

Mode of Payment:-

The desirous & eligible candidates shall pay requisite examination fee by debit or credit card or internet banking through “**e-Payment Gateway**”, as the case may be, on or before the prescribed closing date for submission of online recruitment applications **through OTRS portal**. While making payment through “e-Payment Gateway” the candidate(s) shall pay the fixed amount through Debit or Credit Card only after accepting the “Terms and Conditions to apply online”. **Fee once paid shall neither be refunded nor be held in reserve for any other examination or selection under any circumstances.**

NOTE:- Candidates should note that payment of fee can be made only through the modes prescribed above. Payment of fee through any other mode is neither valid nor acceptable. Applications submitted without the prescribed fee/ mode shall be summarily rejected.

SCHEME OF EXAMINATION

1. There shall be a written objective type examination (MCQ) (Computer Based Test / Offline test). Marks obtained in written objective type Examination (either online or offline) shall be counted for deciding the merit of candidates. The candidates, who will qualify the written objective type examination (Computer Based Test / Offline test), will have to appear for evaluation. Final selection of candidates will be made on the basis of marks obtained in the written objective type examination (Computer Based Test / Offline test) and evaluation based on the parameters devised by the Department of Personnel vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 subject to passing of Written Objective Type Examination.	
2. Candidates in the ratio of 10 times of total number of posts will be declared qualified in the written objective type Examination (MCQ) (Computer Based Test / Off line test) consisting of 85 questions of Multiple Choices of 85 marks in the ratio of 65:10:10 of 1½ hours (90 minutes) duration.	
Syllabus for Written objective type Examination	
65 questions of Multiple Choice of Master’s Degree Level in the concerned subject.	65 Marks
10 questions of Multiple choice consisting of G.K. of Himachal Pradesh.	10 Marks
10 questions of Multiple choice consisting of G.K. of National / International affairs.	10 Marks
<u>Allocation of Marks</u>	
(i) Written objective type Examination	= 85 marks
(ii) Evaluation: As per parameters defined by the Govt. of H.P.	= 15marks
TOTAL MARKS	= 100 marks

Detail of Criteria of 15 marks	
<p>i) Weightage for the minimum educational qualification, as per the Recruitment & Promotion Rules. (Percentage of marks obtained in the educational qualification would be multiplied by 0.025. For example, an individual has secured 50 % marks in the required educational qualification, he /she will be allowed 1.25 marks i.e.(50 X 0.025 = 1.25).</p> <p>ii) Similarly if a candidate has secured 100% marks in the required educational qualifications, he /she will be allowed 2.5 marks i.e.(100 X 0.025 = 2.5) (two & a half).</p>	
Certificate & Weightage of Marks	Authority competent to issue the Certificate
i) Educational qualification certificate (As mentioned above i.e. Maximum of 2.5 marks).	University/ Board concerned.
ii) Belonging to Notified Backward Area or Panchayat, as the case may be. = (01 Mark) .	SDO(C)/ Tehsildar / Naib Tehsildar concerned.
iii) Land less family / family having land less than 01 Hectare = (01 Mark) .	Revenue Authority i.e. SDO(C), Tehsildar / Naib Tehsildar concerned.
iv) Non-employment Certificate to the effect that none of the family members is in Government/Semi Government Service. = (01 Mark) .	SDO(C), Tehsildar / Naib Tehsildar concerned.
v) Differently abled persons with more than 40% impairment / disability / infirmity = (01 Mark) .	Health & Family Welfare authorities / Medical Board(s).
vi) NSS (at least one year) / Certificate holders in NCC / The Bharat Scout and Guide	Concerned Head of Institution.
vii) Certificate of medal winners in National level sports competitions: (vi & vii = (01 Mark)).	District Youth Services and Sports Officer / Head of Institution concerned.
viii) BPL family having annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time. = (02 Marks) .	BDO concerned by taking the authenticated entries in the 'Parivar Register' on the basis of such certificate (Income Certificates) from the SDO(C), Tehsildar / Naib Tehsildar concerned.
ix)Widow/divorced/destitute/single woman. = (01 Mark) . Single daughter / Orphan = (01 Mark) .	Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.

x) Training of atleast 06 months duration related to the post applied for from a recognized University/ Institution (wherever applicable). = (01 Mark) .	Competent authority of the concerned University/ Institution.
xi) Experience up to a maximum of 05 years in Govt./ Semi-Govt. organization relating to the post applied for, if required (0.5 marks only for each completed year). = (2.5 Marks) .	Competent authority of the concerned Govt./ Semi Govt. organization.

FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

In case of any guidance/ information/ clarification regarding Online Recruitment Applications (ORA), candidates can contact HPPSC's Reception Counter in person or on Toll Free No. 1800-180- 8004 or Ph. No. 0177-2629738 on any working day between 10:00 A.M. to 05:00 P.M. Queries related to online applications can also be mailed by the candidates on e-mail ID: **hppsc_shimla@msn.com**. **No candidate will interact directly with the staff in the Recruitment Section(s) in the Commission's office.**

ADMISSION/ REJECTION:- The candidates are required to submit a printout of Online Recruitment Applications (ORA) alongwith self attested copies of all requisite documents in support of their eligibility for the concerned post(s) on the day of written objective type examination (Computer Based Test / Off line test) failing which his/her candidature shall stand finally rejected and no further opportunity will be given to such candidates to submit the documents.

The requisite documents submitted by the candidates, will be scrutinized and list of finally rejected candidates will be uploaded on the website of the Commission for information of all concerned. Besides, concerned candidates will be informed through e-mail(s) and SMSes. **No separate intimation in this regard will be sent by post.** Non submission of the certificates will make them ineligible to appear in the Evaluation Process. **Candidates, who fail to submit the requisite documents on the day of written objective type examination (Computer Based Test / Offline test), their candidature will be rejected and no further representation will be accepted.**

Candidates are advised to visit the Commission's website from time to time for updates in their own interest.