

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Advertisement No. 9/2017

Dated: 15th July, 2017

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATIONS (ORA*) THROUGH ORA WEBSITE IS UPTO **3rd August, 2017** till 11:59 P.M. after which the link will be disabled.

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

IN PURSUANCE TO H.P. GOVT. NOTIFICATION NO. PER (AP.B)B(15)-5/2014 DATED 17-04-2017 THE SCREENING TEST HELD ON 19-02-2017 W.R.T. ADVERTISEMENT NO 13/2016 DATED 23-11-2016 FOR THE RECRUITMENT OF 07 POSTS OF JOA(IT) IN H.P. PUBLIC SERVICE COMMISSION STANDS CANCELLED, (DUE TO DISCONTINUATION OF HOLDING INTERVIEWS IN RESPECT OF DIRECT RECRUITMENT FOR CLASS-III AND CLASS-IV POSTS/SERVICES UNDER THE STATE GOVERNMENT).

THEREFORE ONLINE APPLICATIONS ARE INVITED FROM DESIROUS AND ELIGIBLE CANDIDATES, FOR RECRUITMENT TO THE POST(S) OF JUNIOR OFFICE ASSISTANT (IT) IN H. P. PUBLIC SERVICE COMMISSION.

THOSE WHO HAD ALREADY APPLIED W.R.T. ADVERTISEMENT NO. 13/2016 DATED 23-11-2016 NEED NOT APPLY AGAIN.

Name of Post	Number of Posts
Junior Office Assistant (Information Technology) i.e. JOA (IT) (on contract basis)	Total =07 (UR-5, OBC=1, SC=1)
Pay Scale Rs. 5910-20200 +Rs. 1950 G.P.	Rs. 7860/- (contractual amount) per month

IMPORTANT INSTRUCTIONS:-

1. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of online recruitment applications (ORA), i.e. **3rd August , 2017.**
2. The candidates must read the INSTRUCTIONS CAREFULLY FOR APPLYING ONLINE, which are available on the website of the Commission, i.e. www.hp.gov.in/hppsc; before filling up Online Recruitment Application Forms (ORA) for the above post.
3. The candidates must ensure their eligibility in respect of category, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection at any later stage.
4. Online Recruitment Application Forms submitted incomplete, without requisite examination fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
5. The benefit of reservation for various posts will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C. & O.B.C.
6. 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.

7. 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 evaluated unless he/she brings NOC from the concerned employer.
8. Examination fees once paid will not be refunded.
9. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

ELIGIBILITY CONDITIONS

1.	AGE	<p>Between 18 years and 45 years. Clarification:- a. Age of a candidate shall be reckoned as on 01-01-2017. b. Five years relaxation in upper age limit is admissible only to the bonafide SC & OBC 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.</p>
2.	<u>Essential Qualification(s)</u>	<p>(a) Essential Qualification(s)</p> <p>i) 10+2 from a recognized Board of School Education / University.</p> <p>ii) One year Diploma in Computer Science/ Computer Application/ Information Technology from a recognized University/Institution.</p> <p>iii) Computer typing Speed of 30 words per minute in English or 25 words per minute in Hindi. OR (i) 10+2 from a recognized Board of School Education / University.</p> <p>(ii) 'O' or 'A' level Diploma from National Institute of Electronics & Information Technology (NIELIT).</p> <p>(iii) Computer typing Speed of 30 words per minute in English or 25 words per minute in Hindi. OR i) 10+2 from a recognized Board of School Education / University.</p> <p>ii) Diploma in Information Technology (IT)from a recognized ITI/Institution</p> <p>iii) Computer typing Speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p>(b) Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>

NOTE:

- **The decision of the Commission regarding eligibility etc. of a candidate for admission to type test or selection will be final and no correspondence / personal enquiries will be entertained.**

- **Onus of proving that a candidate has acquired requisite diploma/ 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 evaluation.**

HOW TO APPLY:-

The Candidates must apply online through the website <http://www.hppsc.hp.gov.in/hppsc>. Applications received through any other mode would not be accepted and would be summarily rejected. Detailed instructions for filling up Online Recruitment Application are available on the above mentioned website.

