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**HIMACHAL PRADESH**  
**PUBLIC SERVICE COMMISSION**  
**ADVERTISEMENT NO VII/2010**  
(Website) [www.himachal.nic.in/hppsc](http://www.himachal.nic.in/hppsc)  
**Date of Publication 16-12-2010**

Applications on the OMR pre-paid form are invited from the citizens of India for the post (s) in different Departments of H.P. so to as reach the office of Commission on or before 14-01-2011. The last date for receipt of applications for the candidates residing in Andaman & Nicobar Islands, Lakshdweep, Ladakah Division of J&K State , Sikkim, Assam , Tripura, Meghalaya, Nagaland, Manipur, Mizoram, Arunachal Pradesh, Bharmour & Pangi Sub Divisions of Chamba District., Dodrakwar Sub Division of Shimla District, Kinnaur and Lahaul & Spiti Districts of Himachal Pradesh , whose applications are received by post from these areas is 29-01-2011 Applications received after last date(s) will be rejected straightway. Details of post(s) and eligibility conditions there of are given hereunder against such post(s):-

**Item No. (1) DEPARTMENT OF HEALTH AND FAMILY WELFARE**

<b>Name of Post(s) :-</b> <b>Medical Officer (Dental)</b> <b>Class-1 Gazetted,</b>  <b>(On contract basis</b> <b>through Rogi Kalyan</b> <b>Samiti.)</b>	<b>Number of Post(s):-11 (General=06,</b> <b>General Ex-Serviceman of H.P.=01, S.C.</b> <b>=02,&amp;OBC of H.P.= 02</b>
<b>Pay Scale: - On contract basis with contractual remuneration/ consolidated salary</b> <b>Rs 21000/- P.M.+ incentive as per specific areas.</b>	
<u><b>ESSENTIAL QUALIFICATION:-</b></u> <b>(i) A Bachelor of Dental Surgery Degree from the institute recognized by the</b> <b>Dental Council of India.</b> <b>(ii) Registered with State Dental Council</b>	
<u><b>DESIRABLE QUALIFICATION :-</b></u> <b>(i) A post Graduate Degree (MDS) in Dentistry.</b> <b>(ii) Knowledge of customs, manners and dialects of Himachal Pradesh &amp;</b> <b>suitability for appointment in the peculiar conditions prevailing in the Pradesh.</b>	

**Item No . (II) Department of Revenue**

<b>Name of Post (s) :-</b> Naib Tehsildar, Class-II, Gazetted	<b>Number of Post (s) :- 13</b> (General-10, ST of H.P =01, S.C. of H.P =01 & Ex-Serviceman of H.P.=01)
<b>Pay Scale:- 10300-34800+ G.P .4200/-</b>	
<b><u>ESSENTIAL QUALIFICATION :-</u></b> a. Graduate or its equivalent from any recognized University/ Institution.	
<b><u>DESIRABLE QUALIFICATION:-</u></b> Knowledge of customs, manners and dialects of Himachal Pradesh & suitability for appointment in the peculiar conditions prevailing in the Pradesh.	

**NOTE:-** NUMBER OF POST(S) IS/ARE TENTATIVE AND MAY INCREASE OR DECREASE FOR DIFFERENT CATEGORIES OF POSTS.

**AGE:**

- i) For the post of Medical Officer (Dental) 45 Years and below
- ii) For the post of Naib Tehsildar who has not attained the age of twenty one years and will have attained the age of forty five years as on 01-01-2010.(i.e. between 21 to 45 years)
- (iii) There is five years relaxation in upper age for SC / ST / OBC/ WFF Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and Ex-servicemen of H.P. relaxation is as per Government instructions.
- (iv) Age of a candidate shall be reckoned as on 01-01-2010.

