

## **INSTRUCTIONS TO THE CANDIDATES:**

### **I. ELGIBILITY CRITERIA:**

The following categories of the officers/official with the conditions, if any, explained against categories may appear in the Departmental Examination:

- i. The members of India Administrative Services,
- ii. The members of Himachal Pradesh Administrative Services.
- iii. The members of Himachal Pradesh Forest Services.
- iv. Tehsildar and Naib Tehsildar.
- v. All other Gazetted Officers working in connection with the affairs of the State of Himachal Pradesh not included in Sr.No. ( i) to (iii) above.
- vi. Superintendent Grade –II and Sr. Assistants of H.P. Govt, (Non- Gazetted) who have put in not less than 10 years of regular service in connection with the affairs of the State of Himachal Pradesh.
- vii. All such other Non-Gazetted officials who have put in not less than 10 years of regular service in connection with the affairs of the State of Himachal Pradesh whose next promotion or placement as and when it takes place shall put them in a Gazetted rank.
- viii. Clerks working in Revenue Department may be allowed to appear in Departmental Examination of Naib-Tehsildar, who have completed ten (10) years' service in the cadre.
- ix. Patwari and Kanungo of Revenue Department.
- x. Any other class or category of officers which may be included by the Government for time to time.

### **II. INSTRUCTIONS TO CANDIDATES FOR ONLINE APPLICATION:**

- (1) Login into Manav Sampada Portal by selecting your respective department and entering User ID and Password.
- (2) Link for applying departmental exam will appear on the Dashboard and also in HIPA module under my profile menu.
- (3) On clicking the link, the Departmental examination window will open with instructions for the candidates.
- (4) Candidates are required to go through instructions appearing on the screen and tick the window in token of having read all the instructions. T Candidates are advised to go through the instructions carefully as they will be fully responsible for any wrong information filled in the application form. Thereafter, application form window will open.
- (5) There are three sections in the online application form which are to be updated/filled in by the candidate.
- (6) In the **application form (DE-1)**, the candidate to ensure that all mandatory fields are filled up with updated information. Mandatory fields are:

- a. Employee type: i.e whether Regular, officiating or adhoc.
- b. Designation: Latest updated
- c. Photo: Latest uploaded
- d. Scanned signatures: To be Uploaded, if not uploaded earlier.
- e. Officer Type (G/N)
- f. Cadre/service:

(7) **Present address Details Section:**

In this section, candidate is required to fill his/her Mobile Number, Email ID, Place /District, PIN Number and Present Address.

The Centre of examination for the candidates appearing in only one paper i.e. Financial Administration will be allotted on the basis of information provided in the **District Column**. So the candidates are advised to fill up this column carefully.

No request for change of Center will be entertained later on except in exceptional circumstances.

Centre of examination for candidates appearing in more than one paper or paper other than Financial Administration will be Shimla only.

(8) **Examination Information Section:**

In this section, the candidate will be required to fill following information:

- (i) **Parent department Column:** In this column candidate will fill his/her parent department.
- (ii) **Name of Exam Column:** In this column, the candidates applying under “all other Gazetted officers category or Non Gazette officers category” will select as under:

S.No.	Category	Exam to be selected
a.	Officers of Technical Department	Technical Officers.
b.	Officers of Non-Technical Department	Non-Technical Officers
c.	<b>Ministerial staff of all Departments (Supdt Gr.II, eligible Sr. Assistant etc.)</b>	<b>Non-Technical Ministerial</b>

The list of Departments/Categories/Exam is given at the end of these instructions.

(iii) **Selection of subject:**

The candidates from **Technical Departments** appearing in **Financial Administration Paper** will select the Paper as under:

Officers of Education Department (Lecturers, Headmasters etc.) **Paper-1.**

Technical Officers of other **departments** **Paper-2.**

- (9) Candidate can view the form filled by him/her and also has option to print the form. For print, candidate needs to click view in action column.
- (10) After clicking save button user will have to pay fees and needs to click on pay now in the fees column.
- (11) After clicking pay now user will be directed to the screen where user needs to fill the required fields.
- (12) After successful payment of fees user needs to click on the Submit to HOD button in the action column.
- (13) It will be the responsibility of the candidate to fill up the information on online portal correctly as per instruction issued above.
- (14) The application forms not filled in correctly will not be entertained.

