HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Recruitment to the posts of Constables (Female) in Himachal Pradesh Police Department

ADVERTISEMENT NO. 58/7-2026 **Dated:-10-07-2026**

Online Recruitment Applications (ORA*) are invited from desirous and eligible Female candidates for recruitment to the 243 posts of **Constables (Female)** Class-III (Non-Gazetted) **{(**UR=**60,** UR WFF=**03 (02+01 Backlog),** UR Ward of Ex-SM=**22),** UR Home Guards=**16,** SC UR=**28,** SC WFF=**07 (02+05 Backlog),** SC BPL=**08,** SC Ward of Ex-SM=**07,** SC Home Guards=**08,** ST UR=**05,** ST BPL=**03,** ST Ward of Ex-SM=**02,**ST Home Gurards=**02,** OBC UR=**24,** OBC WFF=**06 (01+05 Backlog),** OBC BPL=**07,** OBC Ward of Ex-SM=**05,** OBC Home Guards=**06,** EWS=**20** and EWS Home Guards=**04)}** in Himachal Pradesh Police Department under Himachal Pradesh Police Department (Recruitment of Constables) Rules,2024, through ORA, which shall be available on the Commission's website www.hppsc.hp.gov.in/hppsc

A. Important Instructions:

1. The candidates must read instructions carefully, which are available on website of the Commission before applying for the post(s) concerned.

2. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which she wants to apply as mentioned in Eligibility Criteria of this advertisement.

3. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of Online Recruitment Applications (ORA).

4. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement by uploading copies of certificates of Essential Qualification, Matriculation Certificate as age proof, Category Certificate alongwith Bonafide certificate of H.P. before the closing date of Online Recruitment Application to avoid rejection of their candidature.

5. A candidate shall be eligible for recruitment to the post of Constable, if she has passed matriculation and +2 from any Institution/ School/ Board situated within Himachal Pradesh.(Provided that this condition shall not apply to Bonafide Himachalis).

6. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz. Scheduled Caste (S.C.), Scheduled Tribe (S.T.), Other Backward Classes (O.B.C.), Economically Weaker Section (E.W.S.), Ward of Freedom Fighter (W.F.F.), Ward of Ex-Service Men (Ward of Ex-SM) and Home Guards (HG) etc.

7. The candidates are required to choose one District for Physical Test and Written Test in the online Application Form. No change in the District once opted will be allowed. Therefore, Candidates should fill the Application Form very carefully.

8. Persons with Disabilities (PwDs) are not eligible to apply for this examination.

9. No candidate, in the regular service of Government/Semi Government will be entertained for document verification unless she produces NOC (No Objection Certificate) from concerned employer.

10. The candidates must mention their e-mail & mobile No. correctly in their Online Recruitment Application for receiving alerts and messages relating to the Examination.

11. The candidates should also give their Aadhar No. in the appropriate field of the ORA (which is Optional).

12. No candidate shall be admitted either to Physical Test or Written Examination or document verification unless she holds E-admit card duly issued by the Commission. If any error is observed in the E- admit Card, it shall be the responsibility of the Candidates to immediately contact the Commission's Office for corrections thereof.

13. **Candidates are advised to fill up the online application form with due care as no correction will be allowed in the online application form once submitted. The candidates submitting their online application form through cyber café or lok Mitra Kenderas etc are requested to go through the application form carefully before its final submission.**

14. Category claimed in the admit card will be treated as final and no change will be done in the category, except in the cases where the circumstances are beyond the control of the Candidates.

15. Request for Re-checking/ re-evaluation, of the answer sheets of the objective type examination(s) shall not be entertained under any circumstances.

16. **All Police Constables on initial recruitment shall undergo induction training/Recruits Training Course in batches as determined by the Director General of Police, HP. After completion of basic Recruitment Training Course (RTC), the newly recruited Constable will undergo a training course at PTC Daroh. In case a recruit is unable to pass the Recruitment Training Course, her service shall be liable to be terminated.**

17. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

18. Court cases / RTI / Public Grievances relating to Notice of Examination, Conduct of Written Examination and final result will be handled by the Commission and issues relating to other matters namely Vacancies, conduct of Physical Standard Test, Physical Efficiency Test & Document Verification, Medical Examination and appointment etc. will be handled by the Home Department & Himachal Pradesh Police Department.

