

Himachal Pradesh Public Service Commission

Advertisement No. 3/ 2018

Dated: 3rd February, 2018

Online Recruitment Applications (ORA*) are invited from desirous and eligible candidates for recruitment to the posts of Naib Tehsildar, 'A' Class, Class-II (Gazetted) (on regular basis) in the Department of Revenue, H.P. and Tehsil Welfare Officer, Class-II (Non-Gazetted) (on Contract basis) in the Department of Social Justice & Empowerment, H.P. through ORA, which shall be available on the Commission's website www.hppsc.hp.gov.in/hppsc up to **22nd February, 2018 till 11:59 P.M. (IST)**, thereafter link will be disabled. (*by using official website www.hp.gov.in/hppsc).

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. **22nd February, 2018**.
2. The candidates must read the instructions carefully, which are available on website of the Commission before filling up Online Recruitment Application Forms (ORA) for the post(s) concerned.
3. The candidates must ensure their eligibility in respect of category, age and essential qualification(s) etc. as mentioned against the post(s) in the advertisement to avoid rejection at later stage.
4. Incomplete Online Recruitment Applications submitted without requisite examination fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
5. The benefit of reservation for the concerned 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 Persons with disabilities (Loco motor Disabled / Visually Impaired/ Hearing Impaired) etc.
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. Number of post(s) is/are tentative and may increase or decrease from time to time.
8. In service (regular 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 (regular service) candidate will be interviewed unless he / she brings NOC from the concerned employer.
9. Examination fees once paid will not be refunded.
10. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

Detail of post(s) and eligibility conditions are given as hereunder:-

ITEM No. I: Department of Revenue, H.P.; and Social Justice & Empowerment, H.P.

(a)	Name of the post:- Naib Tehsildar , 'A' Class, Class-II (Gazetted) (on regular basis) in the Department of Revenue, H.P.	No. of posts: 09 posts (General=08 & OBC=01)
	Pay band:- ₹ 10300-34800/- + ₹ 4800/- (Grade Pay)	
	Age: Between 21 to 45 years.	
(b)	Name of the post:- Tehsil Welfare Officer , Class-II (Non-Gazetted) (on Contract basis) in the Department of Social Justice & Empowerment, H.P.	No. of posts: 11 posts (UR=05, UR Ex-SM=03, ST=01, OBC =01, and O.H = 01)
	Pay band:- ₹ 10300-34800/- + ₹ 4200/- (Grade Pay) (Contractual emoluments shall be paid to the Contract appointees as applicable)	
	Age: Between 18 & 45 years.	
	Essential Qualification for the posts of Naib Tehsildar, 'A' Class, Class-II (Gazetted) (on regular basis) and Tehsil Welfare Officer, Class-II (Non-Gazetted) (on Contract basis)	
	<u>Essential Qualification:-</u> Graduate from a recognized University.	
	<u>Desirable Qualification:-</u> Knowledge of customs, manners and dialects of Himachal Pradesh & suitability for appointment in the peculiar conditions prevailing in the Pradesh.	

SCHEME OF EXAMINATION FOR THE POSTS OF NAIB TEHSILDAR, 'A' CLASS, CLASS-II (GAZETTED) AND TEHSIL WELFARE OFFICER, CLASS-II (NON-GAZETTED):-

Initially, an objective type Screening Test of two hours' duration will be conducted consisting of one paper of General Knowledge of 120 questions of multiple choice answers for short listing 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 is proposed to be held at **Shimla/ Mandi/ Dharamsala/ Solan/ Una/ Nahan/ Bilaspur/ Kullu/ Chamba and Hamirpur** depending on the number of candidates for a particular station. However, allotment of examination centres will be at the discretion of the Commission.

1. The number of candidates to be called for (Main) written examination will be 20 times of the total number of posts advertised. The candidates having been declared qualified in the Screening test will be entitled for admission to the (Main) written examination consisting of four papers. The candidate(s) shall have to pass all the four subjects.

Provided further that marks obtained by the candidates in the main examination (written part as well as interview) would determine their final ranking.

In the event of a tie, order of merit shall be determined in accordance with highest marks secured in the viva-voce and shall the marks in the viva-voce of the candidates who tie be equal, then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the aggregate of the written examination.

2. The number of vacancies of similar qualifications as may be received from the Govt. up to the conduct of Screening test may be included, if necessary, 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 submit requisite documents in support of their eligibility for Main written examination separately on the prescribed

application form, which will be uploaded on the official website of the Commission after declaration of result of Screening Test for the post(s) of Naib Tehsildar, 'A' Class and Tehsil Welfare Officer.

4. There will be following subjects for the (Main) examination for the direct recruits i.e. Naib Tehsildar ('A' Class) and Tehsil Welfare Officer 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%
5.	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 of 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 combined Competitive (Preliminary) Examination for the post of Naib Tehsildar ('A' Class) and Tehsil Welfare Officer

Paper of 02 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 (Idioms, corrections etc.).			

HOW TO APPLY:-

Detailed instructions for filling up Online Recruitment Applications are available on the above mentioned website.

