



Himachal Pradesh Vidhan Sabha Secretariat

Advertisement No.: VS/Estt./Advertisement/6-13/2017-III

Dated; Shimla-4, the 24th January, 2024

ADVERTISEMENT

Online Recruitment Applications (ORA) are invited from desirous and eligible candidates for making direct recruitment to various categories of posts on contract/regular basis in Himachal Pradesh Vidhan Sabha, Shimla-171004 available at the recruitment tab on official website i.e. <https://evidhan.nic.in>

Closing date for Application: 26th February, 2024 (11.59PM) and closing date for Fee : 26th February, 2024 (11.59PM).

A. IMPORTANT INSTRUCTIONS:-

1. The candidates must read instructions carefully, which are available on website of the H.P. Vidhan Sabha Secretariat, Shimla-4 before applying for the post(s) concerned.
2. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement by uploading copies of certificates of essential qualification, Matriculation certificate as age proof, Category certificate alongwith Bonafide certificate of H.P. and experience certificate (where required) to avoid rejection of their candidature before the closing date.
3. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as mentioned in Eligibility Criteria of this advertisement.
4. *The candidate shall be eligible for appointment to Class-III post(s), if he/she has passed Matriculation and 10+2 and for Class-IV post(s), 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 under Notification No. Per(AP)-C-C(17)-2/2018, dated 19th November, 2019 of Department of Personnel (AP-III) Govt. of H.P.
5. The benefit of reservation to 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., E.W.S., Ex-SM, W.F.F. and PwBDs etc.
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. No in service (regular service) candidate will be interviewed unless he/she brings N.O.C. from the concerned employer.
8. Examination fee once paid will not be refunded.
9. The candidates must mention their e-mail & mobile No. correctly in their Online Recruitment Application for receiving alerts and messages relating to Examination.
10. The candidates should also give their Aadhar No. (Optional) in the appropriate field of the ORA.
11. Disputes, if any, shall be subject to Court jurisdiction at Shimla.
12. Only eligible candidates will be allowed to sit in written/screening/skill test after scrutiny of all online applications.

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13. The candidates those who qualify the written/screening test will be eligible for Skill test(Shorthand and Typing test).
14. Category once claimed shall be treated final and no representation/correspondence will be entertained in this regard.
15. Re-checking/re-evaluation for the written objective type examination will not be allowed in any case.
16. *The selection to Class-III posts/services shall be made on the basis of merit of written examination/screening test/skill test in terms of Notification No. Per(AP-B)B(15)11/2018, dated 04th May, 2022 issued by the Department of Personnel, Govt. of H.P.*
17. *The selection to Class-IV posts/services shall also be made on the basis of merit of screening test.*
18. No TA/DA shall be admissible to the applicants.

B. The detail of post(s), eligibility criteria and Syllabus/Selection Procedure for examination(s) is as under:-

S. No.	Name of post	No. of post(s)	Category wise No. of posts	Eligibility Criteria	Selection Procedure & Syllabus
(i)	Reporter(Hindi) Pay Matrix Level- 16 of ₹48,700-1,54,300/-	05 (Clear cut)	(a) Reporter(Hindi) (i) UR=04 (ii) Persons with benchmark disability (Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy of 40% and above)= 01	(a) Essential Qualification: (i) Graduate of a recognized University (ii) Shorthand speed in English/Hindi 160 words per minute and typing English/ Hindi 60/40 words per minute respectively. (b) Desirable Qualification: (i) Experience of reporting either in Committee or Assembly Debates; (ii) Bilingual Competence.	The eligible candidates will have to appear in Offline Written Test, Skill Test and Personal Interview. (I) Written Test (a) Paper-I - 100 Marks (Duration- Two Hours) Offline test consisting of objective type multiple choice questions as follows:- (i) General Knowledge of Himachal Pradesh = 30 Marks (ii) General Knowledge of National & International Affairs=30 Marks (iii) Knowledge of Hindi Language = 20 Marks (vi) Knowledge of English Language = 20 Marks (b) Paper-II-100 Marks (Duration- Three Hours) A Descriptive Subject Aptitude Test having following Syllabus:- (a) Explanation of Hindi passage in Prose and Poetry in same language. (b) Translation of Hindi Passage into English and vice-versa. (c) Composition (Essay, Idioms, Correction etc.) (d) Precis writing in Hindi and English. Note-I: The candidates those who qualify the written test of Paper-I with 50% of total marks will only be eligible for evaluation of Paper-II. Note-II: On the basis of their performance in Paper I & II the shortlisted candidates will be called for Skill Test. (II) Skill Test : (a) Shorthand Test Dictation in English/Hindi will be at the speed of 160 w.p.m. of 5 minutes duration to be transcribed within 60 minutes (which includes 5 minutes for reading of notes) of Hindi Shorthand test. Not more than 5% errors will be allowed for passing the Shorthand Test. The test will be held on computer and candidate should be well conversant with Unicode Compliant/Kruti Dev 10 Font for Hindi Typing. (b) Typing Test: Typing speed of English/Hindi 60/40 words per minute respectively. (III) Personal Interview-10 marks

