

- (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 candidates declared qualified in the Main Examination on the basis of merit will be called for Personality Test.

Note:-

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

L. INTERVIEW / PERSONALITY TEST:-

1. 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.
2. 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 judgements, 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.

M. CATEGORY CLAIMS:-

1. The category of the candidate claimed in the profile before he / she applies for the post shall be treated as final. In case the candidate has inadvertently filled his category wrongly in the ORA or his / her category undergoes a change before the prescribed closing date for submission of online recruitment application through OTR portal then such candidate shall have to get his / her application modified by requesting the Commission to that effect in writing. In such a situation, the candidate shall have to deposit the difference amount of the application fees as is applicable for the category claimed by him / her. However, in cases where candidate finds out at any later stage that he / she has wrongly filled his category in the ORA or there is 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 in writing to the Commission

within 15 days after the conduct of screening test / preliminary examination failing which no such type of requests shall be entertained by the Commission. In such cases, if he / she has paid the examination fees as per the norms of reserved category then he / she will have to deposit the requisite fees. Decision of Commission on his / her request to change the category shall be final.

2. 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.
3. The statutory certificates like Bonafide Himachali, SC, ST, WFF and legal heir issued on parentage basis on the prescribed format are of permanent nature and are acceptable to the Commission. However, the certificates of O.B.C. on parentage basis on the prescribed format and E.W.S. also on the prescribed format issued by the competent authority to be valid not only for the relevant term of the financial year but also covering the prescribed closing date(s) for submission of online recruitment application through OTRS and application form for the main(written) examination, if any. The latest certificate issued by the competent authority alongwith self undertaking stating that his / her status has not been changed and he / she is not excluded from the category of O.B.C. or E.W.S. or B.P.L. will have to be submitted by the candidate to the Commission as and when asked by the Commission as well as on the day of main examination and Personality Test / document verification.

4. EX-SERVICEMEN OF HIMACHAL PRADESH:

- (i) The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate/ Service Book 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.
- (ii) 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 shall be counted from the notified last date of receipt of applications for the post(s) advertised. Such candidate(s) should also upload NOC with date of retirement from the Defence Services to claim the benefit of reservation under the category of Ex Serviceman of Himachal Pradesh.
- (iii) The eligibility of the candidates applying for the post(s) reserved for Ex. Servicemen of H.P. for HPAS and H.P. Police Service will be decided as per provisions of Ex. Servicemen (Reservation of Vacancies, Pay fixation and Regulation of Seniority in the Himachal Pradesh Administrative Service) Rules, 2020 notified by the Government of H.P. (in the Department of Personnel) vide notification No. Per (A-IV)-A(3)-I/2018 dated 25/02/2020 and as per these rules the candidates belonging to Ex. Servicemen shall not be permitted to compete more than three times for HPAS and H.P. Police Service.
- (iv) For other posts reserved for Ex. Servicemen candidates (except HPAS and HPPS) which are to be filed up through Himachal Pradesh Administrative Service Combined Competitive Examination-2025, the eligibility will be decided in accordance with the Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules , 1972 and further amended vide notification No. Per(AP-C-

A(4)-1/96- Vol.IV dated 18-09-2007 by the Govt. of H.P. in the Deptt. of Personnel and there shall be no limit to avail number of chances.

- (v) The Ex-Servicemen candidates of H.P. must go through the relevant Rules and instructions of the reservation notified / issued by the H.P. Govt. from time to time in order to ensure their eligibility for admission to the aforesaid examination.