B. List of documents to be uploaded on the OTRS portal by the candidate:

1. Matriculation certificate.
2. +2 Certificate.
3. NCC Certificate, if candidate possesses such certificate
4. Valid category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., WFF, Ward of Ex-SM etc. All these certificates along with undertaking wherever required, should be on Proforma prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions of the Govt. issued vide letter No. PER (AP)-C-F(10)-4/2010 dated 5th August, 2019).
5. Service Certificate in case of HG candidates (Home Guards) issued by the Commandant Home Guards.
6. Bonafide Himachali Certificate, (If the Matriculation and 10+2 examinations have been passed by the Candidate from the institutions situated outside the State and in case of reserved category candidates)
7. Valid EWS/BPL Certificate (Candidates applying under EWS category will have to submit either

"Income & Asset Certificate" or valid BPL Certificate countersigned by B.D.O. along with non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)- 1/2019 dated 11th June, 2019.

C. Category Claims :

1. The category of the candidate claimed in the profile shall be treated as final. In case her category undergoes a change before the prescribed closing date for submission of online recruitment application through OTR portal then such candidate shall have to get her application modified by requesting the Commission to that effect in writing. However, in cases where candidate finds out at any later stage that she has wrongly filled her category in the ORA or there is change of category which is beyond the control of the candidate at any stage during the recruitment process; provided she has not availed any relaxed standards in terms of age, experience, qualification etc., she will inform about it in writing to the Commission **atleast 15 days before the conduct of Physical Standard test** failing which no such type of requests shall be entertained by the Commission. Decision of Commission on her request to change the category shall be final.

2. S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ E.W.S. of Himachal Pradesh/ W.F.F. of Himachal Pradesh/ Ward of Ex-SM of HP must possess such certificates(s) in support of their claims made in the online recruitment applications while applying for the concerned post(s). If any B.P.L. candidate applies for the post reserved for EWS category she shall have to submit a valid B.P.L. certificate countersigned by the Block Development Officer and also a non-SC/ST/OBC certificate issued by the competent authority. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category.

3. **E.W.S. (Economically Weaker Sections) of Himachal Pradesh:**

(i) The benefit of reservation under the EWS category (other than SCs / STs / OBCs) in posts under the Government of Himachal Pradesh can be availed against the posts reserved for EWS category on production of an Income and Asset Certificate issued by the competent authority in the State of Government of Himachal Pradesh in the prescribed format.

(ii) The reservation to the category of EWS and (document to be submitted in support of claim), will be as per instructions issued by the Government of H.P. (in the Department of personnel) vide letter No. PER(AP)-C-B(12)- 1/2019 dated 11th June, 2019.

(iii) If a BPL candidate applies for the post reserved for EWS category she shall have to submit a valid BPL certificate issued by competent authorities and countersigned by the Block Development Officer and also a non- SC / ST / OBC certificate issued by the competent authority in the prescribed format. The candidate should posses valid EWS certificate at all stages of examination/ recruitment process.

(iv) In case Economically Weaker Section (EWS) candidates are not available for selection, the vacancies will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.

4. **W.F.F.(Wards of Freedom Fighters) of Himachal Pradesh:**

(i) For the posts reserved for Wards of Freedom Fighters of Himachal Pradesh (WFF of H.P.), daughters / grand-daughters of Freedom Fighters of Himachal Pradesh, who have been appointed on regular basis shall not be entitled for the benefits of reservation provided to the Wards of Freedom fighters in Government services, against the identical posts in the same scale. The employed children / grand children of Freedom Fighters will be deemed to have been excluded from the definition of Ward of Freedom Fighter for the purpose to this extent.

(ii) The children / grand children of Freedom fighters of Himachal Pradesh, who have been appointed in Govt. / Semi Govt. or Private Sector etc. services against the post(s) reserved for the Wards of Freedom Fighters on regular basis will remain entitled to compete for higher rank / grade posts / services on the basis of reservation earmarked to the Wards of Freedom Fighters of Himachal Pradesh.

(iii) The un-married daughters / grand-daughters will have to submit an affidavit being spinster (un-married) in support of their claim(s) issued by the authority authorized under the Indian Oath Act. Otherwise such candidates will be rejected straightway.

(iv) Married daughters and Married grand-daughters will be admitted provisionally against the posts reserved for WFF on production of provisional WFF certificate issued by the competent authority as per instructions of the Govt. (Department of Personnel) Himachal Pradesh letter No. PER(AP)-C-E(3)-1/2020 dated 17th March, 2020.

