

Himachal Pradesh Vidhan Sabha Secretariat

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

Dated, the 07th December, 2021

ADVERTISEMENT

Online Recruitment Applications (ORA) are invited from desirous and eligible candidates for direct recruitment to the posts detailed below on regular basis in Himachal Pradesh Vidhan Sabha, which is available on <http://evidhan.nic.in> at the tab recruitment upto 10th January, 2022(16.59PM). The closing date for submission of Online Recruitment Applications (ORA) to areas of Lahaul & Spiti, Kinnaur District, Pangi & Bharmour Sub-Divisions of Chamba District and Dodra Kwar Sub-Division of Shimla District of HP, is 25th January, 2022(16.59PM), thereafter link will be disabled.

Detail of post(s), eligibility as per R&P Rules and Syllabus for examination is as under:-

S. No.	Name of post	No. of post(s)	Eligibility Qualification as per R&P Rules	Selection Procedure/Syllabus
(i)	Reporter(Hindi)- (Gazetted) Pay band: ₹10300- 34800 +5000GP	UR-02	<p>(a) Essential Qualification: (i) Graduate of a recognized University. (ii) Shorthand speed in English/Hindi 160 words per minute and typing English/Hindi 60/40 words per minute respectively.</p> <p>(b) Desirable Qualification: (i) Experience of reporting either in Committee or Assembly Debates; (ii) Bilingual Competence.</p>	<p>The eligible candidates will have to appear in Shorthand Test, Written Test and Personal Interview as per the following scheme :-</p> <p>(I) Shorthand Test : Shorthand Test will be of 100 marks. Dictation in Hindi will be at the speed of: 160 w.p.m. of 10 minutes duration to be transcribed within 1 hour 55 minutes (which includes 10 minutes for reading of notes) of Hindi Shorthand test.</p> <p>Not more than 5% errors will be allowed for passing the Shorthand Test. The test will be held on computer and candidate should be well conversant with Unicode Compliant/Kruti Dev 10 Font for Hindi Typing.</p> <p>(II) Typing Test: 40 words per minute in Hindi</p> <p>(III) Written Test: - 100 marks (50 minutes duration) : Only those candidates who qualify the Shorthand and Type Test will be called for Written Test. The Scheme of Written Test will be as follows:- Part A - General Knowledge and Current Affairs - 50 marks Part B - General Hindi - 50 marks (200 multiple choice object type questions consisting of 50 questions in each part) Note: Candidates are to qualify in each part at the requisite standard. The pass marks for Written Test are 50% of each part-A&B. <u>The marks secured by the candidates in the Written Test will be counted while preparing the final selection list.</u></p> <p>(III) Personal Interview - 10 marks</p>

(ii)	<p>Jr. Scale Stenographer-Class-III(Non-Gazetted) Pay band: ₹5910-20200+ 2800GP</p>	<p>02 (i) UR -01, (ii) OBC(General)-01</p>	<p>(a) Essential Qualification(s) : (i) Should have passed 10+2 Examination or its equivalent from a Board/ University recognized by H.P./ Central Govt. (ii) Should possess the following speed in shorthand and typewriting in both the languages i.e. Hindi and English at the time of initial recruitment; Speed in short hand in English 80WPM & in Hindi 70 WPM and Speed in Type Writing on computers in English 40 WPM & in Hindi 30 WPM: Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed: Provided further that the candidates will have to pass typewriting test in both the languages at the time of initial recruitment: Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whichever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he/she shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in shorthand test in second language within a period of three years he will be eligible to draw his/her annual increment from due dates and the candidate(s) who qualifies the said test after three years will be eligible to draw his first increment only from the date of qualifying the prescribed test. (iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority.</p>	<p>(i) Skill Test(Shorthand & Type Test)-Qualifying(as prescribed in the R&P Rules) Not more than 5% errors will be allowed for passing the Shorthand Test. The test will be held on computer and candidate should be well conversant with Unicode Compliant/Kruti Dev 10 Font for Hindi Typing. Note: Only those candidates who qualify the Shorthand and Type Test will be called for Written Test. Written Test - 85 marks (2 Hours duration) : (ii) MCQs -170 - General English and Hindi of 10+2 standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Social Science, Current affairs & Logic: (a) General English -20 Questions (b) General Hindi -20 Questions (c) Logical Reasoning- 15 Questions (d) Everyday Science - 20 Questions (e) HP General Knowledge -30 Questions (f) General Knowledge India & World -50 Questions (g) Current Affairs -15 Questions Note: The pass marks for Written Test are 50% of 85 marks. Evaluation of documents-15 marks</p>
(iii)	<p>Clerk- Class-III (Non-Gazetted) Pay band: ₹5910-20200+ 1900GP</p>	<p>06 (i) SC-02, (ii) OBC(UR)-01, (iii) Ex-Servicemen (General)-01, (iv)Dependent(Sons/daughters/wives) of OBC Ex-Servicemen-01, (v) EWS(General)-01</p>	<p>(a)Essential Qualification(s): (i) Bachelor's Degree or its equivalent from a recognized University. (ii) Should possess a minimum speed of 30 words per minute in English Typewriting or 25 words per minute in Hindi Type-writing on Computer. Provided that visually impaired persons recruited under 1% quota shall be imparted necessary basic training including computer training by the Department concerned through Composite Regional Centre (CRC), Sundernagar instead of passing typing test. They shall have to complete the above training during which three chances will be afforded. If the incumbents fail to qualify the same his/her service shall be terminated. Provided further that physically handicapped persons who are otherwise qualified to hold the clerical</p>	<p>Written Test -85 marks (2 Hours duration) The Written Objective type Screening test of two hours duration will consist of 170 Multiple Choice Questions (MCQ) of 85 marks as detailed below:- (i) General English -20 Questions (ii) General Hindi -20 Questions (iii) Logical Reasoning- 15 Questions (iv) Everyday Science - 20 Questions (v) HP General Knowledge -30 Questions (vi) General Knowledge India & World -50 Questions (vii) Current Affairs -15 Questions Note: The pass marks for Written Test are 50% of 85 marks. Skill Test(Type Test) - Qualifying(as prescribed in the R&P Rules).</p>

