

**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 Online Recruitment Application Forms (ORA) for the post(s) concerned.**
2. The candidates are advised to apply on line well in time without waiting for the last date of submission of online application.
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.
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. Incomplete Online Recruitment Applications submitted without requisite examination fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
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. Number of post(s) is/are tentative and may increase or decrease from time to time for different categories of posts. Any fresh requisitions received from any requisitioning authorities for the posts having similar R & P Rules and category wise breakup of posts etc. shall be included in the present number of posts up to 31.12.2017 or the date of written objective screening test whichever is earlier.
9. The candidate is allowed to submit only one application form against each post. Multiple applications Form for same post of a candidate are liable to be rejected.
10. The application forms through fax/post shall not be entertained and the commission does not take responsibility to inform such candidates.
11. Married daughters/ grand-daughters of freedom fighters are not entitled for reservation under Ward of Freedom Fighter Sub category. Preference will be given to the children of Freedom Fighters over Grand Children.
12. Eligibility for vacancies in Sub-Category of SPORTSMAN shall be as per the norms framed by department of Youth Services and Sports.
13. 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.
14. **The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes should be on parental basis, failing which candidature of such candidates will be rejected.**
15. 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.
16. 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 in support of his/her claim. The validity of the certificate is required to be seen at the time of Evaluation of 15 marks.
17. 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 Commission immediately after receipt of his roll number.
18. Examination fee once paid will not be refunded.
19. The candidates can also submit their Online Application form(ORA) through LOKMITRA KENDRAS (LMKs) located in HP at the prescribed charges approved by HPSSC as under:-
 

i) Registration of applicant	Rs. 10/-
ii) Filling up of Application Form for one post.	Rs. 10/-
iii) Filling up of Challan Form and Printout	Rs. 10/-

iv) Printing of Admit Card

Rs. 10/-

**1. EXAMINATION FEES:-**

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

Sr.No.	Category	Exam Fees
1.	<b>General Category</b> (including General Ex-Servicemen of HP relieved from Defence Services on their own request before completion of normal tenure, and reserved categories of other states).	Rs. 360/-
2	General IRDP, Physically Handicapped, Ward of Freedom Fighter, Ward of Ex-Servicemen of HP.	Rs. 120/-
3.	<b>S.C. of H.P. /S.T. of H.P. /O.B.C. of H.P.</b> (including S.C. /S.T. /O.B.C. Ex-Servicemen of H.P. relieved from Defence Services on their own requests before completion of normal tenure and SC/ ST/ OBC, IRDP, Physically Handicapped, Ward of Freedom Fighter, Ward of Ex-Servicemen of H.P)	Rs. 120/-
4.	<b>Ex-Servicemen of H.P.</b> (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure) / <b>Blind of H.P./ Visually Impaired of H.P.</b>	No Fee

**Mode of Payment:-**

Candidates can pay requisite Exam. Fee through one of the following modes:-

- Online Payment Gateway or
- Offline computer generated Challan or
- Lokmitra Kendra

**(a) ONLINE PAYMENT GATEWAY:-**

The candidate can deposit the requisite fee through online payment gateway using Credit Card/Debit Card/ Net Banking. There will be no extra charge using this mode.

**(b) OFFLINE COMPUTER GENERATED CHALLAN:-**

In case of non- possession of Credit Card /Debit Card/Net Banking facility a candidate may adopt this mode of payment. The candidate will print an offline computer generated challan and deposit fee at any of the nearest branch of any bank. The bank charges in this case would be applicable. However, the candidate has an option of printing e-challan for PNB and deposit the fee through nearest PNB branch without any extra charge. After depositing the requisite fee in the bank, the candidate is required to update his fee details i.e. Transaction ID, Branch Code and date of payment etc. through his user ID on Online Recruitment Applications (ORA).

**(c) LOKMITRA KENDRA:-**

The candidates without internet facility can visit their nearest LMK and get the form filled along with fee deposit at the prescribed charges as mentioned above.

**2. 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. 01972-221841, Toll Free No. 1800-180-8095 or on email ID i.e. [sssb-hp@nic.in](mailto:sssb-hp@nic.in) on any working day between 10:00 A.M. to 05:00 P.M.

**3. 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. 10 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.**

**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 Admit Card will also be sent on registered 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. An 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.

**4. 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.**

**5. 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.

**6. 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 Online Recruitment Application is liable to be rejected.

**7. 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 speed. 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 candidate 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 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.

#### **8. 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.

**9. 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) Cast 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.

**10. 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.

**11. ABBREVIATIONS:**

- OTP:- One Time Password
- HP.SSC:- 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: Dependent sons, daughters and wives of Ex-SM of H.P.
- PWD: Persons with disabilities of H.P.
- OH: Orthopedically Handicapped.
- VI: Visually impaired, HI: Hearing Impaired.

**11. 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 web page 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.

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