of the Commission for appearing in the Screening Test/ examination.
6. The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of screening test/ examination for which they are admitted by the Commission viz., written examination and viva-voce 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.
7. Candidate who is or has been declared by the Commission to be guilty of:-
 - (a) Obtaining support for his/her candidature by the following means, namely:-
 - offering illegal gratification to, or
 - applying pressure on, or
 - blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
 - (b) impersonating, or
 - (c) procuring impersonation by any person, or
 - (d) submitting fabricated documents or documents which have been tampered with, or
 - (e) making statements which are incorrect or false or suppressing material information, or
 - (f) resorting to the following means in connection with his/her candidature for the examination, namely:-
 - obtaining copy of question paper through improper means,
 - finding out the particulars of the persons connected with secret work relating to the examination,
 - influencing the examiners, or
 - (g) using unfair means during the examination, or
 - (h) writing obscene matter or drawing obscene sketches in the scripts, or
 - (i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or

- (j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or
- (k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
- (l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or
- (m) attempting to commit or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable:-
to be disqualified by the Commission from the examination for which he/she is a candidate and/or
- (n) to be debarred either permanently or for as specified period:-
 - by the Commission from any examination or selection held by them.
 - by the Central Government from any employment under them, and
- (o) 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:-
 - giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
 - taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

8. 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.

DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION:

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

- a) If he/ she has been dismissed from any previous service;
- b) If he/ she has been convicted of any offence involving moral turpitude or has been bound down for good conduct under the provisions contained in Chapter VIII of the Code of Criminal Procedure, or has been permanently debarred / disqualified from appearing in any examination or selection;
- c) If he / she is found either directly or indirectly influencing the selection process in any manner;
- d) If a male candidate who has more than one living wife and if a female candidate, who has married a man already having another wife; or
- e) If he / she is an un-discharged insolvent.

Sd/-
(Mohan Chauhan) IAS,
Secretary,
H.P. Public Service Commission

Encls: Annexure-I

Annexure-I**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA/STATE**

This is to certify that _____
 son of _____
 village _____ District/Division
 _____ in the _____
 State _____ belongs to the _____
 community which is recognized as a Backward class in Himachal Pradesh by the State
 Government.

Shri _____ and/or his family
 ordinarily reside(s) in the _____ District/ Division of
 the _____ State. This is also to certify that he/she does not belong to the
 persons/sections (Creamy Layer) mentioned in the Schedule.

Dated _____

District Magistrate,
 Deputy Commissioner etc.

Seal

_____NB

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- (b) Where the Certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificate issued by Gazetted Officers and attested by District Magistrate/ Deputy Commissioner are not sufficient).