5. WARDS of EX-SERVICEMEN of H.P., i.e. DEPENDENT SONS, DAUGHTERS and WIVES of EX-SERVICEMEN of H.P.: -

- (i) Dependent sons, daughters & wives of Ex-Servicemen of Himachal Pradesh (Wards of Ex-Servicemen of Himachal Pradesh) may apply against the posts specifically reserved for Wards of Ex-Servicemen category (i.e. Dependent sons, daughters and wives) and not against the posts reserved for Ex- Servicemen of H.P. in order to avoid rejection of their candidature at any later stage for the concerned posts.
- (ii) Candidates belonging to Wards of Ex-Servicemen category will have to submit a Dependent Certificate issued by the competent authority and a latest affidavit duly attested by the authority authorized under the Indian Oath Act to the effect that no person in the family has been rehabilitated through employment against the posts reserved for Ex-Servicemen with the H.P. Govt./ Corporation/ Board/ Autonomous Body of H.P. as well as Central and other State/ Union Territory Government or P.S.U./ Autonomous Body / Banks etc. under the control of the said Central or other State / Union Territory Government.
- (iii) The daughters of Ex-Servicemen will also have to submit an undertaking to the effect that she is un-married and dependent upon her father in support of her category claim on the day of Personality Test.
- (iv) Married daughters will be admitted provisionally against the posts reserved for Ward of Ex. Serviceman on production of provisional Ward of Ex. Servicemen certificate issued by the competent authority as per instructions of the Govt. (Department of Personnel) Himachal Pradesh letter No. PER (AP)-C-B(12)-1/2013 dated 18th March, 2020.
- (iv) In case, eligible/suitable Ward of Ex-Servicemen candidate for whom the vacancy is reserved is not available, the same may be filled up from the respective residuary category to which the point belongs in that year itself as per instructions of the Govt. (Department of Personnel) Himachal Pradesh letter No.PER(AP)-C-B(12)-1/2014 dated 9th June, 2014.

6. W.F.F. OF H.P. (WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH):-

- (i) For the posts reserved for Wards of Freedom Fighters of Himachal Pradesh (WFF of H.P.), sons/ grandsons/ daughters/ granddaughters of Freedom Fighters of Himachal Pradesh, who have been appointed on regular basis shall not be entitled for the benefits of reservation provided to the Wards of Freedom fighters in Government services, against the identical posts in the same scale. The employed children/ grandchildren of Freedom Fighters will be deemed to have been excluded from the definition of Ward of Freedom Fighter for the purpose to this extent.
- (ii) The children/ grandchildren of Freedom fighters of Himachal Pradesh, who have been appointed in Govt. / Semi Govt. or Private Sector etc. services against the post(s) reserved for the Wards of Freedom Fighters on regular basis wil remain entitled to compete for higher rank/ grade posts/ services on the basis of reservation earmarked to the Wards of Freedom Fighters of Himachal Pradesh.
- (iii) The un-married daughters/ granddaughters will have to submit an affidavit being spinster (un-married) in support of their claim(s) issued by the authority authorized under the Indian Oath Act. Otherwise such candidates will be rejected straightway.
- (iv) Married daughters and Married granddaughters will be admitted provisionally against the posts reserved for WFF on production of provisional WFF certificate issued by the competent authority as per instructions of the

Govt. (Department of Personnel) Himachal Pradesh letter No. PER(AP)-C-E(3)- 1/2020 dated 17th March, 2020.

7. E.W.S. OF H.P. (ECONOMICALLY WEAKER SECTIONS OF H.P.):-

- (i) The benefit of reservation under the EWS category (other than SCs / STs / OBCs) in posts under the Government of Himachal Pradesh can be availed against the posts reserved for EWS category on production of an Income and Asset Certificate issued by the competent authority in the State of Government of Himachal Pradesh in the prescribed format.
- (ii) The reservation to the category of EWS and (document to be submitted in support of claim), will be as per instructions issued by the Government of H.P. (in the Department of Personnel) vide letter No. PER(AP)-C-B(12)-1/2019 dated 11th June, 2019.
- (iii) If a BPL candidate applies for the post reserved for EWS category he / she shall have to submit a valid BPL certificate issued by competent authorities and countersigned by the Block Development Officer and also a non-SC / ST / OBC certificate issued by the competent authority in the prescribed format. The candidate should possess valid EWS certificate at all stages of examination/ recruitment process.
- (iv) In case Economically Weaker Section (EWS) candidates is not available for selection, the vacancies will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.