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(ii)	<p>Jr. Scale Stenographer Pay Matrix Level- 7 of ₹28,900-91,600/-</p>	02	<p>(i) UR=01 (Clear cut) (ii) SC(EX-serviceman)=01 (anticipated)</p>	<p>(a) Essential Qualification(s) : (i) Bachelor's Degree from a recognised University. (ii) Should possess the following speed in shorthand and typewriting in both the languages i.e. Hindi and English at the time of initial recruitment; Speed in short hand in English 80WPM & in Hindi 70 WPM and Speed in Type Writing on Computers in English 40 WPM & in Hindi 30 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 typewriting 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 whichever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he/she 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/her annual increment from due dates and the candidate(s) who qualifies the said test after three years will be eligible to draw his 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>(I) Written Test: (a) Paper-I - 100 Marks (Duration- Two Hours) Offline test consisting of objective type multiple choice questions as follows:- (i) General Knowledge of Himachal Pradesh = 30 Marks (ii) General Knowledge of National & International Affairs=30 Marks (iii) Knowledge of Hindi Language = 20 Marks (vi) Knowledge of English Language = 20 Marks (b) Paper-II-100 Marks (Duration- Three Hours) (a) Explanation of Hindi passage in Prose and Poetry in same language. (b) Translation of Hindi Passage into English and vice-versa. (c) Composition (Essay, Idioms, Correction etc.) (d) Precis writing in Hindi and English. Note-I:The candidates those who qualify the written test of Paper-I with 50% of total marks will only be eligible for evaluation of Paper-II. Note-II: On the basis of their performance in Paper I & II, the shortlisted candidates will be called for Skill Test. (II) Skill Test(Shorthand & Type Test) –Qualifying: Not more than 5% errors will be allowed for passing the Shorthand Test. The test will be held on computer and candidate should be well conversant with Unicode Compliant/Kruti Dev 10 Font for Hindi Typing. (III) Verification of original documents.</p>
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(iii)	<p>Jr. Translator Pay Matrix Level- 7 of ₹28,900- 91,600/-</p>	01	UR =01 (Clear cut)	<p>Essential qualification: (i) Graduate of a recognized University with Hindi & English as subject at the degree level or graduate of a recognized University in any stream (i.e. Arts/Science/Commerce/LLB/BA/BBA) with post Graduation in Hindi or in English language.</p> <p>Desirable: Experience of translation/proof reading.</p>	<p>(I) Written Test - (a) Paper-I -100 Marks (Duration- Two Hours) Offline test consisting of objective type multiple choice questions as follows:- (i) General Knowledge of Himachal Pradesh = 30 Marks (ii) General Knowledge of National & International Affairs=30 Marks (iii) Knowledge of Hindi Language = 20 Marks (vi) Knowledge of English Language = 20 Marks</p> <p>(b) Paper-II -100 Marks (Duration- Three Hours) A Descriptive Subject Aptitude Test containing translation of Hindi and English passages, translation skills, knowledge of Hindi and English languages including familiarity with Parliamentary expressions, language used in Parliamentary debates and discussions and his/her knowledge of the general phrase/terminologies etc. The paper shall also test his/her ability to write the two languages correctly, precisely and effectively.</p> <p>Note-I: The candidates those who qualify the written test of Paper-I with 50% of total marks will only be eligible for evaluation of Paper-II.</p> <p>Note-II: On the basis of their performance in Paper I & II, the shortlisted candidates will be called for verification of original documents.</p> <p>(II) Verification of original documents:</p>
(iv)	<p>Junior Office Assistant(IT) "a) Pay Scale for regular incumbent(s): Level-4 of the pay matrix (₹20600-65500) as per H.P. Civil Services (Revised Pay) Rules, 2022.</p> <p>(b) Level-10 of the pay matrix (₹38100-120400) as per H.P. Civil Services (Revised Pay) Rules, 2022 to be given to the 50% of the total number of posts of the Junior Office Assistant (IT) in the cadre after minimum 5 years of regular service as Junior Office Assistant(IT) in the cadre and the incumbent of these posts shall be designated as Jr. Assistant by placement.</p> <p>(c) Emoluments for contract Employee(s): 60% of the first cell of the Level-4 of the pay matrix (₹12,360/-) as per H.P. Civil Services (Revised Pay) Rules, 2022".</p>	03	UR =03 (Clear cut)	<p>(a) Essential qualification(s): (i) Should have passed 10+2 Examination from a recognized Board of School Education/ University. OR Matriculation from recognized Board of School Education with one/two year's Diploma/ Certificate from an Industrial Training Institute(ITI) in Information Technology(IT) and 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): Provided that the candidate must have passed matriculation and 10+2 from any school/ Institution situated within Himachal Pradesh. Provided further that this condition shall not apply to Bonafide Himachalis. (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 Visually Handicapped (NIVH), Dehradun or Composite Training Centre(CTC), Ludhiana. They shall have to complete the above training for</p>	<p>(I) Written Test: (a) Paper-I -100 Marks (Duration- Two Hours) Offline test consisting of objective type multiple choice questions as follows:- (i) General Knowledge of Himachal Pradesh = 30 Marks (ii) General Knowledge of National & International Affairs=30 Marks (iii) Knowledge of Hindi Language = 20 Marks (vi) Knowledge of English Language = 20 Marks</p> <p>(b) Paper-II 100 Marks (Duration- Three Hours) A Descriptive Subject Aptitude Test containing History, geography and socio economic development of Himachal Pradesh. Knowledge of current events of National and International importance and such matter of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will also include questions on Modern History (From 1857 onwards) of India, Indian culture, Indian polity, Indian Economy and Geography of India, Science & Technology and Environment Science.</p> <p>Note-I: The candidates those who qualify the written test of Paper-I with 50% of total marks will only be eligible for evaluation of Paper-II.</p> <p>Note-II: On the basis of their performance in Paper I & II, the shortlisted candidates will be called for Skill Test.</p> <p>(II) Skill Test (Typing Test)-Qualifying (as per R&P Rules).The test will be held on computer and candidate should be well conversant with Unicode Compliant/Kruti Dev 10 Font for Hindi Typing.</p> <p>(III) Verification of original documents.</p>

