

## HIMACHAL ROAD TRANSPORT CORPORATION, SHIMLA-171003

### **RECRUITMENT TO THE POST OF JUNIOR OFFICE ASSISTANT (IT)**

**Advertisement No. IV/2016**

**DATED: 23 .07.2016**

Himachal Road Transport Corporation invites Online Recruitment Applications (ORA) from desirous Bonafide Himachali candidates for recruitment for 134 Junior Office Assistants (IT) on contract basis on monthly consolidated salary of Rs.7,860/- (5910PB+1950 GP) **up to 16<sup>th</sup> August, 2016 up to 5.00 PM** whereafter the link will be disabled :

S/No.	Name of the Post	No. of Posts	Essential Qualification	Posts reserved for																																												
1.	Junior Office Assistant (IT)	134	<p><b>(a) Essential Qualification:</b> 10+2 from a recognized Board of School Education/ University. (ii) One year diploma in Computer Science/ Computer Application/ Information Technology from a recognized University/ Institution OR "O" or "A" level Diploma from National Institute of Electronics &amp; Information Technology (NIELIT) OR Diploma in Information Technology (IT) from a recognized IT/ Institution (iii) Computer typing speed of 30 words per minute in English or 25 Words per minute in Hindi.</p> <p><b>(b) Desirable Qualifications:</b> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	<table border="1"> <tr> <td colspan="2"><b>Total UR= 75</b></td> </tr> <tr> <td>UR</td> <td>46</td> </tr> <tr> <td>UR(BPL)</td> <td>10</td> </tr> <tr> <td>UR (EA)</td> <td>12</td> </tr> <tr> <td>UR(PH: <b>OL/HH</b>)</td> <td>02</td> </tr> <tr> <td>UR (WFF)</td> <td>01</td> </tr> <tr> <td>UR (Sports)</td> <td>04</td> </tr> <tr> <td colspan="2"><b>Total SC =29</b></td> </tr> <tr> <td>SC</td> <td>20</td> </tr> <tr> <td>SC (BPL)</td> <td>04</td> </tr> <tr> <td>SC (EA)</td> <td>03</td> </tr> <tr> <td>SC (PH: <b>LV</b>)</td> <td>01</td> </tr> <tr> <td>SC (WFF)</td> <td>01</td> </tr> <tr> <td colspan="2"><b>Total ST = 06</b></td> </tr> <tr> <td>ST</td> <td>04</td> </tr> <tr> <td>ST (BPL)</td> <td>01</td> </tr> <tr> <td>ST (EA)</td> <td>01</td> </tr> <tr> <td colspan="2"><b>Total OBC = 24</b></td> </tr> <tr> <td>OBC</td> <td>15</td> </tr> <tr> <td>OBC (BPL)</td> <td>04</td> </tr> <tr> <td>OBC (EA)</td> <td>03</td> </tr> <tr> <td>OBC (PH: <b>LV/HH</b>)</td> <td>02</td> </tr> </table>	<b>Total UR= 75</b>		UR	46	UR(BPL)	10	UR (EA)	12	UR(PH: <b>OL/HH</b> )	02	UR (WFF)	01	UR (Sports)	04	<b>Total SC =29</b>		SC	20	SC (BPL)	04	SC (EA)	03	SC (PH: <b>LV</b> )	01	SC (WFF)	01	<b>Total ST = 06</b>		ST	04	ST (BPL)	01	ST (EA)	01	<b>Total OBC = 24</b>		OBC	15	OBC (BPL)	04	OBC (EA)	03	OBC (PH: <b>LV/HH</b> )	02
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2. **Age as on 01.07.2016:** Between 18 to 45 years.

3. **Fee:**

<b>Sr. No.</b>	<b>Category</b>	<b>Fee</b>
i)	<b>General Category</b> (including General, Physically handicapped, WFF of HP/Ex-serviceman relieved from Defence services on their own request before completion of normal tenure.	Rs.360/-
ii)	SC of H.P./ST of HP/OBC of HP ( including SC/ST/OBC/Ex-serviceman of HP relieved from Defence services on their own requests before completion of normal tenure	Rs.120/-
iii)	Ex-servicemen of HP (Ex-servicemen, who are relieved from Defence services after completion of normal tenure)/Blind of HP/Visually impaired of HP	Rs.120/-

4. **Last date of receipt of Application:** **16<sup>th</sup> August, 2016 up to 5.00 PM** whereafter the link will be disabled.