			<p>post are certified as being unable to type by the Medical Board, such persons may be exempted from passing the typing test. The term, physically handicapped persons does not cover those who are visually handicapped or who are hearing handicapped but cover only those whose physical disability/ deformity permanently prevents them from typing. The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.</p> <p>(iii) Should have the knowledge of "Word Processing" in Computer as prescribed by the Recruiting Authority.</p> <p>(b)Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State.</p>	<p>The test will be held on computer and candidate should be well conversant with Unicode Compliant/Kruti Dev 10 Font for Hindi Typing.</p> <p>Evaluation of documents-15 marks</p>
(iv)	Driver-Class-III(Non-Gazetted) Pay band: ₹5910-20200+ 2000GP	UR-02	<p>Essential Qualification:</p> <p>(i) Should be Middle Pass or its equivalent from recognized Board of School Education/Institution.</p> <p>(ii) Must possess valid driving license for plying of heavy vehicles in hilly terrain.</p> <p>(iii) Should qualify the prescribed driving test.</p>	<p>Written Test- 85 marks (2 Hours duration) MCQs-170-General knowledge of Himachal Pradesh and knowledge of Hindi and English of 8th standard level.</p> <p>Note: The pass marks for Written Test are 50% of 85 marks.</p> <p>Evaluation of documents-15 marks</p>
(v)	Frash-Class-IV (Non-Gazetted) Pay band: ₹4900-10680+ 1300GP	02 (i) UR - 01 (ii) OBC(UR) -01	Should be Middle Pass from an educational institution recognized by the Government.	<p>Written Test- 85 marks (2 Hours duration) MCQs-170 -General knowledge of Himachal Pradesh and knowledge of Hindi and English of 8th standard level.</p> <p>Note: The pass marks for Written Test are 50% of 85 marks.</p> <p>Evaluation of documents-15 marks</p>
(vi)	Chowkidar Class-IV (Non-Gazetted) Pay band: ₹4900-10680+ 1300GP	UR-01	<p>Essential Qualification: Should be Middle Pass from an institution recognized by the State Government.</p>	<p>Written Test- 85 marks (2 Hours duration) MCQs-170 -General knowledge of Himachal Pradesh and knowledge of Hind and English of 8th standard level.</p> <p>Note: The pass marks for Written Test are 50% of 85 marks.</p> <p>Evaluation of documents-15 marks</p>
(vii)	Cleaner Class-IV (Non-Gazetted) Pay band: ₹4900-10680+ 1300GP	UR-01	<p>Essential Qualification:</p> <p>(i) Should be Middle Pass or equivalent from a recognized Board of School Education/Institution.</p> <p>(ii) Should posses valid Conductor license.</p>	<p>Written Test- 85 marks (2 Hours duration) MCQs-170 -General knowledge of Himachal Pradesh and knowledge of Hindi and English of 8th standard level.</p> <p>Note: The pass marks for Written Test are 50% of 85 marks.</p> <p>Evaluation of documents-15 marks</p>

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

AGE:- Age of eligible candidate should be in between 18 to 45 years (reckoned as on 01.01.2021).