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			<p>which three chances will be afforded. If the incumbents fails to qualify the same his services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training.</p> <p>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.</p> <p>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. The above criteria for grant of exemption from passing the typing test shall also be applicable to the skill test Norms on computers.</p> <p>(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."</p>		
(v)	<p>Clerk Pay Matrix Level- 3 of ₹20,200- 64,000/-</p>	10	<p>(i) UR=03(Clear cut) (ii) Persons with benchmark disability (Blindness and low vision of 40% and above)= 01 (Clear cut) (iii) S.C. OF H.P. = 01(Clear cut) (iv) S.T. OF H.P. = 01(Clear cut) (v) (a) O.B.C. OF H.P. = 02 (Clear cut) (b) O.B.C. OF H.P. = 01 (Anticipated) (vi) EWS of H.P. (General)=01(Clear cut)</p>	<p>(a)Essential Qualification(s): (i) Bachelor's Degree or its equivalent from a recognized University. (ii) Should possess a minimum speed of 30 words per minute in English Typewriting or 25 words per minute in Hindi Type-writing on Computer. Provided that visually impaired persons recruited under 1% quota shall be imparted necessary basic training including computer training by the Department concerned through Composite Regional Centre (CRC), Sundernagar instead of passing typing test. They shall have to complete the above training during which three chances will be afforded. If the incumbents fail to qualify the same his/her service shall be terminated. Provided further that physically handicapped persons who are otherwise qualified to hold the clerical post are certified as being unable to type by the Medical Board, such persons 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. The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill</p>	<p>(I) Written Test: (a) Paper-I -100 Marks (Duration- Two Hours) Offline test consisting of objective type multiple choice questions as follows:- (i) General Knowledge of Himachal Pradesh = 30 Marks (ii) General Knowledge of National & International Affairs=30 Marks (iii) Knowledge of Hindi Language = 20 Marks (vi) Knowledge of English Language = 20 Marks (b) Paper-II 100 Marks (Duration- Three Hours) A Descriptive Subject Aptitude Test containing History, geography and socio economic development of Himachal Pradesh. Knowledge of current events of National and International importance and such matter of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will also include questions on Modern History (From 1857 onwards) of India, Indian culture, Indian polity, Indian Economy and Geography of India, Science & Technology and Environment Science. Note-I: The candidates those who qualify the written test of Paper-I with 50% of total marks will only be eligible for evaluation of Paper-II. Note-II: On the basis of their performance in Paper I & II, the shortlisted candidates will be called for Skill Test. (II) Skill Test (Typing Test)-Qualifying (as per R&P Rules).The test will be held on computer and candidate should be well conversant with Unicode Compliant/Kruti Dev 10 Font for Hindi Typing. (III) Verification of original documents.</p>

