

**HIMACHAL PRADESH STAFF SELECTION COMMISSION HAMIRPUR DISTT.
HAMIRPUR (H.P.)-177001**

Advertisement No. 36 -3/ 2020

Dated: 21.09.2020

Website: <http://www.hpsssb.hp.gov.in>

Opening date for submission of Online Recruitment Application (ORA) Form : 26.09 2020

Closing date for submission of Online Recruitment Application (ORA) Form : 25.10.2020 till 11:59 PM

Online Applications are invited for direct recruitment of under mentioned categories of posts using the website of Himachal Pradesh Staff Selection Commission i.e. <http://www.hpsssb.hp.gov.in>. **The online application can be filled up from 26.09.2020 to 25.10.2020 till 11:59 PM, thereafter website link will be disabled.** The candidates are strictly advised to apply online well in advance to avoid rush during closing dates of submission of Online Recruitment Applications. **No offline Application Form will be accepted by the Commission. The candidates must read the instructions carefully for filling up ORA available on the website of HPSSC i.e. <http://www.hpsssb.hp.gov.in>.**

The downloaded copy of the online application form along with necessary original certificates and self attested photocopies must be brought at the time of documentation/Evaluation for 15 marks or to submit the same whenever required by the Commission to ascertain the eligibility of applicants.

ESSENTIAL QUALIFICATION(S) AND EXPERIENCE ETC.

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 On Line Recruitment Application (ORA) Form i.e. **25.10.2020 till 11.59PM.**

Age: The minimum and maximum age limit of 18 to 45 years will be reckoned as on 01-01-2020. The upper age limit is relaxable by five years for candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Persons with disabilities & Children/Grand Children of Freedom Fighters of Himachal Pradesh. The upper age relaxation is also available to Ex-servicemen candidates of H.P. as per provisions of relevant rules/instructions of H.P. Govt.

Note:-

- i. The candidates must read the instructions/other terms and conditions carefully, which are available on the website of the HPSSC i.e. <http://www.hpsssb.hp.gov.in> before filling up ORA Forms for the post(s) concerned.**
- ii. The candidates are advised to note down the USER ID and PASSWORD and this user ID and password will be applicable for all future reference regarding the examination/tests, downloading roll numbers/call letters/entering fee detail etc. No other assistance can be provided on this issue.**
- iii. The candidates are advised to give their working mobile number and email ID, used by them in the online recruitment (ORA) application and ensure their working till the completion of selection process to avoid inconvenience. There is no other means of contacting them except their email & Mobile numbers.**
- iv. The candidates shall fill up their complete and correct particulars in the ORA forms to avoid rejection of candidature. Furnishing incorrect information may disqualify the candidate from appearing for recruitment to any post to be advertised by the Commission for a period of three years.**
- v. No other mode except online payment is acceptable for examination fees.**
- vi. No. of post(s) is/ are tentative and may increase or decrease from time to time for different categories of posts, if any, fresh requisitions received from any requisitioning authorities for the posts having common/similar R & P Rules shall be included in the present number of posts up to 31.12.2020 or the date of written objective screening test whichever is earlier. Therefore, all the candidates are requested to apply under their respective category (s) as the post of any reserved category can be included to be filled up on the basis of this advertisement. The number of vacancies & reservation of post is liable to be altered without any notice.**
- vii. The candidates will have to exercise the option in writing at the time of documentation/evaluation process and the selection/allocation of the departments will be made on the basis of "Merit –Cum-Option-Cum-Availability of Post" formula in the case of the posts of various departments and various districts in case of District cadre posts. However, the desirous reserve category candidate(s) may further opt that in case by considering him as MRC (Meritorious Reserve Candidate), he is not getting the post / department/district of his better preference/choice, then he may be considered in his respective reserve category for giving him better choice/preference for ultimate recommendation.**

- viii. The recommendations of the Commission will be valid till the appointments are offered to the candidates by the Appointing Authority or for a period of one year from the date of recommendations whichever is earlier. Further, the recommendations shall be made by the Commission from the existing panel as and when the requisitions in respect of the additional vacancies are received from different departments for similar posts with similar/common Recruitment and Promotion Rules till the waiting panel in operation is exhausted or six months, whichever is earlier.”
- ix. While preparing the final result, a category wise waiting list (panel) shall be prepared. The candidates placed in the waiting list/panel shall have no right to be appointed except when a selected/recommended candidate does not join and the waiting list is still in operation.
- x. The Commission reserves the right to dispense with the written examination for any post keeping in view the number of applications viz-a-viz vacancies and other circumstances. In lieu of marks for written test, the Commission may prescribe a direct selection criteria based on essential qualifications mentioned in the R & P Rules and may directly conduct the Skill test / Physical test /evaluation of all the eligible applicants, as the case may be.
- xi. The Commission reserves the right to implement para 4 of the Govt. Notification No.Per (AP.B) B(15) -5/2014 dated 17.04.2017 and clarifications/instructions, if any received from the Government during the recruitment process.
- xii. The candidates must keep on checking the website regularly for any further information regarding their roll numbers, admit card, evaluation schedule etc.
- xiii. As per instructions of the Government dated 11.06.2019 when an Economically Weaker Sections EWS candidate is not available for selection, the post(s) will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.
- xiv. The candidates belonging to Antodaya/B.P.L. families, who apply for vacancies reserved for Economically Weaker Sections, on the basis of valid BPL certificate and non-SC/ST/OBC certificate issued by the competent authority as prescribed in the instructions of the Govt. dated 11.06.2019 shall be eligible for concession in examination fee.
- xv. The candidate shall be eligible for appointment , if he/she has passed Matriculation and 10+2 from any school/institution situated within Himachal Pradesh. Provided that this condition shall not apply to Bonafide Himachalis.
- xvi. Dispute, if any, shall be subject to Court jurisdictions of HP.
- xvii. The Commission reserves the right to change any other terms of the advertisement or to rectify the inadvertent/technical errors at any stage.

The detail of Posts, Eligibility Conditions, Mode of Selection and other terms and conditions are as under:-

1. Detail of Posts:-

Name of Department/Board/ Corporation/ Post/Pay Band	Post Code	Number of posts			
1. (i) <u>Various Departments/Boards/ Corporations</u> Junior Office Assistant (IT) (on contract basis Rs. 5910-20200+1950 GP (ii) <u>Excise & Taxation</u> (on regular basis) Junior Office Assistant (IT) Rs. 5910-20200+1950 GP Note:- <u>The candidates who had applied earlier against Advt. No. 34-2/2018 dated 19.12.2018 under Post Code 727 and fulfil the eligibility criteria need not to apply again.</u>	817	Sr. No.	Name of Deptment	Break-up of posts	
		ON CONTRACT BASIS			
		1.	Fisheries	Gen. (UR) -08, EWS-02, OBC (UR)-03, SC (UR)-02	Total=15
		2.	Horticulture	SC-UR)-01, OBC-(UR)-01	Total=02
		3.	Election	Gen. (UR)-04, SC(UR)-01, OBC (UR)-02, EWS-01	Total=08
		4.	State Audit	Gen. (UR)-02	Total=02
		5.	HPSSC	Gen. (UR)-04, SC (UR)-01	Total=05

The minimum and maximum age limit of such candidates will be reckoned as on 01.01.2018 and the date of determining the eligibility of candidates in terms of Essential Qualifications, experience etc. shall be reckoned as on the closing date for submitting the Online Recruitment Applications (ORA) i.e. 08.02.2019. Rest of the terms and conditions of this advertisement shall apply on such candidates