5. The statutory certificates like Bonafide Himachali, SC, ST, WFF and legal heir issued on parentage basis on the prescribed format are of permanent nature and are acceptable to the Commission. However, the certificates of O.B.C. on parentage basis on the prescribed format and E.W.S. or B.P.L. also on the prescribed format issued by the competent authority to be valid not only for the relevant term of the financial year but also covering the prescribed closing date(s) for submission of online recruitment application through OTRS. The latest certificate issued by the competent authority along with self undertaking stating that her status has not been changed and she is not excluded from the category of O.B.C. or E.W.S. or B.P.L. will have to be submitted by the candidate to the Commission as and when asked by the Commission as well as on the day of document verification.

D. Vacancies:

Details of vacancies to be filled are as under:

Constable (Female)						Total
	UR	**WFF**	**BPL**	**Ward of Ex-SM**	**HG**	
Gen	60	03	00	22	16	**101**
SC	28	07	08	07	08	**58**
ST	05	00	03	02	02	**12**
OBC	24	06	07	05	06	**48**
EWS	20	00	00	00	04	**24**
					Grand Total	**243**

Notes: All the above posts shall be filled up on regular basis in the Pay Band level-3 (Rs 20200-64000) in H.P. Police Department.

E. Eligibility:

(1) Education and physical standards will be as follows:

Sr. No.	Category	Age (As on 01-01-2026)	Edu. Qualification	Height
1.	General/EWS/Ward of Ex-SM	18 to 25 Yrs	+2	5'-2"
2.	SC/ST/ SC-ST Ward of Ex-SM/Gorkhas	18 to 27 Yrs	+2	5'-0"

3.	OBC/ OBC Ward of Ex-SM	18 to 27 Yrs	+2	5'-2"
4.	Home Guard (Gen./OBC/EWS)	20 to 28 Yrs	+2	5'-2"
5.	Home Guard (SC/ST/Gorkhas)	20 to 28Yrs	+2	5'-0"

(2) A candidate shall be eligible for recruitment to the post of Constable, if she has passed Matriculation and +2 from any Institution/School/ Board situated within Himachal Pradesh.

Provided that this condition shall not apply to Bonafide Himachalis

(3) Candidates who do not meet the standards specified in E (1) above shall be summarily declared unfit and informed accordingly.

Notes:

1. Candidates should note that only the date of birth as recorded in the Matriculation/Secondary Examination Certificate on the date of submission of applications will be accepted by the Commission and no subsequent request for its change will be considered or granted.
2. Candidates should also note that once a date of birth has been claimed by them and entered in the records of the Commission for the purpose of admission to an examination, no change will be allowed subsequently.
3. Candidates should exercise due care while entering their date of birth in relevant column of the application Form. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their Matriculation Certificate their candidature shall be liable to be cancelled by the Commission under the Rules.

F. Recruitment Process:

The candidates applying for the post of Constables (Female) shall be admitted provisionally on the basis of their claims made in the online applications and the recruitment process shall consist of:

1. **Physical Test**: The Physical Test consisting of Physical Standard Test (PST) and Physical Efficiency Test (PET) will be scheduled and conducted by the Himachal Pradesh Police Department which will provide the list of qualified candidates alongwith their marks awarded for Height, to the Commission.
2. **Written Test**: Successful candidates of Physical Test will be provisionally admitted to offline multiple choice objective type written examination of **Two hours** duration consisting of 90 marks having negative marking, to be conducted by the Commission.
3. **Evaluation & Document verification**: Successful candidates of Physical Test and Written Examination will be shortlisted as per zone of consideration prescribed in the Rules of Business of the Commission for document verification to be carried out by the Police Department (They will also award the marks of NCC certificates to the candidates during document verification.)
4. **Medical Examination:** Medical Examination will be scheduled and conducted by the Himachal Pradesh Police Department after receiving recommendations from the H.P. Public Service Commission.

