

हिमाचल प्रदेश सर
कार्मिक विभाग
(नियुक्ति-11)

अधिसूचना

संख्या पर (एपी-बी)डी(3)-4/2001 तारीख शिमला-171 002, 28 जनवरी, 2004

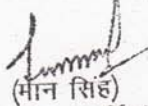
हिमाचल प्रदेश के राज्यपाल, भारत के संविधान के अनुच्छेद 162 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए इस अधिसूचना के साथ संलग्न उपाबंध "क" के अनुसार हिमाचल प्रदेश अधीनस्थ सेवाएं चयन बोर्ड के प्रक्रिया और संचालन नियम बनाते हैं ।

आदेश द्वारा

अरविन्द कौल
मुख्य सचिव
हिमाचल प्रदेश सरकार

संख्या पर (एपी-बी)डी(3)-4/2001 तारीख शिमला-171 002, 28 जनवरी, 2004
प्रतिलिपि प्रेषित है :

1. सचिव, महामहिम राज्यपाल, हिमाचल प्रदेश, शिमला-171 002
2. निजी सचिव, मुख्यमन्त्री, हिमाचल प्रदेश, शिमला-171 002
3. निजी सचिव, मुख्य सचिव, हिमाचल प्रदेश सरकार, शिमला-171 002
4. सचिव, हिमाचल प्रदेश लोक सेवा आयोग, शिमला-171 002
5. सचिव, हिमाचल प्रदेश अधीनस्थ सेवाएं चयन बोर्ड, हमीरपुर-177 001 को दस अतिरिक्त प्रतियों सहित ।
6. नियन्त्रक (मुद्रण व लेखन) हिमाचल प्रदेश, शिमला-171 005 को राजपत्र, हिमाचल प्रदेश में प्रकाशन हेतु एवं उनसे अनुरोध है कि प्रकाशन के उपरान्त राजपत्र की पाँच प्रतियां आगामी कार्रवाई हेतु उपलब्ध करवाएं ।
7. अतिरिक्त प्रतियां - दस ।
8. रक्षक नस्ति ।


(मान सिंह)
उप सचिव (कार्मिक)
हिमाचल प्रदेश सरकार

(Authoritative English text of this Department Notification No. Per (AP.B) D (3)-4/2001 dated 28 -01-2004 as required under clause (3) of Article 348 of Constitution of India).

Government of Himachal Pradesh
Department of Personnel
Appointment II

NOTIFICATION

No. Per (AP.B) D (3) - 4/2001 Dated Shimla-171 002, 28th January, 2004

In exercise of the power conferred by Article 162 of the Constitution of India, the Governor of Himachal Pradesh is pleased to frame the Rules of Business & Procedure of Himachal Pradesh Subordinate Services Selection Board as per Annexure "A" annexed to this notification.

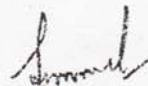
By Order

Arvind Kaul
Chief Secretary to the
Government of Himachal Pradesh

No. Per (AP.B) D (3) - 4/2001 Dated Shimla-171 002, 28th January, 2004

A copy is forwarded to:-

1. The Secretary to HE the Governor, Himachal Pradesh, Shimla-2.
2. PS to Hon'ble Chief Minister, Himachal Pradesh, Shimla-2.
3. PS to Chief Secretary to the Government of Himachal Pradesh, Shimla-2
4. The Secretary, HP Public Service Commission, Shimla-171 002.
5. The Secretary, Himachal Pradesh Subordinate Services Selection Board, Hamirpur-177 001 with TEN spare copies.
6. The Controller (P&S), H.P. Shimla-5 for publication in the H.P. Rajpatra and he is requested to supply five copies after publication for further necessary action.
7. Spare copies - Ten.
8. Guard file.