6.	Electrical Inspectorate	Gen. (UR)-04 Total=04
7.	Economics & Statistics	SC (UR)-02, ST (UR)-01 Total=03
8.	Technical Education	Gen. (UR)-17, Gen. (WFF)-01, EWS-05, OBC (UR)-13, OBC (IRDP)-03, SC (UR)-12, SC (IRDP)-03, SC (WFF)-01, ST(UR)-03, ST(IRDP)-01 Total=59
9.	State Co-operative Milk Producers' Federation Ltd.	Gen. (UR)-08, SC (UR)-02, OBC (UR)-02, EWS-01 Total=13
10.	HP State Council for Child Welfare	Gen. (UR)-02 Total=02
11.	Industrial Development Corporation Ltd.	Gen. (UR)-02, OBC (UR)-01 Total=03
12.	Printing & Stationery	Gen. (UR)-01, SC (UR)-01, OBC (UR)-01 Total=03
13.	Forensics Services	Gen. (UR)-02 Total=02
14.	Divisional Commissioner Shimla	Gen. (UR)-03 Total=03
15.	Environment, Science & Technology	Gen. (UR)-01, SC (UR)-01, OBC (UR)-01 Total=03
16.	General Industries Corp. Ltd.	Gen. (UR)-04, SC (UR)-02, OBC (UR)-01, ST (UR)-01, EWS-01 Total=09
17.	Prisons & Correctional Services	Gen. (UR)-03, OBC (UR)-01, SC (UR)-01, SC (WXM)-01, EWS-01 Total=07
18.	Language & Culture	EWS-01, SC (UR)-02 Total=03
19.	Women & Child Development	Gen. (UR)-15, EWS-06, SC (UR)-08, SC (BPL)-01, OBC (UR)-07, OBC (BPL)-02, ST (UR)-02, ST (BPL)-01 Total=42
20.	Jal Shakti Vibhag	Gen. (UR)-14, EWS-05, Gen. (WFF)-01, SC (UR)-09, SC (BPL)-01, SC (WFF)-01, ST (UR)-01, ST (BPL)-01, OBC (UR)-07, OBC (BPL)-01 Total=41
21.	Panchayati Raj	Gen. (UR)-04, EWS-02, SC (UR)-03, SC (BPL)-01, ST (UR)-01, OBC (UR)-02, OBC (BPL)-01 Total=14
22.	Saksham Gudia Board	Gen. (UR)-01 Total=01
23.	Youth Services & Sports	Gen. (UR)-05, EWS-01, SC (UR)-01, OBC (UR)-01 Total=08
24.	Municipal Corporation Dharamshala	Gen. (UR)-02 Total=02
25.	Real Estate Regulatory Authority	Gen. (UR)-04, SC (UR)-01 Total=05
26.	Settlement	Gen. (UR)-02, EWS-01

	Officer, Kangra		Total=03
27.	Town & Country Planning	Gen. (UR)-08, EWS-02, SC (UR)-03, SC (BPL)-01, ST (UR)-01, OBC (UR)-04	Total=19
28.	Baddi Barotiwala Nalagarh Dev. Authority	Gen. (UR)-03	Total=03
29.	Labour & Employment	Gen. (UR)-16, EWS-04, Gen. (WFF)-01, SC (UR)-08, SC (BPL)-01, ST (UR)-02, ST (BPL)-01, OBC (UR)-05, OBC (BPL)-01	Total=39
30.	Agriculture	Gen. (UR)-16, EWS-07, SC-(UR)-10, SC (BPL)-01, ST (UR)-03, OBC-(UR)-07, OBC (BPL)-01	Total=45
31.	Tourism & Civil Aviation	Gen. (UR)-07, EWS-01, SC (UR)-02, OBC(UR)-02	Total=12
32.	Urban Development (in various Municipal Council/Nagar Panchayat of HP)	Gen. (UR)-27	Total=27
33.	Tribal Development	Gen. (UR)-03	Total=03
34.	HP Building and other Construction Workers Welfare Board	Gen. (UR)-05, EWS-02, SC (UR)-02, ST (UR)-01, OBC (UR)-02	Total=12
35.	Prosecution	Gen. (UR)-04, EWS-02, SC (UR)-01, ST (UR)-01, OBC (UR)-03	Total=11
36.	DC Kullu	Gen. (UR)-02, EWS-01, SC (UR)-02, OBC (UR)-01	Total=06
37.	HP State Handicrafts & Handloom Corp.	Gen. (UR)-03	Total=03
38.	Industries	EWS-04, SC (UR)-03	Total=07
39.	HP State Youth Board	Gen. (UR)-01	Total=01
40.	HP Sports Council	Gen. (UR)-01	Total=01
41.	Municipal Corporation Shimla	Gen. (UR)-09, EWS-02, SC (UR)-03, ST (UR)-01, OBC (UR)-02	Total=17
42.	HIPA	Gen.(UR)-04, EWS-01, OBC(UR)-01	Total=06
43.	(Revenue) Relief and Rehabilitation	Gen. (UR)-03	Total=03
44.	Divisional Commissioner, Mandi	Gen. (UR)-01	Total=01
45.	Urban Dev.	SC (UR)-01	Total=01

46.	Empowerment of SCs, OBCs Minorities & the Specially Abled	Gen. (UR)-10, EWS-07, Gen. (WFF)-01, SC (UR)-04, ST (UR)-02, OBC (UR)-04 Total=28
47.	Higher Education	Gen. (UR)-140, EWS-50, Gen. (WFF)-05, SC (UR)-78, SC (BPL)-15, SC (WFF)-02, ST (UR)-15, ST (BPL)-05, OBC (UR)-62, OBC (BPL)-15, OBC (WFF)-03 Total=390
48.	HP Council for Science Tech. and Environment	Gen. (UR)-04 Total=04
49.	DC Sirmaur	Gen. (UR)-10, EWS-02, SC (UR)-05, SC (BPL)-01, ST (UR)-01, OBC (UR)-04, OBC (BPL)-01 Total=24
50.	Transport	EWS-01, SC (UR)-01, SC (BPL)-01 Total=03
51.	Rural Development	Gen. (UR)-05, EWS-03, SC (UR)-03, SC (BPL)-01, OBC (UR)-02, OBC (BPL)-01 Total=15
52.	Advisor (Planning)	Gen.(UR)-03, EWS-01, OBC(UR)-02 Total=06
53.	Food, Civil Supplies & Consumer Affairs	Gen. (UR)-05, EWS-02, SC (UR)-03, SC (BPL)-01, ST (UR)-01, OBC (UR)-02, OBC (BPL)-01 Total=15
54.	Treasury Accounts & Lotteries	Gen. (UR)-17, EWS-04, SC (UR)-09, SC (BPL)-01, ST (UR)-01, OBC (UR)-07, OBC (BPL)-01 Total=40
55.	Cooperation	Gen. (WFF)-01, SC (WFF)-01 Total=02
56.	DC Shimla	EWS-05, Gen. WFF)-01, SC (UR)-01, SC (BPL)-01, ST (UR)-01, ST (BPL)-01, OBC (UR)-04, OBC (BPL)-01 Total=15
57.	Health and Family Welfare	Gen. (UR)-05, EWS-29, Gen. (WFF)-02, SC (UR)-18, SC (BPL)-04, SC (WFF)-02, ST (UR)-04, OBC (UR)-19, OBC (BPL)-09 Total=92
58.	Ayurveda	Gen. (UR)-08, EWS-02, SC (UR)-02, ST (UR)-01. OBC (UR)-04 Total=17
59.	Advocate General	Gen. (UR)-01, SC (UR)-01, OBC (UR)-01 Total=03
Total on Contract basis		= 1133
ON REGULAR BASIS		
60.	Excise &	Gen. (UR)-07, EWS-04, SC (UR)-06, SC (BPL)-01, SC (WFF)-01, ST