- (i) Five years relaxation in upper age limit is admissible only to the bonafide S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P. /W.F.F. of H.P. / Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and Ex-Servicemen of H.P.; age relaxation is as per Government's instructions issued from time to time. The age

relaxation for these categories is available only if there is a post reserved for these categories.

EXAMINATION FEES:-

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

S. No.	Category	Examination Fees
1.	General Category {including E.W.S., General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of H.P./ Ex-Servicemen of H.P. relieved from Defence Services on their own request before completion of normal tenure, General wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM of H.P. and candidates of other states (including reserved category candidates of other states)}	(i) Reporter(Hindi) - ₹600/- (ii) Jr. Scale Stenographer- ₹400/- (iii) Clerk - ₹400/- (iv) Driver - ₹400/- (v) Chowkidar - ₹200/- (vi) Frash - ₹200/- (vii) Cleaner- ₹200/-
2.	S.C./S.T./O.B.C./B.P.L. of H.P. (including S.C. /S.T. /O.B.C. Ex-Servicemen of H.P. relieved from Defence Services on their own requests before completion of normal tenure and S.C./ S.T./ O.B.C. wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM).	(i) Reporter(Hindi) - ₹150/- (ii) Jr. Scale Stenographer- ₹100/- (iii) Clerk - ₹100/- (iv) Driver - ₹100/- (v) Chowkidar - ₹50/- (vi) Frash - ₹50/- (vii) Cleaner- ₹50/-
3.	(i) Female candidates (ii) Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)	No Fee

MODE OF PAYMENT:-

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

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

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

CATEGORY CLAIMS:-

The category of the candidate claimed in the profile before he/she applied for the post shall be treated as final. In case his/her category undergoes a change before the last date notified for submission of Online Recruitment Application Form through official website then the candidate shall have to cancel his/her previous application and apply afresh under the

category which he/she intends to claim. In such a situation the fees deposited by the candidate earlier shall stand forfeited and he/ she shall have to deposit fresh fees as is applicable for the category claimed by him/her.

S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ E.W.S. of Himachal Pradesh/ W.F.F. of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the Online Application(s) while applying for the concerned post(s). The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category. The Statutory certificates like bonafide Himachali, S.C.,S.T.,W.F.F. & Legal heir issued on parental basis on the prescribed format are of permanent nature and are acceptable to this Secretariat.

1. EX-SERVICEMEN OF HIMACHAL PRADESH:-

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

2. WARDS OF EX-SERVICEMEN OF HIMACHAL PRADESH, i.e. DEPENDENT SONS, DAUGHTERS AND WIVES OF EX-SM OF H.P.:-

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 post. 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. 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 personal interview/evaluation test.

3. OBC/EWS of H.P.(OTHER BACKWARD CLASSES/ECONOMICALLY WEAKER SECTION OF HIMACHAL PRADESH):-

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

IMPORTANT INSTRUCTIONS:-

1. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, shall be the prescribed closing date of 10th January, 2022(16.59PM) for submission of ORA (Online Recruitment Applications). The closing date to areas of Lahaul & Spiti, Kinnaur District, Pangi & Bharmour Sub-Divisions of Chamba District and Dodra Kwar Sub-Division of Shimla District of H.P. will be 25th January, 2022(16.59PM).

