

**Most Urgent**

Per (AP-B)B(2)-5/2020  
Government of Himachal Pradesh  
Department of Personnel

From

Additional Chief Secretary (Personnel) to the  
Government of Himachal Pradesh

To

1. The Additional Chief Secretary(Revenue) to the Government of Himachal Pradesh, Shimla-171002
2. The Secretary (Education) to the Government of Himachal Pradesh, Shimla – 171002
3. The Secretary (Technical Education) to the Government of Himachal Pradesh, Shimla- 171002
4. The Director General of Police, Himachal Pradesh, Shimla-171002
5. All the Deputy Commissioners Himachal Pradesh.
6. All Superintendents of Police Himachal Pradesh

Dated: Shimla-171002, the *1<sup>st</sup> February*, 2021

Subject:-

Instructions regarding conduct of screening tests for various posts in Government/ Private educational institutions of the State.

Sir/Madam,

I am directed to invite your attention to this Department's Office Memorandum No. Per(AP.B)B(19)-1/2017 dated 4<sup>th</sup> Feb.,2020 (copy enclosed) vide which instructions were issued relating to fair and transparent conduct of recruitment process. The Himachal Pradesh Staff Selection Commission is conducting screening tests for various posts in Government and private educational institutions of the State with the assistance of the respective District Administration. As such, the Commission circulated a copy of instructions booklet to all concerned Centre Superintendents for strict implementation and also for compliance by all the staff deployed for the conduct of examinations. It has been observed that the lackadaisical and irresponsible attitude of some of the personnel deployed for conduct of examinations has often resulted in tarnishing the image of the Commission as also the State Government with respect to the sensitive issue of recruitment. Some such glaring discrepancies and untoward instances have come to the notice in the recent past. It has been observed that the employees deputed for examination duties in the Government/private educational institutions are not well conversant with and not serious about their duties and

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have been committing numerous mistakes. Errors commonly committed are improper checking of the candidates entering the examination centres, improper handling of examination materials, improper identification of the candidates, carrying of non permissible electronics gadgets by the candidates inside the examination centres, submission of incomplete/improper written record of the examinations after its conclusion etc. Such incidents are not only affecting the fair and transparent working of the Commission, but also maligning the image of the Government in the eyes of the general public. Therefore, the Government has taken a serious view in the aforesaid incidents of gross negligence and carelessness of the concerned Centre Superintendents and invigilation staff.

2. It is, therefore, requested that the Education Department may ensure to issue necessary directions to all the Heads of the educational (Government/private) institutions to pay proper attention to the instructions regarding conduct of examinations issued by the Government/ Commission from time to time and ensure its strict implementation while undertaking the duties regarding conduct of written screening tests for recruitment of various posts conducted by the Commission in order to avoid such incidents of gross negligence and carelessness in future, failing which disciplinary proceedings may be initiated against the erring officers/officials concerned as per rules.

3. It is further requested that the necessary directions may be conveyed to all the subordinate officers/ officials deputed for examination duties to ensure strict compliance of the instructions and SOPs.

Yours faithfully,



(O. P. Bhandari)

Joint Secretary (Personnel) to the  
Government of Himachal Pradesh

Ph. No. 0177-2626097

[persbr2-hp@nic.in](mailto:persbr2-hp@nic.in)

Endst. No. Per (AP-B) B(2)-5/2020 Dated Shimla-171002, the <sup>1<sup>st</sup></sup> February, 2021

Copy is forwarded to the following:

- 1 The Secretary, Himachal Pradesh Staff Selection Commission, Hamirpur with reference to letter No. HPSSB-C(2)-26/2020-306 dated 06-01-2021.
- 2 The Secretary, H.P. Public Service Commission, Shimla-171002.



Joint Secretary (Personnel) to the  
Government of Himachal Pradesh

No.Per(AP.B)B(19)-1/2017

Dated Shimla-2,

4<sup>th</sup> Feb 2020

**OFFICE-MEMORANDUM**

Subject:

**Instructions relating to fair and transparent conduct of recruitment process.**

A number of complaints are being received time and again from various quarters regarding irregularities/illegalities being committed by the candidates during the recruitment process of various posts in Government Sectors/Autonomous bodies. Some mischievous candidates in connivance with some outsiders/touts are using unfair means such as electronic gadgets etc. for manipulating their selection to the posts. These malpractices not only adversely affect the morale of the aspiring candidates but also very often lead to adversely affecting the credibility and purity of the recruitment examination. In order to avoid such malpractices and for fair and transparent selection of candidates on merit, the following instructions are hereby issued to the recruitment agencies and all the concerned functionaries of the State Government for its strict compliance:-

1. **Access Control:**

- (i) The Examination hall or the place of public recruitment must be properly searched before commencing the recruitment. The search must include the main venues, toilets and the peripheral areas.
- (ii) Candidates identity must be properly checked and biometrics verification must also be done by taking digital image and finger prints before allowing their entry in the examination hall/room(s).
- (iii) Proper frisking of both male & female candidates by male & female police personnel must be ensured prior to their entry in recruitment venue.
- (iv) Must ensure that candidates do not take anything extra to the recruitment venue beyond what is essentially allowed/required.
- (v) Candidates must not wear ornaments like ring, bracelet, earrings, nose-pin, chain/necklace, pendants badge, brooch, watch/wristwatch, hair pin, hair band, amulets, belts, caps, scarf etc.

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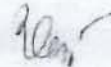
- (vi) Candidates must not carry stationery items like bit of paper, geometry/ pencil box, plastic pouch, calculator, scale writing pad, rubber, pen driver, log table, electronic pen/scanner, camera etc.
- (vii) Candidates must not carry communication devices like mobile phone, Bluetooth, earphones, microphone, pager health band etc.
- (viii) Candidates must not bring any handbag, eatable item opened or packed, Water bottle, Wallet, goggles etc.

2. **Strengthening institutional mechanism for public recruitment:-**

- (i) Official of doubtful integrity must not be associated with the recruitment process.
- (ii) The entire recruitment process must be video graphed or connected through CCTVs.

3. **Usage of Electronics Gadgets:-**

- (i) Recruitment Agencies/Departments must take advice or associate experts of the cyber crime of the State CID while conducting public recruitments.
- (ii) The recruitment venue must be jammed for making mobile calls and to transmit data during the recruitment process by installing adequate jammers.



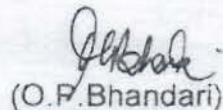
R.D. Dhiman

Addl. Chief Secretary(Personnel) to the  
Government of Himachal Pradesh

Endst. No. As above.

Dated:- 04-02-2020

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. The Director General of Police, HP Shimla-2.
3. The Secretary, HP Public Service Commission, Nigam Vihar, Shimla-2.
4. The Secretary, HP Staff Selection Commission, Hamirpur.
5. All Heads of Departments in Himachal Pradesh.
6. All Divisional Commissioners in Himachal Pradesh.
7. All Deputy Commissioners in Himachal Pradesh.
8. All MD's/Secretaries/Registrar of Boards/Corporations/Universities etc.in Himachal Pradesh.
9. Spare copies.



(O.P. Bhandari)

Deputy Secretary(Personnel) to the  
Government of Himachal Pradesh