

**INSTRUCTIONS TO CANDIDATES AS TO HOW TO APPLY FOR THE H.P.A.S.  
(MAIN) EXAMINATION-2024**

1. The candidates are required to visit at <https://hppsconline.hp.gov.in/HPPSC/ApplicantRegistration/Home/Login>
2. The detail of examination fee to be paid by the candidates is given below:-

Sr. No.	Particulars	Fees
i)	Male candidates of General, General Physically Disabled (orthopedically disabled, Deaf & Dumb and Hearing Impaired), Economic Weaker Section (EWS) (not included in BPL category), Wards of Freedom Fighter categories (WFF), Wards of General – Ex-Servicemen i.e. Dependents sons, daughters & wives of Ex-Servicemen and General – Ex-Servicemen of Himachal Pradesh who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India.	Rs.600/-
ii)	Candidates of Other States (including reserved category(s) candidates of other states).	Rs.600/-
iii)	Male candidates of SC, ST, OBC, Wards of SC/ST/OBC Freedom Fighter (WFF), Wards of SC/ST/OBC Ex-Servicemen i.e. Dependents sons, daughters & wives of Ex-Servicemen, EWS covered under UR – BPL categories of Himachal Pradesh and Ex-Servicemen candidates of Himachal Pradesh belonging to SC, ST and OBC categories who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India.	Rs.150/-
iv)	The Ex-Servicemen candidates of Himachal Pradesh who are relieved from the Defence Services after completion of their normal tenure of service under the Government of India and the Blind and Visually Impaired male candidates of Himachal Pradesh.	No Fee

**Note-I:-**

Female candidates shall be exempted from the examination fee in accordance with the instructions of the Government of Himachal Pradesh.

**Note-II:-**

The candidates who belongs 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.

**MODE OF PAYMENT:-**

The desirous and eligible candidates shall pay the examination fee fixed category – wise online by debit / credit card / UPI / any other online digital mode, as the case may be, on or before the prescribed closing date for submission of online recruitment applications through OTR portal. While making payment the candidate(s) shall pay the fixed amount only after accepting the “Terms and Conditions to apply online”. Fee once paid shall neither be refunded under any circumstance nor can it be held in reserve for any other examination or selection.

**NOTE:-** Candidates should note that payment of fee can be made only through the modes 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.

**3. ADMISSION/ REJECTION:**

- i). Incomplete Online Recruitment Applications (ORA) submitted without requisite examination fee/fictitious fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.
- ii). After scrutinizing the online recruitment applications category - wise / post-wise properly, the candidates fulfilling the prescribed eligibility criteria shall be admitted and the candidates not fulfilling the prescribed eligibility criteria shall be rejected provisionally with the approval of the Secretary.
- iii). The list of provisionally rejected candidate(s) shall be uploaded on the official website of the Commission as well as individually against their USER ID by the Computer Cell. SMS alert / e-mail shall also be sent to such candidates. The provisionally rejected candidate(s) will be allowed the time of 10 (ten) days including Sunday and holidays to submit their representations, along with requisite documents, either through e – mail or in person only. The same shall then be scrutinized by the concerned branch and all record concerning scrutiny will be put up before the Commission for approval and the decision of the Commission in this regard shall be final. The decision of the Commission as to the eligibility or otherwise of a candidates for admission to Personality Test or selection will be final and no correspondence / personal enquiries will be entertained.

**Note:**

Original certificates will have to be produced at the time of personality Test. If their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission.

**4. E-CALL LETTERS:**

No Call Letters will be sent by post and provisionally admitted candidates shall have to download their respective e-Call Letters along with instructions for the concerned examination from the official website of the Commission. Therefore, the candidates are advised to remember their User ID(s) and password(s) earlier created by the candidates in OTR in order to login for downloading their respective e-Call Letters. The provisionally admitted candidates will have to paste a passport size photograph duly self attested / attested by a Gazetted Officer on the space provided on the downloaded e-Call Letters , failing which he/she will not be allowed to appear in the Preliminary Examination, in any condition/ circumstances, whatsoever.

5. 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.

6. List of Documents to be uploaded on the OTRS portal by the candidate(s):

- a). Matriculation certificate for age proof.
- b) Bachelor Degree Certificates along with Marks Sheets of all years/Consolidated Mark Sheet in support of Educational Qualifications i.e. Graduation.
- c) Valid Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T ., O.B.C., E.W .S., Ex-Servicemen, Ward of Ex. Servicemen, WFF and Persons with disabilities etc. All these certificates alongwith undertaking wherever required, should be on Performa 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 the Govt. issued vide letter No. PER (AP)-C-F(10)-4/2010 dated 5<sup>th</sup> August, 2019.

