

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.



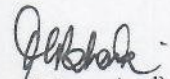
R.D. Dhiman

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

Dated:- 04-02-2020

Endst. No. As above.

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