(Man Singh)
Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Annexure "A"

**RULES OF BUSINESS & PROCEDURE OF HIMACHAL
PRADESH SUBORDINATE SERVICES SELECTION BOARD,
HAMIRPUR.**

1. SHORT TITLE

- i) These rules may be called the Himachal Pradesh Subordinate Services Selection Board, Hamirpur (Rules of Business and Procedure) Rules, 2004.
- ii) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

2. DEFINITIONS - In these rules, unless the context otherwise requires,-

- a) "Board" means the Himachal Pradesh Subordinate Services Selection Board, Hamirpur;
- b) "Chairman" means the Chairman of the Board;
- c) "Controller of Examinations" means the Secretary of the Board;
- d) "Government" means the State Government of Himachal Pradesh;
- e) "Member" means Member of the Board and includes the "Chairman" thereof;
- f) "Secretary" means the Secretary to the Board; and
- g) "Under Secretary" means the Under Secretary to the Board or any officer of the Board designated as such.

3. BUSINESS TO BE TRANSACTED BY CHAIRMAN OR OTHER MEMBER

- i) The Business of the Board shall be transacted by the Chairman and the Member in a meeting by consensus:

Provided that in the case of difference of opinion between the Chairman and Member, on any matter, the same shall be referred to the State Government for appropriate decision and whose decision shall be final and binding on the Board.
- ii) The Chairman may, if he considers necessary or expedient to do so in public interest, direct that any particular matter or business be placed before the Board for disposal and the Board shall so dispose off the same.
- iii) The Board shall meet as often as necessary under the Chairmanship of the Chairman for the transaction of such business as cannot be settled by circulation of files and for such other items of business as the Board may decide. The meeting of the Board shall be presided over by the Chairman or in his absence, leave, resignation or otherwise, by the Member.
- iv) The Chairman or in his absence, the Member present may deal with any urgent matter which requires immediate action and such action shall be reported to the Board in its next meeting for ratification.

- v) As far as possible all decisions taken during the meeting, shall be reduced in writing on the relevant files, under the signature of Member present in the meeting and shall not be invalidated due to the absence of Member at such meeting and the decisions shall be deemed to be that of the Board.
- vi) The Board may invite an expert official or non-official for the purpose of assisting the Board in the course of such meeting and unless, he happens to be Himachal Pradesh Government's employees such officials or non-officials shall be paid for his services as per Government instructions issued from time to time.

4. PROCEDURE FOR FILLING UP OF POSTS BY DIRECT RECRUITMENT

- 4.1 All initial appointments to the Class-III services or posts as are within the purview of the Himachal Pradesh Subordinate Services Selection Board under the Himachal Pradesh Government except the following shall be made on the advice of the Board: -
 - i) Posts in the High Court of Himachal Pradesh.
 - ii) Posts in the Himachal Pradesh Vidhan Sabha.
 - iii) Posts in the Himachal Pradesh Administrative Tribunal and posts in the Himachal Pradesh Public Service Commission.
 - iv) Appointment to class-III posts of Wards of Government servants who die in harness.
 - v) Class-III posts/service recruitment which is to be made against reserved vacancies for Ex-servicemen including one dependent of the defence services personnel killed in action or disabled in action and rendered unfit for civil employment and physically handicapped.
 - vi) Such other posts as may, from time to time be excluded by the State Govt from the purview of the Board.
 - vii) ¹Drivers, Patwaris, Constables, Warder (Jail Deptt.), Pharmacists (Ayurveda) and 50 percent posts of Pharmacists of Health Department, Staff Nurses, Male Health Workers, Dai, Laboratory Technicians (Ayurveda Department), Forest Guards and Fireman / Veterinary Pharmacists / Compounders of any Government Department; ²
 - viii) 50 percent Class-III posts, recruitment to which is made on batch-wise basis e.g. Trained Graduate Teachers in Education Department and Junior Engineers in PWD ;
 - ix) Class-III posts for which minimum educational qualification is under-Matric ;
 - x) Posts of Surveyors in PWD ;
 - xi) Recruitment of Junior Basic Trained Teacher in Education Department be made on merit and batch wise basis.¹
- 4.2 All such class-III posts of the State Public Sector Undertakings, Boards, Corporations, Universities and Local Bodies etc. as may be entrusted to the Board by such Boards/Corporations/Universities and Local Bodies etc. keeping in view the Acts and Byelaws governing them.
- 4.3 It shall not be necessary to consult the Board for suitability of candidates for appointment to :-
 - i) a temporary post, the necessity for which is declared at the time of its creation to be unlikely to continue for more than six months;