**ESSENTIAL QUALIFICATION:-**

- (i) The eligibility of the candidates in terms of essential qualifications, experience etc. shall be reckoned as on the last normal date of receipt of applications i.e.14-01-2011.
- (ii) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to interview or selection will be final and no correspondence / personal enquiries will be entertained. Onus of proving that the candidate is qualified shall be on the candidate. In case no date of notification/declaration of final result is mentioned in any certificate the date of issue of certificate shall be deemed date of obtaining essential qualifications.

**Procurement of Forms**

Forms can be obtained from Reception Counter of the HPPSC as well as in the post offices situated in district and Tehsil head quarters in H.P. on any working day on payment as follows:

<b>Sl. No.</b>	<b>Name of Head Office</b>	<b>Name of Sub Post Office</b>
1.	Rampur Bushahar	(i) Kumarsain (ii) Ani (iii) Nirmand
2.	Recong Peo	(i) Kalpa (ii) Pooh (iii) Moorang (iv) Sangla (v) Nichar (vi) Bhawanagar.
3.	Solan	(i) Parwanoo (ii) Kasauli (iii) Nalgarh (iv) Kandaghat (v) Arki
4.	Nahan	(i) Paonta Sahib (ii) Rajgarh (iii) Sarahan (iv) Shillai (v) Sangrah
5	Bilaspur	(i) Ghurmarwin (ii) Jhandutta
6	Hamirpur	(i) Naudan (ii) Bhoranj (iii) Sujan Pur Tihar
7	Mandi	(i) Joginder Nagar (ii) Sarkaghat
8	Sunder Nagar Township	(i) Gohar (ii) Karsog
9	Kullu	(i) Banjar (ii) Manali
10	Keylong	(i) Udai Pur
11	Una	(i) Amb (ii) Bangana
12	Chamba	(i) Bharmour (ii) Chowari (iii) Dalhousie (iv) Killar Pangi (v) Bhanjraru Tissa (vi) Salooni
13	Kangra	(i) Jawali
14	Dharamshala	(i) Nurpur
15	Palampur	(i) Baijnath (ii) Jaisinghpur
16	Shimla	(i) Rohru (ii) Theog (iii) Chopal (iv) Kawar (v) Sunni Bhajji (vi) Jubbl (vii) Kotkhai (viii) Chirgaon (ix) Chhota Shimla (x) AGPO Shimla (xi) Ambedkar Chowk Shimla (xii) Summer hill (xiii) Sanjauli (xiv) Kasumpti (xv) H.P. Secretariat Shimla-2

**FEE:-**

**CATEGORY**

**COST OF FORM**

General/ (Gen. Orthopaedically Handicapped/ Hearing Impaired. & Gen.WFF. of H.P).	= Rs. 300/-
SC/ST&OBC of H.P.	= Rs. 115/
Ex-Service Men/Visually Impaired of H.P	= Rs 50/-

**NOTE:-** Price of application form is inclusive of the examination fee; hence candidates need not deposit any examination fee separately. fee once paid will not be refunded.  
The candidates who desire to obtain the application forms by post, may add **Rs.50/-** to the cost of the form and send demand draft of total amount i.e. **Rs.350/-, Rs.165/- and Rs.100/-** respectively for the above mentioned categories in favour of the Secretary, H.P.Public Service Commission, Nigam Vihar, Shimla-171002 payable at Shimla. Such request should reach in the office of the Commission by 02-01- 2011.

**HOW TO APPLY**

- (i) Paste your one recent photograph, sign in the specified box and send the Application Form duly signed by you by Registered / Speed Post on or before 14-01-.2011. The application, complete in all respect can also be deposited in the office of the Commission in person. The benefit of additional time prescribed to candidates of remote / Tribal areas will be given only when the applications are sent through post offices from such areas. No such benefit will be given if applications are received through courier or by hand.
- (ii) In service candidates may apply to the Commission with as advance copy with information to their Head of Departments/Employer for issuing NOC. No in service candidate will be interviewed unless he/she brings NOC from the concerned employer.
- (iii) Candidates of reserved category of states other than H.P. will be considered as General category candidates. as such they need to use only the Form prescribed for the General Category candidates and encode the General Category code on the application form.
- (iv) The candidate(s) will be admitted provisionally on the basis of claims made by them in applications(s) Therefore; they need not enclose copies of certificate(s) of eligibility. However, they should ensure that they are eligible in terms of E.Q. and other conditions as on the last normal date of receipt of applications i.e.14-01.2011

**ADMISSION/ REJECTION OF APPLICATION**

- (i) Incomplete, defectively filled up, old, unsigned and zeroxed application forms will be rejected straightway and no subsequent correspondence will be entertained.