3 EXAMINATION FEES:-

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

Sr. No.	Category	Fee
1.	General Category { including Locomotor disabled, Hearing impaired / W.F.F. of H.P./ Ex-Servicemen of H.P. relieved from Defence Services on their own request before completion of normal tenure, General wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM of H.P. and candidates of other States (including reserved category candidates of other States)}	₹ 400/-
2.	General BPL	₹ 100/-
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 request before completion of normal tenure and SC / ST/ OBC wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM; SC BPL; ST BPL; and OBC BPL}.	₹ 100/-
4.	Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure) / Visually Impaired of H.P.	No Fee

Mode of Payment:

The candidates can pay requisite examination fee either through ‘**e-Challan**’ or ‘**e-Payment**’ option.

- The candidates can deposit the requisite examination fees at any branch of Punjab National Bank through an e-Challan generated through the website of the Commission. Thereafter, the candidates are required to visit again the above mentioned website to access the home page of the “ON LINE APPLICATION FILLING SYSTEM” by entering User ID and Password earlier created by the candidates on or before the last date prescribed for submission of online recruitment applications (ORA). Click on “FEE DETAILS” and enter the details of “Branch Code / Name, Transaction Number and date of deposit” and then click on “Update Fee Details”.
- The Candidates can also pay the requisite examination fee through Debit or Credit Card of any bank. Before applying online, all

candidates are advised to go through detailed instruction 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 in person or on following Telephone Numbers:

Toll Free	1800 180 8004
Reception:	0177-2624313 & 2629739 (all queries related to advertisement, posts etc.)
Computer Cell:	0177- 2629738 (all queries related to submission of online recruitment applications, examination fees).

(All queries will be attended on working days between 10:00 AM to 5:00 PM.)

SCHEME OF EXAMINATION

WRITTEN OBJECTIVE TYPE EXAMINATION /TYPE TEST /EVALUATION:

1. In cases where the number of eligible candidates is inordinately large in proportion to the number of posts, the Commission may restrict the number of candidates to be called for typing test by subjecting all the eligible candidates to a **written objective type Examination (MCQ)**. Marks obtained in Written objective type Examination (MCQ) shall be counted for deciding the merit of candidate. The candidates to be declared qualified in the written objective test shall be subject to typing test which is qualifying in nature. Final selection of candidate will be made on the basis of marks obtained in the written objective type examination, passing the type 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 as detailed below:

(i) Written objective type Examination	=85 marks
(ii) Typing Test	=Qualifying nature
(iii) Evaluation: As per Parameters devised by Deptt of Personnel Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017.	=15 marks

TOTAL = 100 marks

2. Candidates in the ratio of 20 times of total posts will be declared qualified in the written objective type Examination (MCQ) and will be called for **typing test**.

SYLLABUS

A. The syllabus for the written objective type Examination for the post of Junior Office Assistant (IT) in H.P. Public Service Commission will be as under:

1. Objective type Questions (MCQ) of syllabus of Diploma in C.S./C.A./ IT/'O' or 'A' level from NIELIT **= 50 marks**
2. Objective type questions of Hindi and English of 10th standard **= 20 marks (10 marks each for Hindi and English)**
3. Objective type questions related to Himachal GK and current affairs **= 15 marks**

Total = 85 marks

Duration of Examination = 1 ½ hr (90 minutes)

B. Type skill test on computer of **qualifying nature** in prescribed speed for those who qualify written objective type Examination.

ADMISSION/ REJECTION:-

The information in respect of provisionally admitted candidates on claim basis and rejected candidates (for want of requisite examination fees) will be uploaded on the website of the Commission before the conduct of written objective type Examination for the post(s) of Junior Office Assistant (Information Technology) (Class-III, Non-Gazetted).