- ii) appointment to a permanent post of a person temporary for a period not exceeding six months, is owing to emergent circumstances having arisen, it is necessary in public interest to fill the vacancy immediately, and there is likely to be undue delay in making appointment in consultation with the Board; and
- iii) a post to be filled in by promotion or transfer.

5. REQUISITION

- 5.1 The Requisitioning Authority shall send a requisition in the form prescribed by the Board for the recruitment of posts, in duplicate accompanied by the Recruitment & Promotion Rules list of recognized Universities/Professional Institutions and institutions which are authorized to issue experience certificates. The requisitions shall be under the signature of the Requisitioning Authority and shall contain no cuttings/erasures etc. unless authenticated by the Requisitioning Authority.
- 5.2 On receipt of requisition, the office of the Board shall scrutinize the same and if there is any deficiency then it shall be returned to the Requisitioning Authority for rectifying the defects pointed out therein and on receipt of the same, the Requisitioning Authority will be informed accordingly.
- 5.3 If the requisition is in order or on receipt after rectification of defects, the same shall be entered in a register to be maintained and the relevant columns filled up and authenticated by the Secretary to the Board.

6. ADVERTISEMENT

- 6.1 In the case of filling up of posts by direct recruitment, these shall be advertised for inviting applications and published in two daily news papers (One in English and one in Hindi) which have wide circulation in Himachal Pradesh along with a copy of advertisement in the "Giri Raj" of Himachal Pradesh Government. In addition to these publications, as per expediency and discretion of the Board the copies of the advertisement shall also be sent to the employment exchanges in Himachal Pradesh as well as to all the Deputy Commissioners and all the Sub-Divisional Officers (Civil), for display on their Notice Boards and in case of District level posts, the copies of the advertisement shall also be sent to the concerned employment exchanges and to the concerned Deputy Commissioner and Sub-Divisional Officers (Civil) for display on their Notice Boards. A copy shall also be sent to the Secretary, Himachal Pradesh Vidhan Sabha.
- 6.2 All categories of posts which have the same age, experience or educational qualification shall be allotted a separate four digit code No. and given in the advertisement and this code shall be a continuous number.

7. TIME LIMIT FOR SUBMISSION OF APPLICATIONS

- 7.1 Where applications are being invited through advertisement, at least 30 days time will be given for submission for Application Forms and 45 days time in case of difficult areas like Pangi, Kinnaur, Lahaul & Spiti and Dodra Kwar. If the last date fixed for receipt

of Applications happens to be a holiday, then the Applications shall be received on the next working day. In special circumstances, for reasons to be recorded, the Board may extend the date fixed for inviting Applications.

- 7.2 If a need arises as to change the Application Form in a particular case(s) as per requirement, the same will be decided by the Board. While submitting the Application Forms, the candidates shall not enclose any original or certified/attested copies of the certificates / diplomas / degrees / testimonials thereof with the Application Form but he shall give details thereof in the columns provided in the Application Form. The candidate is only required to enclose alongwith the Application the Bank Drafts/Indian Postal Orders as prescribed vide which the fee has been remitted.
- 7.3 Maximum age in the case of all Class-III and Class-IV posts for General Categories and with relaxation for Scheduled Caste/Scheduled Tribe/Other Backward Classes/Wards of Freedom Fighter/ other categories of persons shall be as per Government of Himachal Pradesh Rules/Instructions issued from time to time in this behalf.
- 7.4 The minimum age limit for direct recruitment shall be as provided in Recruitment and Promotion Rules, which will be reckoned as on the first day of the year in which the post(s) are advertised for inviting applications or notified to the employment exchanges, as the case may be.
- 7.5 The Application Form shall be submitted by the applicant in the envelope provided for the purpose through registered post. In the alternative, the candidate can deposit the Application Form in the Board's office at Hamirpur against receipt on any working day within the period specified for the receipt of Applications.