- d) Bonafide Himachali Certificate in case of reserved category candidates.
- e) Valid EWS/BPL Certificate. (Candidates applying under EWSs category will have to submit either 'Income & Asset Certificate' or valid BPL Certificate countersigned by B.D.O. alongwith non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)-1/2019 dated 11<sup>th</sup> June, 2019).
- f) An undertaking regarding number of chances availed earlier for the posts of HPAS/ HPS reserved for Ex-servicemen category (Annexure-A).

**7. SCHEME OF EXAMINATION:**

- (i) The main examination shall include compulsory subjects and one optional subject.
- (ii) 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.
- (iii) No candidate shall be considered to have qualified the written examination unless he / she obtains atleast 40% marks in each compulsory papers of Hindi and English and 45% marks in the aggregate (excluding compulsory papers of Hindi & English).
- (iv) 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.

- (v) 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.
- (vi) The compulsory and optional subjects and maximum marks fixed for each subject shall be as below:

<b>(a) COMPLUSORY PAPERS</b>		
Paper No.	Subject	Max. 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
<b>(b) OPIONAL SUBJECT</b>		
Paper-VII	Paper-I (optional subject opted)	100
Paper-VIII	Paper-II (optional subject opted)	100

**(c). INTERVIEW / PERSONALITY TEST 150 Marks**

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

(vii) The optional Subjects for the Main Examination shall be as under:

Sr. No.	Optional Subject	Sr.No.	Optional subject
1	Indian History	17	Mechanical Engineering
2	Political Science and International Relation	18	Electrical Engineering
3	Mathematics	19	Civil Engineering
4	Statistics	20	Hindi
5	Economics	21	Sanskrit
6	Commerce and Accountancy	22	Urdu
7	Chemistry	23	English Literature
8	Botany	24	Psychology
9	Zoology	25	Geology
10	Philosophy	26	Physics
11	Law	27	Animal Husbandry and Veterinary Science
12	Sociology	28	Anthropology
13	Public Administration	29	Forestry
14	Management	30	Horticulture
15	Geography	31	Medical Sciences
16	Agriculture		-

- (viii) 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.
- (ix) All Papers shall be of three hours duration.
- (x) 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.
- (xi) 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).
- (xii) 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.
- (xiii) 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:**

**DETAILED SYLLABUS FOR THE HIMACHAL PRADESH ADMINISTRATIVE SERVICE COMPETITIVE MAIN EXAMINATION IS AVAILABLE ON THE OFFICIAL WEBSITE OF THE COMMISSION.**

**8. INTERVIEW / PERSONALITY TEST:-**

- a) The candidate will be interviewed by the Commission who will have before them a record of his/her career. He/ She will be asked questions on matters of general interest. The object of the Personality Test is to assess the personal suitability of the candidate for the services or service for which he/she has applied to the Commission.
- b). The Personality Test is intended to judge the mental calibre of candidates. In broad terms, this is really an assessment of not only his/her 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 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 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 Paper) 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.

Detailed Syllabus for the Himachal Pradesh Administrative Service Competitive Main Examination is available on the Official Website of the Commission.

**9. OTHER CONDITIONS**

- i) It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or supersession 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.
- ii) No request for change of category shall be entertained.
- iii) No request for change of optional subject shall be entertain after the submission of Online Recruitment Application for Main Examination.
- iv) Dispute, if any, shall be subject to court jurisdiction at Shimla.

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UNDERTAKING REGARDING NUMBER OF CHANCES

**(To be filled up only Ex-Serviceman candidates)**

I, \_\_\_\_\_ aged \_\_\_\_\_ years, S/D/O

Sh. \_\_\_\_\_ R/O \_\_\_\_\_

\_\_\_\_\_ do hereby solemnly  
affirm and declare that I have availed \_\_\_\_\_ chance(s) for the  
posts of Himachal Pradesh Administrative Service in the year \_\_\_\_\_  
and \_\_\_\_\_ chance(s) for the posts of Himachal Pradesh Police Service  
in the year \_\_\_\_\_.

Signature of candidate:.....

Name of candidate:.....

Place:

Father's name:.....

Date:

Roll No.:.....