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				<p>Test Norms on Computers. (iii) Should have the knowledge of "Word Processing" in Computer as prescribed by the Recruiting Authority.</p> <p>(b) Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State.</p>	
(vi)	Driver Pay Matrix Level- 5 of ₹21,300-67,800/-	01	S.C. OF H.P. = 01 (Clear cut)	<p>Essential Qualification: (i) Should be Matric Pass or its equivalent from recognized Board of School Education/Institution. (ii) Must possess valid driving license for plying of medium and heavy motor vehicles. (iii) Should qualify the prescribed driving test.</p>	<p>(I) Written Test- 100 marks (Duration -Two Hours) Offline test consisting of objective type multiple choice questions relating to Motor Vehicles and Road Safety Act and Rules. Knowledge of Hindi & English. Knowledge of Himachal Pradesh & India in general. Note-I: The pass marks for Written Test are 50% of 100 marks. Note-II: On the basis of their performance in written test, the shortlisted candidates will be called for driving test. (II) Driving Test: The candidates shall have to qualify the prescribed driving test. (III) Verification of original documents.</p>
(vii)	Frash Pay Matrix Level- 1 of ₹18,000-56,900/-	09	<p>(i) (a) UR = 02 (Clear cut) (b) UR = 03 (Anticipated) (ii) Persons with benchmark disability (Autism, intellectual disability, specific learning disability and mental illness of 40% and above) = 01 (Clear cut) (iii) O.B.C. OF H.P. = 01 (Clear cut) (iv) SC (Ex-Serviceman of H.P.) = 01 (Clear cut) (v) SC of H.P. = 01 (Anticipated)</p>	Should be Middle Pass from an educational institution recognized by the H.P. State Government.	<p>(I) Written Test- 100 marks (Duration -Two Hours) Offline test consisting of objective type multiple choice questions relating to General knowledge of Himachal Pradesh, India and knowledge of Hindi & English. Note-I: The pass marks for Written Test are 50% of 100 marks. Note-II: On the basis of their performance in written test, the shortlisted candidates will be called Verification of original documents (II) Verification of original documents.</p>
(viii)	Chowkidar Pay Matrix Level- 1 of ₹18,000-56,900/-	03	<p>(i) UR = 01 (Clear cut) (ii) S.C. OF H.P. = 01 (Clear cut) (iii) O.B.C. of H.P. = 01 (Clear cut)</p>	<p>Essential Qualification: Should be Middle Pass from an institution recognized by the H.P. State Government.</p>	<p>(I) Written Test- 100 marks (Duration -Two Hours) Offline test consisting of objective type multiple choice questions relating to General knowledge of Himachal Pradesh, India and knowledge of Hindi & English. Note-I: The pass marks for Written Test are 50% of 100 marks. Note-II: On the basis of their performance in written test, the shortlisted candidates will be called for Verification of original documents (II) Verification of original documents.</p>
(ix)	Mali Pay Matrix Level- 1 of ₹18,000-56,900/-	01	UR = 01 (Clear cut)	<p>Essential Qualification: Should be Middle Pass from an Institution recognized by the H.P. State Government. Desirable: Practical experience of working as Gardener in Government/Semi-Government Institution.</p>	<p>(I) Written Test- 100 marks (Duration -Two Hours) Offline test consisting of objective type multiple choice questions relating to General knowledge of Himachal Pradesh, India and knowledge of Hindi & English. Note-I: The pass marks for Written Test are 50% of 100 marks. Note-II: On the basis of their performance in written test, the shortlisted candidates will be called Verification of original documents (II) Verification of original documents.</p>

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Note : Number of post(s) is/are tentative and may increase or decrease from time to time.

