

# HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

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Dated: 23<sup>rd</sup> Nov 2016

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATIONS (ORA\*) THROUGH ORA WEBSITE IS UPTO **12<sup>th</sup> DEC, 2016** till 11:59 P.M. after which the link will be disabled.

(\*: by using the website <http://www.hppsc.hp.gov.in/hppsc/>).

DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN ALL RESPECTS SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATIONS (ORA) i.e. **12<sup>th</sup> DEC, 2016**.

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

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

## **IMPORTANT INSTRUCTIONS:-**

1. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of online recruitment applications (ORA) i.e. **12<sup>th</sup> Dec. 2016**.
2. The candidates must read the **INSTRUCTIONS CAREFULLY FOR APPLYING ONLINE**, which are available on the website of the Commission, i.e. [www.hp.gov.in/hppsc](http://www.hp.gov.in/hppsc); before filling up Online Recruitment Application Forms (ORA) for the above post.
3. The candidates must ensure their eligibility in respect of category, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection at any later stage.
4. Incomplete Online Recruitment Application Forms submitted without requisite examination fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
5. The benefit of reservation for various posts will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C. & O.B.C.
6. The reserved category candidates belonging to other States will be treated as **GENERAL CATEGORY CANDIDATES** and the benefit of reservation and fee concession will not be admissible to such candidates.
7. In service candidates may apply to the Commission along with requisite fee with information to their Head of Departments/ Employer for issuing NOC. No in service candidate will be interviewed unless he/she brings NOC from the concerned employer.
8. Examination fees once paid will not be refunded.
9. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

## **ELIGIBILITY CONDITIONS**

<b>1. AGE</b>		<b>Between 18 years and 45 years.</b> <b>Clarification:-</b> a. Age of a candidate shall be reckoned as on 01-01-2016. b. Five years relaxation in upper age limit is admissible only to the bonafide SC & OBC of Himachal Pradesh. For H.P. Govt. employees and Ex-servicemen of H.P.; age relaxation is as per Government's instructions issued from time to time.
<b>2. <u>Essential Qualification(s)</u></b>		(a) <u>Essential Qualification(s)</u> i) 10+2 from a recognized Board of School Education / University. ii) One year Diploma in Computer Science/ Computer Application/ Information Technology from a recognized University/Institution. iii) Computer typing Speed of 30 words per minute in English or 25 words per minute in Hindi. OR (i) 10+2 from a recognized Board of School Education / University. (ii) 'O' or 'A' level Diploma from National Institute of Electronics & Information Technology (NIELIT). (iii) Computer typing Speed of 30 words per minute in English or 25 words per minute in Hindi. OR (i) 10+2 from a recognized Board of School Education / University. (ii) Diploma in Information Technology (IT) from a recognized ITI/Institution (iii) Computer typing Speed of 30 words per minute in English or 25 words per minute in Hindi.  (b) Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

### **NOTE:**

- **The date of determining the eligibility of all candidates in terms of essential qualification(s) etc. shall be reckoned as on the closing date for submission of Online Recruitment Applications (ORA) on the website of the Commission, i.e. **12<sup>th</sup> Dec. 2016.****
- **The decision of the Commission regarding eligibility etc. of a candidate for admission to type test or viva-voce/ Personality Test or selection will be final and no correspondence / personal enquiries will be entertained.**
- **Onus of proving that a candidate has acquired requisite degree/ essential qualification(s) by the stipulated date is on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of certificate/ degree or the date of issue of certificate / degree shall be taken as date of acquiring essential qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of interview.**



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

## **SCHEME OF EXAMINATION**

### **SCREENING TEST/TYPE TEST /INTERVIEW:**

1. In cases where the number of eligible candidates is inordinately large in proportion to the number of posts, the Commission may restrict the number of candidates to be called for interview by subjecting all the eligible candidates to a **screening test**. Since the purpose of holding screening test is only to short list the number of candidates, marks obtained in screening test shall not be counted for deciding the merit of candidate. Final selection of candidate will be made solely on the basis of passing the typing test and thereafter on the basis of his/her performance in the interview which will be of maximum 100 marks. The minimum pass marks in interview are 45 for general category and 35 marks for reserved category.
2. The candidates who will qualify in the screening test will be called for **typing test** and candidates 20 times of the posts will be declared successful in the screening test. The total number of candidates called for **interview** will be three times of total number of vacancies.

### **SYLLABUS**

**A.** The syllabus for the Screening test for the post of Junior Office Assistant (IT) in H.P. Public Service Commission will be as under:

1. Objective type Questions (MCQ) of syllabus of Diploma in C.S./C.A./ IT/'O' or 'A' level from NIELIT = 50 marks
2. Objective type questions of Hindi and English of 10<sup>th</sup> standard (15 marks each) = 30 marks
3. Objective type questions related to Himachal GK and current affairs = 20 marks

**Total = 100 marks**

**Duration of Examination = 1 ½ hr (90 minutes)**

**B.** Type skill test on computer of qualifying nature in prescribed speed for those who Qualify objective type screening test.

**C. Interview = 100 marks**

### **ADMISSION/ REJECTION:-**

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

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

**Seven day's time** will be given to file representation(s) along with supporting documents against the proposed rejections, if any, from the date of uploading the list of rejected

candidates on the website of the Commission failing which no representation will be entertained thereafter.

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

**e- Admission Certificate(s):-**

No Admission Certificate(s) will be sent by post and provisionally admitted candidates will have to download their respective e-Admission Certificate alongwith instructions for the concerned post(s) from the official website of the Commission. Therefore, the candidates are advised to remember their User ID(s) and password(s) to log in to download their e-Admission Certificate(s). The provisionally admitted candidates will have to paste a passport size photograph duly attested by a Gazetted Officer/ Self Attested on the space provided on the downloaded e-Admission Certificate(s), failing which he/she will not be allowed to appear in the Screening Test/Examination, in any condition/ circumstances, whatsoever.