- (ii) The candidates claiming reservation will be admitted provisionally on the basis of their claim made by them in OMR applications form. The category once claimed shall not be changed.

*If you belong to OBC category you are required to produce OBC certificate, which should not be more than two years old at the time of screening test and viva-voce, alongwith latest affidavit duly attested by the authority authorized under the Indian Oath Act stating that your status as OBC has not changed and you are not excluded from the category of OBC on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family. You will not be allowed to appear in the screening test or viva-voce, if you fail to bring both these documents. No further time will be given for submission of these documents after the screening test / viva-voce.*

- (iii) The S.C./S.T./OBC Candidate(s) must possess such certificate(s) on lineage of paternal families.

iv) For the reserved post of WFF, sons/ grands sons/daughters/ grand-daughters of Freedom Fighters who have been appointed on regular basis as well as the married daughters/grand-daughters shall not be entitled for the benefits of reservation provided to the wards of Freedom fighters in services, against the identical posts in the same scale. The employed children/ grand children and married daughters/ grand daughters of Freedom Fighters will be deemed to have been excluded from the definition of Freedom Fighters for the purpose to this extent. The children/ grand children of Freedom Fighters who have been appointed in Govt./Semi Govt. or Private Sectors etc. service against the posts reserved for the wards of Freedom Fighters on regular basis will remain entitled to complete for higher rank/grade posts/services on the basis of reservation earmarked to the wards of Freedom Fighters.

**SCREENING TEST/INTERVIEW FOR THE POST OF MEDICAL OFFICER (DENTAL)**

- i) In cases where the number of eligible candidates is inordinately large in proportion to the number of posts, the Commission may restrict the number of candidates to be called for interview by subjecting all the eligible candidates to a screening test. Since the purpose of holding screening test is only to short list the number of candidates, marks obtained in screening test shall not be counted for deciding the merit of a candidate. Final selection of a candidate will be made solely on the basis of his performance in the interview which will be of maximum 100 marks. The minimum pass marks in interview are 45 for general category and 35 marks for reserved category.
- (ii) Key of Screening Test (not marks) will be put on Website of the Commission after freezing the answer sheets and objection(s), if any, received within seven days will only be entertained.

- (iii) Re-checking / Re-evaluation will not be allowed.
- (iv) The eligibility of candidates called for the interview will be determined on the basis of original documents 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 screening test/examination/interview shall be purely provisional.

**SCHEME OF EXAMINATION FOR THE POST OF NAIB TEHSILDAR  
IN REVENUE DEPARTMENT.**

- (i) For detail information see information brochure and syllabus available on the website of the Commission..

**OTHER CONDITIONS:-**

- (i) The Commission will not be responsible for any delay in receipt of applications, due to any reasons whatsoever.
- (ii) Disputes, if any, shall be subject to Court jurisdiction at Shimla.
- iii) It may be ensured by the candidates before submitting the applications that furnishing of false information or suppression of any factual information in the application form would entail disqualification. If the fact that false information has been furnished or that there has been suppression of any factual information in the application comes to notice at any time during the service of a person, his service would be liable to be terminated. No columns should be left blank in the application form.
- iv) **NOTE:- For any inquiry please contact Sh. K.C. Sharma, Under Secretary, H.P . P. S.C on telephone No. 2624313, Mobile NO. 94183-76479.**

**ABBREVIATION:** HP: Himachal Pradesh, PSC: Public Service Commission, S.C.: Scheduled Caste of HP, S.T.: Scheduled Tribe of HP, OBC: Other Backward Classes of H.P. as declared by the Govt. of HP from time to time, XSM: Ex-serviceman of H.P., WFF: Ward of Freedom Fighter of H.P. Gen.: General Category, H.C: Orthopaedically Handicapped of H.P.E.Q.: Essential qualifications, D.Q.: Desirable qualifications.