C. AGE:-18 to 45 years (reckoned as on 01.01.2024).

- (i) Five years relaxation in upper age limit is admissible only to the bonafide S.C. of H.P./S.T. of H.P./O.B.C. of H.P./W.F.F. of H.P./Persons with benchmark disabilities 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. The age relaxation for these categories is available only if there is a post reserved for these categories.

D. EXAMINATION FEES:-

The detail of fee for respective categories is as under:-

S. No.	Category	Examination Fees
1.	General Category {including General, General EWS, Persons with benchmark disabilities, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of H.P./ Ex-Servicemen of H.P. relieved from Defence Services on their own request before completion of normal tenure, General wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM of H.P. and candidates of other States (including reserved category candidates of other States)}	(i) Reporter(Hindi) - ₹800/- (ii) Jr. Scale Stenographer- ₹600/- (iii) Jr. Translator - ₹600/- (iv) Jr. Office Assistant(IT)- ₹600/- (v) Clerk - ₹600/- (vi) Driver - ₹600/- (vii) Frash - ₹400/- (viii) Chowkidar - ₹400/- (ix) Mali - ₹400/-
2.	S.C./S.T./O.B.C./B.P.L. of H.P.	(i) Reporter(Hindi) - ₹200/- (ii) Jr. Scale Stenographer- ₹150/- (iii) Jr. Translator- ₹150/- (iv) Jr. Office Assistant(IT) - ₹150/- (v) Clerk - ₹150/- (vi) Driver - ₹150/- (vii) Frash - ₹100/- (viii) Chowkidar - ₹100/- (ix) Mali - ₹100/-
3.	(i) Female candidates (ii) Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)	No Fee

Note : The Candidates who belong to any of the reserved category and there is no post reserved for such category but the candidates claiming fee concession available to them shall have to upload the category certificate in support of their claim.

E. MODE OF PAYMENT:-

The desirous & eligible candidates shall pay the examination fee fixed category-wise online through "SBI Collect", on or before the prescribed closing date for submission of Online Recruitment Applications through link provided on our website at the tab **Recruitment** thereafter click on **APPLY ONLINE** button and proceed for requisite fee deposit before filling up the Application Form. Fee once paid shall neither be refunded under any circumstances nor can the fee be held in reserve for any other examinations or post without permission of the competent authority.

On successful payment candidate should note down the SBI Collect Reference Number which the candidate is required to mention in the Online Recruitment Application Form and should upload the SBI Collect Challan/SBI Collect Pay-in-Slip (E-Receipt) along with the SINGLE PDF copy of the required documents.

NOTE: Candidates should note that payment of fee can be made only through the mode prescribed above. Payment of fee through any other mode is neither valid nor acceptable. Applications submitted without the prescribed fee/mode shall be summarily rejected.

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F. CATEGORY CLAIMS:-

The category of the candidate claimed in the profile before he/she applied for the post shall be treated as final. In case his/her category undergoes a change before the last date notified for submission of Online Recruitment Application Form through official website then the candidate shall have to cancel his/her previous application and apply afresh under the category which he/she intends to claim. In such a situation the fees deposited by the candidate earlier shall stand forfeited and he/ she shall have to deposit fresh fees as is applicable for the category claimed by him/her.

S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ E.W.S. of Himachal Pradesh/ W.F.F. of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh and Persons with Benchmark disabilities of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the Online Application(s) 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. The Statutory certificates like bonafide Himachali, S.C.,S.T.,W.F.F. & Legal heir issued on parental basis on the prescribed format are of permanent nature and are acceptable to this Secretariat.

Valid Category certificates in support of their eligibility, if any, which S.C., S.T., O.B.C., E.W.S., Ex-Servicemen along with Discharge Book/Service Book, Ward of Ex-Servicemen, WFF and Persons with Benchmark Disabilities etc. All these certificates along with undertaking wherever required should be on Proforma prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes certificates should be in accordance with the instructions of Govt. issued vide letter No. PER(AP)-C-F(10)(-4/2020, dated 5th August, 2019.

1. EX-SERVICEMEN OF HIMACHAL PRADESH:-

The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Ex-Servicemen Discharge Certificate/Service Book and full detail in respect of their P.P.O. No., Rank etc. and NOC with date of retirement from the Defence Services to claim the benefit of reservation/fee concession for the category of Ex-Serviceman of Himachal Pradesh.

