

**HIMACHAL PRADESH STAFF SELECTION COMMISSION HAMIRPUR DISTT.  
HAMIRPUR (H.P.)-177001**

Advertisement No. 36 -1/ 2020

Dated: 02.03.2020

Website: <http://www.hpsssb.hp.gov.in>

**Opening date for submission of Online Recruitment Application (ORA) Form: 05.03.2020**

**Closing date for submission of Online Recruitment Application (ORA) Form : 03.04.2020 till 11:59 PM**

Online Applications are invited for direct recruitment of under mentioned categories of posts using the website of Himachal Pradesh Staff Selection Commission i.e. <http://www.hpsssb.hp.gov.in>. **The online application can be filled up from 05.03.2020 to 03.04.2020 till 11.59 PM, thereafter website link will be disabled.** The candidates are strictly advised to apply online well in advance to avoid rush during closing dates of submission of Online Recruitment Applications. **No offline Application Form will be accepted by the Commission. The candidates must read the instructions carefully for filling up ORA available on the website of HPSSC i.e. <http://www.hpsssb.hp.gov.in>.**

**The downloaded copy of the online application form along with necessary original certificates and self attested photocopies must be brought at the time of documentation/Evaluation for 15 marks.**

**ESSENTIAL QUALIFICATION(S) AND EXPERIENCE ETC.**

Date for determining eligibility of all candidates in respect of Essential Qualification(s) and Experience, if any, etc. shall be the prescribed closing date for submission of On Line Recruitment Application (ORA) Form i.e. **03.04.2020** till 11.59PM.

**Age:** The minimum and maximum age limit of 18 to 45 years will be reckoned as on 01-01-2020. The upper age limit is relaxable by five years for candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Persons with disabilities & Children/Grand Children of Freedom Fighters of Himachal Pradesh. The upper age relaxation is also available to Ex-servicemen candidates of H.P. as per provisions of relevant rules/instructions of H.P. Govt.

**Note:-**

- i. **The candidates must read the instructions/ other terms and conditions carefully, which are available on the website of the HPSSC i.e. <http://www.hpsssb.hp.gov.in> before filling up ORA Forms for the post(s) concerned.**
- ii. **The candidates are advised to note down the USER ID and PASSWORD and this user ID and password will be applicable for all future reference regarding the examination/tests, downloading roll numbers/call letters/entering fee detail etc. No other assistance can be provided on this issue.**
- iii. **The candidates are advised to give their working mobile number and email ID, used by them in the online recruitment (ORA) application and ensure their working till the completion of selection process to avoid inconvenience. There is no other means of contacting them except their email & Mobile numbers.**
- iv. **The candidates shall fill up their complete and correct particulars in the ORA forms to avoid rejection of candidature. Furnishing incorrect information may disqualify the candidate from appearing for recruitment to any post to be advertised by the Commission for a period of three years.**
- v. **No other mode except online payment is acceptable for examination fees.**
- vi. **No. of post(s) is/ are tentative and may increase or decrease from time to time for different categories of posts. Any fresh requisitions received from any requisitioning authorities for the posts having common/similar R & P Rules shall be included in the present number of posts up to **30.06.2020** or the date of written objective screening test whichever is earlier. Therefore, all the candidates are requested to apply under their respective category (s) as the post of any reserved category can be included to be filled up on the basis of this advertisement. The number of vacancies & reservation of post is liable to be altered without any notice.**
- vii. **The candidates will have to exercise the option in writing at the time of documentation/evaluation process and the selection/allocation of the departments will be made on the basis of "Merit –Cum-Option-Cum-Availability of Post" formula in the case of the posts of various departments and various districts in case of District cadre posts. However, the desirous reserve category candidate(s) may further opt that in case by considering him as MRC (Meritorious Reserve Candidate), he is not getting the post / department/district of his better preference/choice, then he may be considered in his respective reserve category for giving him better choice/ preference for ultimate recommendation.**
- viii. **The recommendations of the Commission will be valid till the appointments are offered to the candidates by the Appointing Authority or for a period of one year from the date of recommendations which-ever is earlier. Further, the**

recommendations shall be made by the Commission from the existing panel as and when the requisitions in respect of the additional vacancies are received from different departments for similar posts with similar/common Recruitment and Promotion Rules till the waiting panel in operation is exhausted or six months, whichever is earlier.”

- ix. While preparing the final result, a category wise waiting list (panel) shall be prepared. The candidates placed in the waiting list/panel shall have no right to be appointed except when a selected/recommended candidate does not join and the waiting list is still in operation.
- x. The Commission reserves the right to dispense with the written examination for any post keeping in view the number of applications viz-a-viz vacancies and other circumstances. In lieu of marks for written test, the Commission may prescribe a direct selection criteria based on essential qualifications mentioned in the R & P Rules and may directly conduct the Skill test / Physical test /evaluation of all the eligible applicants, as the case may be.
- xi. The Commission reserves the right to implement para 4 of the Govt. Notification No.Per (AP.B) B(15) -5 / 2014 dated 17.04.2017 and clarifications/instructions, if any received from the Government during the recruitment process.
- xii. The candidates must keep on checking the website regularly for any further information regarding their roll numbers, admit card, evaluation schedule etc.
- xiii. As per instructions of the Government dated 11.06.2019 when an Economically Weaker Sections EWS candidate is not available for selection, the post(s) will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.
- xiv. The candidates belonging to Anthodaya /B.P.L. families, who apply for vacancies reserved for Economically Weaker Sections, on the basis of valid BPL certificate and non-SC/ST/OBC certificate issued by the competent authority as prescribed in the instructions of the Govt. dated 11.06.2019 shall be eligible for concession in examination fee.
- xv. The candidate shall be eligible for appointment , if he/she has passed Matriculation and 10+2 from any school / institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.
- xvi. Dispute, if any, shall be subject to Court jurisdictions of HP.
- xvii. The Commission reserves the right to change any other terms of the advertisement or to rectify the inadvertent/technical errors at any stage.

