



## HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

### HIMACHAL PRADESH ADMINISTRATIVE SERVICE COMPETITIVE EXAMINATION- 2023

Advertisement Number : **6/5-2023** ,Closing Date for Application : **14/06/2023 11:59PM** and Closing Date for Fee : **14/06/2023 11:59PM**

**Dated : 18/05/2023**

Online Recruitment Applications (ORA\*) are invited from desirous and eligible candidates for recruitment to various posts in different Departments of Government of Himachal Pradesh to be filled up through **H.P. Administrative Service Competitive Examination-2023**.

#### **A. IMPORTANT INSTRUCTIONS:-**

1. The candidates must read instructions carefully, which are available on website of the Commission before applying 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 by uploading copies of certificates of Essential Qualification, Matriculation Certificate as age proof, Category Certificate alongwith Bonafide certificate of H.P. and Experience Certificate (where required) to avoid rejection of their candidature after the closing date.
3. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as mentioned in Eligibility Criteria of this advertisement.
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. Scheduled Caste (S.C.), Scheduled Tribe (S.T.), Other Backward Classes (O.B.C.), Economically Weaker Section (E.W.S.), Ex. Servicemen, Ward of Ex. Servicemen, Ward of Freedom Fighter (W.F.F.) and Persons with benchmark Disabilities (Loco motor Disabled / Visually Impaired / Hearing Impaired) 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. No in service (regular service) candidate will be interviewed unless he/she produces NOC (No Objection Certificate) from concerned employer.
7. The eligibility of the candidates applying for the post(s) reserved for Ex. Servicemen of H.P. in HPAS and H.P. Police Service will be decided as per provisions of Ex. Servicemen (Reservation of Vacancies, Pay fixation and Regulation of Seniority in the Himachal Pradesh Administrative Service) Rules, 2020 notified by the Government of H.P. (in the Department of Personnel) vide Notification No. Per (A-IV)-A(3)-I/2018 dated 25/02/2020 and instructions issued from time to time. As per these rules the candidates belonging to Ex. Servicemen shall not be permitted to compete more than three times for the posts of HPAS and H. P. Police Service and for other posts reserved for Ex. Servicemen candidates (except HPAS and HPPS) which are to be filled up on the basis of Himachal Pradesh Administrative Service Competitive Examination-2023, the eligibility will be decided in accordance with the Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services ) Rules, 1972 and further amended vide notification No. Per (AP-C-A(4)-1/96-Vol.IV dated 18-09-2007 by the Govt. of H.P. in the Department of Personnel and accordingly there shall be no limit to avail number of chances.

Note:-

The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity.

8. The candidates will be allotted various services / posts keeping in view their ranks in the final merit and the preference expressed by them for the various services and posts.
9. Examination Fee once paid will not be refunded.
10. The candidates must mention their e-mail & mobile No. correctly in their Online Recruitment Application for receiving alerts and messages relating to Examination.
11. The candidates should also give their Aadhar No. (optional) in the appropriate field of the ORA.

12. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

Note:

The number of vacancy(s) in the service/post(s) if received from the Govt. upto closing date of submission of Online Recruitment Application shall be included for the purpose of selection of candidates on the basis of aforesaid examination. All the candidates are requested to apply under their respective category(s) as any post of any reserved category can be included which is to be filled up on the basis of H.P.A.S. Competitive Examination-2023. The number of vacancies and reservation of post(s) is/ are liable to be changed.

## **B. List of Documents to be uploaded on the OTRS portal by the candidate(s):-**

1. Matriculation certificate for age proof.
2. Bachelor Degree Certificates along with Marks Sheets of all years/Consolidated Mark Sheet in support of Educational Qualifications i.e. Graduation.
3. Valid Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., Ex-Servicemen, Ward of Ex. Servicemen, WFF and Persons with disabilities etc. All these certificates alongwith undertaking wherever required, should be on Performa prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions of the Govt. issued vide letter No. PER (AP)-C-F(10)-4/2010 dated 5th August, 2019.
4. Bonafide Himachali Certificate in case of reserved category candidates.
5. Valid EWS/BPL Certificate. ( Candidates applying under EWSs category will have to submit either 'Income & Asset Certificate' or valid BPL Certificate countersigned by B.D.O. alongwith non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)-1/2019 dated 11th June, 2019).
6. Ex. Servicemen Discharge Certificate/Service Book. (The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate/ Service Book and full detail in respect of their P.P.O. No., Rank etc. and NOC with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity).