2. OTHER BACKWARD CLASSES/ ECONOMICALLY WEAKER SECTION OF HIMACHAL PRADESH:-

The candidates belonging to O.B.C./E.W.S. of H.P. category must produce valid OBC/EWS certificate(s) in support of their category claim on the prescribed format as per instructions of Himachal Pradesh Government. Candidates must have a valid O.B.C./E.W.S. Certificate covering the entire period from last date of submission of online applications till date of personal interview/verification of original documents alongwith an undertaking that his/her status as O.B.C./E.W.S has not been changed and he/she has not been excluded from the category of O.B.C. or E.W.S. of H.P. on account of being covered under creamy layer.

Valid EWS/BPL certificate (Candidates applying under EWS's category will have to submit either "Income & Asset Certificate" or valid BPL Certificate countersigned by B.D.O. along with non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by the H.P. Government vide letter No. PER(AP)-C-B(12)-1/2019, dated 11th June, 2019.

G. GENERAL CONDITIONS:-

- (i) The date of determining the eligibility of all candidates in terms of essential qualification(s), experience, if any, shall be reckoned as on the closing dates.
- (ii) The decision of H.P. Vidhan Sabha regarding eligibility etc. of a candidate for admission to skill/screening/personal interview/verification of original documents or selection will be final and no correspondence/personal enquiries will be entertained.
- (iii) Onus of proving that a candidate has acquired requisite degree/essential qualification by the stipulated date, shall be 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 educational qualification. No extra opportunity shall be provided to the

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candidates to produce appropriate certificates at the time of personal interview/verification of original documents.

- (iv) 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 H.P. Vidhan Sabha. 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 for withholding permission to any candidate applying for/appearing for the examination, his/her application(s) will be liable to be rejected.
- (v) Contract/Casual/Adhoc/Outsource/Daily waged/Work charged employees do not need to produce NOC from the concerned employer.
- (vi) In Government service (regular service) candidates may apply to H.P. Vidhan Sabha 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/evaluated unless he/she produces NOC from the concerned employer.
- (vii) 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 of any factual information in the application comes to the notice at any time during the service of a person, his service shall be terminated.
- (viii) The candidates applying for the post should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all stages of examination for which they are admitted by this Secretariat, viz., written examination, personal interview and verification of original documents will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination or personal interview/verification of original documents, it is found that they do not fulfil any of the eligibility conditions; their candidature for the concerned examination will be cancelled by the Himachal Pradesh Vidhan Sabha Secretariat.
- (ix) Candidate, who is or has been declared by H.P. Vidhan Sabha 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/question-cum-answer booklets, or
 - (i) misbehaving in the examination hall including tearing of the scripts/question-cum-answer booklets, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
 - (j) harassing or doing bodily harm to the staff employed/hired by the H.P. Vidhan Sabha 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

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(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 H.P. Vidhan Sabha 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 H.P. Vidhan Sabha from the examination for which he/she is a candidate and/or

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

- by the H.P. Vidhan Sabha from any examination or selection held by them
- by the Central 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.
- (x) The centres of holding the examination(s) are liable to be changed at the discretion of the H.P. Vidhan Sabha.
- (xi) No candidate will be eligible for admission to the examination:-
 - a) If he/ she has been dismissed from any previous Govt./ Semi Govt. 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; or
 - d) If he / she is an un-discharged insolvent.

H. HOW TO APPLY:-

- (i) Before filling up the online application form the applicants are advised to read carefully the advertisement and R&P Rules for the post(s) and also ensure that he/she is eligible for the post(s) as per the criterion given in the advertisement.
- (ii) Desirous/eligible candidates must have to apply online through official website of the H.P. Vidhan Sabha <https://evidhan.nic.in> at the *Recruitment Tab*. Applications received through any other mode would not be accepted and summarily rejected.
- (iii) The candidates, who wish to apply for more than one post, should apply separately for each post and will have to pay the requisite examination fees for each post in the prescribed manner.
- (iv) In case the candidate has applied against more than one post i.e. post published in the advertisement, the candidate is required to submit separate copies of requisite attested documents/certificates along with the printout of the Online Recruitment Application of each post on the day of Personal Interview/verification of original documents (Offline) for the respective posts.
- (v) After submitting the Online Recruitment Application(s) (ORA), the candidates are required to take a printout of the finally submitted Online Recruitment Application and keep their application number with them to submit the same along with requisite attested documents /certificates in support of their eligibility to H.P. Vidhan Sabha on the day of personal interview/Verification of original documents (Offline) for the concerned post failing which his/her candidature shall stand finally rejected. Non submission of the certificates will make them ineligible to appear in the Personal Interview/ Verification of original documents.