5. No Call letter will be sent by post to any of the candidates. The applicants are required to download the Admit Cards from the Website of HRTC i.e. **www.hrtc.gov.in after 20<sup>th</sup> August, 2016.** In case of any problem, they can contact the nearest Regional Office of HRTC.

6. The Written test will be conducted on **4<sup>th</sup> September, 2016.**

7. The syllabus of Junior Office Assistant (IT) and the other instructions are available on the website of the Himachal Road Transport Corporation.

**Abbreviations used in the Advertisement:**

OL= One leg. LV= Low vision. HH=Hearing Hard. PH=Physically Handicapped.

**Chief General Manager,  
HRTC, Shimla-171003**

## हिमाचल पथ परिवहन निगम, शिमला-171003

### कनिष्ठ कार्यालय सहायक (सूचना प्रौद्योगिकी) के पदों को भरने के लिये विज्ञापन

विज्ञापन संख्या: IV/2016

दिनांक: 23.07.2016

हिमाचल पथ परिवहन निगम द्वारा “कनिष्ठ कार्यालय सहायक” (सूचना प्रौद्योगिकी) [Junior Office Assistant (IT)] के पदों को अनुबन्ध पर मु० 7,860/- रुपये मासिक वेतन पर भरने के लिये हिमाचल के मूल निवासियों (Bonafide) (Male/female) से दिनांक 16 अगस्त, 2016 सायं 5.00 बजे तक ऑनलाईन (online) आवेदन पत्र आमंत्रित किये जाते हैं। पदों का पूर्ण विवरण निम्न प्रकार से है:-

क्रम संख्या	पदों की संख्या	शैक्षणिक योग्यता	वेतनमान/ मानदेय	लिखित परीक्षा की तिथि
1.	134	1. प्रार्थी ने सरकार द्वारा मान्यता प्राप्त बोर्ड/विश्वविद्यालय से 10+2 श्रेणी की परीक्षा उत्तीर्ण की हो। 2. किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से कम्प्यूटर विज्ञान/कम्प्यूटर एप्लिकेशन/सूचना प्रौद्योगिकी में एक वर्ष का डिप्लोमा या नैशनल इन्स्टिट्यूट आफ इलेक्ट्रॉनिक्स एण्ड इन्फॉर्मेशन टेक्नोलॉजी (NIELIT) से 'ओ' या 'ए' स्तर का डिप्लोमा होना अनिवार्य है। 3. प्रार्थी कम्प्यूटर पर अंग्रेजी टंकण में कम से कम तीस शब्द प्रति मिनट या हिन्दी टंकण में पच्चीस शब्द प्रति मिनट की गति रखता हो।	रुपये 5910+1950 ग्रेड पे = 7860 रुपये प्रति माह/-	4 सितम्बर , 2016  रविवार

### श्रेणीवार आरक्षित पदों का विवरण:

क्र०	श्रेणी का नाम						कुल
क	सामान्य वर्ग	सामान्य (बी०पी०एल०)	सामान्य (स्वतन्त्रता सेनानी के आश्रित)	सामान्य (भूतपूर्व सैनिक)	सामान्य विक्लांग	सामान्य (खिलाड़ी)	
	46	10	01	12	02	04	75
ख	अनु०जाति	अनु० जाति (बी०पी०एल०)	अनु० जाति (स्वातन्त्रता सेनानी के आश्रित)	अनु०जाति (भूतपूर्व सैनिक)	अनु०जाति (विक्लांग)	अनु०जाति (खिलाड़ी)	
	20	04	01	03	01	0	29

ग	अनु० जनजाति	अनु० जनजाति (बी०पी०एल०)	अनु०जनजाति (स्वातन्त्रता सेनानी के आश्रित)	अनु०जाति (भूतपूर्व सैनिक)	अनु० जनजाति (विकलांग)	अनु० जनजाति (खिलाड़ी)	
	<b>04</b>	<b>01</b>	<b>0</b>	<b>01</b>	<b>0</b>	<b>0</b>	<b>06</b>
घ	अन्य पिछड़ा वर्ग	अन्य पिछड़ा वर्ग (बी०पी०एल०)	अन्य पिछड़ा वर्ग (स्वातन्त्रता सेनानी के आश्रित)	अन्य पिछड़ा वर्ग (भूतपूर्व सैनिक)	अन्य पिछड़ा वर्ग (विकलांग)	अन्य पिछड़ा वर्ग (खिलाड़ी)	
	<b>15</b>	<b>04</b>	<b>0</b>	<b>03</b>	<b>02</b>	<b>0</b>	<b>24</b>