		<table border="1"> <tr> <td>Taxation</td> <td>(UR)-01, OBC (UR)-06, OBC (BPL)-01</td> </tr> <tr> <td></td> <td style="text-align: right;">Total=27</td> </tr> <tr> <td colspan="2" style="text-align: right;">G. Total=1160</td> </tr> </table>	Taxation	(UR)-01, OBC (UR)-06, OBC (BPL)-01		Total=27	G. Total=1160	
Taxation	(UR)-01, OBC (UR)-06, OBC (BPL)-01							
	Total=27							
G. Total=1160								
2. <u>Fire Services</u> Station Fire Officer (on contract basis) Rs. 10300-34800+3800 GP	818	Gen. (UR)-02 Total=02						
3. <u>Transport</u> Traffic Inspector (on contract basis) Rs. 10300-34800+3200 GP	819	Gen. (UR)-04, SC (UR)-01, OBC (UR)-01 Total=06						
4. <u>HP State Co-Operative Milk Producers' Federation Ltd.</u> Technician (Boiler) (on contract basis) Rs. 5910-20200+2800 GP	820	Gen. (UR)-02 Total=02						
5. <u>Agriculture</u> Statistical Assistant (on contract basis) Rs. 10300-34800+3800 GP	821	Gen. (UR)-07, EWS-03, SC (UR)-03, ST (UR)-01, OBC(UR)-03 Total=17						
6. <u>HPSEBL, Shimla</u> Asstt. Store Keeper (on contract basis) Rs. 5100-10680+1700 GP	822	Gen. (UR)-17, EWS-04, SC (UR)-09, SC (BPL)-01, ST (UR)-01, OBC (UR)-07, OBC (BPL)-01 Total=40						
7. <u>Various Departments</u> Steno Typist (on contract basis) Rs. 5910-20200+2000 GP	823	Real Estate Regulatory Authority Gen. (UR)-04 Total=04 DC Office, Kullu Gen. (UR)-02 Total=02 DC Office, Chamba Gen. (UR)-05, OBC (UR)-02 Total=07 G. Total=13						
8. <u>Tourism & Civil Aviation</u> Inspector (Hotels) (on contract basis) Rs. 10300-34800+3800 GP	824	Gen. (UR)-03, OBC (UR)-01 Total=04						
9. <u>HPSEBL, Shimla</u> Junior Engineer (Mech.) (on contract basis) Rs. 10900-34800+4350 GP	825	Gen. (UR)-05, EWS-03, Gen. (WFF)-01, OBC(UR)-01, OBC (BPL)-01, SC (UR)-02, SC (BPL)-01, ST (UR)-01 Total=15						
10. <u>HPSEBL, Shimla</u> Junior Engineer (Civil) (on contract basis) Rs. 10900-34800+4350 GP	826	Gen. (UR)-13, EWS-05, OBC (UR)-08, OBC (BPL)-01, SC (UR)-07, SC (BPL)-01, SC (WFF)-01, ST (UR)-02, ST (BPL)-01 Total=39						
11. <u>Technical Education Vocational and Industrial Training Sundernagar</u> Assistant Librarian (Polytechnic) (on contract basis) Rs. 5910-20200+2400 GP	827	EWS-01, SC (UR)-02 Total=03						

12. Agriculture Junior Engineer (on contract basis) Rs. 10300-34800+3800 GP	828	Gen. (UR)-01, ST (UR)-01, OBC (BPL)-01 Total=03
13. HPSEBL, Dharamshala Junior Engineer (Electrical) (on contract basis) Rs. 10900-34800+4350 GP	829	Gen. (UR)-57, EWS-26, Gen. (WFF)-03, SC (UR)-28, SC (BPL)-05, SC (WFF)-01, ST (UR)-06, ST (BPL)-01, ST (WFF)-01, OBC (UR)- 23, OBC (BPL)-04, OBC (WFF)-01 Total=156
14. Information & Public Relations Junior Cameraman (on contract basis) Rs. 10300-34800+3600 GP	830	Gen. (UR)-03, EWS-01, SC (UR)-02, OBC (UR) 02 Total=08
15. Various Departments Junior Scale Stenographer (on contract basis) Rs. 5910-20200+2800 GP	831	Prosecution OBC (UR)-01, SC (UR)-01 Advocate General OBC (UR)-01 Total=02 Total=01 G. Total=03
16. Panchayati Raj Cook (on contract basis) Rs. 5910-20200+1900 GP	832	Gen. (UR)-01 Total=01
17. HP State Handicraft & Handloom Corporation Ltd. Assistant Manager (Technical) (on contract basis) Rs. 10300-34800+3600 GP	833	Gen. (UR)-04, SC (UR)-01 Total=05
18. HP State Handicraft & Handloom Corporation Ltd. Salesman (on contract basis) Rs. 5910-20200+1900GP	834	SC (UR)-01 Total=01
19. Technical Education Vocational & Industrial Training, Sundernagar Workshop Instructor (Carpentry) (on contract basis) Rs. 10300-34800+3600 GP	835	Gen. (UR)-03 Total=03
20. Technical Education Vocational & Industrial Training, Sundernagar Workshop Instructor (Fitting) (on contract basis) Rs. 10300-34800+3600 GP	836	Gen. (UR)-01, OBC (UR)-01 Total=02
21. Industries Sericulture Inspector (on contract basis) Rs. 5910-20200+1900 GP	837	Gen. (UR)-03, EWS-01, SC (UR)-01, OBC (UR)-01 Total=06
22. HPSEBL, Shimla Junior Draughtsman (Civil/Electrical) (on contract basis) Rs. 6400-20200+3700 GP	838	(i) Junior Draughtsman (Civil) Gen. (UR)-04, EWS-01, SC (UR)-01, OBC (UR)-01 Total=07 (ii) Junior Draughtsman (Electrical) Gen.(UR)-28, EWS-11,Gen. (WFF)-01, SC(UR)-17, SC(BPL)-03, SC WFF)-01, ST(UR)-04, ST(BPL)-01, OBC(UR)-14,OBC(BPL)-03 Total=83 G. Total=90

23. Various Department Clerk (on contract basis) Rs. 5910-20200+1900 GP	839	DC Office, Sirmaur SC (UR)-04, SC (BPL)-01, ST (UR)-01 DC Office, Kullu Gen. (UR)-02, EWS-02, SC (UR)-01, OBC (UR)-02 Total=06 Total=07 G. Total=13
24. HP Power Corporation Ltd. Junior Officer (Supervisory Trainee-Environment) at S-0 level (on contract basis) Rs. 10900-34800+4350 GP	840	SC (UR)-01 Total=01
25. HP Power Corporation Ltd. Junior Officer (Supervisory Trainee-IT) at S-0 level (on contract basis) Rs. 10900-34800+4350 GP	841	SC (UR)-01, OBC (UR)-01 Total=02
26. HP Power Corporation Ltd. Steno Typist-Trainee at W-4 level (on contract basis) Rs. 6400-20200+2300 GP	842	OBC (UR-Backlog)-03 Total=03
27. HP Power Corporation Ltd. Junior Office Assistant-Trainee at W-3 level (on contract basis) Rs. 6400-20200+2200 GP	843	Gen. (UR)-04, SC (UR)-02, OBC (UR)-01, EWS-01 Total=08
28. Information Technology Senior Scale Stenographer (on contract basis) Rs. 10300-34800+4400 GP	844	Gen. (UR)-01 Total=01
29. HP Power Corporation Ltd. Junior Engineer (Supervisory Trainee-Civil) at S-0 level (on contract basis) Rs. 10900-34800+4350 GP	845	Gen. (UR)-10, EWS-03, SC (UR)-05, ST (UR)-01, OBC (UR)-04 Total=23
30. HP Power Corporation Ltd. Junior Engineer (Supervisory Trainee-Mechanical) at S-0 level (on contract basis) Rs. 10900-34800+4350 GP	846	Gen. (UR)-03, SC (UR)-01, OBC (BPL)-01 Total=05
31. Town & Country Planning Junior Engineer (Civil) (on contract basis) Rs. 10300-34800+3800 GP	847	ST (UR)-01 Total=01
32. Treasury, Accounts & Lotteries Computer Operator (on contract basis) Rs. 10300-34800+3200 GP	848	Gen. (UR)-03, EWS-02 Total=05
33. Jal Shakti Vibhag Junior Engineer (Electrical) (on contract basis) Fixed contractual amount Rs. 14,100/-	849	Gen. (UR)-03, SC (UR)-01, OBC (UR)-01 Total=05

per month (which shall be equal to minimum of the pay band + Grade pay in HP)			
34. Forensics Services, HP Laboratory Assistant (DNA) (on contract basis) Rs. 5910-20200+2400 GP	850	Gen. (UR)-02	Total=02
35. Forensics Services, HP Laboratory Assistant (Voice Analysis) (on contract basis) Rs. 5910-20200+2400 GP	851	Gen. (UR)-01	Total=01
36. Forensics Services, HP Scientific Assistant Forensic Psychology (Lie Detector) (on contract basis) Rs. 10300-34800+3800 GP	852	Gen. (UR)-01	Total=01
37. Forensics Services, HP Scientific Assistant (DNA) on contract basis) Rs. 10300-34800+3800 GP	853	Gen. (UR)-02	Total=02
38. Home Guards & Civil Defence Bandman-cum-Guardsman (on contract basis) Rs. 5910-20200+1900 GP	854	OBC (UR)-03	Total=03
39. Forensics Services, HP Laboratory Assistant (Digital Forensics) (on contract basis) Rs. 5910-20200+2400 GP	855	Gen. (UR)-01	Total=01
40. Forensics Services, HP Scientific Assistant (Voice Analysis) (on contract basis) Rs. 10300-34800+3800 GP	856	Gen. (UR)-01	Total=01
41. Home Guards & Civil Defence Company Commander/Senior Instructor/Store Officer/Centre Commander (on contract basis) Rs. 10300-34800+3800 GP	857	SC (UR)-02, OBC (UR)-01	Total=03
42. Advocate General Restorer (on contract basis) Rs. 5910-20200+1900 GP	858	SC (UR)-01	Total=01
2. Minimum Essential Qualifications as per R & P Rules.			
817 Junior Office Assistant (IT)	i) Should have passed 10+2 Examination from a recognized Board of School Education/University. OR		

