HIMACHAL PRADESH RAJYA CHAYAN AAYOG, HAMIRPUR
DISTT. HAMIRPUR (H.P.)-177001

Advertisement No. 01/2026 Dated: 21.01.2026 **https://hprca.hp.gov.in.**

Opening date for submission of Online Recruitment Application (ORA) Form : 27.01.2026

Closing date for submission of Online Recruitment Application (ORA) Form : 27.02.2026

Online Applications are invited for direct recruitment for the post of Junior Office Assistant (IT) as Job Trainee through the official website of Himachal Pradesh Rajya Chayan Aayog, Hamirpur i.e. **https://hprca.hp.gov.in. The online application can be filled up from 27.01.2026 (10:00AM) to 27.02.2026 till 11:59 PM, thereafter website link will be disabled.** The candidates are strictly advised to apply online well in advance to avoid rush during closing dates of submission of Online Recruitment Applications. **No Offline Application Form will be accepted by the HPRCA. The candidates must read the instructions carefully before filling up of ORA.**

A **correction window** shall be opened for a period of seven days, commencing after three working days from the closing date for submission of ORAs, during which the candidates shall be permitted to rectify errors in their ORAs, subject to payment of the prescribed fee.

The downloaded copy of the online application form along with necessary original certificates and self attested photocopies must be brought at the time of document verification or to submit the same whenever required by the HPRCA to ascertain the eligibility of the applicants.

General Instructions:-

Date for determining eligibility of all candidates in respect of Essential Qualification(s), and Experience, if any shall be the prescribed closing date for submission of Online Recruitment Application (ORA) Form i.e. **27.02.2026 till 11.59PM. However, the date for determining of validity of category certificate of the candidates belonging to OBC Category, BPL/EWS Category, Ward of Freedom Fighters Category etc. shall be the prescribed closing date for submission of ORA as well as the date of document verification, meaning thereby that these candidates should have valid category certificate throughout the selection process.**

Age: The minimum and maximum age limit is 18 and 45 years respectively and will be reckoned as on **01.01.2026**. The upper age limit for the candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Persons with Disabilities categories who are domiciles of Himachal Pradesh and for the employees of Himachal Pradesh Government and Ex-servicemen of Himachal Pradesh shall be relaxable upto five (05) years as is permissible under the general or special order(s) of the Himachal Pradesh Government.

Note:-

i) **The candidate(s) must be registered on One Time Registration (OTR) portal before filling the ORA.**

ii) **The candidates must read the instructions/other terms and conditions carefully before filling up ORA Forms for the post(s) concerned.**

iii) **The candidates are advised to remember his/her credentials, which will be applicable for all future reference regarding the examination/tests, downloading roll numbers/call letters/entering fee detail etc.**

iv) **The candidates are advised to give their working mobile number and email ID, used by them in the online recruitment application (ORA) and ensure their working till the completion of selection process to avoid inconvenience. There is no other mean of contacting them except their email & Mobile number and any information by HPRCA or its agency will be sent through SMS/e-mail in addition to notice on the official website of HPRCA.**

v) **The candidates shall fill up their complete and correct particulars in the ORA forms to avoid rejection of candidature. Furnishing incorrect information may disqualify the candidate from appearing for recruitment to**

advertised post.

vi) No other mode except online payment is acceptable for examination and other processing fees.

vii) No. of post(s) is/are tentative and may increase or decrease from time to time for different categories of posts, if any, fresh requisitions received from any requisitioning authorities for the posts having common/similar R&P Rules shall be included in the present number of posts up to 31.05.2026 or the date of Computer Based/Written Objective Screening Test whichever is earlier. Therefore, all the candidates are requested to apply under their respective category (s) as the post of any reserved category can be included to be filled up on the basis of this advertisement. The number of vacancies & reservation of posts is liable to be altered without any notice.