Note:

The final merit list shall be made on the basis of the marks of written examination, PST-Height marks and evaluation- NCC Certificate marks, based on the following parameters:

(i)	Objective type screening test	90 Marks
(ii)	Height	06 Marks

(iii)	NCC Certificates	04 Marks
	Grand Total	**100 Marks**

G. Physical Standard Test (PST):

Physical Standard Test will be conducted by Himachal Pradesh Police Department. All measurements will be taken by a Medical Officer which shall be recorded in the candidates' Sheet and signed by the Medical Officer as per Standard Operating Procedure issued for Physical Standard Test by the DGP. The marks shall be awarded only for height as per the following table:

Sr. No.	Height for female Candidate	Marks
1	Less than 5'-3"	0 Mark
2	5'-3" but less than 5'-4"	1 Mark
3	5'-4" but less than 5'-5"	2 Marks
4	5'-5" but less than 5'-6"	3 Marks
5	5'-6" but less than 5'-7"	4 Marks
6	5'-7" but less than 5'-8"	5 Marks
7	5'-8" and above	6 Marks

H. Physical Efficiency of Candidates (PET):

(1) Physical Efficiency Test will also be conducted by Himachal Pradesh Police Department and will be of qualifying nature alone as per the following details:

Sr. No.	Event	Minimum qualifying standard for Female candidates
1	800 Meters Race for Female	3 Minutes 45 Seconds (No additional attempt is allowed)
2	High Jump	Minimum 1.10 Meter, (Maximum three attempts are allowed)
3	100 Meters Race	17 Seconds (No additional attempt is allowed)
4	Broad Jump	3 Meters (Maximum three attempts are allowed)

(2) The candidates who fail to qualify in any event of PET will be disqualified forthwith and will not participate in the remaining events.
(3) Videography of the outdoor Physical Efficiency Test will be done for the sake of transparency.
(4) The dope test may be carried out by the Police department to detect narcotics opiates at the outset of Physical Efficiency Test during the recruitment of Constables.

I. Result of Physical Tests:

After conduct of physical tests i.e. PST and PET, Police Department shall provide the list of candidates qualified in the physical tests along with marks awarded for height to each candidate to the Commission. The original record of these physical tests shall be kept by the Police Department.

Note 1 : At the time of Physical Standard test no change will be done in the category/ sub category of the candidate. The category/ sub category opted in the application form will be final and no change will be carried out except where the circumstances are beyond the control of the Candidate.

Note 2: The result of physical test shall be displayed by the DRC on the same day and the candidates, if dissatisfied, may submit an appeal by 12 noon, on the following day. Once the DRC has decided the appeal, no further changes shall be permitted and no further representations shall be entertained. The result of PST/PET once finalized by the DRC concerned after consideration of appeals, shall be submitted through Police Headquarter to the Himachal Pradesh Public Service Commission, and no revision in the PST/PET marks/ result will be considered by the Commission thereafter. Candidates shall not be permitted to contest the result of PST/PET after completion of the process. The height measured during the conduct of PST/PET by the DRC will be final.

J. Written Examination:

1. On receipt of the list of physically qualified candidates, the Commission will issue the E-admit card for the written examination which shall be conducted in the offline mode. The syllabus for the Written Examination will be of +2 standard and will be published on the official website of the Commission shortly after issuing the advertisement. The written examination will be conducted at District/ sub Division level as per availability of examination centers. Written examination will be of **TWO hour** duration having 90 marks consisting of 90 objective type Multiple Choice Questions (MCQ) with negative marking for incorrect/wrong answers. The question paper will be bilingual i.e. in English & Hindi. If there is any difference in English and Hindi version of the question and answer option, the English version shall be treated as correct and final.

2. Each question will be followed by four (A, B, C, D) answer options and one option 'E' in case candidate does not want to answer the question. The candidate will have to blacken with blue / black ball pen on the circle adjacent to the option she thinks is correct in OMR answer sheet. No answer will be left blank. In case the candidate does not want to answer a question to avoid negative marking she shall have to blacken the option 'E'. If any answer is left blank and none of the option is blackened then it will also result in negative marking.

IN CASE THE CANDIDATE DOES NOT WANT TO ANSWER A QUESTION TO AVOID NEGATIVE MARKING SHE SHALL HAVE TO BLACKEN THE OPTION "E" IN THE OMR ANSWER SHEET AS UNDER:

Response				**If you do not want to answer a question, darken the option Ⓔ.**
Ⓐ	Ⓑ	Ⓒ	Ⓓ	●
IF ANY ANSWER IS LEFT BLANK AND NONE OF THE OPTION IS BLACKENED THEN IT WILL ALSO RESULT IN NEGATIVE MARKING.				