### **Post Details**

<b>Sno.</b>	<b>Name of dept</b>	<b>Name of post</b>	<b>No. of posts</b>	<b>Category Wise No. Of Posts</b>	<b>Pay scale</b>
1	PERSONNEL-IV	H.P. ADMINISTRATIVE SERVICES	9	UNRESERVED =5, SCHEDULED CASTE OF HP =1, SCHEDULED TRIBE OF HP =1, O B C OF HP =1, ECONOMICALLY WEAKER SECTION OF H.P. =1	Pay Band Level - 18 (Rs. 56100 - 177500)
2	HOME-D	HIMACHAL PRADESH POLICE SERVICES	2	SCHEDULED CASTE OF HP =1, O B C OF HP =1	Pay Band Level - 18 (Rs. 56100 - 177500)

## **C. ELIGIBILITY CONDITIONS:-**

1. A candidate must be a citizen of India.
2. Essential Qualification(s) :-
  - i.) A candidate must possess a Bachelor's Degree or its equivalent of a recognized University.
  - ii.) (a) A candidate, who has appeared at such a qualifying examination the passing of which would render him eligible to appear at this examination but has not been informed of result, may apply for admission to this examination.  
(b) A candidate, who intends to appear at such a 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 as soon as passed and in any case not later than two months after the commencement of this examination.
  - iii) 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 applications for the HAS 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 Personality Test original degree or a certificate from the concerned competent authority of the University / Institution that they had completed all requirements (including completion of internship) for the award of degree.

### **Note I :**

Onus of proving that a candidate has acquired requisite degree/ essential qualification by the stipulated date, shall be 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 educational qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of personality test(s).

### **Note II :**

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 candidature/Online Application is liable to be rejected.

### **Desirable Qualification**

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.

## **D. AGE LIMITS:-**

1. A candidate must have attained the age of 21 years and must not have attained the age of 35 years on or before 01-01-2023.
2. 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.

3. Age relaxation is also available to Ex-servicemen candidates of H.P. for the posts of Himachal Pradesh Administrative Service (HPAS) and Himachal Pradesh Police Service (HPPS) as per provisions of the Ex. Servicemen (Reservation of Vacancies, Pay fixation and Regulation of Seniority in the Himachal Pradesh Administrative Service) Rules, 2020 notified by the Government of H.P. (in the Department of Personnel) vide notification No. Per (A-IV)-A (3)-I/2018 dated 25/02/2020. For other posts which are to be filled up on the basis of Himachal Pradesh Administrative Service Competitive Examination-2023, the age relaxation to Ex-servicemen candidates will be as per provisions mentioned in the Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and further amended vide notification No. Per (AP-C-A(4)-1/96-Vol.IV dated 18-09-2007.

4. A Govt. servant who is holding substantive / officiating / contractual appointment in H.P. Govt. or in High Court of Himachal Pradesh or any Court Subordinate thereto and employees of the Public Sector Undertakings /Corporations / Banks 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 recognized University and has not attained the age on the first day of January of the year in which the applications are invited by the Commission for Competitive examination as per detail given below:-

- (i) For the posts of Himachal Pradesh Administrative Service (HPAS) and other posts (Tehsildar, Block Development Officer and Treasury Officer etc.) = 45 years;
- (ii) Himachal Pradesh Police Service = 42 years;
- (iii) District Controller, Class- I (Gazetted) in the Department of Food Civil Supplies and Consumer Affairs , H.P. = 42 years.

**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.

**NOTE-IV:** All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organizations or in private employment should apply to the Commission through Online Webportal. 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. They are also required to submit an undertaking on prescribed proforma that they have informed in writing their Head of Office/Department that they have applied for the Examination. The candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/ appearing in the examination, their application/ candidature will liable to be cancelled.

**NOTE-V:** 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.

**CLARIFICATION:**

- Five years relaxation in upper age limit is admissible only to the bonafide S.C. of H.P./ S.T . of H.P. / O.B.C. of H.P. /W.F.F. 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 and as mentioned in detail under title Age Limits. The age relaxation for bonafide S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P. /W.F.F. of H.P. / Persons with disabilities of Himachal Pradesh/ Ex. Servicemen of H.P. is available only if there is a post reserved for these categories.

**Examination Stations/Cities**

BILASPUR, CHAMBA, HAMIRPUR, KANGRA, DHARAMSHALA, PALAMPUR, KULLU, MANDI, SHIMLA, NAHAN, SOLAN, UNA, SUNDERNAGAR, KEYLONG (LAHAUL AND SPITI), RECKONG PEO (KINNAUR)

**E. HOW TO APPLY :-**

Detailed instructions for filling up Online Recruitment Application (ORA) are available on the website of the Commission i.e. "<http://www.hppsc.hp.gov.in/hppsc>".

1. Desirous / eligible candidates must have to apply online through official website of the Commission i.e. <http://www.hppsc.hp.gov.in/hppsc>. Applications received through any other mode would not be accepted and will be rejected straightway.