**(Anita Tegta), IAS  
Secretary,**

Endst.No.3-1/2007-PSC(R-I)

**Copy forwarded to:**

**Dated:**

1. PPO, HPPSC, Shimla to display the same in website of the Commission for information of all the concerned.
2. PS to Chairman, PA to Member-I, II & III, PA to Secretary and Under Secretary-I & II, Registrar, Joint Controller, Add. Registrar-I & II & Section Officers/ Superintendents in H.P. Public Service Commission.
3. Guard File.
4. Notice Board.

for Secretary,  
H.P. Public Service Commission

**HIMACHAL PRADESH**

**PUBLIC SERVICE COMMISSION**

**GUIDE LINES FOR FILLING UP THE APPLICATION  
FORM  
FOR THE POSTS OF NAIB TEHSILDARS**

**INFORMATION BROCHURE  
&  
SYLLABUS**

## **GENERAL INSTRUCTIONS**

- 1 Please go through the instructions given in the advertisement and in this brochure. The Candidates are to retain this brochure containing instructions and syllabus with them for further guidance and reference.
- 2 The Application Form must be sent through registered A.D./Speed post or handed over personally in the Reception Counter of the Commission in the envelope provided and receipt obtained. The candidates should retain with him the receipt given by the Commission's office for future reference.
- 3 The candidates must satisfy himself before applying that he fulfils all the eligibility criteria such as age, qualification(s) and the last date fixed for receipt of application in Commission's office.
- 4 The Commission shall not be liable for any delay in transit or by postal authorities.
5. Incomplete, incorrectly filled, mutilated, blank, unsigned Applications shall be rejected straightway and representation will be entertained therefore subsequently.
- 6 The candidates should not attach any copy of certificate (s), degree, testimonials with the application Form but the candidates who will be declared qualified in the Screening test shall have to produce the attested copies of their original certificates with the prescribed application Form which shall be supplied to them for applying for the (Main) written examination. They should also produce original certificates at the time of interview in support of their claim. In the event of non submission of any original document at the time of interview, the candidature of such candidate will be cancelled by the Commission.
7. Please go through the advertisement for cost of application form inclusive of examination fee. The application shall be rejected straightway in case application Form of the respective category to which candidate belongs is not obtained and submitted to the Commission. The candidate must specify the category under which he/she is applying. The status or category of the candidate shall not be changed subsequently. The category code list will be supplied alongwith the computerized application form.

## **INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM**

For the convenience of the candidates Computerized application forms having boxes and circles have been printed on front side and other information on back side.

1.PRICE OF THIS APPLICATION FORMAT AND BROCHURE IS INCLUSIVE OF THE EXAMINATION FEE, HENCE CANDIDATES NEED NOT DEPOSIT THE FEE SEPARATELY.

**CATEGORIWISE PRICE OF THE FORM IS GIVEN BELOW :-**

**Cost of Form including fee:**

(01).General, Gen.(P.H.,H.P.), Gen(WFF,H.P.), Gen.(Ward of Ex-Serviceman,H.P.)  
=Rs. 300/-

(02).SC/ST/OBC of H.P. including wards of these sub categories =Rs. 115/-

(03).Ex-serviceman of H.P./Visually Impaired of H.P. =Rs.50/-  
(Candidates are advised to strictly use the form which has been devised for their respective categories.)

2. PLEASE DO NOT ENCLOSE ANY CERTIFICATE ETC. WITH THIS FORM.

3. CANDIDATE IS ADVISED NOT TO STAPPLE HIS PHOTOGRAPH, IT SHOULD BE PASTED WITH AN ADHESIVE PROPERLY ON THE SPACE PROVIDED FOR THE PURPOSE.