**The detail of Posts, Eligibility Conditions, and Mode of Selection and other terms and conditions are as under:-**

**1. Detail of Posts:-**

Name of Department/Board/Corporation/Post/Pay Band	Post Code	Number of posts
<b><u>1. H.P.Power Transmission Corporation Ltd.</u></b> Junior Officer (IT) ( on contract basis) Rs. 10900-34800+4350	772	Gen(UR)-03,SC(UR)-01,OBC(UR)-01  Total=05
<b><u>2. H.P.Power Transmission Corporation Ltd.</u></b> Junior Scale Stenographer(on contract basis) Rs.5910-20200+2800GP	773	Gen(UR)-03,SC(UR)-01,OBC(UR)-01  Total=05
<b><u>3. H.P. State Industrial Development Corporation Ltd.</u></b> Supervisor Re-designated as Work Inspector (on contract basis) Rs. 5910-20200+1900GP	774	Gen(UR)-02  Total=02
<b><u>4.Fisheries</u></b> Sub Inspector of Fisheries (on contract basis) Rs. 5910-20200+2400	775	OBC(UR)-01  Total=01

<b><u>5. Health &amp; Family Welfare</u></b> Medical Laboratory Technician Gr.-II (On contract basis) Rs. 5910-20200+3000GP	776	Gen.(UR)-56,EWS-20,Gen(WFF)-02,OBC(UR)-25,OBC(BPL)-06,SC(UR)-31,SC(BPL)-06,SC(WFF)-01,ST(UR)-05,ST(BPL)-02  Total=154
<b><u>6. Health &amp; Family Welfare</u></b> Pharmacist(Allopathy) (on contract basis) Rs.5910-20200+3000GP	777	Gen(WEXM)-11,SC(WEXM)-04,ST(WEXM)-01,OBC(WEXM)-03  Total=19
<b><u>7. Health &amp; Family Welfare</u></b> Laboratory Assistant (on contract basis) Rs.5910-20200+2000GP	778	Gen(WEXM)-07,SC(WEXM)-01,ST(WEXM)-01,OBC(WEXM)-02  Total=11
<b><u>8. Health &amp; Family Welfare</u></b> Radiographer(Allopathy) Rs. 5910-20200+3000 GP	779	Gen.(UR)-07,EWS-09,Gen(WFF)-02,OBC(UR)-26,OBC(BPL)-07,OBC(WFF)-01, SC(UR)-19,SC(BPL)-05,SC(WFF)-01,ST(UR)-01,ST(BPL)-02  Total=80
<b><u>9.Horticulture</u></b> Junior Technician (on contract basis) Rs. 5910-20200+1900GP	780	Gen(UR)-05,EWS-01,OBC(UR)-01  Total=-07
<b><u>10. State Election Commission</u></b> Assistant Programmer (on contract basis) Rs.10300-34800+3200GP	781	Gen(UR)-01  Total=01
<b><u>11.HP General Industries Corporation Ltd.</u></b> Supervisor(on contract basis) Rs. 5910-20200+2800GP	782	Gen(UR)-01  Total=01
<b><u>12. HP General Industries Corporation Ltd</u></b> Sr. Assistant (Accounts) (on contract basis) Rs.10300-34800+4400GP	783	Gen(UR)-02,OBC(UR)-01  Total=03
<b><u>13. HP General Industries Corporation Ltd</u></b> Operator (on contract basis) Rs. 5910-20200+1900GP	784	Gen.(UR)-03,SC(UR)-02  Total=05
<b><u>14. Technical Education, Vocational &amp; Industrial Training</u></b> Computer Assistant (on contract basis) Rs. 10300-34800+3800GP	785	Gen(UR)-01,EWS-03,OBC(UR)-04,SC(UR)-01,SC(BPL)-01  Total=10
<b><u>15.Police</u></b> Steno-Typist (on contract basis) Rs. 5910-20200+2000GP	786	Gen(UR)-17,Gen(WFF)-01,OBC(UR)-06,SC(UR)-07,ST(UR)-01  Total=32

<b>16.HP Power Corporation Limited</b> Junior Officer(Supervisory Trainee-P&A) at S-0 level (on contract basis) Rs. 10900-34800+4350GP	787	Gen(UR)-03,EWS-01,SC(UR)-01	Total=05
<b>17..HP Power Corporation Limited</b> Junior Officer(Supervisory Trainee-F&A)at S-0 level (on contract basis) Rs. 10900-34800+4350GP	788	Gen(UR)-04,OBC(UR)-01,SC(UR)-01	Total=06
<b>18.HP.PWD</b> Junior Draughtsman(Arch.) (on contract basis) 5910-20200+2400GP	789	Gen.(UR)-01	Total=01
<b>19.HP.PWD</b> Junior Draughtsman(Civil) (on contract basis) Rs.5910-20200+2400GP	790	OBC(WFF)-01	Total=01
<b>20.Technical Education, Vocational &amp; Industrial Training</b> Workshop Instructor(Electrical)(on contract basis) Rs.10300-34800+3600GP	791	OBC(UR)-02,SC(UR)-01	Total=03
<b>21. Technical Education, Vocational &amp; Industrial Training</b> Hostel Superintendent (on contract basis) Rs. 10300-34800+3200GP	792	<b>Male-03,Female-01</b> Gen (UR)-02 (Male-01 & Female-01), EWS-01,OBC(UR)-01	Total=04
<b>22. Elementary Education</b> TGT (Medical) (on contract basis) Rs.10300+34800+3600GP	793	Gen.(UR)-51,EWS-17,Gen(WFF)-02,OBC(UR)-22,OBC(BPL)-05, SC(UR)-27,SC(BPL)-05,SC(WFF)-01,ST(UR)-05,ST(BPL)-01	Total=136
<b>23. Elementary Education</b> TGT (Non-Medical) (on contract basis) Rs. 10300-34800+3600GP	794	Gen.(UR)-53,EWS-18,Gen(WFF)-02,OBC(UR)-24,OBC(BPL)-05, SC(UR)-29,SC(BPL)-05,SC(WFF)-01,ST(UR)-05,ST(BPL)-02	Total=144
<b>24. Elementary Education</b> TGT (Arts) (on contract basis) 10300-34800+3600GP	795	Gen.(UR)-112,EWS-39,Gen(WFF)-04,OBC(UR)-50,OBC(BPL)-11, OBC(WFF)-01,SC(UR)-62,SC(BPL)-11,SC(WFF)-02,ST(UR)-11,ST(BPL)-04	Total=307
<b>2. Minimum Essential Qualifications as per R &amp; P Rules.</b>			
772 Junior Officer(IT)	Full time MCA/MSc(IT)/MSc in any discipline with PGDCA/B. Tech(CSE/IT) from recognized university with 55% marks		