2. The desirous and eligible candidate may visit the official website of the Commission (<http://www.hppsc.hp.gov.in/hppsc>) and click on the link "Apply Online" on the Home Page. On the opened page the candidate will click on the link "One Time Registration (OTR) for Examinations" and on the opened page will register and create his / her profile by clicking on "New Registration" if not registered already. After registration or if already registered the candidate will have to log into his / her account in OTR page, Once logged in, the list of live advertisements will be displayed to the candidate on the dashboard. Candidate will apply for a particular post through this portal only. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application, the candidate will have to give an undertaking/ declaration that:-

"It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reasons of uploaded documents being non-readable/ poor quality of scanning."

3. No further opportunity will be given to the candidates for submission of any documents after the submission of online recruitment application.

4. An application submitted in online mode shall be deemed to have been successfully submitted only after payment of fee has been acknowledged and the fee is credited to the account of the Commission.

5. Online Recruitment Application (ORA) once submitted shall not be allowed any change except change of category as per procedure laid down in Rule 5(iv) of H.P. PSC (Procedure and Transaction of Business) Rules, 2023.

6. The candidate must opt one of the optional subject for the HPAS Competitive (Mains) Examination-2023 out of the subjects listed in the scheme of the examination. No Change in the optional subject shall be allowed after the submission of Online Recruitment Application (ORA).

Note:- In case large number of candidates will apply for HPAS Competitive (Preliminary) Examination- 2023, the examination may be conducted at Sub Divisional level in Himachal Pradesh, also. However, the allotment of examination centres to the candidates and establishment of examination centres at District Headquarter level or Sub Division level will be at the discretion of the Commission.

**F. EXAMINATION FEES:-**

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

Sr. No.	Particulars	Fees
1	Male candidates of General, General Physically Disabled (orthopedically disabled, Deaf & Dumb and Hearing Impaired), Economic Weaker Section (EWS) (not included in BPL category), Wards of Freedom Fighter categories (WFF) and General – Ex-Servicemen of Himachal Pradesh who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India.	₹400/-
2	<b>Candidates of Other States (including reserved category(s) candidates of other states).</b>	₹400/-

3	Male candidates of SC, ST, OBC and EWS covered under UR – BPL categories of Himachal Pradesh and Ex-Servicemen candidates of Himachal Pradesh belonging to SC, ST and OBC categories who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India.	₹100/-
4	The Ex-Servicemen male candidates of Himachal Pradesh who are relieved from the Defence Services after completion of their normal tenure of service under the Government of India and the Blind and Visually Impaired male candidates of Himachal Pradesh are exempted from paying the examination fee.	No Fee

**NOTE-I:-**

**Female candidates shall be exempted from the examination fee in accordance with the instructions of the Government of Himachal Pradesh.**

**Note-II:-**

**The Candidates who belongs to any of the reserved category and there is no post reserved for such category but the candidates claiming fee concession available to them shall have to upload the category certificate in support of their claim.**

**G. MODE OF PAYMENT:-**

The desirous and eligible candidates shall pay the examination fee fixed category - wise online by debit / credit card / UPI / any other online digital mode, as the case may be, on or before the prescribed closing date for submission of online recruitment applications through OTR portal. While making payment the candidate(s) shall pay the fixed amount only after accepting the “Terms and Conditions to apply online”. Fee once paid shall neither be refunded under any circumstance nor can it be held in reserve for any other examination or selection.

**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.**

**H. ADMISSION/ REJECTION:-**

1. Incomplete Online Recruitment Applications (ORA) submitted without requisite examination fee/fictitious fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
2. After scrutinizing the online recruitment applications category - wise / post-wise properly, the candidates fulfilling the prescribed eligibility criteria shall be admitted and the candidates not fulfilling the prescribed eligibility criteria shall be rejected provisionally with the approval of the Secretary.
3. The list of provisionally rejected candidate(s) shall be uploaded on the official website of the Commission as well as individually against their USER ID by the Computer Cell. SMS alert / e-mail shall also be sent to such candidates. The provisionally rejected candidate(s) will be allowed the time of 10 (ten) days including Sunday and holidays to submit their representations, along with requisite documents, either through e – mail or in person only. The same shall then be scrutinized by the concerned branch and all record concerning scrutiny will be put up before the Commission for approval and the decision of the Commission in this regard shall be final. The decision of the Commission as to the eligibility or otherwise of a candidates for admission to Personality Test or selection will be final and no correspondence / personal enquiries will be entertained.

Note I :-

Original certificates will have to be produced at the time of personality Test. If their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission.