- Desirous/ eligible candidates should apply online through official website of the Commission. Applications received through any other mode will not be accepted.
- The candidates will have to submit one online recruitment application (ORA) for both the posts, i.e. Naib Tehsildar and Tehsil Welfare Officer through Commission's website.**

EXAMINATION FEES:-

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

Sr. No.	Category	Examination Fees
1.	General Category {including General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of HP/ Ex-Servicemen of HP 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.	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 and SC/ ST/ OBC wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM).	₹ 100/-
3.	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:-

Candidates can pay requisite Examination Fee either through 'e-Challan' or through '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, candidates are required to visit again the above mentioned website to access the home page of the "ONLINE APPLICATION FILING SYSTEM" by entering User ID and password earlier created by the candidates

on or before the last date. Click on “FEE DETAILS” and enter the details of “Branch Code/ Name, Transaction Number and Date of deposit” & then click on “Update Fee Details.”

2. The candidates can also pay requisite examination fees through Debit or Credit Card of any Bank. 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 in person or on Toll Free No. 1800-180-8004 or Phone No. 0177-2624313 and 2629739 on any working day between 10:00 A.M. to 05:00 P.M. For queries related to submission of Online Recruitment Application(s), candidates can also contact on Phone No. 0177-2629738 on any working day between 10:00 A.M. to 05:00 P.M.

ADMISSION/ REJECTION:-

Information in respect of provisionally admitted candidates on claim basis and rejected candidates (for want of requisite examination fees) will be uploaded on Commission’s website before the conduct of Preliminary Examination/ Screening Test for the post of Naib Tehsildar, ‘A’ Class and Tehsil Welfare Officer.

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

e- Admission Certificate(s):

No Admission Certificate(s) will be sent by post and provisionally admitted candidates will have to download their respective e-Admission Certificate along with 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) earlier created by the candidates to log in to download their respective e-Admission Certificate(s). 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-Admission Certificate(s), failing which he/ she will not be allowed to appear in the Screening Test/Examination, in any condition/ circumstances, whatsoever.

- ✓ Furnishing of false information or suppression of any material fact(s) in the Online Recruitment Application form(s) would entail disqualification of the candidate and he / she will be disqualified from appearing for recruitment to any post to be advertised by this Commission for a period of three years from the date of submission of application by such candidate(s).
- ✓ The detailed particulars of such candidates will be uploaded on the website of the Commission to blacklist such debarred candidates.

Note: Original certificates will have to be produced at the time of interview/ personality test. 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 category once claimed by the candidate(s) will not be allowed to change after the conduct of Screening Test for the concerned post(s). Where the direct interview(s) will be conducted, candidates can apply for change of his/ her category seven days prior to the commencement of interview(s).

The S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ WFF of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the Online Recruitment Application(s)

(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 of the Government of Himachal Pradesh issued from time to time 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 P.P.O. 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.

2. WARDS OF EX-SERVICEMEN OF HIMACHAL PRADESH, i.e. DEPENDENT SONS, DAUGHTERS AND WIVES OF EX-SM OF H.P.):

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 post(s).

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 valid till the relevant term of the Financial Year (i.e. 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 a valid OBC Certificate covering the entire period from last date of submission of online applications till date of interview along with an undertaking 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.

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

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 Ward 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(s), experience etc., if any, shall be reckoned as on the closing date, **22nd February, 2018** for submission of Online Recruitment Applications (ORA) on Commission's website.
- (ii) The decision of the Commission regarding eligibility etc. of a candidate for admission to Personality Test/ interview 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 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 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 each post.

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 01.01.2018.**

IMPORTANT POINTS IN RESPECT OF SCREENING TEST/ PRELIMINARY EXAMINATION:-

- (i) The key of each Preliminary Examination / screening test (objective type) will be uploaded on Commission's website immediately after the conduct of Preliminary Examination for the concerned post(s) for calling objections from the candidates. Seven days' time shall be given for inviting objections, if any, against the key from the date of display on Commission's website. The objection(s) will be got verified from the concerned subject expert and, if found correct, a revised key of the Preliminary Examination will be uploaded on Commission's website immediately after declaration of result of Preliminary Examination for the concerned post and no objection(s) will be entertained thereafter.
- (ii) There will be negative marking for incorrect answer for every question and one fourth (0.25) of the marks assigned to that question, will be deducted as penalty.
- (iii) The marks / merit list of appeared / admitted candidates will be displayed on Commission's website after final recommendation for appointment to the Government of H.P. (in the concerned Department).
- (iv) For more information of candidates, Rules of Business of H.P. Public Service Commission pertaining to selection procedure etc. is available on Commission's website.
- (v) 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 Preliminary Examination / Main Examination/ interview shall be purely provisional.
- (vi) Summoning of the candidate(s) for interview/ 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.
- (vii) If any visually impaired candidate requires scribe, he / she has to request for the same in writing to the Commission at least seven days prior to the screening test for the concerned post. Such applications will be entertained on merit and as per the rules.
- (viii) Re-checking/ re-evaluation, for the written examination/ Screening Test will not be allowed in any case.
- (ix) 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 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 interviewed unless he/she produces NOC from the concerned employer.
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 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 Preliminary Examination / Screening Test for which they are admitted by the Commission, viz., written examination and interview/ Personality 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/ personality test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the concerned examination will be cancelled by the Commission.
6. 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.
7. The centres of holding the examination(s) are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the examination centre(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different centre to a candidate when circumstances so warrant.

DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):

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

- a) If he/ she has been dismissed from any previous Govt./ Semi Govt. 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; or
- d) If he / she is an un-discharged insolvent.

Abbreviations:

H.P: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Caste of H.P, ST: Scheduled Tribe of H.P, OBC: Other Backward Classes 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 and EQ: Essential qualification(s).

Sd/-
(Manoj Tomar) HAS,
Secretary,
H.P. Public Service Commission