The candidates who qualify the written objective type examination will have to submit a printout/hard copy of online recruitment application (ORA) along with attested copies of **relevant certificates/documents** in the office of H.P. Public Service Commission in support of their eligibility with in **TEN DAYS (10 days)** from the date of declaration of result of written objective type examination. The requisite documents submitted by the candidates, will be scrutinized and a list of proposed rejected candidates, if any, will be uploaded on the website of the Commission for information of all concerned. Concerned candidates will also be informed through e-mail and SMS. No separate intimation in this regard will be sent by post.

Seven day's time will be given to file representation(s) along with supporting documents against the proposed rejections, if any, from the date of uploading the list of rejected candidates on the website of the Commission failing which no representation will be entertained thereafter.

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

e- Admission Certificate(s):-

Admission Certificate(s) will not be sent by post and provisionally admitted candidates will have to download their respective e-Admission Certificate alongwith instructions for the concerned post(s) from the official website of the Commission. Therefore, the candidates are advised to remember their User ID(s) and password(s) to log in to download their e-Admission Certificate(s). The provisionally admitted candidates will have to paste a passport size photograph duly attested by a Gazetted Officer/ Self Attested on the space provided on the downloaded e-Admission Certificate(s), failing which he/she will not be allowed to appear in the written objective type examination, in any condition/ circumstances, whatsoever.

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

- ✓ The false/fake claims or any information given 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(s) 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 to other recruiting agencies.

CATEGORY CLAIMS:-

The category once claimed by the candidate(s) will not be allowed to be changed after the conduct of written objective type examination.

The S.C. of Himachal Pradesh / S.T. of Himachal Pradesh/ O.B.C. of Himachal Pradesh/ 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(s) (ORA), while applying for these posts / services and/ on fee concession. **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 concession for the category of Ex-Serviceman of Himachal Pradesh.

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

Candidates belonging to OBC of H.P. category must produce OBC certificate on the prescribed format valid till the relevant term of the Financial Year (1st April to 31st March) as notified by the Government of Himachal Pradesh (in the Department of Revenue) in Rajpatra dated 09th January, 2012. Candidates must have valid OBC Certificates covering the entire period from last date of submission of online applications till date of evaluation along with an undertaking that his/her status as OBC has not 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. The candidates who had already applied will have to submit the valid OBC certificate for the financial year 2017-18.

IMPORTANT POINTS IN RESPECT OF WRITTEN OBJECTIVE TYPE EXAMINATION :-

- (i) Answer Key of written objective type examination 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 written objective type examination will be uploaded on the website of the Commission.
- (ii) The eligibility of candidate(s) called for the evaluation will be determined on the basis of original documents produced on the day(s) of Evaluation 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 written objective type examination /typing test/ Evaluation shall be purely provisional.
- (iii) The summoning of the candidate(s) for Evaluation in pursuance to Govt. Notification dated 17-04-2017 conveys no assurance whatsoever that they will be selected or recommended.
- (iv) If any Visually Impaired/Locomotor Handicapped candidate with disability in writing extremity 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 objective type examination /Type test will not be allowed in any case.
- (vi) Disputes, if any, shall be subject to Court jurisdiction at Shimla.

OTHER CONDITIONS:-

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises 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 are required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for a particular post. In case, a communication is received from their employer by the Commission withholding permission to any candidate applying for/ appearing for the examination, his/her application(s) will be liable to be rejected.
2. Casual/ adhoc / daily rated/ work charged/contractual employees do not need to produce NOC from the concerned employer.
3. 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 evaluated unless he/she produces NOC from the concerned employer.
4. 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/her 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 written objective type 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 written objective type examination for which they are admitted by the Commission viz., written objective type examination / type test and Evaluation will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written objective type examination, type test or during evaluation criteria, 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 specified period:-
- by the Commission from any examination or selection held by them.
 - by the Central/State 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 Centers of holding examination are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the center(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different center 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 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/-

(Sanjeev Pathania),I.A.S.

Secretary,

H.P. Public Service Commission.

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