Note -II:-

Where Roll Nos. and Application Nos. in both the Columns and Test Booklet series have been written wrongly on OMR Answer sheets and also encoded incorrectly by the candidates, the OMR Answer Sheets of such candidates shall not be evaluated and shall be rejected straightway. After the declaration of the result, following message shall appear against the user ID of such candidates:-

“You have written and encoded your Roll No., Application No. and Test booklet series wrongly on the OMR Answer Sheet. Hence your OMR Answer Sheet was not checked.”

**I. E-CALL LETTERS :-**

No Call Letters will be sent by post and provisionally admitted candidates shall have to download their respective e-Call Letters along with instructions for the concerned examination from the official website of the Commission. Therefore, the candidates are advised to remember their User ID(s) and password(s) earlier created by the candidates in OTR in order to login for downloading their respective e-Call Letters. The provisionally admitted candidates will have to paste a passport size photograph

duly self attested / attested by a Gazetted Officer on the space provided on the downloaded e-Call Letters , failing which he/she will not be allowed to appear in the Preliminary Examination, in any condition/ circumstances, whatsoever.

## **J. SELECTION PROCESS:-**

Stage	Description
1	SCREENING / PRELIMINARY EXAM
2	MAINS EXAM
3	PERSONALITY TEST

## **K. SCHEME OF EXAMINATION:-**

### **1. Preliminary Examination:-**

(i) This preliminary examination will consist of two objective type papers (multiple choice questions) and carry a maximum of 400 marks in the subjects of General Studies and Aptitude Test as per syllabus given below. This examination is meant to serve as a screening test only. The marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit.

(ii) 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 through this examination. Only those candidates who have been declared by the Commission to have qualified the Preliminary Examination will be eligible for admission to the Main Examination corresponding to the said Preliminary Examination provided they are otherwise eligible for admission to the Main Examination.

Provided that Aptitude Test (Paper-II) of the Preliminary Examination will be a qualifying paper with minimum qualifying marks fixed at 33% and therefore, marks obtained in this paper shall not be counted for determining the merit of the candidates which will be drawn exclusively on the basis of marks obtained in General Studies (Paper-I) of the Preliminary Examination for their admission to the Main Examination.

#### **Note:**

There will be Negative Marking for incorrect answers (as detailed below) for all questions:-

(i) There are four alternatives for the answers 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.

Duration: The duration of Papers No. I and II (General Studies and Aptitude Test) will be two hours each.

#### **Syllabus for Preliminary Examination:-**

Paper	Detail of questions and marks	Syllabus
-------	-------------------------------	----------



Paper – I General Studies (Code No. 01)	This paper shall be of 200 marks and there shall be 100 objective type (multiple choice) questions.	History, Geography, Political, Art & Culture and Socio Economic Development of Himachal Pradesh. Current 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)	This paper shall be of 200 marks and in this paper there shall be 100 objective type (multiple choice) questions.	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)

Note:-

It is mandatory for the candidates to appear in both the papers of Preliminary Examinations for the purpose of evaluation. Therefore, if he/she does not appear in both the papers he/she will be disqualified.

## 2. Main Examination:-

- (i) The main examination shall include compulsory subjects and one optional subject.
- (ii) The candidate shall specify in his / her application form the optional subject he / she desires to take. He / she may intimate any change of his / her intention to the Secretary of the Commission not later than the last date prescribed for the payment of the examination fee. A candidate shall answer the Optional Paper in English or in Hindi as per his / her option.
- (iii) No candidate shall be considered to have qualified the written examination unless he / she obtains atleast 40% marks in each compulsory papers of Hindi and English and 45% marks in the aggregate (excluding compulsory papers of Hindi & English).
- (iv) The total number of candidates to be called for interview / personality test on the basis of written examination, shall not exceed three (3) times the number of the vacancies notified for recruitment through that examination;  
 Provided that in case there is a tie between or amongst the candidates on account of having obtained equal minimum qualifying marks on the basis of written examination, all such candidates obtaining equal minimum marks shall be called for interview / personality test.
- (v) The marks obtained by the candidates in the main examination (written part as well as interview / personality test) shall determine their final ranking. Candidates will be allotted various services / posts keeping in view their ranks in the examination and the preference expressed by them for the various services and posts.
- (vi) The compulsory and optional subjects and maximum marks fixed for each subject shall be as below:-



<b>(a) COMPULSORY PAPERS</b>		
Paper No.	Subject	Max. Marks
Paper-I	English	100
Paper-II	Hindi	100
Paper-III	Essay	100
Paper-IV	General Studies-I	200
Paper-V	General Studies-II	200
Paper-VI	General Studies-III	200
<b>(b) OPTIONAL SUBJECT</b>		
Paper-VII	Paper-I (optional subject opted)	100
Paper-VIII	Paper-II (optional subject opted)	100