3. The answer key of the question paper shall be uploaded on the website of the Commission immediately after the conduct of test and depositing of the answer sheets in the Commission, for inviting objection(s) from the appeared candidates. A time period of 05 (five) days excluding the day of publishing of answer key shall be given to them to submit their objection(s) with supporting documents / references. A non – refundable fee of Rs 100/- per objected question will be charged from the candidates. The objections have to be filed in online mode only through the HPPSC website by uploading the supporting documents. No other mode shall be entertained and no objection shall be entertained / considered without depositing the requisite fees.
4. The received objection(s), if any, will be got verified from the two Subject Experts/ Paper Setter. Based

on the opinion/ decision of the Subject Experts/ Paper Setter to the objections(s) raised by the candidates, the revised answer key shall be prepared and finalized. If there is any disagreement or conflict in the opinion of two Subject Experts/ Paper Setter, in that eventuality the opinion of third subject expert will be sought and majority opinion will be treated as final. In respect of the scrapped questions(s) no credit to appeared candidates shall be given and passing marks will accordingly be proportionally reduced. The final answer key alongwith question paper shall be uploaded on the website of the Commission after the declaration of the result. No objections(s)/ representation(s) shall be entertained against the final answer key.

5. In case of bilingual papers, if there is any difference in English and Hindi version of the question and answer option, the English version shall be treated as correct and final.
6. Where Roll No., Application No. in both the Column and test booklet series have been written wrongly on OMR Answer Sheets and also encoded incorrectly by the candidates, the OMR answer sheets of such candidates shall not be evaluated and shall be rejected straightway. After the declaration of the result, following message shall appear against the user ID of such candidates:
"You have written your Roll Number, Application Number and Test booklet series wrongly on the OMR answer Sheets. Hence your OMR answer sheet was not checked."

Note: There shall be negative marking as detailed below:

1. For each question for which a wrong answer has been given by the candidate, one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
2. If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question also i.e. one fourth (0.25) of the marks assigned to that question will be deducted as penalty..
3. If a question is left blank i.e. no circle is blackened by the candidate, there will be same penalty as above for that question also i.e. one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
4. Where there are two correct answers instead of one correct answer out of four options of a question, all those candidates who will blacken any one of these two correct answers will be awarded marks allotted to that question.

K. Declaration of Result Of Written Examination and Preparation of Zone of Consideration for Document Verification:

1. On the basis of performance of candidates in written examination and marks obtained by them in height, the Commission shall prepare a category - wise zone of consideration in the following manner:

Number of Posts advertised	Ratio for category wise zone of consideration for scrutiny of documents by the Police Department.
1 to 5	1:2+2
6 and above	1:2

2. The above zone list shall be provided to Police Department for document verification and awarding of marks for NCC Certificates as per Rule 12 of Himachal Pradesh Police Department (Recruitment of Constables) Rules, 2024. The said zone list shall also be published on the Commission website. The schedule for verification of documents shall be prepared by the Police Department, which will

be published on the website of the Commission for information of the candidates.

L. <u>Document Verification:</u>

The Police Department after receipt of lists containing zone of consideration of candidates provided by the Commission will carry out the document verification of such candidates falling in the zone of consideration, on the scheduled days, to verify their eligibility as per claims made by them in their online applications. Police Department will award marks for NCC Certificates duly issued by the competent authority as per Rule 12 of R&P Rules i.e. Himachal Pradesh Police Department (Recruitment of Constables) Rules 2024 amended from time to time:

(i)	NCC "C" Certificate	04 Marks
(ii)	NCC "B" Certificate	02 Marks
(iii)	NCC "A" Certificate	01 Marks
Note:- A candidate who has all these Certificates will be given marks for NCC "C" Certificate only.		

1. The original documents of the candidates declared qualified /admitted provisionally to appear in the document verification shall be checked/ scrutinized on the day of document verification.
2. Candidates are required to submit attested copies of all the eligibility documents uploaded by them in their online application which shall be verified with original documents by the Police department
3. The eligibility of candidate(s) called for the Document verification will be determined on the basis of original documents produced on the day of the Document Verification As such admission to the Physical Test/ Written Examination/ Document Verification shall be purely provisional.
4. Summoning of the candidate(s) for Document Verification, conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the appropriate Appointing Authority after ensuring that the candidate is suitable in all respects for appointment to the service.
5. The Candidates have to produce all original certificates/documents on the day of Document Verification and no further opportunity will be granted and her candidature will be rejected for want of requisite documents.