8. PHYSICALLY DISABLED OF H.P.:-

- (i) The candidates belonging to disabled categories are advised to claim their respective category only if the percentage of disability is 40% or more than this.
- (ii) If any person with benchmark disability requires scribe/reader, having disability of 40% or more, he/she has to request for the same in writing to the Commission alongwith copy of disability certificate issued by the competent authority at least seven days prior to the Preliminary/Main Examination for the concerned post. Such applications will be entertained on merit and as per rules.
- (iii) As per instructions issued by the Govt. of H.P. (Department of Personnel) vide letter No.PER(AP)-C-F(4)-1/2020 dated 22nd June, 2020 regarding reservation for the Persons with benchmark Disabilities provides as under:-

EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT: -

"Where in any recruitment year any vacancy cannot be filled up due to non-availability of a suitable person with benchmark disability or for any other sufficient reason, such vacancy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also suitable person with benchmark disability is not available, it may first be filled by interchange among the four categories of disabilities, at one percent each to each category."

N. OTHER CONDITIONS:

- 1. The SC / ST / OBC / WFF / Physically Handicapped and Ex-servicemen candidates of other states than H.P. should write / encode their category code as 01, because they will be treated as unreserved candidates and upper age relaxation is not applicable to them.
- 2. The applicant shall upload his/her latest photograph in the space provided in the application form. In case, photograph uploaded on the application of Preliminary examination is found different / varying to that of pasted on the Identity Card for appearing in the Main examination, the candidature of such candidates shall stand cancelled.
- 3. Generally, Wards of Ex-serviceman erroneously apply against the post of Ex. Servicemen and choosing the

code of Ex-Servicemen of H.P. in the relevant Column of the Online Recruitment Application (ORA) resulting rejection of their candidature. Therefore, they shall write and choose the code of category(s) to which actually they belong and not select the code of Ex. Servicemen.

4. The Ex-servicemen candidates of H.P. must go through the relevant Rules and instructions of the reservation notified / issued by the H.P. Govt. from time to time in order to ensure their eligibility for admission to the aforesaid examination.
5. Reserved categories candidates are also required to go through the relevant instructions in order to ensure that they are eligible under the particular category(s).
6. Candidates are informed that as per Government of H.P. (in the Department of Personnel) notification No.Per(AP-B) B (15)-3/2022 dated 22-03- 2023, the examinations conducted by the Himachal Pradesh Public Service Commission will come under the purview of Himachal Pradesh Prevention of Malpractice Act, 1984.
7. A candidate at any stage of examination / selection which shall include final selection and sending recommendation(s) thereof or during the course of examination or any selection process conducted or being conducted may in addition to rendering himself / herself liable to criminal prosecution under relevant laws (in the case of candidate already in service under Government, to disciplinary action and criminal prosecution under the appropriate rules and relevant laws) may be debarred from appearing in any written examination / Personality Test for a period not exceeding 15 years, or his candidature may be canceled at the discretion of the Commission w.e.f. the date as may be decided by the Commission, if he or she is found to be guilty of the following:
 - (i) obtaining / seeking support for his / her candidature whether in the Examination or Evaluation or Physical Test or Interview / Personality Test by any means; or
 - (ii) impersonating; or
 - (iii) procuring impersonation by any person; or
 - (iv) submitting false / fabricated documents or documents which have been tampered with; or
 - (v) making statements which are incorrect or false or flouts any Instructions Guidelines, terms and condition, given in advertisements or instructions communicated in any manner or suppressing therein material information at any stage of selection; or
 - (vi) resorting to the following means in connection with his / her candidature for the examination, namely:
 - (a) obtaining copy of question paper through improper means;
 - (b) finding out the particulars of the persons connected with secret work relating to the Examination; Evaluation, Physical Test and Interview / Personality Test,
 - (c) Influencing the Examiners; or
 - (vii) using or attempting to use unfair means in the Examination hall; or
 - (viii) writing obscene matter or drawing obscene sketches in the scripts; or
 - (ix) harassing, threatening or causing physical injury to the staff engaged in the conduct of Examination; Evaluation, Physical Test or Interview / Personality Test; or
 - (x) violating any of the instructions given to the candidates in their admission card or other directives including oral instructions given by the centre supervisor / superintendent or other staff engaged in the conduct of Examination; Evaluation, Physical Test or Interview / Personality Test; or
 - (xi) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Examination, Evaluation, Physical Test or Interview / Personality Test, creating a disorderly scene and the like; or

- (xii) being in possession of or using mobile phone, pager, scanner or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination / personality test; evaluation or physical Test; or
- (xiii) being debarred earlier on the above-mentioned grounds by the Union Public Service Commission or any State Public Service Commission or any other government department / recruiting agency including this Commission.
- (xiv) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses; Provided that no penalty under this Rule shall be imposed except after:-
 - (a) giving the candidate an opportunity of making such representation in writing as he / she may wish to make in that behalf; and
 - (b) taking into consideration the representation, if any, submitted by the candidate within the period allowed to him / her.