(vii) The optional Subjects for the Main Examination examination shall be as under:-

Sr. No.	Optional Subject	Sr. No.	Optional Subject
1	Indian History	17	Mechanical Engineering
2	Political Science and International Relation	18	Electrical Engineering
3	Mathematics	19	Civil Engineering
4	Statistics	20	Hindi
5	Economics	21	Sanskrit
6	Commerce and Accountancy	22	Urdu
7	Chemistry	23	English Literature
8	Botany	24	Psychology
9	Zoology	25	Geology
10	Philosophy	26	Physics
11	Law	27	Animal Husbandry and Veterinary Science
12	Sociology	28	Anthropology
13	Public Administration	29	Forestry
14	Management	30	Horticulture
15	Geography	31	Medical Sciences
16	Agriculture	-	-

(viii) The standards and contents of papers in general (excluding compulsory papers of English and Hindi) shall be similar to those of the Degree level, i.e. B.A. or B.Sc. etc. examinations of a recognized University. The standards and contents of compulsory papers of English and Hindi shall be of 10+2 level.

(ix) All Papers shall be of three hours duration.

(x) The marks obtained in the Compulsory Papers of English and Hindi will not be counted for overall ranking though it would be necessary to obtain 40% marks in each of these papers to qualify.

(xi) Marks and ranking will be decided on the basis of marks obtained in all other compulsory and optional papers (excluding marks of English and Hindi Papers of Compulsory Papers).

(xii) 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.

(xiii) The names of candidates who are called for interview/personality test shall be arranged in order of merit on the basis of the aggregate marks obtained in the examination.

Note:-

DETAILED SYLLABUS FOR THE HIMACHAL PRADESH ADMINISTRATIVE SERVICE COMPETITIVE MAIN EXAMINATION AVAILABLE ON THE OFFICIAL WEBSITE OF THE COMMISSION.

## L. INTERVIEW / PERSONALITY TEST:-

1. The candidate will be interviewed by the Commission who will have before them a record of his/her career. He/ She will be asked questions on matters of general interest. The object of the Personality Test is to assess the personal suitability of the candidate for the services or service for which he/she has applied to the Commission.

2. The Personality Test is intended to judge the mental calibre of candidates. In broad terms, this is really an assessment of not only his/her intellectual qualities but also social traits and his/her interest in current affairs including the knowledge of customs, manners and dialects of Himachal Pradesh. Some of the qualities to be judged are mental alertness, critical powers of assimilation, care and logical exposition, balance of judgements, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

Note I:-

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 examination as well as in the Personality Test would determine their final merit for selection. The marks obtained in the Compulsory Papers of English and Hindi will not be counted for overall ranking.

Note II:-

In the event of a tie, order of merit shall be determined in accordance with highest marks secured in the interview/ Personality Test and if the marks in the Interview / Personality Test are also equal, then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the aggregate of the compulsory subjects (excluding English and Hindi Paper) and if the marks in the aggregate of the compulsory subjects are also equal, then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the Essay Paper and in case there is still a tie, then the elder candidate shall be placed higher in the merit.

Detailed Syllabus for the Himachal Pradesh Administrative Service Competitive Prelim. & Main Examination is available on the Official Website of the Commission.

### **M. CATEGORY CLAIMS:-**

1. The category of the candidate claimed in the profile before he / she applies for the post shall be treated as final. In case the candidate has inadvertently filled his category wrongly in the ORA or his / her category undergoes a change before the prescribed closing date for submission of online recruitment application through OTR portal then such candidate shall have to get his / her application modified by requesting the Commission to that effect in writing. In such a situation, the candidate shall have to deposit the difference amount of the application fees as is applicable for the category claimed by him / her. However, in cases where candidate finds out at any later stage that he / she has wrongly filled his category in the ORA or there is change of category which is beyond the control of the candidate at any stage during the recruitment process; provided he / she has not availed any relaxed standards in terms of age, experience, qualification etc., he / she will inform about it in writing to the Commission within 15 days after the conduct of screening test / preliminary examination failing which no such type of requests shall be entertained by the Commission. In such cases, if he / she has paid the examination fees as per the norms of reserved category then he / she will have to deposit the requisite fees. Decision of Commission on his / her request to change the category shall be final.

2. S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ E.W.S. of Himachal Pradesh/ W.F.F. of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificate(s) in support of their claims made in the online recruitment applications while applying for the concerned post(s). If any B.P.L. candidate applies for the post reserved for EWS category he/she shall have to submit a valid B.P.L. certificate countersigned by the Block Development Officer and also a non-SC/ST/OB certificate issued by the competent authority. 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 of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category.