viii) In case of the posts of various departments to be filled up by common examination or posts of various districts in case of District cadre posts, the candidates at the time of documentation process will have to exercise the option (i.e., give preference of districts/departments) in writing and the selection/allocation of the departments/district will be made on the basis of "Merit–Cum-Option-Cum-Availability of Post" formula. However, the desirous reserve category candidate may further opt that in case by considering him/her as MRC (Meritorious Reserve Candidate), he/she is not getting the post/department/district of his/her better preference/choice, then he/she may be considered in his/her respective reserve category for giving him/her better choice/preference for ultimate recommendation.

ix) A meritorious candidate belonging to a reserved category, who enters the selection process on relaxed standards (i.e., under relaxed eligibility criteria including but not limited to marks, age and experience etc.), except with respect to the fee component, shall be considered under their respective reserved category and would be deemed unavailable for consideration against unreserved vacancy.

x) The minimum qualifying marks of written screening test/OMR/CBT shall be atleast 45% marks for general category candidates and 40% marks in the case of Scheduled Caste/ Scheduled Tribe/ Other Backward Classes/Wards of Freedom Fighters candidates. However, if the number of candidates securing the prescribed percentage of marks is less than the number of advertised posts, the Aayog may relax the qualifying percentage by a maximum of 5%, i.e., upto 40% for General category candidates and 35% for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and Wards of Freedom Fighters, for reasons to be recorded in writing.

xi) Where a skill test (i.e. type and/or shorthand test) or physical test is an essential qualification, the candidate(s) will be required to undergo these tests for the prescribed speed/standard, which shall be of qualifying in nature. The candidates for the skill test or physical test shall be shortlisted based on the merit of multiple choice questions (MCQ) examination/CBT and the number of candidates to be shortlisted for typing test/physical test shall be as under:-

a) Candidates equal to five times the number of posts advertised, if the number is less than 30.
b) 150 candidates, if the number is between 30 and 40 both inclusive.
c) Candidates equal to 4 times the number of posts advertised, if the number is greater than 40.

xii) In case of multiple shifts CBT examination, the score of candidates shall be normalized by using Z-Score Method (Mean and Standard Deviation Method) for preparation of the merit list.

xiii) The recommendations of the Aayog will be valid till the appointments are offered to the candidates by the Appointing Authority.

xiv) While preparing the final result, a category wise waiting list (panel) shall be prepared. The candidates placed in the waiting list/panel shall have no right to be appointed except when a selected/recommended candidate does not join and the waiting list is still in operation, which shall be for one year from the date of sending recommendation by HPRCA to the concerned appointing authority.

xv) The waiting panel shall be as following:-

a) Where the number of advertised posts is upto 25 then @ 25% subject to minimum of two candidates.

b) Where the number of advertised posts is between 25 to 50 then @ 15% subject to minimum of seven candidates.

c) Where the advertised number for each post is above 50 then @ 10% subject to minimum of eight candidates. Any fraction shall be rounded off to next number.

xvi) The Aayog reserves the right to implement any clarifications/instructions, received from the Government during the recruitment process.

xvii) The candidates must visit the website regularly for any further information regarding their roll numbers, admit card, documentation etc.

xviii) As per instructions of the Government dated 11.06.2019 when an Economically Weaker Sections EWS candidate is not available for selection, the post(s) will be treated automatically as de-reserved and will be filled up from a non EWS candidate of unreserved category.

xix) The candidate shall be eligible for appointment, if he/she has passed Matriculation and 10+2 from any school/institution situated within Himachal Pradesh. Provided that this condition shall not apply to Bonafide Himachalis.

xx) Dispute, if any, shall be subject to Court jurisdictions of HP.

xxi) The HPRCA reserves the right to change any other terms of the advertisement or to rectify the inadvertent/technical errors at any stage.

xxii) The working experience, if any required for any advertised post being part of the essential qualification, shall be acquired after acquisition of the basic qualification.