	<p>Matriculation from recognized Board of School Education with one/two year's Diploma/Certificate from an Industrial Training Institute (ITI) in Information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering/Computer Science/IT from a Polytechnic as approved by All India Council for Technical Education (AICTE):</p> <p>ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. Provided that visually impaired persons selected/recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/Computer Application/Information Technology and passing of typing test instead they shall be imparted necessary basic training including computer training course by the Department concerned through Composite Regional Centre (CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training: Provided further that differently abled persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test. Explanation:- The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability/deformity permanently prevents them from typing.</p> <p>The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.</p>
818 Station Fire Officer	<p>i) B.E. (Fire) Degree from the National Fire Service College, Nagpur. OR Graduate of the Institution of Fire Engineers (India), New Delhi. OR Should have served as a Sub Fire Officer in a Fire Station run by the Government/Public Undertaking/Municipal Corporation/Municipal Committee for at least 3 years and also having qualified Station Fire Officer Course from National Fire Service College, Nagpur.</p> <p>ii) Minimum Physical Standard: Height – 165 cms. Chest – 80 cms. (with expansion upto 85 cms.) Eyesight – 6/6 without glasses. Weight – 52 kg.</p> <p>iii) Physical efficiency:- a. 100 Mtrs. Race in 15 seconds. b. High jump 120 Cms. c. Broad jump 3 Mtrs. 60 Cms. d. 800 Mtrs. Race in 3 Minutes.</p>
819 Traffic Inspector	<p>i) Should have passed 10+2 Examination from a recognized Board of School Education/University. ii) Should have the knowledge of 'Word Processing' in Computer.</p>
820 Technician (Boiler)	'B' Class Boiler Attendant Certificate issued by Chief Inspector of Boilers.
821 Statistical Assistant	B.Com. or B.Sc./B.A. with Economics/Mathematics/Statistics as one of the subjects or its equivalent from recognized University.
822 Assistant Store Keeper	<p>i) 10+2 or its equivalent from recognized Institute/Board/University. ii) One Year Diploma in Computer Application from a University/Institute recognized by the HP State Govt. or Central Govt.</p>

<p>823 Steno Typist</p>	<p>i) Should have passed 10+2 examination from a recognized Board of School Education. ii) Must possess the following speed in short-hand and typing on computers in both languages i.e. English and Hindi at the time of initial appointment:- Speed in Shorthand: English: Hindi: 60 WPM 60 WPM Speed in typing on Computer: English: Hindi: 25 WPM 25 WPM Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed: Provided further that the candidates will have to pass typing test in both the languages at the time of initial recruitment: Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language within a period of three years from the date of appointment. The appointment letter of such candidate who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in shorthand test in second language within a period of three years he will be eligible to draw his annual increment from due dates and the candidate who qualifies the said test after three years will be eligible to draw first increment only from the date of qualifying the prescribed test. iii) Should have the knowledge of word processing in Computer as prescribed by the recruiting authority.</p>
<p>824 Inspector Hotels</p>	<p>Graduate from a recognized University with Diploma in Hotel Management. OR Bachelor Degree in Tourism Administration from a recognized University.</p>
<p>825 Junior Engineer (Mech.)</p>	<p>Diploma or Degree in Mechanical/Automobile Engineering from a recognized Board/Institution/University, established by law by the State/Central Government. OR AMIE from Institution of Engineers (India) (only those candidates who are enrolled for AMIE with the Institute of Engineer (India) Kolkata with permanent recognition upto 31.5.2013 would be eligible).</p>
<p>826 Junior Engineer (Civil)</p>	<p>Diploma or Degree in Civil Engineering from a recognized Board/Institution/University, established by law by the State/Central Govt. OR AMIE from Institution of Engineers (India) (only those candidates who are enrolled for AMIE with the Institute of Engineer (India) Kolkata with permanent recognition upto 31.5.2013 would be eligible).</p>
<p>827 Assistant Librarian (Polytechnic)</p>	<p>i) Matric from a recognized Board of School Education. ii) Diploma in Library Science from a recognized University/deemed University/Institute. iii) Post Diploma 02 years work experience in Library from an institution recognized by State/Centre Government/regulatory authority.</p>
<p>828 Junior Engineer</p>	<p>Degree in Agriculture Engineering/Civil Engineering or diploma in Civil Engineering.</p>
<p>829 Junior Engineer (Electrical)</p>	<p>Diploma or Degree in Electrical Engineering or Electrical & Electronic Engineering from a recognized Board/Institution/University, established by law by the State/Central Govt. OR AMIE from Institution of Engineers (India) (only those candidates who are enrolled for AMIE with the Institute of Engineer (India) Kolkata with permanent recognition upto 31.05.2013 would be eligible).</p>

830 Junior Cameraman	i) Matric from a recognized Board of School Education. ii) Should possess Diploma in Photography from an Institution recognized by the Central/State Government. iii) Atleast two years experience in motion picture/video photography after acquiring Diploma in Photography.
831 Junior Scale Stenographer	i) Should have passed 10+2 Examination from a recognized Board of School Education/University. ii) Must possess the following speed in Shorthand and Typing on Computer in both languages i.e. English & Hindi at the time of initial recruitment:- Speed in Shorthand English - 80 WPM Hindi - 70WPM Speed in Typing on Computer English - 40 WPM Hindi - 30 WPM <p>Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed. Provided further that the candidate will have to pass typing test in both the languages at the time of initial recruitment: Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English within a period of three years from the date of appointment. The appointment letter of such candidate who does not qualify the shorthand test in second language at the time of initial recruitment shall contain the specific condition that he / she shall have to pass the test in shorthand test in second language within a period of three years and if he/she qualifies the Shorthand test within the period of three years he/she will be eligible to draw his/her annual increment from due date and the candidate who qualifies the said test after three years will be eligible to draw his/her first increment only from the date of qualifying the prescribed test.</p> iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority.
832 Cook	i) 10+2 or its equivalent from a recognized University/Board of School Education. ii) Diploma in catering and food craft/food production/food and beverage services from Food Craft Institute or an Institute duly recognized by the Central/H.P Government.
833 Assistant Manager (Technical)	B. Tech. (textiles)/Bachelor in Leather technology/Bachelor in fashion designing.
834 Salesman	10+2 with experience in sales matters.
835 Workshop Instructor (Carpentry)	ITI Certificate in the concerned trade from a recognized Board/Institution with 02 years post certificate industrial experience. OR Diploma in Mechanical Engineering/Civil Engineering/Production Technology.
836 Workshop Instructor (Fitting)	ITI Certificate in the concerned trade from a recognized Board/Institution with 02 years post certificate industrial experience. OR Diploma in Mechanical Engineering/Auto Mobile Engineering/Production Technology.