3. The statutory certificates like Bonafide Himachali, SC, ST, WFF and legal heir issued on parentage basis on the prescribed format are of permanent nature and are acceptable to the Commission. However, the certificates of O.B.C. on parentage basis on the prescribed format and E.W.S. also on the prescribed format issued by the competent authority to be valid not only for the relevant term of the financial year but also covering the prescribed closing date(s) for submission of online recruitment application through OTRS and application form for the main(written) examination, if any. The latest certificate issued by the competent authority alongwith self undertaking stating that his / her status has not been changed and he / she is not excluded from the category of O.B.C. or E.W.S. or B.P.L. will have to be submitted by the candidate to the Commission as and when asked by the Commission as well as on the day of main examination and Personality Test / document verification.

#### **4. EX-SERVICEMEN OF HIMACHAL PRADESH:**

(i) The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate/ Service Book and full detail in respect of their P.P.O. No., Rank and NOC with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity.

(ii) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-Serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions

available to ex-serviceman but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union. The period of one year shall be counted from the notified last date of receipt of applications for the post(s) advertised. Such candidate(s) should also upload NOC with date of retirement from the Defence Services to claim the benefit of reservation under the category of Ex-Serviceman of Himachal Pradesh.

(iii) The eligibility of the candidates applying for the post(s) reserved for Ex. Servicemen of H.P. for HPAS and H.P. Police Service will be decided as per provisions of Ex. Servicemen (Reservation of Vacancies, Pay fixation and Regulation of Seniority in the Himachal Pradesh Administrative Service) Rules, 2020 notified by the Government of H.P. (in the Department of Personnel) vide notification No. Per (A-IV)-A(3)-I/2018 dated 25/02/2020 and as per these rules the candidates belonging to Ex. Servicemen shall not be permitted to compete more than three times for HPAS and H.P. Police Service.

(iv) For other posts reserved for Ex. Servicemen candidates (except HPAS and HPPS) which are to be filled up through Himachal Pradesh Administrative Service Competitive Examination-2023, the eligibility will be decided in accordance with the Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and further amended vide notification No. Per(AP-C-A(4)-1/96-Vol.IV dated 18-09-2007 by the Govt. of H.P. in the Deptt. of Personnel and there shall be no limit to avail number of chances.

#### 5. WARDS of EX-SERVICEMEN of H.P., i.e. DEPENDENT SONS, DAUGHTERS and WIVES of EX-SERVICEMEN of H.P.:

(i) Dependent sons, daughters & wives of Ex-Servicemen of Himachal Pradesh (Wards of Ex-Servicemen of Himachal Pradesh) may apply against the posts specifically reserved for Wards of Ex-Servicemen category (i.e. Dependent sons, daughters and wives) and not against the posts reserved for Ex-Servicemen of H.P. in order to avoid rejection of their candidature at any later stage for the concerned posts.

(ii) Candidates belonging to Wards of Ex-Servicemen category will have to submit a Dependent Certificate issued by the competent authority and a latest affidavit duly attested by the authority authorized under the Indian Oath Act to the effect that no person in the family has been rehabilitated through employment against the posts reserved for Ex-Servicemen with the H.P. Govt./ Corporation/ Board/ Autonomous Body of H.P. as well as Central and other State/ Union Territory Government or P.S.U./ Autonomous Body / Banks etc. under the control of the said Central or other State / Union Territory Government.

(iii) The daughters of Ex-Servicemen will also have to submit an undertaking to the effect that she is un-married and dependent upon her father in support of her category claim on the day of Personality Test.

(iv) Married daughters will be admitted provisionally against the posts reserved for Ward of Ex. Serviceman on production of provisional Ward of Ex. Servicemen certificate issued by the competent authority as per instructions of the Govt. (Department of Personnel) Himachal Pradesh letter No. PER (AP)-C-B(12)-1/2013 dated 18th March, 2020.

#### 6. W.F.F. OF H.P. (WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH):

(i) 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 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 of Freedom Fighters will be deemed to have been excluded from the definition of Ward of Freedom Fighter for the purpose to this extent.

(ii) 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.

(iii) 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.

(iv) Married daughters and Married granddaughters will be admitted provisionally against the posts reserved for WFF on production of provisional WFF certificate issued by the competent authority as per instructions of the Govt. (Department of Personnel) Himachal Pradesh letter No. PER(AP)-C-E(3)-1/2020 dated 17th March, 2020.

#### 7. E.W.S. OF H.P. (ECONOMICALLY WEAKER SECTIONS OF H.P.):

(i) The benefit of reservation under the EWS category (other than SCs / STs / OBCs) in posts under the Government of Himachal Pradesh can be availed against the posts reserved for EWS category on production of an Income and Asset Certificate issued by the competent authority in the State of Government of Himachal Pradesh in the prescribed format.