xxiii) The candidates of reserved categories of other States i.e. other than State of Himachal Pradesh, shall be treated as General (UR), if he/she has passed Matriculation and 10+2 from any school/institution situated within Himachal Pradesh and the benefit of reservation and fee concession, if any shall not be admissible to them.

xxiv) The candidates shall be admitted to selection process provisionally subject to verification of their eligibility at the time of documents verification.

xxv) In case of any doubt regarding the recognition of the institution from which the candidate has acquired the prescribed essential qualifications, the onus shall be on the candidate to prove that the said institution is a recognized institution.

xxvi) The Aayog, before the closing date of advertisement, may club any post(s) having same essential qualification, nomenclature of the post as per R&P Rules, for the purpose of selection process.

xxvii) Where the number of eligible candidates is less than the advertised posts, the Aayog may determine and notify an appropriate criterion for selection.

xxviii) A meritorious candidate belonging to a reserved category, who enters the selection process on relaxed standards (i.e., under relaxed eligibility criteria including but not limited to marks, age and experience etc.), except with respect to the fee component, shall be considered under their respective reserved category and would be deemed unavailable for consideration against unreserved vacancy.

xxix) Where the number of candidates for a post is limited, the option of OMR based tests may be preferred by the Aayog in place of CBT.

xxx) Such numbers of candidates shall be shortlisted by the Aayog for documents verification so as to enable the Aayog to recommend candidates for appointment and to maintain the required waiting panel.

xxxi) If the number of eligible candidates at the stage of final selection is found to be less than the number of advertised posts, the additional available candidates who are next in merit and have qualified the benchmark of minimum prescribed marks may be called for documents verification, in order to fill up the maximum number of advertised posts.

xxxii) Where the number of eligible candidates is equal to the number of advertised posts, the Aayog shall consider any meritorious reserved category candidates against their own category in order to fill up the maximum

number of advertised vacancies.

xxxiii) **The shortlisted candidate at the time of documents verification shall disclose in writing as to whether he/she has been convicted by any Court of law. The candidates shall also disclose the detail of FIR(s), if any, registered and/or pending against them alongwith the present status of the case.**

xxxiv) **As per the provisions of guidelines issued by the Department of Personnel's letter No. PER (AP)-C-B(15)-3/2024- loose dated 14.05.2025 & 19.07.2025, the recruitment and engagement of candidates shall be governed by the ibid DoP guidelines.**

Important Note:- Candidates are advised to visit the Aayog's website from time to time for updates in their own interest.

1. The detail of Posts, Eligibility Conditions, Mode of Selection and other terms and conditions are as under:-

Detail of Posts:-

Name of Department/Pay Band	Post Code	Break-up of posts
Directorate of Recruitment, HP Shimla-2 **Junior Office Assistant (IT)** (Job-Trainee) Consolidated fixed amount @ ₹ 12500/-PM **Note:- The candidates may kindly note that the recruitment and engagement as per this advertisement shall be governed by the provisions of guidelines issued by Department of Personnel vide its letter No. Per(AP)-C-B(15)-3/2024- dt. 19.07.2025.**	**26001**	Gen (UR)-84, EWS-30, Gen (WFF)-03, SC (UR)-45, SC (BPL)-09, SC (WFF)-03, ST (UR)-09, ST (BPL)-03, OBC (UR)-39, OBC(BPL)-09 **Total=234**

2. Minimum Essential Qualifications as per R&P Rules

Junior Office Assistant (IT) (Job-Trainee) **Post code-26001**	**(a) Essential qualification(s)** i) Should have passed 10+2 Examination from a recognized Board of School Education/University. OR Matriculation from recognized Board of School Education with one/two year's Diploma/Certificate from an Industrial Training Institute (ITI)) in Information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering/Computer Science/IT from a Polytechnic as approved by All India Council for Technical Education (AICTE): Provided that the candidate must have passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided further that this condition shall not apply to Bonafide Himachalis. ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. Provided that visually impaired persons selected/recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/Computer Application/Information Technology and passing of typing test instead they shall be imparted necessary basic training including computer training course by the Department concerned through Composite Regional Centre (CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite

	Training Centre (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training: Provided further that differently abled persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test. **(b) Desirable:-** Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
3 Mode of Selection: Computer Based Test/written screening test of **120 marks of 1½ hours (one and a half hours)** duration or as decided by the Aayog, followed by a Typing Test, which shall be mandatory and qualifying in nature.	
Scope of Syllabus : **The objective type screening test will consist of 120 multiple-choice questions, with each question carrying 1 mark.** Syllabus: i. Subjects of 10+2 level prescribed as per essential qualification and as notified in the Advt. ii. Syllabus relating to Computer Science/Computer Application/Information Technology (IT)/ Information Technology Enabled Sectors (ITES)/ Information Practices (IP) prescribed as essential qualification(s) as notified in the advertisement. iii. (a) General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs. b) Everyday Science, Logical Reasoning, Social Science, General English & General Hindi of Matric Standard. iv. Skill test on computer with minimum typing speed of 30 words per minute in English or 25 words per minute in Hindi for those who qualify objective type of screening test /computer Based Test. **Note: Skill test will be of qualifying nature.**	

4. IMPORTANT INSTRUCTIONS FOR FILLING UP ONLINE APPLICATIONS:-

1. The candidates must read the instructions carefully before **filling up ORA for the post(s) concerned. Incomplete ORA submitted without prescribed essential qualifications, age, Date of Birth, category, requisite examination fee and other processing fees, scanned photograph & signatures of prescribed size etc. will be rejected straightway.**
2. The candidate should enter his/her particulars i.e. Name, Father's Name, Mother's Name & Date of Birth as per his/her Matric Certificate and upload scanned photograph (latest **passport size** photograph-**not older than one (01) month**) and scanned signature. The size of scanned photograph should be JPG or JPEG or PNGs only (Max 1 Mb) and size of scanned signatures should be JPG or JPEG or PNGs only (Max 1 Mb). Only after filling the mandatory fields the candidate can move to the next step, otherwise the application will be considered incomplete.
3. The candidates must ensure their eligibility in respect of category, age and essential qualifications(s), etc. as mentioned against each post in the advertisement to avoid rejection at later stage.
4. 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., S.C., S.T., O.B.C, BPL, WFF etc. The candidates of reserved categories of other States i.e. other than State of Himachal Pradesh shall be treated as General category candidates i.e. in General (UR).
5. The candidate should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date fixed for submission of Online Recruitment Applications (ORA).
6. The candidate is allowed to submit only one application form against each post. Multiple application Forms for same post submitted by a candidate are liable to be rejected.