<p>773 Junior Scale Stenographer</p>	<p>i) Should have passed 10+2 Examination from a recognized Board of School Education/ University. ii) Must possess the following speed in Shorthand and Typing on Computer in both languages i.e. English &amp; Hindi at the time of initial recruitment:- Speed in Shorthand                      Speed in Typing on Computer</p> <table border="1" data-bbox="459 338 1136 443"> <thead> <tr> <th>English</th> <th>Hindi</th> <th>English</th> <th>Hindi</th> </tr> </thead> <tbody> <tr> <td>80 WPM</td> <td>70 WPM</td> <td>40 WPM</td> <td>30 WPM</td> </tr> </tbody> </table> <p>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 candidate will have to pass typing 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 i.e. Hindi or English, within a period of three years from the date of appointment. The appointment letter of such candidate who does not qualify the shorthand test in second language at the time of initial recruitment shall contain the specific condition that he / she shall have to pass the test in shorthand test in second language within a period of three years and if he/she qualifies the Shorthand test within the period of three years he/she will be eligible to draw his/her annual increment from due date and the candidate who qualifies the said test after three years will be eligible to draw his/her 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>	English	Hindi	English	Hindi	80 WPM	70 WPM	40 WPM	30 WPM
English	Hindi	English	Hindi						
80 WPM	70 WPM	40 WPM	30 WPM						
<p>774 Supervisor (Re-designated as Work Inspector)</p>	<p>i) Should have passed Matric examination from a recognized University /Board. ii) Must possess I.T.I. Certificate in the trade of building construction from a recognized institution.</p>								
<p>775 Sub Inspector of Fisheries</p>	<p>Should have passed 10+2 examination with Science or its equivalent from a recognized Board of School Education.</p>								
<p>776 Medical Laboratory Technician Grade-II</p>	<p>i) 10+2 in Science from a recognized Board of School Education. ii) B.Sc Medical Laboratory Technology/B.Sc. Medical Technology Laboratory/ B.Sc. Medical Technology (Laboratory)/B.Sc. Medical Laboratory Sciences/ B.Sc.in Medical Laboratory Technology (Lateral) from a recognized University or an Institution affiliated to a recognized University. <b>iii) Should be registered with the Himachal Pradesh Para Medical Council for the above qualification.</b></p>								
<p>777 Pharmacist (Allopathy)</p>	<p>i) 10+2 in Science from a recognized Board of School Education. ii) Degree or Diploma in Pharmacy from a recognized University or an Institution duly recognized by the Central/State Government. <b>iii) Must be registered with the Pharmacy Council of the concerned State /Central Government.</b></p>								
<p>778 Laboratory Assistant</p>	<p>10+2 with Science (Physics, Chemistry, Biology) or its equivalent from a recognized Board / University by the State/Centre Govt.</p>								
<p>779 Radiographer (Allopathy)</p>	<p>i) 10+2 in Science from a recognized Board of School Education/University. ii) B.Sc. Medical Technology (Radiology &amp; Imaging) / B.Sc. Medical Technology (Radio Diagnosis &amp; Radiotherapy) / B.Sc. Medical Technology (X-Ray /Radiodiagnosis)/B.Sc. Radiation Technology/B.Sc. Medical imaging Technology/B.Sc. Medical Technology (Radio diagnosis &amp; Imaging)/B.Sc. Medical Technology (Radiography &amp; Imaging)/B.Sc in Allied Health Science/Medical Imaging Technology/B.Sc in Medical Radio &amp; Imaging Technology / Bachelor of Radiation &amp; Imaging Technology/Bachelor of Radiation Technology (Lateral Entry) from recognized University. <b>iii) Must be registered with the Himachal Pradesh Para Medical Council, Shimla.</b></p>								
<p>780 Junior Technician</p>	<p>i) Should have passed Matriculation Examination or its equivalent from a recognized Board of School Education/University. ii) Should possess I.T.I. certificate of 2 years duration in Mechanical/Fitter Trade.</p>								