Provided further that the order of debarring or cancelation of candidature shall be passed only after the Commission has considered the matter and approved the proposed punishment of debarring the candidate or cancelation of his / her candidature.

8. The eligibility conditions of the candidates called for Personality Test will also be determined on the day of Personality Test on the basis of their original documents and rejection, if any, at that stage.
9. The allocation of examination centres for HPAS Combined Competitive (Preliminary) Examination-2025, as far as possible, will be made according to the option exercised by the candidates in the online application form. However, the Commission reserves the right to allot any centre of examination to candidates irrespective of the option exercised, when circumstances so warrant. No candidate will be allowed to change the centre of examination once claimed in the online application.
10. If any candidate appears in the HPAS Combined Competitive (Preliminary) Examination -2025 on the centre other than the allotted centre, his / her candidature will be rejected straightway and no correspondence will be entertained in the matter.
11. Re-checking / Re-evaluation for Preliminary as well as for the Main Examination shall not be allowed in any case.
12. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the Main Examination will be final and no correspondence/personal inquiry will be entertained thereof and the eligibility of candidate(s) called for the Personality Test will be determined on the basis of original documents produced on the day of Personality Test 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 Preliminary Examination/ Main Examination/ Personality Test shall be purely provisional.
13. Summoning of the candidate(s) for Personality Test; conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the appropriate Appointing Authority.
14. If any person with disability requires scribe/ reader, having disability of 40% or more, he / she has to request for the same in writing to the Commission alongwith copy of disability certificate issued by the competent authority at least seven days prior to the Preliminary /Main Examination for the concerned post. Such applications will be entertained on merit and as per rules.
15. In Government service (regular service) candidates may apply to the Commission 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 unless he/she produces NOC from the concerned employer.
16. 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 would be liable to be terminated.

17. For any clarification candidates may go through Himachal Pradesh Administrative Service Rules, 1973 (as amended from time to time). However, where there is no provision in the respective notified rules / regulations, the provisions mentioned in “The Himachal Pradesh Public Service Commission (Procedure & Transaction of Business) Rules, 2023 (as amended up to 30-10-2024), shall be applicable.

O. CHECK LIST:

VERIFY THE FOLLOWING BEFORE UPLOADING THE ONLINE APPLICATION OR DOCUMENTS/ CERTIFICATES:

- i. 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 Main Examination and Personality Test.
- ii. That the following documents/ certificates are uploaded in support of claims made/ information given in the Online Application:
 - 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 along with 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 5th 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. along with 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 11th June, 2019).
 - f. Ex. Servicemen Discharge Certificate/Service Book. (The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish 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 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.)

P. DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):-

No candidate will be eligible for admission to the examination: -

- (i) If he/ she has been dismissed from any previous Govt./ Semi Govt. service;
- (ii) 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;
- (iii) If he / she is found either directly or indirectly influencing the selection process in any manner; or
- (iv) If he / she is an un-discharged insolvent.

Q. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

In case of any guidance/ information / clarification regarding Online Recruitment Applications (ORA), candidates can contact H.P.P.S.C. Reception Counter in person or on Toll Free No.1800-180- 8004 or Ph. No. 0177- 2629738 on any working day between 10:00 A.M. to 05:00 P.M. Queries related to online applications can also be mailed by the candidates on e-mail ID “ hppsc_shimla@msn.com”. No candidate will interact directly with the staff in the Recruitment Sections.

IMPORTANT NOTE:-

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

R. ABBREVIATIONS:

HP: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Castes of H.P., ST:Scheduled Tribes of H.P., OBC: Other Backward Classes of H.P., BPL: Below Poverty line 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., PWDs: Persons with disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired, OTRS: One Time Registration System, NOC: No Objection Certificate and EQ: Essential qualification(s).

Sd/-
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