M. <u>Final Result / Merit List:</u>

1. After document verification and awarding of marks for NCC Certificates, the Police Department shall forward the consolidated list of candidates found eligible for final selection to the Commission. Thereafter Commission shall prepare the final result/merit list and publish the same on the Commission website and also forward it to the Police Department for further action.

2. Final order of merit shall be determined in accordance with total marks secured by the candidates {Written Test (90 marks)+ Height (6 marks)+ NCC (4 marks)=100marks}. No candidate securing zero or negative marks in written examination shall form part of the merit list.

In case the total marks of two or more candidates are equal, then the candidate securing more marks in written examination will be placed above the candidate securing lesser marks in the same. In case the marks of written examination are also equal, then the candidate who is older in age will be placed above the candidate younger in age. In case the age is also same then the candidate having more marks in the essential qualification

examination will be placed above the candidate having lesser marks.

3. The candidates appearing in the final merit list after declaration of medical fitness and verification of character and antecedents shall be issued a letter of appointment by the concerned Appointing Authority. All Police Constables on initial recruitment shall undergo induction training/Recruits Training Course in batches as determined by the Director General of Police, HP. The syllabus of training and the schedule thereof shall be as may be notified by the Director General of Police, through Standing Orders. On successful completion of the RTC, the candidates will be called as Constables. **In case a recruit is unable to pass the Recruitment Training Course, his service shall be liable to be terminated.** Recruits will be confirmed only after successful completion of RTC and probation of 2 years including RTC.

N. How To Apply:

Detailed instructions for filling up Online Recruitment Application (ORA) are available on the website of the Commission i.e. "http://www.hppsc.hp.gov.in/hppsc".

1. Desirous / eligible candidates have to apply online through official website of the Commission i.e. http://www.hppsc.hp.gov.in/hppsc. Applications received through any other mode would not be accepted and will be rejected straightway.
2. The desirous and eligible candidate may visit the official website of the Commission (http://www.hppsc.hp.gov.in/hppsc) and click on the link "Apply Online" on the Home Page. On the opened page the candidate will click on the link "One Time Registration (OTR) for Examinations" and on the opened page will register and create her profile by clicking on "New Registration" if not registered already. After registration or if already registered, the candidate will have to log into her account in OTR page, once logged in, the list of live advertisements will be displayed to the candidate on the Dashboard. Candidate will apply for a particular post through this portal only. After filling all her personal details, the candidate will choose only **ONE DISTRICT** of her choice for Physical Standard Test and Written Test from the drop down menu.

   The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application, the candidate will have to give an undertaking/ declaration that:-

   "It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reasons of uploaded documents being non-readable / poor quality of scanning."
3. No further opportunity will be given to the candidates for submission of any documents after the submission of online recruitment application.
4. Application without scanned latest photograph or signature or with blurred photograph and / or signature of the candidate shall be rejected straightaway.
5. No change will be allowed to be made in the Online Application once submitted.

O. Examination Centres:

The physical test shall be held at the District Headquarters and written examination shall be held at District/ sub division level. However the Commission and Police Department reserve the right to conduct the said test and examination at any other place in the District if the circumstances so warrant.

P. Examination Fees:

The detail of fees is as under:-

Sr. No.	Category	Fees
1.	A uniform fee shall be charged from all the candidates, irrespective of their category.	600.00

Q Mode of Payment:

The desirous & eligible candidates shall pay the examination fee online by Debit Card/Credit Card/UPI/ any other online digital mode, as the case may be, on or before the prescribed closing date for submission of Online Recruitment Applications on OTR portal. While making payment the candidate(s) shall pay specified amount only after accepting the "Terms and Conditions to apply online". Fee once paid shall neither be refunded under any circumstance nor can it be held in reserve for any other examination or selection.

Note :

1. Candidates should note that payment of fee can be made only through the modes prescribed above Payment of fee through any other mode is neither valid nor acceptable. Applications submitted without the prescribed fee/mode shall be summarily rejected.
2. Fee once paid shall not be refunded or adjusted against any other Examination.

R. Admission / Rejection:

1. Incomplete Online Recruitment Applications (ORA) submitted without scanned photograph & scanned signatures of prescribed size, will be rejected straightaway. All Candidates who submit Online Recruitment Application will be admitted provisionally to appear in the Physical as well as written Examination on claim basis.

Note :

Original certificates will have to be produced at the time of Documents verification and If their claim is found to be incorrect; besides rejection they may render themselves liable for action by the Commission.