8. RECEIPT OF APPLICATIONS AND ITS RECORD / DIARY / SECURITINY ETC.

- 8.1 All the Applications shall be received by the receipt section at the Reception Counter and the same shall be duly stamped with date and thereafter it shall mark those Applications post-wise, code-wise, branch-wise and submit all the Applications to the concerned Branch Officer daily. After receipt of Applications by the Branch Officer, these Applications shall be entered in the receipt Register code-wise by the Receipt Section or Section entrusted with the work and will hand over to the concerned Sections for taking further action. They will also mark whether the Applications have been received in time or after the last date fixed for receipt of the Application Forms.
- 8.2 No fee will be returned to the candidates whose Applications have been received after the expiry of last date fixed or who have submitted wrongly filled or incomplete Applications or submitted Applications for the post not advertised by the Board. The concerned Section will also keep a proper record of Indian Postal Orders/Demand Drafts/Fee deposited through Banks as Application Fee. The Section Officer of the said Section shall ensure that all Applications have been properly entered in the Register code-wise and Indian

Postal Orders/Bank Drafts of fee have also been detached/accounted for in receipt account. This work of receipt of Applications and their processing may also be got done through computer as and when the same is received or through an outside agency, keeping in view the element of secrecy, accuracy, security and urgency. The account of fee received and deposited shall be got reconciled with the Banks concerned at least once in a month.

- 8.3 The visually handicapped candidates shall not be charged any fee while applying for any post advertised by the Board.

9. SCRUTINY OF APPLICATIONS

- 9.1 After the expiry of last date fixed, all the Applications of particular category/code will be handed over to the concerned section duly entered in the register. The concerned assistant shall open the envelopes containing Application Forms and if any shortcoming is noticed then he will make a brief note about that in the space provided. All the Applications may be scrutinized properly before fixing any screening test/interviews. No test/screening test is to be fixed without scrutiny of the Applications. The scrutiny of applications will be carried out under the supervision of Secretary and only those Applications will be put up to the Board for orders where specific need for such orders is felt by the Secretary.
- 9.2 After opening of the envelopes, the Dealing Assistant shall sign the Applications with date, the same as is stamped on the envelope and make appropriate entries. The Application shall be entered in the particular pro-forma post-wise and also a record of the Drafts/Indian Postal Orders shall be kept and will arrange for their encashment and deposit in the Bank and subsequently in the Govt. Treasury at convenient intervals will be ensured.
- 9.3 As and when the facility of the computerized processing is made available or provided, the Applications may be processed and entered through computer.

10. TIMING OF SCRUTINY

The Dealing Assistant is to scrutinize at least 200 Applications per day and where the Application is to be rejected, reasons in brief may be recorded and the applicant be intimated about the same in the envelope provided by the Applicant.

11. ELIGIBILITY OF THE CANDIDATES

- 11.1 The Application of the candidate who has not filled in the Application properly, left the columns blank, has not signed the declaration at the end of the Application Form, has not sent the requisite fee and has not mentioned the essential requirements such as educational/technical/professional qualification or who has mutilated the Application Form, has not affixed the attested copies of the photographs or whose Application has been received after the last date fixed for receipt of the Application Forms or does not fulfill the added requirements, the Application Form shall be

rejected. As regards category and sub-category of the candidate regarding reservation, the candidate is to indicate his category and sub-category in the appropriate columns of the Application Form but if he fails to do so he will be treated as a general candidate provided the requisite fee as to general category has been paid, otherwise his application shall be rejected for want of full fee.