837 Sericulture Inspector	<p>i) 10+2 with Biology as one of the subject from a recognized Board of School Education.</p> <p>ii) At least six months certificate course in Sericulture issued by the recognized University or an Institute affiliated and duly recognized by the Government.</p>
838 (i) Junior Draughtsman (Civil) (ii) Junior Draughtsman (Elect.)	<p>Diploma or Degree in Architectural Assistantship/Architecture by whatever name called from a recognized Board/Institution/University established by law by the State/Central Govt.</p> <p style="text-align: center;">OR</p> <p>Course in the trade of Draughtsman ship/Diploma in Draughtsman ship by whatever name called from a Polytechnic Institute/ITI.</p>
839 Clerk	<p>(i) Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education/University.</p> <p>(ii) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer.</p> <p>Provided that visually impaired persons recruited under 1% quota shall be imparted necessary basis training including computer training by the Department concerned through Composite Regional Centre (CRC), Sundernagar or NIVH, Dehradun or CTC, Ludhiana instead of passing typing test. They shall have to complete the above training during which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the afforded sufficient number of chances to complete the aforesaid training.</p> <p>Provided further that physically handicapped persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board may be exempted from passing the typing test. The term, physically handicapped persons does not cover those who are visually handicapped or who are hearing handicapped but cover only those whose physical disability/deformity permanently prevents them from typing.</p> <p>The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computer.</p> <p>Should have the knowledge of 'Word Processing' in Computer as prescribed by the Recruiting Authority.</p>
840 Junior Officer (Supervisory Trainee-Environment) at S-0 level	<p>Full Time Master degree in Environment Science/Environment/Forestry/ Wild Life/Natural Resource Management/Wood Sciences/Forest Management/Environmental Planning/Ecology from a recognized University with minimum 55% marks.</p> <p>Note: -</p> <ol style="list-style-type: none"> 1) A candidate shall be eligible for appointment of this post, if, he/she has passed Matriculation & 10+2, as the case may be from the School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachali. 2) Relaxation in 5% marks in case of SC/ST/internal (HPPCL) candidate. 3) Relaxation of 2% in qualification be given in respect of all those candidates who have successfully completed Apprenticeship Training in HPPCL.
841 Junior Officer (Supervisory Trainee-IT) at S-0 level	<p>Full Time MCA/MSc. (IT)/MSc. in any discipline with PGDCA from recognized University with 55% marks.</p> <p>Note: -</p> <ol style="list-style-type: none"> 1) A candidate shall be eligible for appointment of this post, if, he/she has passed Matriculation & 10+2, as the case may be from the School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachali. 2) Relaxation in 5% marks in case of SC/ST/internal (HPPCL) candidate. 3) Relaxation of 2% in qualification be given in respect of all those candidates who have successfully completed Apprenticeship Training in HPPCL.

<p>842 Steno Typist-Trainee at W-4 level</p>	<p>i) Minimum Bachelor Degree or its equivalent from a recognized Board/University established by law by the State/Central Government.</p> <p>ii) Should possess the following speed in shorthand and Type writing in both the language i.e. English & Hindi at the time of initial recruitment.</p> <p>iii) Should have knowledge of word processing/M.S. office in Computer as prescribed by the recruiting authority.</p> <p>SPEED IN SHORT HAND</p> <table border="0"> <tr> <td>English</td> <td>Hindi</td> </tr> <tr> <td>60 WPM</td> <td>60 WPM</td> </tr> </table> <p>SPEED IN TYPING ON COMPUTER:</p> <table border="0"> <tr> <td>English</td> <td>Hindi</td> </tr> <tr> <td>30 WPM</td> <td>25 WPM</td> </tr> </table> <p>Note: - A candidate shall be eligible for appointment of this post, if, he/she has passed Matriculation & 10+2, as the case may be from the School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachali.</p>	English	Hindi	60 WPM	60 WPM	English	Hindi	30 WPM	25 WPM				
English	Hindi												
60 WPM	60 WPM												
English	Hindi												
30 WPM	25 WPM												
<p>843 Junior Office Assistant-Trainee at W-3 level</p>	<p>1. 10+2 from recognized Board/University.</p> <p>2. One year Diploma in Computer Science/Computer Application/IT from an Institution affiliated to a recognized Board or University or from a deemed University OR O or A level diploma from NIELIT OR Diploma in Information Technology (IT) from an Industrial Training Institute (ITI).</p> <p>3. Should possess a minimum speed of 30 WPM in English or 25 WPM in Hindi typewriting on Computer.</p> <p>Provided further those visually impaired persons selected/recruited as under 1% quota will be exempted acquiring Diploma in CA/IT and passing of Typing test. Instead they shall be imparted necessary training through CRC Sundernagar, CTC, Ludhiana or NIVH, Dehradun. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated.</p> <p>Provided further that, the differently abled persons (other than Visually or hearing impaired) whose physical disability/deformity permanently prevents them from typing but who are otherwise qualified to hold clerical post as certified being unable to type, by the medical Board, may be exempted from passing the typing test.</p> <p>Note: - A candidate shall be eligible for appointment of this post, if, he/she has passed Matriculation & 10+2, as the case may be from the School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachali.</p>												
<p>844 Senior Scale Stenographer</p>	<p>i) Should possess a Bachelor Degree or its equivalent from a recognized University.</p> <p>ii) Must possess the following speed in short hand and Typing on Computers in both languages i.e. English and Hindi at the time of initial recruitment:-</p> <p>Speed in Shorthand</p> <table border="0"> <tr> <td>English</td> <td>-</td> <td>100 WPM</td> </tr> <tr> <td>Hindi</td> <td>-</td> <td>80 WPM</td> </tr> </table> <p>Speed in typing on Computer</p> <table border="0"> <tr> <td>English</td> <td>-</td> <td>40WPM</td> </tr> <tr> <td>Hindi</td> <td>-</td> <td>30WPM</td> </tr> </table> <p>Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed.</p> <p>Provided further that the candidate will have to pass typing test in both the languages at the time of initial recruitment:</p> <p>Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language i.e. Hindi or English, within a period of three years' from the date of appointment. The appointment letter of such candidate who does not qualify the shorthand test in second language at the time of initial recruitment shall contain the specific condition that he/she shall have to pass the test in short hand in second language within a period of three years and if he/she qualifies the shorthand test within the period of three years he/she will be eligible to</p>	English	-	100 WPM	Hindi	-	80 WPM	English	-	40WPM	Hindi	-	30WPM
English	-	100 WPM											
Hindi	-	80 WPM											
English	-	40WPM											
Hindi	-	30WPM											

	<p>draw his/her annual increment from due date and the candidate who qualifies the said test after three years will be eligible to draw his/her first increment only from the date of qualifying the prescribed test.</p> <p>iii) Should have the knowledge of 'Word Processing' in computer as prescribed by the recruiting authority.</p>
845 Junior Engineer (Supervisory Trainee- Civil) at S-0 level	<p>Diploma or Degree in Civil Engineering from a recognized Board/Institution/University, established by law by the State/Central Government OR AMIE from Institution of Engineer (India) (only those candidates who are enrolled for AMIE with the Institute of Engineers (India) Kolkata with permanent recognition up to 31.5.2013 would be eligible).</p> <p>Note: - A candidate shall be eligible for appointment of this post, if, he/she has passed Matriculation & 10+2, as the case may be from the School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachali.</p>
846 Junior Engineer (Supervisory Trainee- Mechanical) at S-0 level	<p>Diploma or Degree in Mechanical/Automobile Engineering from a recognized Board/Institution/University, established by law by the State/Central Government OR AMIE from Institution of Engineer (India) (only those candidates who are enrolled for AMIE with the Institute of Engineer (India) Kolkata with permanent recognition up to 31.5.2013 would be eligible).</p> <p>Note: - A candidate shall be eligible for appointment of this post, if, he/she has passed Matriculation & 10+2, as the case may be from the School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachali.</p>
847 Junior Engineer (Civil)	<p>Diploma in Civil Engineering or its equivalent from a recognized University or an Institution duly recognized by the H.P./Central Government.</p>
848 Computer Operator	<p>i) Bachelor's Degree in Computer Application/Information Technology/Computer Science or its equivalent from a recognized University or from an Institution duly recognized by the HP/Central Government.</p> <p style="text-align: center;">OR</p> <p>ii) 03 Years Diploma Course in Computer Science/Information Technology or its equivalent from a Polytechnic Institute duly recognized by HP/Central Govt.</p> <p style="text-align: center;">OR</p> <p>iii) Bachelor's Degree or its equivalent from a recognized University; and Diploma of at least one year duration in Data Entry Operation/Computer Application/Computer Programming or its equivalent from a recognized University or from an Institute duly recognized by HP/Central Government.</p> <p style="text-align: center;">OR</p> <p>"O" LEVAL Course from DOEACC Society.</p>
849 Junior Engineer (Electrical)	<p>i) Matriculation or its equivalent from a recognized Board/University.</p> <p>ii) Degree or Diploma in the trade of Electrical Engineering or Electronics Engineering or its equivalent from a recognized University or an Institution duly recognized by the Govt. of India or the State Govt.</p>
850 Laboratory Assistant (DNA)	<p>i) 2nd Class Bachelor Degree in (Medical)/Forensic Science/Molecular Biology/Bio Technology/Microbiology/B. Tech. Bio-Informatics from a recognized University.</p> <p>ii) A candidate shall be eligible for appointment if he/she has passed matriculation and 10+2 examination from any school/institution situated within Himachal Pradesh: Provided that this condition shall not apply to Bonafide Himachalis.</p>
851 Laboratory Assistant (Voice Analysis)	<p>i) At least 2nd Class Bachelor degree in Forensic Science from a recognized University.</p> <p>ii) A candidate shall be eligible for appointment if he/she has passed matriculation and 10+2</p>