S. E-Call Letters :

1. Call Letters / admit cards will NOT be sent by post and provisionally admitted candidates **shall have to download their respective e-Call Letters / admit cards along with instructions for the concerned examination i.e. physical test, written examination, document verification** etc from the official website of the Commission. Therefore, the candidates are advised to remember their User ID(s) and password(s) earlier created by the candidates in OTR in order to login for downloading their respective e-Call Letters and should visit the website of the Commission regularly for any update on the recruitment process.
2. The provisionally admitted candidates will have to paste a passport size photograph duly self attested / attested by a Gazetted Officer on the space provided on the downloaded e-Call Letters / admit cards, failing which she will not be allowed to appear in the Examination, in any condition/ circumstances, whatsoever.
3. In addition to the Admit card, it is mandatory to carry original valid Photo-ID proof having the **date of birth** as printed on the Admission Certificate, for Physical and Written Test, such as:

- Aadhaar Card/ Printout of E-Aadhaar.
- Voter's ID Card,
- Driving License,
- PAN Card,
- Passport,
- ID Card issued by University/ College/ School,
- Employer ID Card (Govt./ PSU),
- Any other photo bearing ID card issued by the Central/ State Government.

4. If the Photo Identity Card does not have the **date of birth** printed on it, then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) as proof of her date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

T. General Instructions :

1. The applicant shall upload her latest photograph in the space provided in the application form. In case, photograph uploaded on the application is found different / varying to that of pasted on the admit card for appearing in the physical, written examination etc., the candidature of such candidates shall stand cancelled.
2. Reserved categories candidates are also required to go through the relevant instructions in order to ensure that they are eligible under the particular category(s).
3. If any candidate appears in the Written Examination at the centre other than the allotted centre, her candidature will be rejected straightaway and no correspondence will be entertained in the matter.
4. The number of vacancies to be filled in on the basis of this examination may increase or decrease. Any change in the number of vacancies will be intimated through the website of the Commission.
5. Contract / Casual / adhoc / daily rated / work charged employees do not need to produce NOC from the concerned employer. The Candidates who are in Government service (regular service) may apply directly to the Commission with information to their Head of Departments / Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be allowed to participate in the process of document verification unless she produces NOC from the concerned employer.
6. It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application; comes to the notice at any time during the service of a person, her service would be liable to be terminated.
7. The Commission will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of PST/ PET, Written Examination and therefore, candidature will be accepted only provisionally. The candidates must go through the requirements of eligibility e.g. educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post. If any claim made in the application is not found substantiated when scrutiny is undertaken, the candidature will be cancelled and the Commission's decision shall be final.

8. Candidates are also informed that as per Government of H.P. (in the Department of Personnel) notification No.Per (AP-B) B (15)-3/2022 dated 22-03-2023, the examinations conducted by the Himachal Pradesh Public Service Commission will come under the purview of Himachal Pradesh Public Examinations (Prevention of Unfair Means) Act, 2025.
9. A candidate at any stage of examination /selection which shall include final selection and sending recommendation(s) thereof or during the course of examination or any selection process

conducted or being conducted may in addition to rendering herself liable to criminal prosecution under relevant laws (in the case of candidate already in service under Government, to disciplinary action and criminal prosecution under the appropriate rules and relevant laws) may be debarred from appearing in any written examination / Personality Test for a period not exceeding 15 years, or her candidature may be cancelled at the discretion of the Commission w.e.f. the date as may be decided by the Commission, if she is found to be guilty of the following:

(i) obtaining / seeking support for her candidature whether in the Physical Test or written Examination or Evaluation / Document Verification by any means; or
(ii) impersonating; or
(iii) procuring impersonation by any person; or
(iv) submitting false/ fabricated documents or documents which have been tampered with; or
(v) making statements which are incorrect or false or flouts any Instructions Guidelines, terms and condition, given in advertisements or instructions communicated in any manner or suppressing therein material information at any stage of selection; or
(vi) resorting to the following means in connection with her candidature for the examination, namely:
(a) obtaining copy of question paper through improper means;
(b) finding out the particulars of the persons connected with secret work relating to the Physical Test or written Examination or Evaluation / Document Verification,
(c) Influencing the Examiners; or
(vii) using or attempting to use unfair means in the Examination hall; or
(viii) writing obscene matter or drawing obscene sketches in the scripts; or
harassing, threatening or causing physical injury to the staff engaged in the conduct of Physical Test or written Examination or Evaluation / Document Verification; or
(ix) violating any of the instructions given to the candidates in their admission card or other directives including oral instructions given by the centre supervisor /superintendent or other staff engaged in the conduct of Physical Test or written Examination or Evaluation / Document Verification; or
(x) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Physical Test or written Examination or Evaluation / Document Verification, creating a disorderly scene and the like; or
(xi) being in possession of or using mobile phone, pager, scanner or any electronic equipment or device or any other equipment capable of being used as a communication device during the Physical Test or written Examination or Evaluation / Document Verification; or
(xii) being debarred earlier on the above mentioned grounds by the Union Public Service Commission or any State Public Service Commission or any other government department / recruiting agency including this Commission.
(xiii) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses;