I. SUBMISSION OF CERTIFICATES/ DOCUMENTS:-

The candidates will have to upload all the documents as per Check List i.e. essential qualification(s), age, experience and category in support of their eligibility while applying for the post on the Official Website of this Secretariat.

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J. CHECK LIST:**VERIFY THE FOLLOWING BEFORE SUBMITTING THE ONLINE APPLICATION OR DOCUMENTS/CERTIFICATES:-**

- (a) Upload photograph (size less than 50kb)
- (b) Upload signature (size should be 4 to 12kb)
- (c) That the SINGLE PDF copy of following documents/certificates are required to be uploaded online in support of claims made/information given in the Online Recruitment Application (The total size of the PDF file should not exceed 4 MB):-
 - (i) Date of birth proof (scanned copy)
 - (ii) Educational Qualification Certificates (Degree/Diploma Certificates along with Final year/completion Marks Sheets(scanned copy)
 - (iii) Claimed Category Certificates(Reservation Certificate(s) for which reservation has been claimed) (scanned copy)
 - (iv) Bonafide Himachali Certificate(for Class-III & IV posts)
 - (iv) Fee Concession(In case of fee concession the candidates shall have to produce/submit valid certificates)
 - (v) SBI Collect Pay-in-Slip(e-Receipt)
 - (vi) Ex-Servicemen of H.P. (Discharge Book/Service Book)

Note: All uploaded/scanned documents should be legible and visible enough.

- (d) That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for personal interview/ Verification of original documents.
- (e) In order to ascertain the eligibility for the concerned post(s), a printout of the finally submitted Online Recruitment Application has to be submitted along with all requisite attested copies of certificates/documents, which shall be verified from the original documents which are required to be brought on the day of personal interview/verification of original documents for the concerned post(s).

Note:- Original certificates will have to be produced at the time of personal interview/ verification of original documents. If their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by H.P. Vidhan Sabha.

The detailed particulars of such candidates will be uploaded on the website of the H.P. Vidhan Sabha to blacklist such debarred candidates.

K. ADMISSION/REJECTION:-

Online Recruitment Applications (ORA) will straight way rejected without following:

- (i) Examination fee/SBI Collect e-Receipt
- (ii) Uploaded photograph
- (iii) Uploaded signature
- (iv) Scanned Educational Qualification Certificate
- (v) Bonafide Himachali Certificate(in case of Class-III and IV posts)
- (vi) Scanned Reserve category certificate
- (vii) Scanned Date of Birth proof
- (viii) Less Fee; and

no further representation will be accepted. The requisite documents submitted by the candidates, will be scrutinized and list of finally rejected and admitted candidates will be uploaded on the website of this Secretariat. No separate intimation in this regard will be sent by post.

Candidates are advised to visit the official website from time to time for updates in their own interest.

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L. 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/Admit Card along with instructions for the concerned post(s) from the official website <https://evidhan.nic.in>. Therefore, the candidates are advised to fill up their correct mobile number while applying online as any information with regard to admission or rejection of all online applications will only be sent through SMS alerts on registered mobile number of the eligible candidate. No candidate shall be allowed to sit in the Examination/Test without e-Admission Certificate/Admit Card.

M. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-


In case of any guidance/information/clarification regarding Online Applications, candidates can contact Telephone No. 0177-2881124 & 2881255 on any working day between 10:00 A.M. to 05:00 P.M. No candidate will interact directly with the staff deployed in the Recruitment Section.

N. IMPORTANT NOTE:

Candidates are advised to visit the H.P. Vidhan Sabha Secretariat's website from time to time for updates in their own interest.

ABBREVIATIONS:

HP: Himachal Pradesh, UR: Unreserved, SC: Scheduled Castes of H.P., ST: Scheduled Tribes of H.P., OBC: Other Backward Classes of H.P., BPL: Below Poverty of H.P. EWS: Economically Weaker Section 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., PwBDs: Persons with Benchmark disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired, NOC: No Objection Certificate and MCQs: Multiple Choice Questions.


Secretary,
H.P. Vidhan Sabha.
Ph. No. 0177-2656424