	<p>examination from any school/Institution situated within Himachal Pradesh: Provided that this condition shall not apply to Bonafide Himachalis.</p>
<p>852 Scientific Assistant Forensic Psychology (Lie Detector)</p>	<p>i) 10+2 from a recognized Board of School Education. Provided that Matriculation and 10+2 must be passed from any School/Institution situated within Himachal Pradesh. Provided further that this condition shall not apply to Bonafide Himachalis.</p> <p>ii) 2nd Class Master Degree in Psychology/Forensic Psychology/ Forensic Science from a recognized University.</p> <p style="text-align: center;">OR</p> <p>1) 2nd Class Bachelor degree in Forensic Science/Psychology from recognized University; and 2) Two years analytical experience from any recognized Lab/Institute in required field.</p>
<p>853 Scientific Assistant (DNA)</p>	<p>i) 10+2 from recognized Board of School Education. Provided that Matriculation and 10+2 must be passed from any School/Institution situated within Himachal Pradesh. Provided further that this condition shall not apply to Bonafide Himachalis.</p> <p>ii) Atleast 2nd Class Master Degree in Forensic Science from a recognized University.</p> <p style="text-align: center;">OR</p> <p>1) 2nd Class Bachelor degree in Forensic Science from a recognized University; and 2) Two years analytical experience from any recognized Lab./Institute in required field.</p>
<p>854 Bandman-cum- Guardsman</p>	<p>i) Knowledge of reading and writing Hindi. ii) Should be member of Himachal Home Guards or ex-serviceman and knows to play band instruments other than pipe band efficiently with good past record in the trade.</p>
<p>855 Laboratory Assistant (Digital Forensics)</p>	<p>i) 10+2 from a recognized Board of School Education. Provided that Matriculation and 10+2 must be passed from any School/Institution situated within Himachal Pradesh. Provided further that this condition shall not apply to Bonafide Himachalis.</p> <p>ii) At least 2nd Class Bachelor degree in Forensic Science from a recognized University.</p> <p style="text-align: center;">OR</p> <p>1) 2nd Class B.E./B.Tech. Degree in Computer Science Engineering/Electronics & Communication Engineering/ Information Technology/Electronics Engineering from a recognized University.</p> <p style="text-align: center;">And</p> <p>2) Diploma/Certificate course in Forensic Science from a recognized University/Institution.</p>
<p>856 Scientific Assistant (Voice Analysis)</p>	<p>I) At least 2nd Class Master's Degree in Physics/Mathematics/ Forensics Science from recognized University. II) One year post M.Sc. Experience in research training and analytical work in one of the above or allied subjects (Research work done for doing Ph.D. Degree shall be counted in total experience). III) A candidate shall be eligible for appointment to the post of Scientific Assistant (Voice Analysis), if he/she has passed middle or matriculation from any School/Institution situated within Himachal Pradesh: Provided this condition shall not apply to Bonafide Himachalis.</p>
<p>857 Company Commander/Senior Instructor/Store</p>	<p>i) Should have passed Plus Two (10+2) Examination from a recognized University/Board of School Education or its equivalent.</p> <p style="text-align: center;">AND</p>

Officer/Centre Commander	Should be a released/Retired Officer of the Indian Army who has held the rank of Lieutenant (other than Honorary) with atleast three years service as Commissioned Officer. OR Should be holding honorary Rank of Company Commander in the Home Guards Organisation and continuous service as such for the last three years. OR Should be a serving regular Civil Defence Instructor/Chief Instructor/Platoon Commander/Administrative Officer/Assistant Store Officer, who has been serving as such for the last five years in the H.P. Home Guards and Civil Defence Department.
858 Restorer	Should have passed Matriculation with second Division or 10+2 examination or its equivalent from a recognized Board/University.
3. Desirable Qualifications:-	
Post code 817 to 820 822 to 858	Knowledge of customs, manners and dialects of HP and Suitability for appointment in the peculiar conditions prevailing in the Pradesh.
Post code 821	i) At least 3 years experience in the field of collection compilation of Statistical data. ii) Higher qualifications in any of the above subjects. iii) Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
4. Mode of Selection -Part-I (Written test of 85 marks)	
The Written Objective type Screening test of two hours duration will consist of 170 Multiple Choice Questions (MCQ) of 85 marks. Each question will be of ½ marks. The skill tests wherever applicable will be of qualifying nature for those who qualify the Written Objective type Screening Test.	
817	Objective type screening test consisting of 170 Multiple Choice Questions from :- i) Syllabus relating to Computer Science/Computer Application/Information Technology (IT)/ Information Technology Enabled Sectors (ITES)/Information Practices (IP) prescribed as essential qualification(s) in the R&P Rules and as notified in the advertisement. =120 questions ii) General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Logic, Social Science, General English & General Hindi of Matric standard = 50 questions
818	i) Objective type screening test consisting of 170 Multiple Choice Questions from Subject(s)/field(s) concerned prescribed as essential qualification(s) in the R&P Rules and as notified in the advertisement. =120 questions ii) General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Logic, Social Science, General English & General Hindi of Matric standard = 50 questions iii) Physical Standard and Physical Efficiency test of qualifying nature for those who qualify the Screening Test.
819	Objective type screening test consisting of 170 Multiple Choice Questions from General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Word Processing, Social Science, logic, General English of 10+2 standard and General Hindi of Matric Standard.

820 to 822, 824 to 830, 832, 833, 835 to 838, 840, 841, 845 to 853, 855, 856	<p>i) Objective type screening test consisting of 170 Multiple Choice Questions from Subject(s)/field(s) concerned prescribed as essential qualification(s) in the R&P Rules and as notified in the advertisement. =120 questions</p> <p>ii) General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Logic, Social Science, General English & General Hindi of Matric standard = 50 questions</p>
823	<p>i) Objective type screening test consisting of 170 Multiple Choice Questions from General English of 10+2 standard and Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Word Processing, Social Science, Current affairs & Logic.</p> <p>ii) Skill test in Shorthand in either of the language i.e. in Hindi or English and typewriting in both the languages at the time of initial recruitment with the following minimum qualifying speeds for those who qualify objective type of screening test. <u>Speed in Shorthand</u> <u>Speed in typewriting</u> English 60 WPM English 25 WPM Hindi 60 WPM Hindi 25WPM Skill tests will be of qualifying nature.</p>
831	<p>i) Objective type screening test consisting of 170 Multiple Choice Questions from General English of 10+2 standard and Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Word Processing, Social Science, Current affairs & Logic.</p> <p>ii) Skill test in Shorthand in either of the language i.e. in Hindi or English and typewriting in both the languages at the time of initial recruitment with the following minimum qualifying speeds for those who qualify objective type of screening test:- <u>Speed in Shorthand</u> <u>Speed in typewriting</u> English 80 WPM English 40 WPM Hindi 70WPM Hindi 30WPM Skill tests will be of qualifying nature.</p>
834	Objective type screening test consisting of 170 Multiple Choice Questions from General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Sales Matters, Social Science, Logic, General English of 10+2 standard and General Hindi of Matric Standard.
839	<p>i) Objective type screening test consisting of 170 Multiple Choice Questions from General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Word Processing, Social Science, logic, General English of 10+2 standard and General Hindi of Matric Standard.</p> <p>ii) Typing skill test on computer of qualifying nature in minimum prescribed speed of 30WPM in English typewriting or 25 WPM in Hindi typewriting for those who qualify objective type screening test.</p>
842	<p>i) Objective type screening test consisting of 170 Multiple Choice Questions from General English of Graduation standard and Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Word Processing/Ms Office, Social Science, Current affairs & Logic.</p> <p>ii) Skill test in Shorthand and typewriting in both the languages i.e. English & Hindi at the time of initial recruitment with the following minimum qualifying speeds for those who qualify objective type of screening test:- <u>SPEED IN SHORTHANT</u> English Hindi 60 WPM 60 WPM <u>SPEED IN TYPING ON COMPUTER</u> English Hindi</p>