781 Assistant Programmer	<p><b>On the following streams from recognized University/Institution or an Institution affiliated to a recognized Board or University or from a deemed University as regular course(s).</b></p> <p>B.E./B. Tech. (Computer Science/Engineering of Information Technology)/MCA/ 'B' or 'C' Level course from NIELIT.</p> <p style="text-align: center;">OR</p> <p>i) B.E./B. Tech. in other disciplines with one year 'A' Level of DOEACC (NIELT) / Post Graduate Diploma in Computer Science/ Computer Applications/Information Technology.</p> <p>ii) Experience of at least one year in Government /Corporate Sector as Assistant Programmer/Programmer/Software Developer.</p> <p style="text-align: center;">OR</p> <p>i) Master's degree in Computer Science/Information Technology (having Mathematics as a subject in graduation).</p> <p>ii) Experience of at least two years in Government / Corporate Sector as Assistant Programmer/ Programmer /Software developer.</p> <p style="text-align: center;">OR</p> <p>i) B.Sc. (Computer Science or Information Technology) / BCA.</p> <p>ii) Experience of at least three years in Government/Corporate / Private Sector as Assistant Programmer /Programmer/Software developer.</p> <p style="text-align: center;">OR</p> <p>i) Three years Diploma from Polytechnic Institution in Computer Science/ Engineering or Information Technology.</p> <p>ii) Experience of at least three years in Government/Corporate/Private Sector as Assistant Programmer/Programmer/Software Developer.</p>
782 Supervisor	Graduate with six years experience with regard to loading, unloading, filling & packing of finished products related to country liquor.
783 Sr. Assistant (Accounts)	<p>i) B.Com or M.Com or C.A.Inter or MBA Finance from a recognized Institution/ University established by law by the State/Central Govt.</p> <p>ii) Should have done course in Tally system in Accounts/related field.</p> <p>iii) Minimum five years experience as Accountant by whatever names called in commercial accounting with a company having annual turnover of at least Rs. 20.00 Crore, in any of the last three years or Govt. Department/Undertaking.</p>
784 Operator	Should be passed matriculation examination with four years experience of operating the Boiler industrial concern.
785 Computer Assistant	<p>Regular Course (s) on the following streams from any University/Institution duly recognized by any State/Central Government:-</p> <p>i) B.E./B. Tech. Computer Science/ Computer Engineering or Information Technology/ MCA/ 'B' or 'C' Level of NIELIT.</p> <p style="text-align: center;">OR</p> <p>B.E./B. Tech. in other disciplines with one year 'A' Level of DOEACC (NIELT) / Post Graduate Diploma in Computer Science/ Computer Application/Information Technology.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Computer Science/Information Technology (having Mathematics as a subject in Graduation).</p> <p style="text-align: center;">OR</p> <p>B.Sc. Computer Science or Information Technology or BCA.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma from Polytechnic in Computer Science / Engineering.</p> <p>ii) Experience of at least one year in Government/Corporate/Private Sector as Computer Assistant.</p>
786 Steno-Typist	<p>i) Should have passed 10+2 Examination from a recognized Board of School Education.</p> <p>ii) Must possess the following speed in Shorthand and Typing on Computer in both languages i.e. English &amp; Hindi at the time of initial recruitment.</p>

	Speed in Shorthand		Speed in Typing on Computer	
	English	Hindi	English	Hindi
	60 WPM	60 WPM	25 WPM	25 WPM
	<p>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:</p> <p>Provided further that the candidates will have to pass typing test in both the languages at the time of initial recruitment:</p> <p>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 within a period of three years from the date of appointment. The appointment letter of such candidate who does not qualify the shorthand test in second language shall contain the specific condition that he 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 annual increment from due dates and the candidate who qualifies the said test after three years will be eligible to draw first increment only from the date of qualifying the prescribed test.</p> <p>iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority</p>			
787 Junior Officer(Supervisory Trainee-P&A) at S-0 level	Graduate with one year full time Diploma in HR/ Personnel Management with 55% marks from recognized University. Employees of HPPCL who have acquired the above referred qualification with 55% marks through full time or part time or through correspondence/distance mode from a recognized institute/University shall also be eligible / considered. Relaxation in age and %age of marks as per rules of HPPCL. Knowledge of computer basics i.e. MS Word, Excel, E.mail etc.			
788 Junior Officer (Supervisory Trainee F&A) at S-0 level	Full time Graduate in Commerce (B.Com) from recognized University with 55% marks.			
789 Junior Draughtsman (Arch.)	<p>Matric or its equivalent / Higher qualification from a recognized Board / University and should have passed the Diploma in Architectural Assistantship from the Institute recognized by the State/Central Government.</p> <p>OR</p> <p>Should have passed the Matriculation Examination from a recognized Board of School Education / Institution and have passed 02 years certificate course in the trade of Draughtsmanship/Diploma in Draughtsmanship or its equivalent from a Polytechnic Institute / ITI or an Institute duly recognized by the Central/State Govt.</p>			
790 Junior Draughtsman (Civil)	<p>i) Matriculation or its equivalent from a recognized Board of school education /University</p> <p>ii) At least two years certificate course in the trade of Draughtsmanship (civil) or its equivalent from a recognized ITI or from an Institute duly recognized by the Central/HP Government.</p>			
791 Workshop Instructor (Electrical)	<p>I.T.I. Certificate in the concerned trade from a recognized Board/Institution with 02 years post certificate industrial experience.</p> <p>OR</p> <p>Three years diploma in respective branch or its equivalent for Workshop Instructor from a recognized Polytechnic Institute/Institution.</p>			