2. आयु: 18 से 45 वर्ष के बीच।

3. परीक्षा शुल्क:

क्रमांक	श्रेणी	शुल्क (रुपयों में)
1)	<b>सामान्य श्रेणी</b> (सामान्य, विकलांग, स्वतन्त्रता सेनानियों के आश्रित, भूतपूर्व सैनिक जो अपना कार्यकाल पूरा होने से पहले स्वेच्छा से सेवानिवृत्त हुए हैं सहित)	360.00
2)	<b>अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग</b> (अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग से सम्बन्धित भूतपूर्व सैनिक जो अपना कार्यकाल पूरा होने से पहले स्वेच्छा से सेवानिवृत्त हुए हैं सहित)	120.00
3)	<b>भूतपूर्व सैनिक</b> (जो अपना कार्यकाल पूरा करने के बाद सेवानिवृत्त हुए हैं/दृष्टिबाधित आवेदकों सहित)	120.00

4. Online आवेदन करने की अन्तिम तिथि: 16 अगस्त, 2016 सायं 5.00 बजे तक।
5. किसी भी आवेदक को परीक्षा "प्रवेश पत्र" (Admit Card) डाक द्वारा नहीं भेजा जायेगा। उपरोक्त परीक्षा प्रवेश पत्र हिमाचल पथ परिवहन निगम की website [www.hrtc.gov.in](http://www.hrtc.gov.in) से दिनांक 20 अगस्त, 2016 के बाद डाउनलोड किया जा सकता है। किसी प्रकार की असुविधा होने पर हिमाचल पथ परिवहन निगम के नजदीकी क्षेत्रीय कार्यालय से सम्पर्क करें।
6. लिखित परीक्षा 4 सितम्बर, 2016 को आयोजित की जाएगी।
7. लिखित परीक्षा हेतु पाठ्यक्रम तथा अन्य निर्देश हिमाचल पथ परिवहन निगम की website पर उपलब्ध हैं।

मुख्य महाप्रबन्धक,  
हिमाचल पथ परिवहन  
निगम,  
शिमला-171003

## Online आवेदन पत्र भरने हेतु आवश्यक दिशा निर्देश

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1. **Online Application form** भरने से पूर्व आवेदक/आवेदिका वांछित राशि का डिमाण्ड ड्राफ्ट वित्तीय सलाहकार एवं मुख्य लेखाअधिकारी, हिमाचल पथ परिवहन निगम के नाम देय बनवायें ।
2. आवेदक/आवेदिका डिमाण्ड ड्राफ्ट, फोटो एवं हस्ताक्षर (प्रत्येक का साईज 200 के.बी. से अधिक न हो) को स्कैन करके **online application form** के अन्त में **Browse** बटन को **click** करें तथा स्कैन फोटो फाईल को **select** करें । इसी प्रकार हस्ताक्षर हेतु **signature** के सामने **Browse** बटन को **click** करें तथा स्कैन **signature** फाईल को **select** करें। डिमाण्ड ड्राफ्ट हेतु उसके सामने दिये गये **Browse** बटन को **click** करें व डिमाण्ड ड्राफ्ट स्कैन फाईल को **select** करें तथा उसके बाद **upload file** बटन को **click** करें ।
3. फाईल अपलोड करने के पश्चात आवेदक/आवेदिका भरे गये फॉर्म को **Print this page** बटन पर **click** करके प्रिंट करें व आवेदन पत्र के प्रिंट की प्रति के साथ वास्तविक डिमाण्ड ड्राफ्ट (**original demand draft**), हिमाचल पथ परिवहन निगम के नजदीकी क्षेत्रीय कार्यालय में जमा करवायें । **आवेदन पत्र 16.08.2016 5.00** बजे सांय तक जमा करवाना अनिवार्य है ।