(ii) The reservation to the category of EWS and (document to be submitted in support of claim), will be as per instructions issued by the Government of H.P. (in the Department of Personnel) vide letter No. PER(AP)-C-B(12)-1/2019 dated 11th June, 2019.

(iii) If a BPL candidate applies for the post reserved for EWS category he / she shall have to submit a valid BPL certificate issued by competent authorities and countersigned by the Block Development Officer and also a non-SC / ST / OBC certificate issued by the competent authority in the prescribed format. The candidate should possess valid EWS certificate at all stages of examination/ recruitment process.

(iv) In case Economically Weaker Section (EWS) candidates is not available for selection, the vacancies will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.

## **N. OTHER CONDITIONS:**

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

2. The SC / ST / OBC / WFF / Physically Handicapped and Ex-servicemen candidates of other states than H.P. should write / encode their category code as 01, because they will be treated as unreserved candidates and upper age relaxation is not applicable to them.

3. The candidates belonging to disabled categories are advised to claim their respective category only if the percentage of disability is 40% or more than

this.

4. No individual letters will be sent to the candidates regarding rejection of their applications. The details of rejection will be uploaded only on official website of the Commission.
5. The applicant shall upload his/her latest photograph in the space provided in the application form. In case, photograph uploaded 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.
6. Generally Wards of Ex-serviceman erroneously apply against the post of Ex. Servicemen and choosing the code of Ex-Servicemen of H.P. in the relevant Column of the Online Recruitment Application (ORA) resulting rejection of their candidature. Therefore, they shall write and choose the code of category(s) to which actually they belong and not select the code of Ex. Servicemen.
7. 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.
8. 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 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. Preliminary Examination, Main Written Examination and Personality Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions.
10. If on verification at any time before or after the written examination or Personality 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. Candidates are informed that as per Government of H.P. (in the Department of Personnel) notification No.Per(AP-B) B (15)-3/2022 dated 22-03-2023, the examinations conducted by the Himachal Pradesh Public Service Commission will come under the purview of Himachal Pradesh Prevention of Malpractice Act, 1984.
12. A candidate at any stage of examination / selection which shall include final selection and sending recommendation(s) thereof or during the course of examination or any selection process conducted or being conducted may in addition to rendering himself / herself liable to criminal prosecution under relevant laws (in the case of candidate already in service under Government, to disciplinary action and criminal prosecution under the appropriate rules and relevant laws) may be debarred from appearing in any written examination / Personality Test for a period not exceeding 15 years, or his candidature may be cancelled at the discretion of the Commission w.e.f. the date as may be decided by the Commission, if he or she is found to be guilty of the following:
  - (i) obtaining / seeking support for his / her candidature whether in the Examination or Evaluation or Physical Test or Interview / Personality Test by any means; or
  - (ii) impersonating; or
  - (iii) procuring impersonation by any person; or
  - (iv) submitting false / fabricated documents or documents which have been tampered with; or
  - (v) making statements which are incorrect or false or flouts any Instructions Guidelines, terms and condition, given in advertisements or instructions communicated in any manner or suppressing therein material information at any stage of selection; 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; Evaluation, Physical Test and Interview / Personality Test,
    - (c) Influencing the Examiners; or
  - (vii) using or attempting to use unfair means in the Examination hall; or
  - (viii) writing obscene matter or drawing obscene sketches in the scripts; or
  - (ix) harassing, threatening or causing physical injury to the staff engaged in the conduct of Examination; Evaluation, Physical Test or Interview / Personality Test; or
  - (x) violating any of the instructions given to the candidates in their admission card or other directives including oral instructions given by the centre supervisor / superintendent or other staff engaged in the conduct of Examination; Evaluation, Physical Test or Interview / Personality Test; or
  - (xi) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Examination, Evaluation, Physical Test or Interview / Personality Test, creating a disorderly scene and the like; or
  - (xii) being in possession of or using mobile phone, pager, scanner or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination / personality test; evaluation or physical Test; or
  - (xiii) being debarred earlier on the above mentioned grounds by the Union Public Service Commission or any State Public Service Commission or any other government department / recruiting agency including this Commission.
  - (xiv) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses; Provided that no penalty under this Rule shall be imposed except after:-

- (a) giving the candidate an opportunity of making such representation in writing as he / she may wish to make in that behalf; and
- (b) taking into consideration the representation, if any, submitted by the candidate within the period allowed to him / her.

Provided further that the order of debarring or cancellation of candidature shall be passed only after the Commission has considered the matter and approved the proposed punishment of debarring the candidate or cancellation of his / her candidature.

13. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the Main Examination will be final and no correspondence / personal inquiry will be entertained thereof.