- 11.2 The applications having shortcomings shall be put up to the Board for rejection.
- 11.3 In view of the large number of requests in the case of rejected application forms for seeing the application form by the candidate, the candidate will be required to apply on a prescribed pro-forma along with a fee as fixed by the Government from time to time then his application form will be taken out and a photocopy will also be made available to the candidate against receipt for his information showing why it has been rejected.
- 11.4 No interim correspondence about the application shall be entertained nor the applications of candidate who has sent any other document, photo/drafts etc., after the receipt of the application form will be entertained.
- 11.5 Intimation regarding interview etc. shall be sent to the candidate through letters sent "Under Postal Certificate" and the Board shall not be liable for any delay in transit or non-receipt of letters.
- 11.6 The level of examination and syllabus for a post for which a minimum educational qualification has been prescribed shall be the same as far as that of the equivalent examination of Himachal Pradesh Board of School Education, Himachal Pradesh Board of Technical Education or the concerned Universities in Himachal Pradesh. For example, if for a post minimum educational qualification is matriculation, then the level of examination and syllabus shall be that of Matriculation examination of Himachal Pradesh Board of School Education. In addition questions of General Knowledge, Current Affairs, Everyday Science, General Awareness, and Logic and about Himachal Pradesh may also be put of the equivalent level. The decision of the Board regarding nature and scope of question paper will be mentioned in the advertisement for information of the candidates.

12. ORTHOPAEDICALLY AND VISUALLY HANDICAPPED PERSON

In the case of orthopedically and / or visually handicapped candidate who wants to appear against a post reserved for the general category, the Board may issue general or special directions helper and such other incidental matter as may be required in that particular case.

13. SELECTION PROCESS

- 13.1 After the applications have been scrutinized, the Board shall take a decision regarding the mode of selection i.e. whether to hold a written test or a written test preceded by a screening test. However, the maximum marks of the interview shall not exceed 15 % of the total marks. Where a type and shorthand test is an essential qualification, the candidates will be

required to undergo these tests for the prescribed speed. 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 Board shall not be liable for any injury or damage sustained by the candidate while going through such tests.

- 13.2 No interim correspondence or request for change of date or venue of screening test, subjective test, physical test, type and shorthand test or date of interview shall be entertained.

14. CONDUCT OF EXAMINATION

- 14.1 If it is decided that a screening test or a written test is to be held then the examination centres will be selected keeping in view the number of candidates and their location, seating capacity, approach, suitability, furniture, staff, electricity, water and other relevant factors.

- 14.2 Keeping in view the resources of the Board, secrecy, feasibility and other relevant factors the centres for written tests may be kept on the basis of number of candidates as under:-

<u>Number of candidates</u>	<u>Examination Centres</u>
Up to 1000	Hamirpur
Above 1000 but less than 2000	Shimla & Hamirpur
Above 2000 but less than 5000	Shimla, Mandi, Dharmshala and Hamirpur.
More than 5000	at Distt.Headquarters.

- 14.3 Once the date of examination and venue has been decided and if the number of candidates is more than 500, then the respective District Magistrate/Sub-Divisional Magistrate will be requested to make arrangement for maintaining Law and Order in and around the examination centres.

- 14.4 The Divisional Manager or Regional Manager of Himachal Road Transport Corporation and Regional Transport Officer shall also be requested to ply extra buses one day before, during and after the examination giving the number of candidates likely to appear in the examination at respective centres, for the convenience of the candidates.

- 14.5 The visually handicapped persons/candidates shall be provided the facility of extra time of 20 minutes and exclusion of Geometry and mathematics from the paper and instead some alternate questions in lieu of Geometry and Mathematics will be included.