### **III. Departmental Examination Application Approval/Rejection by HOD:-**

- (1) The approval or rejection of the departmental examination is in the hands of HOD. He can either approve the application of an employee or reject it along with giving a reason for rejection of the application.
- (2) After the approval of the application, the application will be processed by the BODE and employee will get the option to download admit card through the same portal.

**DETAIL OF DEPARTMENTS FOR CANDIDATES APPLYING UNDER “ALL OTHER GAZETTED/ NON-GAZETTED OFFICERS CATEGORIES”**

**I. Technical Departments (Officers other than Ministerial staff)**

<b>Sr. No.</b>	<b>Departments Names (Parent department)</b>	<b>Category of Exam</b>	<b>Papers Names</b>
1	Agriculture	Technical Officers	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt.
2	Animal Husbandry	Technical Officers	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt
3	Ayurveda	Technical Officers	1.Financial Administration All Other 2. Hindi
4	Economics and Statistics	Technical Officers	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt.
5	Environment Science & Technology	Technical Officers	1.Financial Administration All Other 2. Hindi 3 Rules & Acts for Concerned Deptt.
6 (a)	Higher Education (Principals/Lectures /Asstt. Prof/ Associate Prof. / Headmaster.)	Technical officers	1.Financial Administration (Lect. of Education Deptt Only) (Morning)  2.Hindi
6(b)	Elementary Education (Eligible Teachers/ Headmasters etc)		--do--
7	Health & Family Welfare	Technical Officers	1.Financial Administration All Other 2.Hindi
8	Language & Culture	Technical Officers	1.Financial Administration All Other 2. Hindi 3 Rules & Acts for Concerned Deptt.
9	Horticulture	Technical Officers	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt.
10	Fisheries	Technical Officers	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt.
11	Forest	Technical Officers	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt.
12	State Forensic Science Laboratory	Technical Officers	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt.
13	Housing .Board /Jal Shakti Vibhag/PWD/HPSIDC	Technical Officers	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt.
14	HIPA	Technical Officers	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt.

<b>Sr. No.</b>	<b>Departments Names (Parent department)</b>	<b>Category of Exam</b>	<b>Papers Names</b>
15	HP Public Service Commission	Technical Officers	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt.
16	Mountaineering Institute	Technical officer	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt.
17	Urban Development	Technical officer	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt.
18	Printing and Stationery	Technical officer	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt.
19	Technical Education	Technical officer	1.Financial Administration All Other 2.Hindi
20	Principal of ITI (Technical Education)	Technical officer	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt
21	Town Country Planning	Technical officer	1.Financial Administration All Other 2.Hindi
22	Youth Services and Sports.	Technical officer	1.Financial Administration All Other 2.Hindi 3 Rules & Acts for Concerned Deptt

## **II. Non-Technical Departments (Officers other than Ministerial staff)**

<b>Sr. No.</b>	<b>Departments Names (Parent department)</b>	<b>Category of Exam</b>	<b>Papers Names</b>
1	Civil Defense & Home Guards Deptt.	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
2	Cooperative	-do-	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
3	Election	-do-	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
4	Excise and Taxation Officer	-do-	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt

<b>Sr. No.</b>	<b>Departments Names (Parent department)</b>	<b>Category of Exam</b>	<b>Papers Names</b>
5	Food & Supplies	-do-	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
6	Fire Services	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
7	Industries	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
8	Labour Officers	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
9	Employment Officers	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
10	Panchayati Raj	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
11	Police	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
12	Prisons	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
13	Public Relation	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
14	Rural Integrated Development	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt

Sr. No.	Departments Names (Parent department)	Category of Exam	Papers Names
15	Sainik Welfare Deptt.	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
16	Tourism Department	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
17	Welfare	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
18	W.C.D	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
19	Weights & Measures Deptt.	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt
20	Transport department	Non-Tech Officers	1.Financial Administration 2.Hindi 3.Rules & Acts for Concerned deptt 4.Non Tech Deptt 5.Non Tech Deptt 6. Information technology

**III. Ministerial Staff i.e. Superintendent, eligible Sr.Assistants, P.S., P.A of all Deptt.**

Sr. No.	Departments Names (Parent department)	Category of Exam	Papers Names
1	Secretaries Administration	Non-technical Ministerial	1.Financial Administration 2.Hindi 3.Office Management 4.Administrative Case 5.Case relating to service/ financial rules
2	Ministerial staff of all Technical & Non-technical Departments (Parent department Tech/Non-Tech)	Non-technical Ministerial	1.Financial Administration 2.Hindi 3.Office Management 4.Administrative Case 5.Case relating to service/ financial rules