14. The eligibility conditions of the candidates called for Personality Test will also be determined on the day of Personality Test on the basis of their original documents and rejection, if any, at that stage.

15. The allocation of examination centres for HPAS Competitive (Preliminary) Examination-2023, as far as possible, will be made according to the option exercised by the candidates in the online application form. However, the Commission reserves the right to allot any centre of examination to candidates irrespective of the option exercised, when circumstances so warrant. No candidate will be allowed to change the centre of examination once claimed in the online application. The centre for the Main Examination will, however, be at Shimla and Hamirpur only. Provided there are atleast 200 candidates opting for Hamirpur, otherwise it will be conducted at Shimla only.

16. If any candidate appears in the HPAS (Preliminary) Examination -2023 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. Re-checking / Re-evaluation for Preliminary as well as for the Main Examination shall not be allowed in any case.

18. The number of vacancies to be filled in on the basis of this examination may increase or decrease.

19. Disputes, if any shall be subject to court jurisdiction at Shimla.

20. For any clarification candidates may go through HPPSC (PROCEDURE & TRANSACTION OF BUSINESS) RULES, 2023 which is available on Commission's website as well as Himachal Pradesh Administrative Service Rules, 1973 (as amended).

21. The eligibility of candidate(s) called for the Personality Test will be determined on the basis of original documents produced on the day of Personality Test 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 Preliminary Examination/ Main Examination/ Personality Test shall be purely provisional.

22. Summoning of the candidate(s) for Personality Test; conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the appropriate Appointing Authority.

23. If any person with disability requires scribe/ reader, having disability of 40% or more, he / she has to request for the same in writing to the Commission alongwith copy of disability certificate issued by the competent authority at least seven days prior to the Preliminary /Main Examination for the concerned post. Such applications will be entertained on merit and as per rules.

24. Contract/Casual/ adhoc / daily rated/ work charged employees do not need to produce NOC from the concerned employer.

25. In Government service (regular service) candidates may apply to the Commission along with requisite examination fees with information to their Head of Departments / Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be interviewed unless he/she produces NOC from the concerned employer.

26. 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.

## **O. CHECK LIST:**

VERIFY THE FOLLOWING BEFORE UPLOADING THE ONLINE APPLICATION OR DOCUMENTS/ CERTIFICATES:

i. 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 Main Examination and Personality Test.

ii. No representation / correspondence will be entertained against final rejection of candidature.

iii. That the following documents/ certificates are uploaded in support of claims made/ information given in the Online Application:

a. Matriculation certificate for age proof.

b. Bachelor Degree certificates alongwith Marks Sheets of all years/Consolidated Mark Sheet in support of Educational Qualifications i.e. Graduation.

c. Valid Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., Ex-Servicemen, Ward of Ex. Servicemen, WFF and Persons with disabilities etc. ( All these certificates alongwith undertaking wherever required, should be on Performa prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions of the Govt. issued vide letter No. PER (AP)-C-F(10)-4/2010 dated 5th August, 2019).

d. Bonafide Himachali Certificate in case of reserved category candidates.

e. Valid EWS/BPL Certificate. ( Candidates applying under EWSs category will have to submit either 'Income & Asset Certificate' or valid BPL Certificate countersigned by B.D.O. alongwith non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)-1/2019 dated 11th June, 2019).



f. Ex. Servicemen Discharge Certificate/Service Book. (The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate/ Service Book and full detail in respect of their P.P.O. No., Rank etc. and NOC with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity.)

## **P. DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):-**

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

(i) If he/ she has been dismissed from any previous Govt./ Semi Govt. service;

(ii) If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred / disqualified from appearing in any examination or selection;

(iii) If he / she is found either directly or indirectly influencing the selection process in any manner; or

(iv) If he / she is an un-discharged insolvent.

## **Q. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-**

In case of any guidance/ information / clarification regarding Online Recruitment Applications (ORA), candidates can contact H.P.P.S.C. 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 Sections

**IMPORTANT NOTE:**

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

## **R. ABBREVIATIONS:**

HP: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Castes of H.P., ST: Scheduled Tribes of H.P., OBC: Other Backward Classes of H.P., BPL: Below Poverty line of H.P. EWS: Economically Weaker Section of H.P., as declared by the Govt. of H.P. from time to time, Ex-SM: Ex-Servicemen of H.P., WFF: Wards of Freedom Fighters of H.P., Wards of Ex-SM: Dependent sons, daughters and wives of Ex-SM of H.P., PWDs: Persons with disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired, OTRS: One Time Registration System, NOC: No Objection Certificate and EQ: Essential qualification(s).

**Sd/-**  
**(Devinder Kumar Rattan), IAS**  
**Secretary**  
**H.P. Public Service Commission**  
**Tel. No. : 0177-2623786**