## **IMPORTANT INSTRUCTIONS**

1. The candidates must read the instructions carefully for applying online which are available on the website of the Himachal Road Transport Corporation, i.e., **[www.hrtc.gov.in](http://www.hrtc.gov.in)** before filling up the application form for the post (s) concerned.
2. The candidates must ensure their eligibility in respect of Category, Experience, Age and Essential Qualification(s) etc. as mentioned against each post in the advertisement to avoid rejection at later stage.
3. Incomplete application forms submitted without requisite examination fee will be rejected straightway.
4. The benefit of reservation will be admissible only to the candidates who are bonafide residents of Himachal Pradesh in respect of categories viz. SC, ST, OBC, EA, WFF and physically handicapped.
5. The candidates should possess requisite essential qualification(s) prescribed for the post (s) for which he/she wants to apply as **on closing date, i.e., 16<sup>th</sup> August, 2016 for submission of Online Recruitment Application (ORA) on the website [www.hrtc.gov.in](http://www.hrtc.gov.in).**
6. Number of post (s) is/are tentative and may increase or decrease from time to time for different categories of posts.
7. In service candidates may apply to the Himachal Road Transport Corporation along with requisite fee. No candidate will be interviewed unless he/she brings NOC from the concerned employer.

### **HOW TO APPLY:**

- (a) Candidates must apply only through **online mode**. Applications received through any other mode will not be accepted and summarily rejected. Detailed instructions for filling application are available on the above mentioned website.
- (b) Candidates who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner.
- (c) After submitting the Online Recruitment Application (ORA) the candidates are required to take a printout of the finally submitted Online Recruitment Application and submit the same along with attested copies of documents/certificates in support of their eligibility to the nearest Regional Office/Depot of Himachal Road Transport Corporation along with original Bank Draft personally or through Speed Post.
- (d) In case a candidate has applied against more than one post, i.e., post published in the advertisement, the candidate is required to submit separate copies of requisite attested copies of documents/certificates along with the Printout of the Online Recruitment Application for each post on the day of screening test for the respective posts.

### **EXAMINATION FEES:**

<b>Sl. No.</b>	<b>Category</b>	<b>Fee</b>
1	<b>General Category</b> (including General, Physically handicapped, WFF of HP/Ex-serviceman relieved from Defence services on their own request before completion of normal tenure.	Rs.360/-
2	<b>SC of H.P./ST of HP/OBC of HP</b> ( including SC/ST/OBC/Ex-serviceman of HP relieved from Defence services on their own requests before completion of normal tenure	Rs.120/-
3	<b>Ex-servicemen of HP</b> (Ex-servicemen, who are relieved from Defence services after completion of normal tenure)/ Blind of HP/Visually impaired of HP	Rs.120/-

### **MODE OF PAYMENT:**

The candidates are required to deposit the requisite fee in the shape of Bank Draft payable at Shimla in the name of Financial Advisor and Chief Accounts Officer, Himachal Road Transport Corporation, Shimla-171003 and will submit the same along with attested copies of documents/ certificates in support of their eligibility to the nearest Regional Officer/Depot of Himachal Road Transport Corporation personally or through Speed Post.

### **SUBMISSION OF CERTIFICATES/DOCUMENTS:**

- i) The candidates are required to submit attested copies of required documents, certificates, i.e., essential qualification(s), age, experience and category in support of their eligibility along with application forms.
- ii) The false/fake claim of any information made by the candidate(s) will be viewed seriously and he/she will be debarred from recruitment to any post to be advertised either by HRTC or any other recruiting agency of H.P. State Government for a period of three years from the date of submission of application by such candidate(s).

**Note: Original certificates will have to be produced at the time of vive-voce. If any of their claim found to be incorrect, besides rejection they may render themselves liable to disciplinary action by the Himachal Road Transport Corporation.**

### **CATEGORY CLAIM:**

The SC of Himachal Pradesh/ST of H.P./OBC of H.P./WFF of HP/Ex. Servicemen of HP and Physically Handicapped candidates must possess such certificate (s) in support of their claim made in the application form while applying for the concerned post(s). The benefit of reservation will be admissible on parental basis only. 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.

### **1. EX-SERVICEMEN OF HIMACHAL PRADESH:**

The candidates belonging to Ex-servicemen of Himachal Pradesh will have to furnish discharge certificate and full detail in respect of their PPO No. Rank and date of retirement from the defence Services to claim the benefit of reservation for the category of Ex-serviceman of HP. The Ex-servicemen candidates of H.P. must go through the relevant Rules and instructions of the reservation notified/issued by the Govt. of H.P. from time to time in order to ensure their eligibility for admission to the aforesaid examination.