2. The candidates must read instructions carefully, which are available on website of this Secretariat before applying for the post(s) concerned.
3. The candidates must establish their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement by uploading copies of certificates of essential qualification, desirable qualification (where required), Matriculation certificate as age proof, category certificate and experience certificate (where required) through link provided on our website at the tab **recruitment** to avoid rejection of their candidature before the closing date.
4. *The candidate shall be eligible for appointment to Class-III post(s), if he/she has passed Matriculation and 10+2 and for Class-IV post(s), if he/she has passed Middle or Matriculation from any School/Institution situated with in Himachal Pradesh;*
Provided this condition shall not apply to Bonafide Himachalis under Notification No.Per(AP)-C-C(17)-2/2018, dated 19th November,2019 of Department of Personnel(AP-III).Govt. of H.P.
5. The benefit of reservation 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., E.W.S., Ex-Servicemen, W.F.F. and Persons with disabilities (Loco motor Disabled /Visually Impaired/ Hearing Impaired) etc.
6. The reserved category candidates belonging to other States will be treated as GENERAL CATEGORY CANDIDATES and the benefit of reservation and fee concession will not be admissible to such candidates.
7. Only eligible candidates will be allowed to sit in written/screening/skill test after scrutiny of all online applications.
8. The candidate who will qualify the skill test will be eligible for written/screening test.
9. Category once claimed shall be treated final and no representation/correspondence will be entertained in this regard.
10. The candidate should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date of 10th January, 2022(16.59PM). The closing date to areas of Lahaul & Spiti, Kinnaur District, Pangi & Bharmour Sub-Divisions of Chamba District and Dodra Kwar Sub-Division of Shimla District of H.P. is 25th January, 2022(16.59PM) for submission of Online Recruitment Applications(ORA) on the website <https://evidhan.nic.in>.
11. No in service (regular service) candidate will be interviewed unless he/she brings N.O.C. from the concerned employer.
12. Examination fee once paid will not be refunded.
13. Re-checking/re-evaluation for the written objective type examination will not be allowed in any case.
14. The evaluation of documents for the post(s) of Jr. Scale Stenographer, Clerk, Driver, Frash, Chowkidar and Cleaner will be in accordance with instructions contained in Department of Personnel, Govt. of H.P. letter No. Per(AP.B)B(15)-5/2014, dated 17.04.2017.
15. No TA/DA shall be admissible to the applicants.
16. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

GENERAL CONDITIONS:-

- (i) The date of determining the eligibility of all candidates in terms of essential qualification(s), experience, if any, shall be reckoned as on the closing dates, i.e. 10th January, 2022(16.59PM). The last date to areas of Lahaul & Spiti, Kinnaur District, Pangi & Bharmour Sub-Divisions of Chamba District and Dodra Kwar Sub-Division of Shimla District of H.P. will be 25th January, 2022(16.59PM) for submission of Online Recruitment Applications through official website.
- (ii) The decision of H.P. Vidhan Sabha regarding eligibility etc. of a candidate for admission to skill/screening/personal interview/evaluation test or selection will be final and no correspondence/personal enquiries will be entertained.
- (iii) Onus of proving that a candidate has acquired requisite degree/essential qualification by the stipulated date, shall be on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of certificate/ degree or the date of issue of certificate/degree shall be taken as date of acquiring essential educational qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of personal interview/ evaluation test.
- (iv) All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to H.P. Vidhan Sabha. Persons already in regular Government service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for a particular post. In case, a communication is received from their employer for withholding permission to any candidate applying for/appearing for the examination, his/her application(s) will be liable to be rejected.
- (v) Contract/Casual/Adhoc/Outsource/Daily waged/Work charged employees do not need to produce NOC from the concerned employer.
- (vi) In Government service(regular service) candidates may apply to H.P. Vidhan Sabha along with requisite examination fees with information to their Head of Departments/ Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be interviewed/evaluated unless he/she produces NOC from the concerned employer.
- (vii) It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information/ document(s) has been furnished or that there has been suppression of any factual information in the application comes to the notice at any time during the service of a person, his service shall be terminated.
- (viii) The candidates applying for the post should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all stages of examination for which they are admitted by this Secretariat, viz., written examination, personal interview and evaluation test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination or personal interview/evaluation test, it is found that they do not fulfil any of the eligibility conditions; their candidature for the concerned examination will be cancelled by the Himachal Pradesh Vidhan Sabha Secretariat.
- (ix) Candidate, who is or has been declared by H.P. Vidhan Sabha to be guilty of:-
 - (a) Obtaining support for his/her candidature by the following means, namely:-
 - offering illegal gratification to, or
 - applying pressure on, or
 - blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
 - (b) impersonating, or
 - (c) procuring impersonation by any person, or

- (d) submitting fabricated documents or documents which have been tampered with, or
- (e) making statements which are incorrect or false or suppressing material information, or
- (f) resorting to the following means in connection with his/her candidature for the examination, namely:-
- obtaining copy of question paper through improper means,
 - finding out the particulars of the persons connected with secret work relating to the examination,
 - influencing the examiners, or
- (g) using unfair means during the examination, or
- (h) writing obscene matter or drawing obscene sketches in the scripts, 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 H.P. Vidhan Sabha for the conduct of their examinations, or
- (k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
- (l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or
- (m) attempting to commit or as the case may be abetting the H.P. Vidhan Sabha of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable:-
to be disqualified by the H.P. Vidhan Sabha from the examination for which he/she is a candidate and/or
- (n) to be debarred either permanently or for a specified period:-
- by the H.P. Vidhan Sabha from any examination or selection held by them
 - by the Central Government from any employment under them, and
- (o) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after:-
- giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
 - taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.
- (x) The centres of holding the examination(s) are liable to be changed at the discretion of the H.P. Vidhan Sabha.
- (xi) No candidate will be eligible for admission to the examination:-
- a) If he/ she has been dismissed from any previous Govt./ Semi Govt. service;
 - b) If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred / disqualified from appearing in any examination or selection;
 - c) If he / she is found either directly or indirectly influencing the selection process in any manner; or
 - d) If he / she is an un-discharged insolvent.