792 Hostel Superintendent	<p>i. Graduate from a recognized University.  ii. Female for Girl's Hostel and Male for Boy's Hostel.  iii. Three years experience in Hostel Management from a Govt. recognized educational Institute(s) in Class-III services.</p>
793 TGT (Medical)	<p>i) B.Sc. (Medical) with at least 50% marks and 1 year Bachelor in Education (B. Ed.)  OR  B.Sc. (Medical) with at least 45% marks and 1 year Bachelor in Education (B. Ed.) in accordance with NCTE (Recognition norms and Procedure) regulations issued from time to time in this regard.  OR  Senior Secondary (or its equivalent) with at least 50% marks and 4 years Bachelor in Elementary Education (B. EI. Ed.)  OR  Senior Secondary (or its equivalent) with at least 50 % marks and 4 years B.Sc. (Medical).Ed.  OR  B.Sc. (Medical) with at least 50% marks and 1 year Bachelor in Education (B.Ed) (Special Education).  AND  ii) Pass in Teacher Eligibility Test (TET) duly conducted by HPSSSB Hamirpur or HP Board of School Education Dharamshala in accordance with the guidelines framed by the NCTE for the purpose.  <b>Note: - Relaxation up to 5% for appearing in Teacher Eligibility Test (TET) as well as in the qualifying marks shall be allowed to the candidates belonging to SC/ST/OBC/PH categories.</b></p>
794 TGT (Non-Medical)	<p>i) B.Sc. (Non-Medical) with at least 50% marks and 1 year Bachelor in Education (B. Ed.)  OR  B.Sc. (Non-Medical) with at least 45% marks and 1 year Bachelor in Education (B. Ed.) in accordance with NCTE (Recognition norms and Procedure) regulations issued from time to time in this regard.  OR  Senior Secondary (or its equivalent) with at least 50% marks and 4 years Bachelor in Elementary Education (B. EI. Ed.)  OR  Senior Secondary (or its equivalent) with at least 50 % marks and 4 years B.Sc. (Non-Medical).Ed.  OR  B.Sc. (Non-Medical) with at least 50% marks and 1 year Bachelor in Education (B.Ed) (Special Education).  AND  ii) Pass in Teacher Eligibility Test (TET) duly conducted by HPSSSB Hamirpur or HP Board of School Education Dharamshala in accordance with the guidelines framed by the NCTE for the purpose.  <b>Note: - Relaxation up to 5% for appearing in Teacher Eligibility Test (TET) as well as in the qualifying marks shall be allowed to the candidates belonging to SC/ST/OBC/PH categories.</b></p>
795 TGT(Arts)	<p>i) B.A./B.Com With at least 50% marks and 1- year Bachelor in Education (B. Ed.)  OR  B.A./B.Com With at least 45% marks and 1- year Bachelor in Education (B. Ed.) in accordance with NCTE (Recognition norms and Procedure ) regulations issued from time to time in this regard.  OR  Senior Secondary (or its equivalent) with at least 50 % marks and 4 year Bachelor in Elementary Education (B. EI. Ed.)  OR  Senior Secondary (or its equivalent) with at least 50 % marks and 4 year B.A. Ed.  OR  B.A./B.Com with at least 50% marks and 1- year Bachelor in Education (B. Ed.) (Special Education).  And  ii) Pass in Teacher Eligibility Test (TET) duly conducted by HPSSSB Hamirpur or HP Board of School Education Dharamshala in accordance with the guidelines framed by the NCTE for the</p>



	<p>purpose.</p> <p><b>Note: - Relaxation up to 5% for appearing in Teacher Eligibility Test (TET) as well as in the qualifying marks shall be allowed to the candidates belonging to SC/ST/OBC/PH categories.</b></p>						
<b>3. DESIRABLE QUALIFICATION(s)</b>							
<b>Post codes</b> 772 to 791,793 to 795	Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.						
792	<p>i. Should have knowledge of handling Accounts &amp; Stores.</p> <p>ii) Knowledge of customs, manners and dialects of HP and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>						
<b>4. Mode of Selection -Part-I (Written test of 85 marks)</b>							
<b>The Written Objective type Screening test of two hours duration will consist of 170 Multiple Choice Questions (MCQ) of 85 marks. Each question will be of ½ marks. The skill tests wherever applicable will be of qualifying nature for those who qualify the Written Objective type Screening Test.</b>							
772,774 to 781,783 to 785,787 to 791,793 to 795	<p>Objective type screening test consisting of 170 Multiple Choice Questions from :-</p> <p>i) Subject(s) / field (s) concerned prescribed as essential qualification(s) in the R &amp; P Rules and as notified in the advertisement.</p> <p style="text-align: right;">=120 questions</p> <p>ii) General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Logic, Social Science, General English &amp; General Hindi of Matric standard</p> <p style="text-align: right;">= 50 questions</p>						
773	<p>i) Objective type screening test consisting of 170 Multiple Choice Questions from General English of 10+2 standard and Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Social Science, Current affairs &amp; Logic.</p> <p>ii) Skill test in Shorthand in either of the language i.e. in Hindi or English and typewriting in both the languages at the time of initial recruitment with the following minimum qualifying speeds for those who qualify objective type of screening test.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Speed in Shorthand</td> <td>Speed in typewriting</td> </tr> <tr> <td>English 80 WPM</td> <td>English 40 WPM</td> </tr> <tr> <td>Hindi 70WPM</td> <td>Hindi 30WPM</td> </tr> </table> <p>Skill tests will be of qualifying nature.</p>	Speed in Shorthand	Speed in typewriting	English 80 WPM	English 40 WPM	Hindi 70WPM	Hindi 30WPM
Speed in Shorthand	Speed in typewriting						
English 80 WPM	English 40 WPM						
Hindi 70WPM	Hindi 30WPM						
782 &792	Objective type screening test consisting of 170 Multiple Choice Questions from General English of 10+2 standard and Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Social Science, Current affairs & Logic						
786	<p>i) Objective type screening test consisting of 170 Multiple Choice Questions from General English of 10+2 standard and Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Social Science, Current affairs &amp; Logic.</p> <p>ii) Skill test in Shorthand in either of the language i.e. in Hindi or English and typewriting in both the languages at the time of initial recruitment with the following minimum qualifying speeds for those who qualify objective type of screening test.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Speed in Shorthand</td> <td>Speed in typewriting</td> </tr> <tr> <td>English 60 WPM</td> <td>English 25 WPM</td> </tr> <tr> <td>Hindi 60 WPM</td> <td>Hindi 25WPM</td> </tr> </table> <p>Skill tests will be of qualifying nature.</p>	Speed in Shorthand	Speed in typewriting	English 60 WPM	English 25 WPM	Hindi 60 WPM	Hindi 25WPM
Speed in Shorthand	Speed in typewriting						
English 60 WPM	English 25 WPM						
Hindi 60 WPM	Hindi 25WPM						