Provided that no penalty under this Rule shall be imposed except after:-

(a) giving the candidate an opportunity of making such representation in writing as she may wish to make in that behalf; and
(b) taking into consideration the representation, if any, submitted by the candidate within the period allowed to her.

Provided further that the order of debarring or cancellation of candidature shall be passed only after the Commission has considered the matter and approved the proposed punishment of debarring the candidate or cancellation of her candidature.

10. Detailed Instructions relating to Physical Test will be supplied to the candidates alongwith E-call

letters.

U. Check List:

Verify the following before uploading the online application or documentcertificates:

1. That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for various stages of tests and Evaluation of documents.
2. That the following documents/certificates are uploaded in support of claims made/ information given in the Online Application:
    - Matriculation certificate.
    - +2 certificate
    - NCC Certificate, if candidate possess such certificate.
    - Valid category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., WFF etc. All these certificates along with undertaking wherever required, should be on Performa prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions of the Govt. issued vide letter No. PER (AP)-C-F(10)-4/2010 dated 5th August, 2019).
    - Bonafide Himachali Certificate in case of reserved category candidates.
    - Valid EWS/BPL Certificate (Candidates applying under EWS's category will have to submit either "Income & Asset Certificate" or valid BPL Certificate countersigned by B.D.O. along with non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)- 1/2019 dated 11th June, 2019.
    - Home Guards Services Certificate issued by the Commandant Home Guards.
3. That they have filled their correct and active e-mail addresses and mobile number in the online application as correspondence shall be made by the Commission / Police Department through e-mail/ SMS.

V. Disqualifications For Admission To The Examination(S):

No candidate will be eligible for admission to the examination:-

1. If she has been dismissed from any previous Govt./ Semi Govt. service; or
2. If she has been convicted of any offence involving moral turpitude, has been permanently debarred / disqualified from appearing in any examination or selection; or
3. If she is found either directly or indirectly influencing the selection process in any manner; or
4. If she is an un-discharged insolvent.
5. If she fails to produce any of the requisite original documents on the day of Document Verification.

W. Facilitation Counter for Guidance of Candidates:

In case of any guidance/ information / clarification regarding Online Recruitment Applications (ORA), candidates can contact H.P.P.S.C. Reception Counter in person or on Toll Free No.1800-180-8004 or Ph. No. 0177- 2629738 on any working day between 10:00 A.M. to 05:00 P.M. Queries related to online applications can also be mailed by the candidates on e-mail ID " hppsc_shimla@msn.com". No candidate will interact directly with the staff in the Commission except Reception Counter .

X Commission's Decision Final:

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of tests / examination(s), allotment

of examination centre, debarment for indulging in malpractices, preparation of result / merit list, etc. will be final and binding on the candidates and no enquiry/ correspondence in this regard will be entertained.

Y. Abbreviations:

HP: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Castes of H.P., ST: Scheduled Tribes of H.P., OBC: Other Backward Classes of H.P., BPL: Below Poverty line of H.P. EWS: Economically Weaker Section of H.P., as declared by the Govt. of H.P. from time to time, WFF: Wards of Freedom Fighters of H.P., OTRS: One Time Registration System, NOC: No Objection Certificate and EQ: Essential qualification(s), PST: Physical Standard Test, PET: Physical Efficiency Test, HG (Home Guard).

Note:

For more information candidates should go through HPPSC (Procedure & Transaction of Business) Rules, 2023 available on Commission's website as well as Himachal Pradesh Police Department (Recruitment of Constables) Rules, 2024 available on H.P. Government website.

Sd/-
(Nivedita Negi), IAS
Secretary,
H.P. Public Service Commission,
Telephone No.0177- 2623786.