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

- ✓ The false/fake claims or any information given by the candidate(s) will be viewed seriously and he/she will be debarred for recruitment to any post to be advertised either by H.P. Public Service Commission or any other recruiting agency of H.P. State Government for a period of three years from the date of submission of Online Recruitment Application(s) by such candidate(s).
- ✓ The detailed particulars of such candidates will be uploaded on the website of the Commission to black list such debarred candidates to make it easily available to other recruiting agencies.

**CATEGORY CLAIMS:-**

The category once claimed by the candidate(s) will not be allowed to be changed after the conduct of Screening Test for the concerned post(s).

The S.C. of Himachal Pradesh / S.T. of Himachal Pradesh/ O.B.C. of Himachal Pradesh/ Ex-Servicemen of H.P. and Physically Disabled of H.P. candidates must possess such certificates(s) in support of their claims made in the Online Recruitment Application(s) (ORA), while applying for these posts / services and/ on fee concession. **The benefit of reservation will be admissible on parental basis only.** All the candidates belonging to reserved categories are also required to go through the relevant instructions issued from time to time by the Government of Himachal Pradesh, in order to ensure that they are eligible under a particular category.

**1. EX-SERVICEMEN OF HIMACHAL PRADESH:-**

The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish discharge certificate and full detail in respect of their PPO No., Rank, and date of retirement from the Defence Services to claim the benefit of concession for the category of Ex-Serviceman of Himachal Pradesh.

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

Candidates belonging to OBC of H.P. category must produce OBC certificate on the prescribed format valid till the relevant term of the Financial Year (1<sup>st</sup> April to 31<sup>st</sup> March) as notified by the Government of Himachal Pradesh (in the Department of Revenue) in Rajpatra dated 09<sup>th</sup> January, 2012. Candidates must have valid OBC Certificates 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 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.

### **IMPORTANT POINTS IN RESPECT OF SCREENING TEST:-**

- (i) Answer Key of Screening Test will be uploaded on the official website of the Commission after freezing the answer sheets and objection(s), if any; will be entertained upto seven days after displaying / uploading the same on the website of the Commission. The objection(s) will be got verified from the concerned subject matter expert(s) and if found correct; a revised answer key of that screening test will be uploaded on the website of the Commission.
- (ii) The eligibility of candidate(s) called for the interview will be determined on the basis of original documents produced on the day(s) 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 screening test/typing test/ interview shall be purely provisional.
- (iii) The summoning of the candidate(s) for viva-voce/interview; conveys no assurance whatsoever that they will be selected or recommended.
- (iv) If any visually impaired/Locomotion Handicapped candidate with disability in writing extremity requires scribes, he / she has to request for the same in writing to the Commission immediately after receipt of his / her roll number. Such applications will be entertained on merit and as per the rules.
- (v) Re-checking/ re-evaluation, for the Screening Tests/Type test will not be allowed in any case.
- (vi) Disputes, if any, shall be subject to Court jurisdiction at Shimla.

### **OTHER CONDITIONS:-**

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in regular Government service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for a particular post. In case, a communication is received from their employer by the Commission withholding permission to any candidate applying for/ appearing for the examination, his/her application(s) will be liable to be rejected.
2. Casual/ adhoc / daily rated/ work charged 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. Furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application; comes to the notice at any time during the service of a person, his/her service would be liable to be terminated.
5. The applicant shall upload his/her latest photograph in the space provided in the application form. He/she is also required to paste a similar photograph on the Identity Card portion of his/her e-Admission Letter, which will be

downloaded by the candidates from the website of the Commission for appearing in the Screening Test/Examination.

6. The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of screening test, examination for which they are admitted by the Commission viz., screening test/ type test and viva-voce/ interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the screening test, type test or interview, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission.
7. Candidate who is or has been declared by the Commission to be guilty of:-
  - (a) Obtaining support for his/her candidature by the following means, namely:-
    - offering illegal gratification to, or
    - applying pressure on, or
    - blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
  - (b) impersonating, or
  - (c) procuring impersonation by any person, or
  - (d) submitting fabricated documents or documents which have been tampered with, or
  - (e) making statements which are incorrect or false or suppressing material information, or
  - (f) resorting to the following means in connection with his/her candidature for the examination, namely:-
    - obtaining copy of question paper through improper means,
    - finding out the particulars of the persons connected with secret work relating to the examination,
    - influencing the examiners, or
  - (g) using unfair means during the examination, or
  - (h) writing obscene matter or drawing obscene sketches in the scripts, or
  - (i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
  - (j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or
  - (k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
  - (l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or
  - (m) attempting to commit or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable to be

disqualified by the Commission from the examination for which he/she is a candidate and/or

(n) to be debarred either permanently or for specified period:-

- by the Commission from any examination or selection held by them.
  - by the Central/State Government from any employment under them, and
- (o) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after:-
- giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
  - taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

8. The Centers of holding examination are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the center(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different center to a candidate when circumstances so warrant.

**DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION:**

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

- a) If he/ she has been dismissed from any previous service;
- b) If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred / disqualified from appearing in any examination or selection;
- c) If he / she is found either directly or indirectly influencing the selection process in any manner;
- d) If a male candidate who has more than one living wife and if a female candidate, who has married a man already having another wife; or
- e) If he / she is an un-discharged insolvent.

Sd/-

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