	30 WPM 25 WPM Skill tests will be of qualifying nature.								
843	<p>i) Objective type screening test consisting of 170 Multiple Choice Questions from Subject(s)/field(s) concerned prescribed as essential qualification(s) in the R&P Rules and as notified in the advertisement. =120 questions</p> <p>ii) General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Logic, Social Science, General English & General Hindi of Matric standard = 50 questions</p> <p>iii) Typing skill test on computer of qualifying nature in minimum prescribed speed of 30WPM in English typewriting or 25 WPM in Hindi typewriting for those who qualify objective type screening test. Skill tests will be of qualifying nature.</p>								
844	<p>i) Objective type screening test consisting of 170 Multiple Choice Questions from General English of Graduation standard and Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Word Processing, Social Science, Current affairs & Logic.</p> <p>ii) Skill test in Shorthand in either of the language i.e. in Hindi or English and typewriting in both the languages at the time of initial recruitment with the following minimum qualifying speeds for those who qualify objective type of screening test:- <u>SPEED IN SHORTHANT</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">English</td> <td style="width: 50%;">Hindi</td> </tr> <tr> <td>100 WPM</td> <td>80 WPM</td> </tr> </table> <p><u>SPEED IN TYPING ON COMPUTER</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">English</td> <td style="width: 50%;">Hindi</td> </tr> <tr> <td>40 WPM</td> <td>30 WPM</td> </tr> </table> <p>Skill tests will be of qualifying nature.</p>	English	Hindi	100 WPM	80 WPM	English	Hindi	40 WPM	30 WPM
English	Hindi								
100 WPM	80 WPM								
English	Hindi								
40 WPM	30 WPM								
854	<p>Objective type screening test consisting of 170 Multiple Choice Questions from :</p> <p>i) Knowledge of Hindi & Play Band instruments prescribed as essential qualification(s) in the R&P Rules and as notified in the advertisement. =120 questions</p> <p>ii) General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Logic, Social Science & General English of Matric standard. = 50 questions</p> <p>ii) Practical skill test on play band instruments other than pipe band instruments of those who qualify the written screening test. Practical skill test will be of qualifying nature.</p>								
857	Objective type screening test consisting of 170 Multiple Choice Questions from Army/Home Guards, General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Social Science, logic, General English of 10+2 standard and General Hindi of Matric Standard.								
858	Objective type screening test consisting of 170 Multiple Choice Questions from General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Social Science, logic, General English and General Hindi of Matric Standard.								
Part-II (Evaluation of 15 Marks)									
Evaluation of 15 marks in respect of shortlisted candidates after qualifying written objective screening test/ subjective tests and skill tests/physical/practical tests, if any, will be carried out as per the following criteria:-									
Sr. No.	Detail of Criteria of 15 marks	Marks	Competent authority to issue the certificates						

1.	Weightage for the minimum educational qualification as per the Recruitment & Promotion Rules. (Percentage of marks obtained in the educational qualification would be multiplied by 0.025, For example, an individual has secured 50 % marks in the required educational qualifications, he /she will be allowed 1.25 marks (50 X 0.025 = 1.25)	2.5 (two & a half)	Concerned University/Board
2.	Belonging to notified Backward Area or Panchayat, as the case may be	1(one)	Concerned SDO(C)/ Tehsildar/ Naib Tehsildar.
3.	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority	1(one)	Concerned SDO(C)/ Tehsildar/Naib Tehsildar.
4.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)	Concerned SDO (C)/ Tehsildar/Naib Tehsildar or concerned Panchayat Secretary/Sahayak and counter signed by concerned Gram Panchayat Pradhan/Up Pradhan.
5.	Differently abled persons with more than 40% impairment/ disability/ infirmity	1(one)	Health & Family Welfare authorities/Medical Boards.
6.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions	1(one)	Concerned Head of Institution. Certificate of medal winners will be issued by concerned Distirct Youth Services and Sports Officer/Head of Institution.
7.	BPL family having family annual income (from all sources) below Rs. 40,000 /- or as prescribed by the Govt. from time to time.	2 (two)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate or concerned Panchayat Secretary/ Sahayak and countersigned by concerned Gram Panchayat Pradhan.
8.	Widow/divorced/destitute/single woman	1(one)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate.
9.	Single daughter/Orphan	1(one)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate.
10.	Training of at least 6 months duration related to the post applied for from a recognized University/Institution	1(one)	Competent authority of the concerned University/Institution.

11.	Experience up to a maximum of 5 years in Govt./semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (two & a half)	Competent authority of the concerned Govt. /Semi Govt. Organization.
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5. IMPORTANT INSTRUCTIONS FOR FILLING UP ONLINE APPLICATIONS :-

1. The candidates must read the instructions carefully, which are also available on the website of the HPSSC, i.e. <http://www.hpsssb.hp.gov.in> before **filling up ORA for the post(s) concerned. Incomplete ORA submitted without requisite examinations fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.**
2. The candidates are advised to apply online well in time without waiting for the last date of submission of Online application, due to heavy rush on systems on last dates which may lead to non submission of forms.
3. The candidate should enter his/her particulars i.e. Name, Father's Name, Mother's Name & Date of Birth as per his/her Matric Certificate and upload scanned photograph and scanned signature. The size of scanned photograph should be less than 50 kb and size of scanned signature should be less than 30kb. Only after filling the mandatory fields the candidate can move to the next step, otherwise the application will be considered incomplete.
4. The candidates must ensure their eligibility in respect of category, experience, age and essential qualifications(s), etc. as mentioned against each post in the advertisement to avoid rejection at later stage.
5. The candidate shall be eligible for appointment, if he/she has passed Matriculation and 10+2 from any school/institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.
6. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., Ex-Servicemen, WFF and Physically Disabled (Orthopedically Disabled/ Visually Impaired/ Blind / Hearing Impaired / Deaf & Dumb)/ BPL etc.
7. The candidate should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date fixed for submission of Online Recruitment Applications (ORA).
8. The candidate is allowed to submit only one application form against each post. Multiple application Forms for same post of a candidate are liable to be rejected.
9. The application forms through fax/post shall not be entertained and the Commission does not take responsibility to inform such candidates.
10. Married daughters/grand-daughters of freedom fighters and Ex-serviceman are entitled for reservation under Ward of Freedom Fighter and Ward of Ex-Serviceman category respectively subject to the final outcome of **SLP No. 31435 /2016 titled as State of HP & ors V/s Neelam Kumari pending before the Hon'ble Supreme Court of India.**
11. Eligibility for vacancies in Sub-Category of SPORTSMAN shall be as per the norms framed by department of Youth Services and Sports.
12. The Commission reserves the right to dispense with the written examination for any post keeping in view the number of applicants viz-a-viz vacancies & other circumstances.
13. **The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes should be on parental basis, failing which candidature of such candidates will be rejected.**
14. The candidates belonging to OBC of HP Category must produce OBC certificate(s) on the prescribed format, which should not be more than one year old at the time of last date fixed for submission of Online Recruitment Application. The validity of the certificate is required to be seen at the time of Evaluation of 15 marks. The candidates are also required to produce the old certificate of the time of filling of the application.
15. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the Competent Authority i.e. DC/ADC/ADM/ SDO (Civil) of the area where the candidate and /or his family resides; and revenue officer not below the rank of Tehsildar. The validity of IRDP/BPL certificate is of six months from the date of its issuance. The candidate is required to furnish the valid certificate including the old certificate of the time of the filling the application in support of his/her claim.
16. The validity of the certificate is required to be seen at the time of Evaluation of 15 marks. The candidate belonging to un-reserved BPL category are not required to submit Income & Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of valid BPL Certificate issued by the competent authority and supplemented by the non-SC-/ST/OBC Certificate. If any BPL 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/OBC certificate issued by the competent authority. The candidate must possess these certificates on prescribed formats at the time of submission of Online Recruitment application Form or by the prescribed closing date of applications.
17. If in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of suitable candidate belonging to EWS, such vacancies for that particular year shall not be carried forward to the next

recruitment year as backlog. In other words, when an EWS candidate is not available for selection, the post will be treated automatically as de-reserved and will be filled up from a non-EWS candidate of unreserved category.

