

Post code 797	<ul style="list-style-type: none"> <li>i) Good knowledge of contemporary literature and art of the State.</li> <li>ii) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</li> </ul>
Post code 798 to 800 802 to 814, 816	Knowledge of customs, manners and dialects of HP and Suitability for appointment in the peculiar conditions prevailing in the Pradesh.
Post code 801	<ul style="list-style-type: none"> <li>i) Should have 3 years experience of legal work in Govt./Semi Govt. Department or should be qualified legal practitioner (Advocate or pleader) and should have practiced as such for two years in the Court.</li> <li>ii) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</li> </ul>
Post code 815	<ul style="list-style-type: none"> <li>i) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State.</li> <li>ii) Training and proficiency in use of accounting softwares like Talley/SAP/ERP.</li> </ul>

#### 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.**

796 to 802, 804, 806 to 816	<p><b>Objective type screening test consisting of 170 Multiple Choice Questions from :-</b></p> <ul style="list-style-type: none"> <li>i) Subject(s)/field(s) concerned prescribed as essential qualification(s) in the R&amp;P Rules and as notified in the advertisement. <span style="float: right;"><b>=120 questions</b></span></li> <li>ii) General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Logic, Social Science, General English &amp; General Hindi of Matric standard <span style="float: right;"><b>= 50 questions</b></span></li> </ul>
803	<ul style="list-style-type: none"> <li>i) 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 of 10+2 standard and General Hindi of Matric Standard.</li> <li>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.</li> </ul>
805	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 of 10+2 standard 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.

**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.** Preference will be given to the children of Freedom Fighters over Grand Children.
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.