- 14.6 The Secretary of the Board shall maintain a panel of suitable and qualified persons for getting the paper(s) set and evaluation thereof. The names may be added or deleted from time to time.

- 14.7 The paper setter may be asked to set one or more than one set of question papers in the case of objective/multiple choice questions type of papers. The Secretary may also mix two papers. As far as possible and as the circumstances may allow, the Paper Setter may be intimated the essential qualification and syllabus and will not be intimated the post for which the paper is being set and the request to the paper setter may be on phone or in person, to keep the secrecy.

- 14.8 The question papers will be got printed by the Secretary and secrecy, accuracy and quality of the printing will be ensured.
- 14.9 The Secretary of the Board will be Controller of examinations and he will appoint and lay down the duties of the Centre Superintendents, Deputy Centre Superintendents, Invigilators, Clerks, Class-IV, Water Carriers and Assistant Co-ordinators and they shall be paid at the rates approved by the Govt. from time to time.
- 14.10 Before the date of examination, a code shall be allotted to each centre and the question paper duly packed centre-wise giving the code of the paper plus centre code and instructions/documents shall be prepared and sent to the concerned Centre Superintendent.
- 14.11 Question papers and other material shall be handed over to the Centre Superintendent against receipt a day before or as convenient by authorized official of the Board and then the Centre Superintendent shall be responsible for its safe custody and ensuring secrecy.
- 14.12 The Centre Superintendent shall make seating plan which may be pasted on the notice board of the institution and copy of seating plan shall also be pasted on the entrance of each examination room. A notice shall also be displayed about centre and date of examination and pasted near the gate of the Institution in bold letters.
- 14.13 The examination may start normally at 10.00 A.M. for the morning shift and at 2.00 P.M. for the evening shift. The candidates will be expected to reach examination halls/rooms at least 15 minutes before the commencement of the test along with admit card. In case a candidate has not received the admit card then on production of receipt of the application issued by the Board or postal receipt, he may be admitted provisionally upon giving or producing a recent attested photograph which will be pasted on the undertaking to be produced by the candidate and attested by the Centre Superintendent provided his name does not figure in the list of applicants whose Application Forms have been rejected which will later on be put up with Application and his answer sheets shall be marked separately. The candidates shall be allowed to bring with them card board, pen, ball pen, pencil, inkpot and foot rule and no other material such as hand bag, books, magazines, cell phone, calculator or slide rule etc. shall be allowed in examination halls/rooms.. The candidates shall observe restraint, discipline and silence. If any candidate has to ask for anything, he shall raise his hand and the staff on duty will attend to him. No candidate shall be admitted 15 minutes after the start of examination/test and no candidate shall be allowed to leave the examination hall/room before the half of the stipulated time is over in case of subjective type of question papers. However, in the case of objective type question papers the candidates will not be allowed to leave the examination hall till the stipulated time is over.
- 14.14 When duration of the paper concerned is over, the candidate may take out the question paper even if no question has been attempted by him.³

- 14.15 In case any candidate is found to be indulging in or using "Un-Fair Means" in any manner, he shall be warned by the Centre Superintendent /staff on duty and if he still persists, then the staff on duty shall mark his answer sheet in red ink with the word "U.F.M." and sign the same which will be countersigned by the Centre Superintendent and the sheet will be taken, separately packed and accounted for and the candidate will be sent out of the examination hall/room and a report sent to the Board by the Centre Superintendent.
- 14.16 In case of extreme rowdyism within or outside the Centre or the use of "Un-Fair Means" on a large scale, the Centre Superintendent shall make a reference to the Board which after satisfying itself may cancel the test as a whole or for a particular centre and hold the test afresh. If reports of large scale use of unfair means at any centre are received and the same are found to have substance then the Board may for reasons to be recorded, cancel the examination and order afresh test/examination.
- 14.17 The Admit Cards shall be collected from the candidates after obtaining their signatures on the attendance sheet as well as on the Admit Card. The number of answer sheets issued shall also be entered and the answer sheets shall be stamped with one of the stamps to be used on that date out of the stamps supplied by the Board. The particular stamp to be used will be the one whose impression will be supplied in a separate sealed cover.
- 14.18 No one except the staff on duty or the Board's official with identity card shall be allowed to enter the examination hall/room.
- 14.19 At the end of the examination/test, the Centre Superintendent shall arrange to collect the answer sheets, pack them and arrange them Roll number-wise, collect the Admit Cards and other items, seal and sign the same and hand them over to the official of the Board alongwith unused question papers and list of the provisional candidates. He shall also render the account of money advanced, disbursed and all other material given and forms given duly filled up.⁴
- 14.20 After the receipt of answer sheets and other material, it shall be entered in the appropriate register, kept in the appropriate safe place in the Board's office till their evaluation and final disposal.