7. The application forms through fax/post shall not be entertained and the HPRCA does not take responsibility to inform such candidates.
8. The certificate of Scheduled Caste, Scheduled Tribe & Other Backward Classes should be on parental basis, failing which candidature of such candidates will be rejected.
9. The candidates belonging to OBC of HP Category must produce OBC certificate(s) on the prescribed format (validity of the certificate is one year or as prescribed by the Government of H.P.) which should be valid on the last date fixed for submission of Online Recruitment Application as well as on the date of document verification. The validity of the certificate(s) is required to be seen at the time of documentation, meaning thereby that the candidate should have valid OBC category throughout the selection process. If the candidate fails to produce the required OBC category certificate, valid at the time of document verification, he/she shall be treated in General (UR) category subject to depositing the differential fee and qualifying the cut off marks of respective category.
10. The validity of IRDP/BPL certificate is of six months from the date of its issuance. The candidate is required to furnish the IRDP/BPL which should be valid on the last date fixed for submission of Online Recruitment Application as well as on the date of document verification. The validity of the certificate(s) is required to be seen at the time of documentation, meaning thereby that the candidate should have valid IRDP/BPL category throughout the selection process. If the candidate fails to produce the required IRDP/BPL category certificate, valid at the time of document verification, he/she shall be treated in respective main category subject to depositing the differential fee, if any and qualifying the cut off marks of respective category.
11. The validity of EWS category certificate is of one year from the date of its issuance. The candidate is required to furnish the EWS certificate which should be valid on the last date fixed for submission of Online Recruitment Application as well as on the date of document verification. The validity of the certificate(s) is required to be seen at the time of documentation, meaning thereby that the candidate should have valid EWS category throughout the selection process. If the candidate is failed to produce the required EWS category certificate, valid at the time of document verification, he/she shall be treated in respective main category subject to depositing the differential fee, if any and qualifying the cut off marks of respective category.
12. The validity of all certificates—both on the date of submission of the ORA and on the date of document verification, shall be verified at the time of documentation. The candidates belonging to un-reserved BPL category are not required to submit Income & Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of valid BPL Certificate issued by the competent authority and supplemented by the non-SC-/ST/OBC Certificate. If any BPL candidate applies for the post reserved for EWS category he/she shall have to submit a valid BPL certificate countersigned by the Block Development Officer and also a non-SC/ST/OBC certificate issued by the competent authority. The candidate must possess these certificates on prescribed formats at the time of submission of Online Recruitment Application Form or by the prescribed closing date of applications as well as valid at the time of document verification.
13. The **eligible** PwBD/PwD candidates who, due to their disability, face **functional limitations** in writing the examination, may be allowed to avail the **facility of scribe/reader from the Panel of Scribe maintained by HPRCA** and/or **compensatory time** (irrespective of whether they actually use the facility of a scribe/reader or not), subject to **prior authorisation** from HPRCA by applying on the **prescribed proforma.** The said **proforma along with Guidelines** shall be available on the official website of HPRCA at least 15 days prior to the CBT examination. **Eligible** PwBD/PwD candidates shall mandatorily fill and submit the **prescribed form** along with the required information, certificates and undertaking to HPRCA, and after its approval, the permission/authorisation shall be produced at the examination centre, along with other relevant documents, at the time of entry. Failure to produce the permission/authorisation shall result in denial of the scribe/reader and/or compensatory time facility. **The compensatory time** at the rate of 20 minutes for every complete hour of examination, calculated strictly on **pro-rata basis** may be allowed and shall automatically increase or decrease in proportion to the total duration of the examination. The scribe/reader allowed to PwBD/PwD candidate will be under continuous CCTV surveillance from

entry to exit in the examination premises, and any violation shall lead to the immediate disqualification of the candidate. **No request for scribe/reader/compensatory time or for the change of Scribe/reader shall be entertained at the examination centre under any circumstances.**

14. Examination and processing fee once paid will not be refunded and neither it shall be held in reserve for any other examination or selection under any circumstances.
15. Once the correction window is opened, any correction in the ORA shall be allowed only upon payment of the requisite processing fee through the prescribed payment gateway.

5. EXAMINATION AND OTHER PROCESSING FEES:-

The detail of fee for all categories is as under:-

Category	Total Fees
The candidates of all categories shall be required to pay ₹100/- as examination fee and ₹700/- as processing fee.	₹ 800.00
Correction fee (A link for **correction window** shall be opened for a period of seven days, commencing after three working days from the closing date for submission of ORAs)	₹ 100.00

6. Mode of Payment:-

The candidate can deposit the requisite fee through **"Online Payment Gateway"** using Credit Card/Debit Card/ Net Banking. There will not be any other mode of payment of examination and other processing fee.

7. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-

In case of any guidance/information/clarification regarding their Online Recruitment Applications (ORA), candidature etc. candidates may contact HPRCA Reception Counter in person or on Phone No. 01972-222204 or on email ID i.e. hp-rca@hp.gov.in. **on any working day between 10:00 A.M. to 05:00 P.M.**

8. PRACTICE CENTRE

In order to facilitate the candidates regarding CBT exam pattern, practice centre/online practice link shall be provided to familiarize the candidates with the exam pattern.

