

**SELECTION PROCESS:-**

Stage	Stage Name
1.	PRELIMINARY EXAMINATION
2.	(MAIN) WRITTEN EXAMINATION
3.	PERSONALITY TEST

**Scheme of Examination****1. Preliminary Examination :-**

(i) This preliminary examination will consist of two objective type papers (multiple choice questions) and carry a maximum of 400 marks in the subjects of General Studies and Aptitude Test as per detail given below. This examination is meant to serve as a screening test only; the marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit.

(ii) The number of candidates to be admitted to the Main Examination will be about 20 times the total approximate number of vacancies to be filled in the year through this examination. Only those candidates who have been declared by the Commission to have qualified the Preliminary Examination will be eligible for admission to the Main Examination corresponding to the said Preliminary Examination provided they are otherwise eligible for admission to the Main Examination.

(iii) Provided that Aptitude Test (Paper-II) of the Preliminary Examination will be a qualifying paper with minimum qualifying marks fixed at 33% and, therefore, marks obtained in this paper shall not be counted for determining the merit of the candidates to be drawn exclusively on the basis of marks obtained in General Studies (Paper-I) of the Preliminary Examination for their admission to the Main Examination.

Note: There will be penalty (Negative Marking) for wrong answers marked by a candidate in the objective type question papers.

i. There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, one third of the marks assigned to that question will be deducted as penalty.

ii. If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question.

iii. If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

Duration: The duration of Papers No. I and II (General Studies and Aptitude Test) will be two hours each.

**Note:- It is mandatory for the candidate to appear in both the Papers of HPAS (Preliminary) Examination for the purpose of evaluation. Therefore a candidate will be disqualified in case he/she does not appear in both the papers of HPAS (Preliminary) Examination**

**Syllabus For H.P. Administrative Service etc. Combined Competitive (Preliminary) Examination:-**

Paper	Detail of questions and marks	Syllabus
Paper – I General Studies (Code No. 01)	This paper shall be of 200 marks and there shall be 100 objective type (multiple choice) questions.	<ul style="list-style-type: none"> <li>• History, Geography, Political, Art &amp; Culture and Socio Economic Development of Himachal Pradesh.</li> <li>• Current events of National and International importance.</li> <li>• History of India and Indian National movement.</li> <li>• Indian and World Geography - Physical, Social, Economic Geography of India and the world.</li> <li>• Indian Polity and Governance - Constitution, Political System, Panchayati Raj, Public Policy, Rights issues, etc.</li> <li>• Economic and Social Development- Sustainable Development, Poverty, inclusion, Demographics, Social Sector initiatives, etc.</li> <li>• General issues on Environmental Ecology, Bio-diversity and Climate Change - that do not require subject specialization.</li> <li>• General Science.</li> </ul>

Paper-II Aptitude Test (Code No.-02)	This paper shall be of 200 marks and in this paper there shall be 100 objective type (multiple choice) questions	<ul style="list-style-type: none"> <li>• Comprehension.</li> <li>• Interpersonal skills including communication skills.</li> <li>• Logical reasoning and analytical ability.</li> <li>• Decision making and problem solving</li> <li>• General mental ability</li> <li>• Basic numeracy (numbers and their relations, orders of magnitude etc. (Class X level), Data interpretation (charts, graphs, tables, data sufficiency etc. – Class X level)</li> <li>• English Language comprehension skills (Class X level)</li> </ul>
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## 2. (Main) Written Examination:-

1. The main examination shall include compulsory subjects and one optional subject. Before this main examination a preliminary objective type examination based on multiple choice questions is to be conducted.

2. The candidate shall specify in his / her application form the optional subject he / she desires to take. He / She may intimate any change of his / her intention to the Secretary of the Commission not later than the last date prescribed for the payment of the examination fee. 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 candidates 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 a 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 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 below:-

### 1. COMPULSORY PAPERS

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

### 2. OPTIONAL SUBJECT (ONE)

Paper No.	Subject	Maximum Marks
Paper-VII	Paper-I (optional subject opted)	100
Paper-VIII	Paper-II (optional subject opted)	100

7. 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. examinations of a recognized University. The standards and contents of compulsory papers of English and Hindi shall be of 10+2 level.

8. All Papers shall be of three hours duration.

9. The marks obtained in the Compulsory Papers of English and Hindi will not be counted for over all ranking though it would be necessary to obtain 40% marks in each of these papers to qualify.

10. 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).

11. 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.

**Note:- DETAILED SYLLABUS FOR THE HIMACHAL PRADESH ADMINISTRATIVE SERVICE etc.COMBINED COMPETITIVE PRELM & MAIN (WRITE) EXAMINATION IS AVAILABLE ON THE OFFICIAL WEBSITE OF THE COMMISSION.**

### **3. INTERVIEW / PERSONALITY TEST ( 150 Marks ) :-**

(i) The total number of candidates 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 this examination.

Provided that in case there is a 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 interview / personality test.

(ii) The marks obtained by the candidates in the main examination (written part as well as interview/personality test) shall determine their final ranking.

(iii) 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.

**NOTE I :-** Marks obtained by the candidates in the (Preliminary) Examination will not be counted for the purpose of final order of merit. However, marks obtained in the Main Written Examination as well as in the Personality Test would determine their final merit for selection. The marks obtained in the Compulsory Papers of English and Hindi will not be counted for overall ranking.

**NOTE II:-** 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.

#### **Category Claims:-**

The category of the candidate claimed in the profile before he / she applies for the post shall be treated as final. In case his / her category undergoes a change before the prescribed closing date for submission of online recruitment applications through OTRS portal then such candidate shall have to cancel his / her previous application and apply afresh under the category which he /she intends to claim after updating category in his / her profile. In such a situation the fee deposited by the candidate earlier shall stand forfeited and he / she shall have to deposit fresh fee as is applicable for the category claimed by him / her. However, in case of change of category which is beyond the control of the candidate at any stage during the recruitment process; provided he / she has not availed any relaxed standards in terms of age, experience, qualification etc., he / she will inform about it to the Commission within 15 days from the date of change of his / her category failing which no such type of request shall be entertained by the Commission.

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 Physically Disabled of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the online recruitment applications while applying for the concerned post(s). If any B.P.L. 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 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. etc. issued on parental basis on the prescribed format are of permanent nature and are acceptable to the Commission. The validity of all other category certificate is for six months or one year. The candidates must ensure that they are in possession of valid category certificate on the date of filling up ORAs at all stages ) and upload a valid certificate on the OTRS portal.

**1.O.B.C. of H. P. (OTHER BACKWARD CLASSES OF HIMACHAL PRADESH)** The candidates belonging to O.B.C. of H.P. category must produce O.B.C. certificate(s) on the prescribed format valid till the relevant term of the Financial Year (i.e. 1st April to 31st March) as notified by the Government of Himachal Pradesh from time to time. Candidates must have a valid O.B.C. Certificate covering the entire period from last date of submission of Online Recruitment Applications till date of Personality Test/ evaluation along with an undertaking that his / her status as O.B.C. has not been 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.

#### **2.EX-SERVICEMEN OF HIMACHAL PRADESH:-**

(a) The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate and full detail in respect of their P.P.O. No., Rank and NOC with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity.

(b) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-Serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-serviceman but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union. The period of one year