HOW TO APPLY:-

- (i) Before filling up the online application form the applicants are advised to read carefully the advertisement and R&P Rules for the post(s) and also ensure that he/she is eligible for the post(s) as per the criterion given in the advertisement.
- (ii) Desirous/eligible candidates must have to apply online through official website of the H.P. Vidhan Sabha <https://evidhan.nic.in>. Applications received through any other mode would not be accepted and summarily rejected.

- (iii) The candidates, who wish to apply for more than one post, should apply separately for each post and will have to pay the requisite examination fees for each post in the prescribed manner.
- (iv) In case the candidate has applied against more than one post i.e. post published in the advertisement, the candidate is required to submit separate copies of requisite attested documents/certificates along with the printout of the Online Recruitment Application of each post on the day of Personal Interview/Evaluation Test (Offline) for the respective posts.
- (v) After submitting the Online Recruitment Application(s) (ORA), the candidates are required to take a printout of the finally submitted Online Recruitment Application and submit the same along with requisite attested documents /certificates in support of their eligibility to H.P. Vidhan Sabha on the day of personal interview/Evaluation Test(Offline) for the concerned post failing which his/her candidature shall stand finally rejected. Non submission of the certificates will make them ineligible to appear in the Personal Interview/Evaluation Test.

SUBMISSION OF CERTIFICATES/ DOCUMENTS:-

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

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

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

CHECK LIST:

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

- (a) That the SINGLE PDF copy of following documents/certificates are required to be uploaded online in support of claims made/information given in the Online Recruitment Application:-
 - (i) Date of birth proof (scanned copy)
 - (ii) Educational Qualification Certificates(Degree/Diploma Certificates along with Final year/completion Marks Sheets(scanned copy)
 - (iii) Category Certificates(Reservation Certificate(s) for which reservation has been claimed) (scanned copy)
 - (iv) Bonafide Himachali Certificate(for Class-III & IV posts)
 - (iv) Examination fee(If less Fee then requisite documents/certificates)
 - (v) SBI Collect Pay-in-Slip(e-Receipt)
- (b) Upload photograph (size less than 50kb)
- (c) Upload signature (size should be 4 to 12kb)

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

- (d) That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for personal interview/evaluation test.

- (e) In order to ascertain the eligibility for the concerned post(s), a printout of the finally submitted Online Recruitment Application has to be submitted along with all requisite attested copies of certificates/documents, which shall be verified from the original documents which are required to be brought on the day of personal interview/evaluation test for the concerned post(s).

ADMISSION/REJECTION:-

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

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

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

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

e- Admission Certificate(s):-

No Admission Certificate(s) will be sent by post and provisionally admitted candidates will have to download their respective e-Admission Certificate along with instructions for the concerned post(s) from the official website <https://evidhan.nic.in> of this Secretariat. Therefore, the candidates are advised to fill up their correct mobile number while applying online as Roll number, date, time and venue etc. for the examination will ONLY be sent through SMS alerts on registered mobile number of the eligible candidate. No candidate shall be allowed to sit in the Exam/Test without e-Admission Certificate.

FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

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

ABBREVIATIONS:

HP: Himachal Pradesh, UR: Unreserved, SC: Scheduled Castes of H.P., ST: Scheduled Tribes of H.P., OBC: Other Backward Classes of H.P., BPL: Below Poverty of H.P. EWS: Economically Weaker Section of H.P., as declared by the Govt. of H.P. from time to time, Ex-SM: Ex-Servicemen of H.P., WFF: Wards of Freedom Fighters of H.P., Wards of Ex-SM: Dependent sons, daughters and wives of Ex-SM of H.P., PWDs: Persons with disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired, NOC: No Objection Certificate and MCQs: Multiple Choice Questions.

(Yash Paul Sharma), IAS
Secretary,
H.P. Vidhan Sabha.
Ph. No. 0177-2656424