15. EVALUATION

- 15.1 The Board will devise and prescribe a mechanism/system for the evaluation of answer sheets and it shall be the responsibility of the Secretary to implement it. The Board will make efforts to have its own scanner for evaluation of objective type question papers and until then the evaluation work will be awarded to some reputed organization after observing all codal formalities and this work will be carried out in the premises of the Board. For subjective examination efforts will be made to engage examiners from out side the state.
- 15.2 In all the subjective type answer sheets fictitious Roll Nos. will be given.
- 15.3 In case of Multiple Choice Question paper, only the detached answer sheets will be given for evaluation.

15.4 On the basis of evaluation of answer sheets a merit list shall be prepared and in case of different reserved categories, the category-wise merit list shall be prepared. The candidates to be eligible and in the consideration zone, must secure at-least 45% marks in the case of general category candidates and 40% marks in the case of Scheduled Caste/Scheduled Tribe/Other Backward Classes/wards of Freedom Fighters candidates. If the number of candidates with these percentage of marks are not available in requisite numbers, then the Board may relax the percentage by a maximum of 5% marks i.e. up-to 40% in the case of general category candidates and 35% in the case of Scheduled Caste/Scheduled Tribe/Other Backward Classes/ wards of Freedom Fighters category candidates for the reasons to be recorded in writing.

15.5 After the test, the result shall be declared as soon as possible depending upon the circumstances. The Board shall decide whether after an objective type screening test, a subjective type of test is to be held or not and the number of candidates to be called for the subjective test or the Board may decide to hold interview after the objective type screening test.

16. INTERVIEW

16.1 After the receipt of merit list, the Board may decide to hold the interview and the venue and the number of the candidates to be called for interview per post. Generally it shall be 3 to 5 times the number of posts. The candidate shall present himself on the date, time and place fixed for the interview. He shall also bring alongwith him on the said date and time, the original as well as one attested copy each of the following:-

- i) Original Matriculation certificate showing date of birth and attested copy thereof.
- ii) Certificate/Diploma/Degree/Testimonials showing his educational and professional qualification alongwith one attested copy of each.
- iii) Certificate issued by the competent authority along with one attested copy showing the category against which reservation has been claimed as per the category mentioned in the Application Form, if any.
- iv) Two recent passport size attested photographs.
- v) Document showing his having been registered with any of Employment/Sub Employment Exchanges in Himachal Pradesh alongwith an attested copy.

16.2 The original certificates after having been seen will be returned to the candidate while the attested copies will be attached with the Application Form. The Board's official shall compare the original certificates along-with the qualification mentioned in the Application Form and shall enter the Roll Nos., name and experience etc; in the Interview Sheet and this shall be signed by him. The interview sheet alongwith copies of testimonials etc; shall be attached with the Application Form. In the case of provisional admission, the undertaking shall also be attached and shall be presented before the Board. Departmental representative and Expert, if needed, shall also be requested to be present who may be intimated in writing or on phone to maintain secrecy.

