

**INSTRUCTIONS TO CANDIDATES AS TO HOW TO APPLY FOR THE
H.P.A.S. (MAIN) WRITTEN EXAMINATION-2017**

1. The candidates are required to visit at <http://www.hppsc.hp.gov.in/hppsc/> Application Format
2. The detail of examination fee to be paid by the candidates is given below:-

- a) **General category**
(including General Physically disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of H.P./ Ex-Servicemen relieved from Defence Services on their own Request before completion of normal tenure and candidates of other states (including reserved category candidates of other states) **Rs. 400/-**
- b) **S.C. / S.T. & OBC of H.P.**
(including S.C. / S.T./ O.B.C. Ex-Servicemen of H.P relieved from Defence Services on their own requests before completion of normal tenure) **Rs. 100/-**
- c) **Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure) / Blind of H.P./ Visually Impaired of H.P.** **No Fee**
- d) Fees once paid will not be refunded.

Demand draft for examination fee may be prepared in favour of **Secretary, H.P.Public Service Commission, Nigam Vihar, Shimla-171002**, payable at Shimla

3. Paste your recent passport size photograph, duly signed by you on the space provided in the Application Form and send the same (along with bank draft) by Registered / Speed Post on or **before 12.09.2018** to **“The Secretary, H.P.Public Service Commission, Nigam Vihar, Shimla-171002”**.The Application, complete in all respects can also be deposited in the office of H.P. Public Service Commission, in person.
4. In service candidates are required to furnish No Objection Certificate from the respective employer. No such candidates who are employees of the Govt. shall be interviewed unless he / she brings N.O.C. from the concerned employer.
5. **Candidates of reserved categories of states other than H.P. shall be considered as General Category candidate provided they have deposited requisite fee as prescribed to General Category candidates i.e. Rs.400/-**
6. **Attested Copies of following documents are required to be attached with the application form:-**
 - a) Matriculation certificate or its equivalent showing the date of birth.
 - b) Degree/ Detailed marks certificate(s) of essential educational qualification.
 - c) S.C./ S.T./ OBC/ WFF certificates must be on parental lineage on the proforma prescribed by the Government and issued by the competent authority of the concerned area of Himachal Pradesh.
 - d) **The candidates belonging to Ex-Servicemen category must submit Copy of their discharge/release certificate from the concerned competent authority.**

7. SCHEME OF EXAMINATION

RULES RELATING TO THE SUBJECTS AND STANDARDS OF THE COMPETITIVE EXAMINATION OF CANDIDATES FOR THE POST OF HIMACHAL PRADESH ADMINISTRATIVE SERVICE

- 1 The examination shall include compulsory subjects and one optional subject.
- 2 The candidate shall specify in his/her application form the optional subject he/she desire to take. He /She may intimate any change of his/her intention to the Secretary, Himachal Pradesh Public Service Commission not later than the last date prescribed for the receipt of Application. A candidate shall answer the Optional Paper in English or in Hindi as per his/her option.
3. No candidate shall be considered to have qualified the written examination unless he /she obtains atleast 40% marks in Compulsory Papers of Hindi and English and 45% marks in the aggregate (excluding compulsory papers of Hindi &English).
- 4 The total number of candidate to be called for interview/personality test on the basis of written examination, shall not exceed three (3) times the number of the vacancies notified for recruitment through that examination.

Provided that in case there is tie between or amongst the candidates on account of having obtained equal minimum qualifying marks on the basis of written examination, all such candidates obtaining equal minimum marks shall be called for the interview/personality test.

5. The marks obtained by the candidates in the main examination (written part as well as interview/personality test) shall determine their final ranking. Candidates will be allotted various services/posts keeping in view their ranks in the examination and the preference expressed by them for the various services and posts.
6. The compulsory and optional subjects and maximum marks fixed for each Subject shall be as shown in the statement below:-

1. COMPULSORY PAPERS		
Paper No.	Subject	Maximum Marks
I	English	100
II	Hindi	100
III	Essay	100
IV	General Studies-I	200
V	General Studies-II	200
VI	General Studies-III	200

2. OPTIONAL SUBJECT (ONE)		
Paper No	Subject	Maximum Marks
VII	Paper-I	100
VIII	Paper-II	100

3. INTERVIEW/PERSONALITY TEST 150 MARKS

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

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

Note:-The marks obtained in the Compulsory Papers of English and Hindi will not be counted for overall ranking.

8. **The Optional Subjects for the Main Examination shall be as under:-**

OPTIONAL SUBJECTS

1	Indian History
2	Political Science and International Relation
3	Mathematics
4	Statistics
5	Economics
6	Commerce and Accountancy
7	Chemistry
8	Botany
9	Zoology
10	Philosophy
11	Law
12	Sociology
13	Public Administration
14	Management
15	Geography
16	Agriculture
17	Mechanical Engineering
18	Electrical Engineering
19	Civil Engineering
20	Hindi
21	Sanskrit
22	Urdu
23	English Literature
24	Psychology
25	Geology
26	Physics
27	Animal Husbandry and Veterinary Science
28	Anthropology
29	Forestry
30	Horticulture
31	Medical Science

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

10. All papers shall be of three hours duration.

11. Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in Himachal Pradesh shall be considered as “desirable qualifications”.
12. The marks obtained in the Compulsory Papers of English and Hindi will not be counted for overall ranking though it would be necessary to obtain 40% marks in each of these papers to qualify.
13. Marks and ranking will be decided on the basis of marks obtained in all other compulsory and optional papers (excluding marks of English and Hindi Papers of Compulsory Papers)
14. Credit will be given for good English/Hindi including orderly, effective and exact expression combined with the economy of words, in all subjects of the examination.
15. The names of candidates who are called for Interview/ Personality test shall be arranged in order of merit on the basis of the aggregate marks obtained in the examination.

NOTE:-

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

16. ADMISSION / REJECTION OF APPLICATION

- i) Incomplete, defectively filled up and unsigned application forms will be rejected straightway and no subsequent correspondence will be entertained.
- ii) The candidates claiming reservation must submit valid certificates (proof) of concerned category in support of the claim. In case of invalid certificate, the application will be rejected. The category already claimed shall not be changed.
- iii) If you belong to OBC category, you are requested to produce latest certificate at the time of last date fix for receipt of applications and viva-voce, along with latest affidavit duly attested by the authority authorized under the Indian Oath Act stating that your status as OBC has not changed and you are not excluded from the category of OBC on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family. You will not be allowed to appear in the Examination or viva-voce, if you fail to bring both these documents. No further time will be given for submission of these documents after the Examination/ viva-voce.
- iv) The S.C./ S.T. / O.B.C. / WFF candidates must possess such certificates(s) on lineage of parental families.

16. OTHER CONDITIONS

- i) **The Commission will not be responsible for any delay in receipt of application, due to any reasons, whatsoever.**
- ii) **Dispute, if any, shall be subject to court jurisdiction at Shimla.**
- iii) **It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information/ document(s) has been furnished or that there has been suppression or any factual information in the application form come to the notice at any time during the service of person, the service would be liable to be terminated.**
- iv) **No columns should be left blank in the application form.**