**Part-II (Evaluation of 15 Marks )**

**Evaluation of 15 marks in respect of shortlisted candidates after qualifying written objective screening test / subjective tests and skill tests/physical/practical tests, if any, will be carried out as per the following criteria:-**

<b>Sr.No.</b>	<b>Detail of Criteria of 15 marks</b>	<b>Marks</b>	<b>Competent authority to issue the certificates</b>
1.	Weightage for the minimum educational qualification as per the Recruitment & Promotion Rules. (Percentage of marks obtained in the educational qualification would be multiplied by 0.025, For example, an individual has secured 50 % marks in the required educational qualifications, he /she will be allowed 1.25 marks (50 X 0.025 = 1.25)	2.5 (two & a half)	Concerned University / Board
2.	Belonging to notified Backward Area or Panchayat, as the case may be	1(one)	Concerned SDO(C) / Tehsildar/ Naib Tehsildar.
3.	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority	1(one)	Concerned SDO(C) / Tehsildar/ Naib Tehsildar.
4.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)	Concerned SDO (C)/ Tehsildar / Naib Tehsildar or concerned Panchayat Secretary /Sahayak and counter signed by concerned Gram Panchayat Pradhan/Up Pradhan.
5.	Differently abled persons with more than 40% impairment / disability / infirmity	1(one)	Health & Family Welfare authorities / Medical Boards.
6.	NSS (atleast one year), certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions	1(one)	Concerned Head of Institution. Certificate of medal winners will be issued by concerned Distirct Youth Services and Sports Officer/Head of Institution.
7.	BPL family having family annual income (from all sources) below Rs. 40,000 /- or as prescribed by the Govt. from time to time.	2 (two)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate or concerned Panchayat Secretary /Sahayak and countersigned by concerned Gram Panchayat Pradhan.

8.	Widow /divorced/destitute /single woman	1(one)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate.
9.	Single daughter/Orphan	1(one)	Concerned BDO by taking the authenticated entries in the "Parivar Register" as the basis of such certificate.
10.	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution	1(one)	Competent authority of the concerned University /Institution.
11.	Experience up to a maximum of 5 years in Govt. / semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (two & a half)	Competent authority of the concerned Govt. /Semi Govt. Organization.

#### **5. IMPORTANT INSTRUCTIONS FOR FILLING UP ONLINE APPLICATIONS :-**

- The candidates must read the instructions carefully, which are also available on the website of the HPSSC, i.e. <http://www.hpsssb.hp.gov.in> before **filling up ORA for the post(s) concerned. Incomplete ORA submitted without requisite examinations fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightway.**
- The candidates are advised to apply online well in time without waiting for the last date of submission of Online application, due to heavy rush on systems on last dates which may lead to non submission of forms.
- The candidate should enter his/her particulars i.e. Name, Father's Name, Mother's Name & Date of Birth as per his/her Matric Certificate and upload scanned photograph and scanned signature. The size of scanned photograph should be less than 50 kb and size of scanned signature should be less than 30kb. Only after filling the mandatory fields the candidate can move to the next step, otherwise the application will be considered incomplete.
- The candidates must ensure their eligibility in respect of category, experience, age and essential qualifications(s), etc. as mentioned against each post in the advertisement to avoid rejection at later stage.
- The candidate shall be eligible for appointment, if he/she has passed Matriculation and 10+2 from any school / institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.
- The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., Ex-Servicemen, WFF and Physically Disabled (Orthopedically Disabled/ Visually Impaired/ Blind / Hearing Impaired / Deaf & Dumb)/ BPL etc.
- The candidate should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date fixed for submission of Online Recruitment Applications (ORA).
- The candidate is allowed to submit only one application form against each post. Multiple applications Form for same post of a candidate are liable to be rejected.
- The application forms through fax/post shall not be entertained and the commission does not take responsibility to inform such candidates.
- Married daughters/ grand-daughters of freedom fighters and Ex-serviceman are entitled for reservation under Ward of Freedom Fighter and Ward of Ex-Serviceman category respectively subject to the final outcome of **LPA No. 215/2015 titled as State of HP V/S Smt. Jyoti Kumari & ors pending before the Hon'ble High Court of H.P. and SLP No. 31435 /2016 titled as State of HP & ors V/s Nelam Kumari pending before the Hon'ble Supreme Court of India.** Preference will be given to the children of Freedom Fighters over Grand Children.
- Eligibility for vacancies in Sub-Category of SPORTSMAN shall be as per the norms framed by department of Youth Services and Sports.
- The Commission reserves the right to dispense with the written examination for any post keeping in view the number of applicants viz-a-viz vacancies & other circumstances.
- The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes should be on parental basis, failing which candidature of such candidates will be rejected.**
- The candidates belonging to OBC of HP Category must produce OBC certificate(s) on the prescribed format, which should not be more than one year old at the time of last date fixed for submission of Online Recruitment Application. The validity of the certificate is required

to be seen at the time of Evaluation of 15 marks. The candidates are also required to produce the old certificate of the time of filling of the application.

16. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the Competent Authority i.e. DC/ADC/ADM/ SDO (Civil) of the area where the candidate and /or his family resides; and revenue officer not below the rank of Tehsildar. The validity of IRDP/BPL certificate is of six months from the date of its issuance. The candidate is required to furnish the valid certificate including the old certificate of the time of the filling the application in support of his/her claim.
17. The validity of the certificate is required to be seen at the time of Evaluation of 15 marks. The candidate belonging to un-reserved BPL category are not required to submit Income & Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of valid BPL Certificate issued by the competent authority and supplemented by the non-SC-/ST/OBC Certificate. If any BPL 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 candidate must possess these certificates on prescribed formats at the time of submission of Online Recruitment application Form or by the prescribed closing date of applications.
18. If in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of suitable candidate belonging to EWS, such vacancies for that particular year shall not be carried forward to the next recruitment year as backlog. In other words, when an EWS candidate is not available for selection, the post will be treated automatically as de-reserved and will be filled up from a non-EWS candidate of unreserved category.
19. The candidates belonging to disabled categories with disability of 40% or more are allowed extra time of minimum one hour for examination of three hour duration i.e. 20 minutes per hour. In case of visually impaired candidates making request for the scribes, he/she/will have to submit a written request for the same to the Centre Superintendent immediately after receipt of his roll number.
20. Examination fee once paid will not be refunded and neither it be held in reserve for any other examination or selection under any circumstances

**6. EXAMINATION FEES:-**

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

Sr.No.	Category	Exam Fees
1.	General Category/ E.W.S., Ex Servicemen of HP relieved from Defence Services on their own request before completion of normal tenure.	Rs. 360/-
2	<b>General IRDP, Physically Handicapped, Ward of Freedom Fighter, Ward of Ex-Servicemen of HP.</b>	Rs. 120/-
3.	S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P./ BPL of H.P./EWS (BPL) (including S.C. / S.T. / O.B.C, Ex-Servicemen of H.P. relieved from Defence Services on their own request before completion of normal tenure , SC / ST / OBC wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM and SC/ ST/ OBC Persons with Disability).	Rs. 120/-
4.	Female candidates,Ex-Servicemen of H.P. ( Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure) / Blind / Visually Impaired of H.P.	No Fee

**7. Mode of Payment:-**

The candidate can deposit the requisite fee through “**Online Payment Gateway**” using Credit Card/Debit Card/ Net Banking. There will not be any other mode of payment of examination fee.

**8. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-**

In case of any guidance/information/clarification regarding their Online Recruitment Applications (ORA), candidature etc. candidates may contact HPSSC Reception Counter in person or on Phone No. 01972-222204,222211, Toll Free No. 1800-180-8095 or on email ID i.e. [sssb-hp@nic.in](mailto:sssb-hp@nic.in) **on any working day between 10:00 A.M. to 05:00 P.M.**

**9. ADMISSION/ REJECTION:-**

The information in respect of provisionally admitted candidates and rejected candidates will be uploaded on the official website of the Commission before the conduct of Screening Test/ Examination for the concerned post(s).

The candidates are required to submit their requisite documents in support of their eligibility for the concerned post(s) at the time of evaluation of 15 marks. The requisite documents submitted by the candidates, will be scrutinized and list of proposed rejected candidates will be uploaded on the website of the Commission for information of all concerned.

*Admissions and rejections will be uploaded on the official website and **No separate intimation in this regard will be sent by post. 07 day's time will be given to file representation(s) against the proposed rejections, if any, from the date of uploading the list of rejected candidates on the official website of the Commission for the concerned post(s).***  
**The candidates are advised to visit the Commission's official website <http://www.hpsssb.hp.gov.in> from time to time for updates in their own interest.**

**10. ADMIT CARD:**

No Admit Card(s) will be sent by post and provisionally admitted candidates will have to download their respective Admit Card from the official website of the Commission i.e. <http://www.hpsssb.hp.gov.in> . The message in this regard will also be sent on their registered Mobile No. or e-mail Id (if provided during the registration). The candidates may download his/her Admit Card either by entering Application ID, Name and Date of Birth. A One Time Password (OTP) will be sent on registered mobile/ e-mail ID which will be required to be entered before downloading the Admit Card.

**11. SUBMISSION OF CERTIFICATES/ DOCUMENTS:-**

**The downloaded/printed copy of the Online Application Form alongwith necessary original certificates and self attested photocopies will have to be produced at the time of evaluation. No offline Application Form will be accepted by the office.**

**12. CATEGORY CLAIMS:-**

The category once claimed by the candidate(s) will not be allowed to be changed at any stage. The S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ WFF of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the Online Recruitment Application(s) (ORA) while applying for the concerned post(s). **The benefit of reservation will be admissible on parental basis only.** All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category and submit the applicable certificates only on the prescribed formats at the time of evaluation.

**13. ELIGIBILITY CONDITIONS:-**

- i. The date of determining the eligibility of all candidates in terms of Essential Qualifications, experience etc. shall be reckoned as on the closing date for submitting the Online Recruitment Applications (ORA).
- ii. The decision of the Commission regarding eligibility etc. of a candidate will be final.
- iii. Onus of proving that a candidate has acquired requisite degree/ essential qualifications by the stipulated date is on the candidate and in the absence of proof the date as mentioned on the face of certificate/ degree or the date of issue of certificate / degree shall be taken as date of acquiring essential qualification.
- iv In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order / letter in this regard, indicating the Authority (with number and date) under which it has been so treated, otherwise the ORA is liable to be rejected.

**14. SCREEENING TEST/ EXAMINATION/ EVALUATION ETC.:-**

- i. In cases where the number of eligible candidates for recruitment to the post(s) advertised by the Commission is inordinately large, the Commission may limit/ shortlist the number of eligible candidates to be called for evaluation of 15 marks by subjecting them to a Written Screening Test which may be objective type or descriptive or both. Final selection of a candidate will be made solely on the basis of the marks obtained in the Written Screening Test/ main subjective type test and his/her evaluation of 15 marks as per prescribed criteria. If the candidates score equal marks, then a candidate who is senior in age will be placed above the candidate junior in age.
- ii. Where a skill test comprising of type and shorthand test or both is an Essential Qualification, the candidates will be required to undergo these tests for the prescribed speeds. Where a Physical Test is prescribed/required, the candidate will be required to undergo the required Physical Test as per Physical Standards laid down. The Commission shall not be liable for any injury or damage sustained by the candidates while going through such tests. However the skill tests/physical tests will be of qualifying nature.
- iii The provisional answer key of each Written Screening Test (objective type) will be uploaded on the official website after the freezing of the answer sheets of the candidates for calling objections from the candidates. Seven day's time shall be given for inviting objections in the answer key, if any. The objections will be got vetted through an expert panel and the result will be finalized as per the revised answer key.
- iv. Any request for rechecking/re-evaluation of scripts of written tests/ Skill tests/Physical tests will not be entertained.
- v. The eligibility of candidate(s) called for the evaluation of 15 marks will be determined on the basis of original documents produced at the time of evaluation of 15 marks and the Commission will not be responsible if the candidature of any candidate is rejected at

that stage or at the time of verification by the Appointing Authority. As such, admission to the Written Screening Test/Examination/ evaluation of 15 marks shall be purely provisional.