### **2. OBC OF HP (OTHER BACKWARD CLASSES OF H.P.)**

The candidates belonging to the OBC of H.P. must produce certificate(s) on the prescribed format (appended as Appendix-B) which should not be more than two years old at the time of last date fixed for submission of application along with latest affidavit duly attested by the authority authorized under the Indian Oath Act stating that his/her status as OBC has not been changed and he/she has not been excluded from the category of OBC of HP on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family, failing which such candidate(s) will not be allowed to appear in the written examination/viva-voce/interview.

### **3. WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH:**

For the posts reserved for Wards of Freedom Fighters of H.P. sons/grandsons/daughters/granddaughters of Freedom Fighters of H.P., who have been appointed on regular basis as well as married daughters/grand daughters shall not be entitled for the benefits of reservation provided to the wards of Freedom Fighters in Government service, against the identical posts in the same scale. The employed children/grand children and married daughters/grand daughters of Freedom Fighters will be deemed to have been excluded from the definition of Freedom Fighters for the purpose to this extent. The children/grand children of Freedom Fighters of H.P. 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 H.P. The unmarried daughters/grand daughters will have to submit an affidavit being spinster (unmarried) in support of their claim(s) issued by the authority authorized under the Indian Oath Act otherwise such candidates will be rejected straightway.

### **ELIGIBILITY CONDITIONS:**

- (I) The date of determining the eligibility of all candidates in terms of essential qualification, experience etc. shall be reckoned as on **the closing date i.e. 16<sup>th</sup> August, 2016 up to 5.00 PM after which the link will be disabled.**
- (II) The decision of the HRTC regarding eligibility etc. of a candidate for admission to Written test/Viva-voce/Personality Test or Selection will be final and no correspondence/personal enquiries will be entertained.
- (III) Onus of proving that a candidate has acquired requisite degree/essential qualification by the stipulated date is on the candidate



and in the absence of proof to the contrary, the date as mentioned on the face of certificate/degree or the date of issue of Certificate/degree shall be taken as date of acquiring essential qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of interview.

- (IV) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement then the candidate is required to produce order/letter in this regard indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected.

**AGE:** The candidate(s) must be between 18 to 45 years of age.

**CLARIFICATION:**

- (I) Five years relaxation in upper age limit is admissible only to the bonafide SC of HP/ST of H.P/OBC of HP/WFF of HP/Persons with disability of HP(Physically Handicapped) of HP. For H.P. Govt. employees and Ex-servicemen of HP age relaxation is as per Government instructions issued from time to time.
- (II) Age of a candidate shall be reckoned as on **01.07.2016**.

**SCREENING TEST/EXAMINATION/VIVA-VOCE TEST:**

- (i) In cases where the number of eligible candidates is inordinately large in proportion to the number of posts, the Himachal Road Transport Corporation may restrict the number of candidates to be called for interview by screening all the eligible candidates to a screening test. Since the purpose of holding screening test is only to shortlist the number of candidates, marks obtained in screening test shall not be counted for deciding the merit of a candidate.
- (ii) The screening test will include objective type questions (MCQ) of 200 marks. The syllabus for the screening test/written examination will consist of Course concerned, General Knowledge including General knowledge of Himachal Pradesh, Current Affairs, Everyday Science, Logic (Hardware, MS Office, MS Excel & Power Point Presentation), General English of 10+2 level and General Hindi of Matric Standard.
- (iii) The eligibility of candidate(s) called for the interview will be determined on the basis of original documents produced on the day of interview and the HRTC will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the appointing authority. As such admission to the screening test/examination/interview shall be purely provisional.
- (iv) The summoning of the candidate(s) for viva-voce test, conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the HRTC.
- (v) Dispute, if any, shall be subject to Court jurisdiction at Shimla.
- (vi) No TA/DA will be paid to the candidates for appearing in the examination/interview.