18. The candidates belonging to disabled categories with disability of 40% or more are allowed extra time of minimum one hour for examination of three hour duration i.e. 20 minutes per hour. In case of visually impaired candidates making request for the scribes, he/she/will have to submit a written request for the same to the Centre Superintendent immediately after receipt of his roll number.
19. Examination fee once paid will not be refunded and neither it be held in reserve for any other examination or selection under any circumstances

6. EXAMINATION FEES:-

The detail of Exam. fee for different categories is as under:-

Sr. No.	Category	Exam Fees
1.	General Category/ E.W.S., Ex Servicemen of HP relieved from Defence Services on their own request before completion of normal tenure.	Rs. 360/-
2.	General IRDP, Physically Handicapped, Ward of Freedom Fighter, Ward of Ex-Servicemen of HP.	Rs. 120/-
3.	S.C. of H.P./S.T. of H.P./O.B.C. of H.P./BPL of H.P./EWS (BPL) (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 , SC/ST/OBC wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM and SC/ ST/OBC Persons with Disability).	Rs. 120/-
4.	Female candidates, Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)/Blind/Visually Impaired of H.P.	No Fee

7. Mode of Payment:-

The candidate can deposit the requisite fee through “**Online Payment Gateway**” using Credit Card/Debit Card/ Net Banking. There will not be any other mode of payment of examination fee.

8. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

In case of any guidance/information/clarification regarding their Online Recruitment Applications (ORA), candidature etc. candidates may contact HPSSC Reception Counter in person or on Phone No. 01972-222204,222211, Toll Free No. 1800-180-8095 or on email ID i.e. sssb-hp@nic.in **on any working day between 10:00 A.M. to 05:00 P.M.**

9. ADMISSION/ REJECTION:-

The information in respect of provisionally admitted candidates and rejected candidates will be uploaded on the official website of the Commission before the conduct of Screening Test/ Examination for the concerned post(s).

The candidates are required to submit their requisite documents in support of their eligibility for the concerned post(s) at the time of evaluation of 15 marks. The requisite documents submitted by the candidates, will be scrutinized and list of proposed rejected candidates will be uploaded on the website of the Commission for information of all concerned.

*Admissions and rejections will be uploaded on the official website and **No separate intimation in this regard will be sent by post. 07 day's time will be given to file representation(s) against the proposed rejections, if any, from the date of uploading the list of rejected candidates on the official website of the Commission for the concerned post(s).***

The candidates are advised to visit the Commission's official website <http://www.hpsssb.hp.gov.in> from time to time for updates in their own interest.

10. ADMIT CARD:

No Admit Card(s) will be sent by post and provisionally admitted candidates will have to download their respective Admit Card from the official website of the Commission i.e. <http://www.hpsssb.hp.gov.in> . The message in this regard will also be sent on their registered Mobile No. or e-mail Id (if provided during the registration). The candidates may download his/her Admit Card either by entering Application ID, Name and Date of Birth. A One Time Password (OTP) will be sent on registered mobile/ e-mail ID which will be required to be entered before downloading the Admit Card.

11. SUBMISSION OF CERTIFICATES/ DOCUMENTS:-

The downloaded/printed copy of the Online Application Form alongwith necessary original certificates and self attested photocopies will have to be produced at the time of evaluation. No offline Application Form will be accepted by the office.

12. CATEGORY CLAIMS:-

The category once claimed by the candidate(s) will not be allowed to be changed at any stage. 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 and submit the applicable certificates only on the prescribed formats at the time of evaluation.

13. ELIGIBILITY CONDITIONS:-

- i. The date of determining the eligibility of all candidates in terms of Essential Qualifications, experience etc. shall be reckoned as on the closing date for submitting the Online Recruitment Applications (ORA).
- ii. The decision of the Commission regarding eligibility etc. of a candidate will be final.
- iii. Onus of proving that a candidate has acquired requisite degree/ essential qualifications by the stipulated date is on the candidate and in the absence of proof 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.
- 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 ORA is liable to be rejected.

14. SCREENING TEST/ EXAMINATION/ EVALUATION ETC.:-

- i) In cases where the number of eligible candidates for recruitment to the post(s) advertised by the Commission is inordinately large, the Commission may limit/ shortlist the number of eligible candidates to be called for evaluation of 15 marks by subjecting them to a Written Screening Test which may be objective type or descriptive or both. Final selection of a candidate will be made solely on the basis of the marks obtained in the Written Screening Test/ main subjective type test and his/her evaluation of 15 marks as per prescribed criteria. If the candidates score equal marks, then a candidate who is senior in age will be placed above the candidate junior in age.
- ii) Where a skill test comprising of type and shorthand test or both is an Essential Qualification, the candidates will be required to undergo these tests for the prescribed speeds. Where a Physical Test is prescribed/required, the candidate will be required to undergo the required Physical Test as per Physical Standards laid down. The Commission shall not be liable for any injury or damage sustained by the candidates while going through such tests. However the skill tests/physical tests will be of qualifying nature.
- iii) The provisional answer key of each Written Screening Test (objective type) will be uploaded on the official website after the freezing of the answer sheets of the candidates for calling objections from the candidates. Seven day's time shall be given for inviting objections in the answer key, if any. The objections will be got vetted through an expert panel and the result will be finalized as per the revised answer key.

- iv) Any request for rechecking/re-evaluation of scripts of written tests/ Skill tests/Physical tests will not be entertained.
- v) The eligibility of candidate(s) called for the evaluation of 15 marks will be determined on the basis of original documents produced at the time of evaluation of 15 marks 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 Screening Test/Examination/ evaluation of 15 marks shall be purely provisional.
- vi) The Centers for holding the examination are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the examinations centre(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different centre to a candidate if circumstances so warrant.

15. 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. Contract/Casual/adhoc/daily wages /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 Heads of Departments/Employer for issuing NOC.
4. 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 a period as specified by the Commission from any examination or selection.

16. CHECK LIST:

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

- a. That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates.
- b. That copies of only following documents/certificates are to be provided in support of claims made / information given in the Online Recruitment Application(ORA) at the time of evaluation of 15 marks:-
 - i) Matriculation certificate for age proof.
 - ii) Degree/Diploma certificates along with Marks Sheets of all years in support of Educational Qualifications as prescribed under Essential Qualification column of R & P Rules. The provisional certificate(s) along with marks sheets of all semesters/ years.
 - iii) Experience certificate(s) wherever required.
 - iv) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) by which it has been so treated and that if the qualification possessed by the candidates is equivalent, a copy of order/letter under which it has been so treated may also be enclosed.
 - v) Caste certificates, if applicable.
 - vi) BPL certificates, if applicable.
 - vii) All other certificates, if any required for determining eligibility and carrying evaluation as mentioned in mode of selection criteria (Part-I & II) which so ever applicable to the applicants.

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

18. ABBREVIATIONS:

- OTP : One Time Password
- HPSSC : Himachal Pradesh Staff Selection Commission
- UR : Unreserved
- S.C : 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 : Wards of Ex-Serviceman of H.P.
- PWD : Persons with disabilities of H.P.
- OH : Orthopedically Handicapped.
- VI : Visually impaired.
- HI : Hearing Impaired.
- EWS : Economically Weaker Sections.

19. Steps to Fill Up Online Application Form

- **Step 1:** The candidate needs to get him/her self registered on the ORA by using the Option “Sign up” given on the official web site.
- **Step 2:** After completing the registration the candidate will sign in into the application by using the user name and password created by him/her at the time of registration.
- **Step 3:** The category wise detail of posts will be displayed on the website i.e. <http://www.hpsssb.hp.gov.in> applicant can apply for the post by clicking the “Apply” button against it.
- **Step 4:** Candidate needs to choose preferred District and Tehsil for examination.
- **Step 5:** After selecting the preferred District and Tehsil the candidate needs to fill his/her personal as well as contact details.

- **Step 6:** After filling up the form for personal and contact details, the candidate needs to upload his/her scanned photograph and signature.
- **Step 7:** The candidate needs to provide his/her educational details as per the post.
- **Step 8:** If the experience is required for the particular post, then the candidate will be redirected to Experience Page else he will be redirected to payment option.
- **Step 9:** Make payment.
- **Step 10:** For the successful completion of ORA procedure, ensure that the application status must be “fee received”.

Sd/-

(Dr. Jitender Kanwar (HPAS))
Secretary,
H.P. Staff Selection Commission,
Hamirpur.