9. ADMISSION/ REJECTION:-

The information in respect of provisionally admitted candidates and rejected candidates will be uploaded on the official website of the HPRCA before the conduct of CBT/ Written Screening Test for the concerned post(s).

The candidates are required to submit their requisite documents in support of their eligibility for the concerned post(s) at the time of documentation. The requisite documents submitted by the candidates, will be scrutinized and list of proposed rejected candidates will be uploaded on the website of the HPRCA for information of all concerned.

Admissions and rejections will be uploaded on the official website and ***No separate intimation in this regard will be sent by post. 07 day's time will be given to file representation(s) against the proposed rejections, if any, from the date of uploading the list of rejected candidates on the official website of the HPRCA for the concerned post(s). The candidates are advised to visit the HPRCA's official website*** **https://hprca.hp.gov.in.** ***from time to time for updates in their own interest.***

10. **ADMIT CARD:**

No Admit Card(s) will be sent by post and provisionally admitted candidates will have to download their respective Admit Card from the official website of the HPRCA i.e. **https://hprca.hp.gov.in.** The message in this regard will also be sent on their registered Mobile No. or e-mail Id (if provided during the registration). The candidates may download his/her Admit Card either by entering Application ID, Name and Date of Birth. A One Time Password (OTP) will be sent on registered mobile/e-mail ID which will be required to be entered before downloading the Admit Card.

11. **SUBMISSION OF CERTIFICATES/DOCUMENTS:-**

The downloaded/printed copy of the Online Application Form alongwith necessary original certificates and self attested photocopies will have to be produced at the time of documentation. No offline Application Form will be accepted by the office.

12. **CATEGORY CLAIMS:-**

The category once claimed by the candidate(s) will not be allowed to be changed at any stage after the closer of correction window. The SC of Himachal Pradesh/ST of Himachal Pradesh/OBC of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the Online Recruitment Application(s) (ORA) 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 and submit the applicable certificates only on the prescribed formats at the time of documentation. However, the date for determining of validity of category certificate of the candidates belonging to OBC Category, BPL/EWS Category, Ward of Freedom Fighters Category etc. shall be the prescribed closing date for submission of ORA as well as the date of document verification, meaning thereby that these candidates should have valid category certificate throughout the selection process.

13. **ELIGIBILITY CONDITIONS:-**

i. The date of determining the eligibility of all candidates in terms of Essential Qualifications, and experience, if any shall be reckoned as on the closing date for submitting the Online Recruitment Applications (ORA).

ii. The decision of the HPRCA regarding eligibility etc. of a candidate will be final.

iii. Onus of proving that a candidate has acquired requisite degree/essential qualifications by the stipulated date is on the candidate and in the absence of proof, the date as mentioned on the face of the certificate/degree or the date of issue of the certificate/degree shall be taken as date of acquiring essential qualification.

14. **SCREEENING TEST/WRITTEN EXAMINATION/ DOCUMENTATION ETC.:-**

i) The mode of examination will be Computer Based Test (CBT) or OMR.

ii) The provisional answer key of CBT will be uploaded on the official website after the freezing of the answer sheets of the candidates for calling objections from the candidates. Seven days time shall be given for inviting objections in the answer key, if any. A non-refundable fee of Rs.200 shall be charged for every challenge to the answer key. The objections will be got vetted through an expert panel and the result will be finalized as per the revised answer key.

iii) Any request for rechecking/re-evaluation of scripts of written tests/Skill tests/Physical tests will not be entertained.

iv) The eligibility of candidate(s) called for the documentation will be determined on the basis of original documents produced at the time of documentation and the HPRCA 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 CBT/Written Examination shall be purely provisional.

v) The Centers for holding the examination are liable to be changed at the discretion of the HPRCA. However, every effort will be made to allot the examinations centre(s) of their choice to the candidates. But, the HPRCA may, at its discretion, allot a different centre to a candidate if circumstances so warrant.