## **OTHER CONDITIONS:**

1. All candidates, whether in Government service or Government owned Industrial or other similar organization or in private employment should submit their application directly to the HRTC. Persons already in regular Govt. service whether in a permanent or temporary capacity other than casual/adhoc/daily rated/work charged employees or those serving under Public Enterprises are however, required to submit a declaration that they have informed in writing to their Head of Office./Department that they have applied for the selection.
2. In service candidates may apply to the Himachal Road Transport Corporation along with requisite fee with information to their Head of Department/Employers for issuing NOC. No in service candidate will be interviewed unless he/she brings NOC from the concerned employer.
3. Candidates should note that in case a communication is received from their employer by the HRTC withholding permission to the candidates applying for/appearing in the examination, their application will be liable to be rejected/ candidature will be liable to be cancelled.
4. 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, his service would be liable to be terminated.
5. The applicant shall affix his/her latest photograph in the space provided in the application form. He/she is also required to paste a similar photograph in the admit card appended in the application form.
6. The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of screening test/examination for which they are admitted by the HRTC viz. Written examination and viva-voce test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination or interview test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Himachal Road Transport Corporation.
7. Candidates who is or has been declared by the HRTC to be guilty of-
  - a) Obtaining support for his/her candidature by the following means, namely;
    - \*offering illegal gratification to, or
    - \*applying pressure on, or
    - \*blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
  - b) impersonating, or
  - c) procuring impersonation by any person, or
  - d) submitting fabricated documents or documents which have been tampered with or
  - e) making statements which are incorrect or false or suppressing material information, or

- f) resorting to the following means in connection with his/her candidature for the examination namely—
    - obtaining copy of question paper through improper means,
    - finding out the particulars of the persons connection with secret work relating to the examination,
    - influencing the examiners, or
  - g) using unfair means during the examination, or
  - h) writing obscene matter or drawing obscene sketches in the scripts, or
  - i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
  - j) harassing or doing bodily harm to the staff employed by the HRTC for the conduct of their examination, or
  - k) being in possession of or using mobile phone, paper or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
  - l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or
  - m) attempting to commit or as the case may be abetting the HRTC of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable to be disqualified by the HRTC from the examination for which he/she is a candidate and/or
  - n) to be debarred either permanently or for as specified period:-
    - \* by the HRTC from any examination or selection held by them
    - \* by the HP Govt/Central Govt. from any employment under them, and
  - o) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after—
    - \* giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
    - \* taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.
8. The Centres for holding the examination are liable to be changed at the discretion of the HRTC. While every efforts will be made to allot the candidates to the centre of their choice for examination, the HRTC may, at their discretion, allot a different centre to a candidate when circumstances so warrant.

**CHECK LIST: VERIFY THE FOLLOWING BEFORE SUBMITTING THE APPLICATION OR DOCUMENTS/CERTIFICATES:**

- a) 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 written test/interview.
- b) That copies of only following documents/certificates are provided in support of claim made/information given in the application:-
  - i) Degree/Diploma certificates along with Marks sheet of all years in support of educational qualifications, provisional certificate(s) along with Marks Sheets of all years.

- ii) Matriculation certificate for age proof.
- iii) Experience certificate(s) wherever required.
- iv) Order/letter in respect of equivalent Educational Qualification claimed, indicating the authority (with number and date under which it has been so treated and that if the qualification possessed by the candidates is equivalent, a copy of order/letter under which it has been so treated may also be enclosed.

**DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION:**

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

- a) If he/she has been dismissed from any previous service;
- b) If he/she has been convicted of any offence involving moral turpitude or has been bound down for good conduct under the provisions contained in Chapter VIII of the Code of Criminal Procedure, or has been permanently debarred/disqualified from appearing in any examination nor selection;
- c) If he/she is found either directly or indirectly influencing the selection process in any manner.
- d) If a male candidate who has more than one living wife and if a female candidate who has married a man already having another wife or;
- e) If he/she is an un-discharged insolvent.

**ABBREVIATIONS:**

HP: Himachal Pradesh, HRTC: Himachal Road Transport Corporation, UR: Unreserved, SC: Scheduled Caste of HP, ST: Scheduled Tribe of HP, OBC: Other Backward Classes of HP, as declared by the Govt. of H.P. from time to time. EA: Ex-serviceman of H.P. WFF: Wards of Freedom Fighters of H.P., PH: Physically Handicapped

**APPENDIX-B**

**Form of Certificate to be produced by Other Backward Classes applying for appointment to posts under the State.**

This is to certify that \_\_\_\_\_ son of \_\_\_\_\_ Village \_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_ State \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a Backward Class in Himachal Pradesh by the State Government.

Shri \_\_\_\_\_ and/or his family ordinarily reside (s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in the Schedule.

Dated; \_\_\_\_\_ District Magistrate,  
Deputy Commissioner etc.

SEAL

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- (a) The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- (b) Where the Certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificate issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).