PLEASE FILL UP THE BOXES AND DARKEN THE CIRCLES WITH PEN/BALL PEN. THE COLUMNS MEANT FOR OFFICE USE SHOULD NOT BE FILLED IN BY THE CANDIDATE. THERE SHOULD BE NO VARIATIONS IN BETWEEN THE WORDS/ FIGURES TO BE WRITTEN IN THE BOXES WITH PEN /BALL PEN AND ENCODING THEREOF TO BE DONE WITH PEN/BALL IN THE CIRCLES BELOW THE BOXES. IN CASE OF VARIATION, THE WORDS AND FIGURES WRITTEN BY THE CANDIDATE “ WILL BE TREATED AS FINAL”.

**NOTE: THE CANDIDATE SHOULD WRITE THE NAME OF THE POSTS ADVERTISEMENT NUMBER AND ITEM NUMBER ( IN ROMAN FIGURES) IN THE SPACE PROVIDED IN THE APPLICATION FORM WITH PEN /BALL PEN. REST OF INFORMATION IS TO BE FILLED IN BY THE OFFICE.**

**Col. No. 1** The candidate should write his full name (in English) in capital letters exactly as recorded in Matriculation Certificate and darken the appropriate circle with blue/ black pen ball below each letter.

Leave a box blank between two parts or more of the name. Do not darken a circle below a blank box.

- Col.No. 2** The candidate should write his date of birth indicating date, month and year in the boxes in figures (as indicated in the Matriculation certificate).He/She should also darken the respective circle below the boxes with blue/ black ball pen only.
- Col.No.3 The candidate should write his category code in the boxes provided for the purpose, in figures and should also darken the respective circles with blue/ black ball pen only below the boxes. The names and the codes of categories will be supplied alongwith the computerized application form.
- Col.No.4** The candidate should write District code in the boxes provided for the purpose, in figures and should also darken the respective circles with blue/ black ball pen only below the boxes. The names and the codes of District will be supplied alongwith the computerized application form.
- Col. No. 5** The candidate should write his qualifications codes in the boxes provided for the purpose in figures and should also darken the respective circle below the boxes. The names and the codes of District will be supplied along with the computerized application form.
- Col. No. 6 The candidate should write examination centers code in the boxes provided for the purpose, in figures and should also darken the respective circles with blue/ black ball pen below the boxes. The names and the codes of examination centers will be supplied alongwith the computerized application form.
- Col.No.7& 8** The candidate should not fill these columns.
- Col. No. 9 The candidate should clearly indicate by encoding the relevant circle whether he/she is employee of H.P.
- Col. No.10 The candidate should not fill this column.
- Col. No.11 The candidate should write his name and complete mailing address including names in English capital letters alongwith Pin code Numbers and name of the State.
- Col. No.12** The candidate should affix their unattested latest passport size photograph (4cm x 5cm size) in the space provided for the purpose. The photograph should not be attached by way of stapling it with pins. It should be affixed with the gum / glue stick properly.
- Col. No.13** The candidate should not fill this column. This is the cost of the OMR application form including examination fee.
- Col. No.14.** The candidate must sign. within the box provided in the form.

**Col.No.15 &16:** The candidate should read the instructions carefully and write the date, place, contact number and affix his / her signature the same on the application form .

*Col.No.17:* The candidate should write in the boxes provided for the purpose, in words and figures and should also darken the respective circles with blue/ black ball pen only below the boxes.

*Col. No.18:* The candidate should write his PIN Code in the box provided for the purpose and should darken the circles with blue/ black ball pen only.