- vi. The Centers for holding the examination are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the examinations centre(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different centre to a candidate if circumstances so warrant.

**15. OTHER CONDITIONS:-**

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in regular Government service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for a particular post. In case, a communication is received from their employer by the Commission withholding permission to any candidate applying for/ appearing for the examination, his/her application(s) will be liable to be rejected.
2. Contract / Casual / adhoc / daily wages /work charged employees do not need to produce NOC from the concerned employer.
3. In Government service (regular service) candidates may apply to the Commission along with requisite examination fees with information to their Heads of Departments/Employer for issuing NOC.
4. Candidate who is or has been declared by the Commission to be guilty of:-
  - (a) Obtaining support for his/her candidature by the following means, namely:-  
Offering illegal gratification to, or applying pressure on, or blackmailing or threatening to blackmail any person connected with the conduct of the examination, or
  - (b) Impersonating, or
  - (c) procuring impersonation by any person, or
  - (d) submitting fabricated documents or documents which have been tampered with, or
  - (e) making statements which are incorrect or false or suppressing material information, or
  - (f) resorting to the following means in connection with his/her candidature for the examination, namely:-  
Obtaining copy of question paper through improper means, finding out the particulars of the persons connected with secret work relating to the examination, influencing the examiners, or
  - (g) using unfair means during the examination, or
  - (h) writing obscene matter or drawing obscene sketches in the scripts, or
  - (i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
  - (j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or
  - (k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
  - (l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or
- (m) attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to Criminal prosecution, be liable to be disqualified by the Commission from the examination for which he/she is a candidate and/or
- (n) to be debarred either permanently or for a period as specified by the Commission from any examination or selection.

**16. CHECK LIST:**

**VERIFY THE FOLLOWING BEFORE SUBMITTING THE ONLINE RECRUITMENT APPLICATION OR DOCUMENTS/ CERTIFICATES:-**

- a. That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates.
- b. That copies of only following documents/certificates are to be provided in support of claims made / information given in the Online Recruitment Application(ORA) at the time of evaluation of 15 marks:-
  - i. Matriculation certificate for age proof.
  - ii. Degree/Diploma certificates along with Marks Sheets of all years in support of Educational Qualifications as prescribed under Essential Qualification column of R & P Rules. The provisional certificate(s) along with marks sheets of all semesters/ years.
  - iii. Experience certificate(s) wherever required.
  - iv. Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) by which it has been so treated and that if the qualification possessed by the candidates is equivalent, a copy of order/letter under which it has been so treated may also be enclosed.

- v. Caste certificates, if applicable.
- vi. BPL certificates, if applicable.
- vii All other certificates, if any required for determining eligibility and carrying evaluation as mentioned in mode of selection criteria (Part-I & II) which so ever applicable to the applicants.

**17. DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(S):**

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

- a) If he/ she has been dismissed from any previous service;
- b) If he/ she has been convicted of any offence involving moral turpitude or has been bound down for good conduct under the provisions contained in Chapter VIII of the Code of Criminal Procedure, or has been permanently debarred /disqualified from appearing in any examination or selection;
- c) If he/she is found either directly or indirectly influencing the selection process in any manner;
- d) If a male candidate who has more than one living wife and if a female candidate, who has married a man already having another wife; or
- e) If he / she is an un-discharged insolvent.

**18. ABBREVIATIONS:**

- OTP : One Time Password
- HPSSC : Himachal Pradesh Staff Selection Commission
- UR : Unreserved
- S.C : Scheduled Caste of H.P.
- ST : Scheduled Tribe of H.P.
- OBC : Other Backward Classes of H.P as declared by the Govt. of H.P. from time to time
- Ex-SM : Ex-servicemen of H.P.
- WFF : Wards of Freedom Fighters of H.P.
- Wards of Ex- SM : Wards of Ex-Serviceman of H.P.
- PWD : Persons with disabilities of H.P.
- OH : Orthopedically Handicapped.
- VI : Visually impaired,
- HI : Hearing Impaired.
- EWS : Economically Weaker Sections

**19. Steps to Fill Up Online Application Form**

- **Step 1:** The candidate needs to get him/her self registered on the ORA by using the Option “**Sign up**” given on the official web site.
- **Step 2:** After completing the registration the candidate will sign in into the application by using the user name and password created by him/her at the time of registration.
- **Step 3:** The category wise detail of posts will be displayed on the web page i.e. <http://www.hpsssb.hp.gov.in> Applicant can apply for the post by clicking the “Apply” button against it.
- **Step 4:** Candidate needs to choose preferred District and Tehsil for examination.
- **Step 5:** After selecting the preferred District and Tehsil the candidate needs to fill his/her personal as well as contact details.
- **Step 6:** After filling up the form for personal and contact details, the candidate needs to upload his/her scanned photograph and signature.
- **Step 7:** The candidate needs to provide his/her educational details as per the post.
- **Step 8:** If the experience is required for the particular post, then the candidate will be redirected to Experience Page else he will be redirected to payment option.
- **Step 9:** Make payment.

**Sd/-**

(Dr. Jitender Kanwar (HPAS)  
Secretary,  
HP. Staff Selection Commission,  
Hamirpur.