- 16.3 The Member of the Board shall ordinarily preside over the Interview Boards set up for the selection of candidates through either of the methods described above and shall act as the Chairman of the Interview Board except in cases where the Chairman of the Board himself sits on the Interview Board alongwith the Member.
- 16.4 The interview Board shall be assisted by the experts and departmental representative. The marks to the candidates in the interview/viva voce shall be recorded by the Chairman in ink after consulting all the members of the respective interview Board and in token thereof all members of the interview Board will put their signatures on the interview sheet (in ink/ball point pen). An honorarium shall be paid to the experts assisting the interview Board as per rate approved by the Govt. from time to time.
- 16.5 The recommendations of the Interview Board (including viva-voce) shall be placed before the Board for approval before they are communicated to the Requisitioning Authority.
- 16.6 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.
- 16.7 While declaring the final result category-wise total marks obtained by selected candidates will also be shown.
- 16.8 The recommendations of the Board 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 are earliest.
- 16.9 The recommendations will be sent to the Requisitioning Authority by the Secretary of the Board and result will also be displayed on the Notice board of the Board besides intimation to the individual candidate.
- 16.10 The Board shall prescribe the documents and material to be kept in the strong room and the procedure for operating it. However it will be in double lock and one key of the strong room will be with the Secretary and the other one will be with the Under Secretary. However, in exceptional circumstances or in case of non availability of either of the officers, the Secretary may authorize the Assistant Registrar/Section Officer to operate it by observing the double lock procedure.
- 16.11 The retention/destruction of the record will be done as per schedule-I.
- 16.12 The Board after the completion of every financial year shall make available its Annual Administration Report for the year to the Government, as early as possible, for placing the same on the Table of the House.

17. POWER TO REMOVE DIFFICULTIES

In the matters for which no provision is made by these Rules, the Government may regulate its proceedings in such manner as it may fit.

18. POWER TO RELAX

Where the Government considers it necessary or expedient to do so, it may by order relax the provisions of these Rules.

19. REPEAL

The Rules of Business and Procedure of the Himachal Pradesh Subordinate Services Selection Board, Hamirpur, 2001 is hereby repealed:

1 Clause (vii) to (xi) I sub-rule (1) of Rule 4 - inserted vide notification dated 03-04-2006.

2 Substituted vide notifications dated 09-12-2010 & 18-05-2011.

3 & 4 Substituted vide notification dated 27-02-2010.

SCHEDULE-I

INSTRUCTIONS FOR THE RETENTION AND WEEDING OUT THE
RECORDS
OF
HIMACHAL PRADESH SUBORDINATE SERVICES SELECTION BOARD
HAMIRPUR

I - PERMANENT

1. Files containing general policy and principles.
2. Rules & Regulations for examinations.
3. Rules of Business & Procedure.
4. Proceedings of the meeting of the Board.
5. Advertisements/collection of Advertisements (3 sets only).
6. Black list Register.
7. Recommendations.
8. Mark lists/ Award list of examiners along-with a list of fictitious Roll Numbers.
9. Result cards/Broad Sheets and Master copies of results of written exams.
10. Files of all posts including noting portion.
11. Waiting/Reserve lists.
12. Interview sheets of viva voce.
13. Specimen copies of question papers.

II - TEN YEARS

1. Five spare copies of question papers with keys, if any, along with the name/names and address of paper setter/setters.

III - FIVE YEARS

1. Application Forms, Admit card, cut-lists, Rejection lists, and Attendance sheets.
2. Arrangement for exam.
3. Panel of examiners (Five years after reconstitution of the panel).
4. Answer books (Five years after the completion of the selection process).
5. Representations/complaints about final result (Five years from the date of final disposal of the matter).
6. Type scripts and transcripts of type/shorthand tests.

Note:-

1. Time limit for weeding out files/applications where the matter is pending in the Court of Law is to be taken into account from the date of final decision of the Court.
2. All other record and in cases for which no specific provision has been made the provisions of Office Manual shall apply.