## **SCHEME OF EXAMINATION**

Initially, a objective type Screening test of one paper of General Knowledge consisting of 120 questions of multiple choice answers of two hours will be held at Shimla / Mandi / Dharamshala / Solan / Una and Nahan

- 1 The number of candidates to be called for (Main) written examination will be 20-25 times of the total number of the vacancies. The candidates having been declared qualified in the Screening test will be entitled for admission to the (Main) written examination consisting of four papers.
2. The number of vacancies of similar qualifications as may be received from the Govt. up to the conduct of Screening test shall be included for the purpose of selection of candidates on the basis of aforesaid Screening test / Examination.
3. There shall be the following subjects for the (Main) examination for the direct recruits i.e. "A" Class Naib Tehsildar candidates:-

<b><u>Sr.No.</u></b>	<b><u>Subject</u></b>	<b><u>Max. marks</u></b>	<b><u>Pass</u></b>
1	G.K. & Current Affairs	100 Marks	33%
2	General English	50 Marks	-do-
3	English Essay	50 Marks	-do-
4	Hindi	50 Marks	-do-
5	Viva- Voce	40 Marks	-do-

The candidates shall have to pass all the four subjects. Any candidate failing in any one of the above subjects shall be treated as not to have qualified the said examination. The candidates who pass in the above examination shall be called for Viva- Voce examination / personal interview which shall carry 40 marks.

4. The number of candidates to be called for viva-voce after the (Main) written examination by the Commission shall be at its discretion on the basis of marks obtained by them in the (Main) examination only. As far as possible this number will be three times the total number of vacancies. The marks obtained in the (Main) examination as well as in the viva-voce will only be counted to determine their final merit. The option exercised by the candidates will be taken into account while determining their order of merit for selection to the various posts /services in case some other categories posts are received/included by the date of screening test.
5. The candidates who are declared qualified in the Screening test shall be required to apply for (Main) written examination separately on the prescribed application form to be supplied by the Commission.
6. The candidate(s) will be admitted provisionally on the basis of claim made by him/her in their applications; therefore, they need not enclose the certificates of their eligibility. Incomplete, old, unsigned and zeroed application forms will be rejected straightway and no subsequent correspondence will be entertained. Therefore, candidates are advised to read the instructions carefully and fill up / encode the circles of application form (OMR sheet) accordingly.

## **Syllabus**

### **For Screening Test for the posts of Naib Tehsildars :**

**General Knowledge of 120 marks (Objective type), duration of two hours.**

- a) History, Geography and Socio Economic development of Himachal Pradesh.  
**=30 Marks**
- b) Knowledge of current events of National and International importance and such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject.  
**= 50 Marks**
- c) Paper will also include questions on Modern History (From 1857 onwards) of India, Indian culture, Indian Polity, Indian Economy, Geography of India and teachings of Mahatma Gandhi.  
**= 40 Marks**

## **For Main Examination**

- 1. Paper-I General Knowledge & Current Affairs Maximum Marks=100**

**General Knowledge of 100 marks (Objective type), duration of two hours**

- a) History, Geography and Socio Economic development of Himachal Pradesh. **=20 Marks**
- b) Knowledge of current events of National and International importance and such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. **= 40 Marks**
- c) Paper will also include questions on Modern History (From 1857 onwards) of India, Indian culture, Indian Polity, Indian Economy, Geography of India and teachings of Mahatma Gandhi. **= 40 Marks**

- 2. Paper-II General English Maximum Marks=50 Marks**

**General English of 50 marks, duration of 1:30 hours**

Candidates will be required to answer questions designed to test their Understanding of English and workmen like use of words. Some of the Questions will be devised to test their reasoning power, their capacity to perceive implications and their ability to distinguish between the important and the less important.

- 3. Paper-III English Essay Maximum Marks=50 Marks**

**English Essay of 50 marks, duration of 1:30 hours**

- 4. Paper-IV Hindi Maximum Marks=50 Marks**

**Hindi of 50 marks, duration of 1:30 hours**

- i) Translation of an English passage into Hindi  
ii) Explanation of Hindi passage in Prose and Poetry in the same language  
iii) Composition (Idiom, correction etc.)

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