15. NORMALIZATION OF SCORES:-

In case of multiple shifts CBT examination, the score of candidates shall be normalized using **Z-Score Method (Mean and Standard Deviation Method)** for preparation of the **merit list.**

To normalize the scores using the **Z-Score Method**, the raw/prorate raw score of candidates from different shifts will be standardized to a common scale. This will be done by applying the following formula:

Z-Score Method/Mean-Standard Deviation Method

Xn = (S2/S1) * (X-Xav) + Yav

Xn	Candidates' normalized score.
S2	Standard Deviation (SD) of the shift with the Highest Average Score **taken as base** for normalization.
S1	Standard Deviation for the corresponding shift (to be scaled to S2)
X	Raw /prorate raw score of a candidate.
Xav	Simple average of the Shift.
Yav	Average corresponding to the shift with Highest Average (**taken as base** for normalization).

Normalization Process in Candidate Scheduling: To ensure fairness and consistency during exam scheduling, the following steps are implemented as part of the normalization process:

1. **Subject distribution across shifts**- Same subject will be appeared across all shifts to maintain uniformity.
2. **Equal node allocation**-An equal number of nodes will be booked across all shifts.
3. **City- based iteration**- While scheduling, iteration is executed based on candidates final exam city.
4. **Category-wise allocation**- Candidates will be allocated in a balanced manner according to their category (SC/ST/OBC etc).
5. **Difficulty level consistency**- The difficulty level of the Question Paper (QP) will be maintained across all shifts for the same subject.

If scheduling needs to be done on the basis of candidate preference cities, then-

1. **Gender –based iterations**: Iteration are executed based on gender.
2. **Additionally, Priority for PH/PwD & female candidates**: These candidates will be scheduled in their first preference city or as decided by the Aayog.
3. **Uniform percentage allocation**: The Uniform Percentage Allocation option will be used to set the required percentage.
4. **Candidate distribution across shifts**: Candidates will be evenly distributed across all shifts.

Note: The Candidates may visit the official website of HPRCA for detailed information about the normalization method/process.

16. **OTHER CONDITIONS**:-

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to the HPRCA. Persons already in regular Government service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for a particular post. In case, a communication is received from their employer by the HPRCA withholding permission to any candidate applying for/ appearing for the examination, his/her application(s) will be liable to be rejected.
2. Contract/Casual/adhoc/daily wages/work charged/Job-Trainee/Trainee employees do not need to produce NOC from the concerned employer.
3. In Government service (regular service) candidates may apply to the HPRCA along with requisite examination and processing fees with information to their Heads of Departments/Employer for issuing NOC.

4. **Candidate who is found to be involved in :-**

Obtaining support for his/her candidature by the following means, namely:-

(a) 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:- Conspiring or attempting or obtaining copy of question paper through improper means, finding out the particulars of the persons connected with secret work relating to the examination or document verification or physical test, 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 HPRCA or any third party engaged for the conduct of their examinations, or

(k) being in possession of or using mobile phone, pager 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) attempts to temper with the hardware/software of the computer based device installed in the examination center for the conduct of CBT examination, or

(n) attempts to hack the computer system or the server of the center/remote server connected with the conduct of CBT examination, or

(o) attempts to temper with the recorded response to the answer of question given during CBT examination, or

(p) found using any Bluetooth/Wi-Fi or any other electronic device/gadget to contact inside/outside the examination centre, or

(q) tempers or use whitener/correction fluid on the OMR sheet to alter/add the answers of the questions, or

(r) conspiring, attempting to commit, or abetting any of the acts specified in the foregoing clauses, whether directly or indirectly affecting the functioning or integrity of the Aayog, or furnished false

information/certificate/declaration/undertaking to avail the **facility of scribe/reader/compensatory time** and/or managed a false **functional limitation certificate** for writing the examination-thereby compromising the integrity and fairness of the examination; may in addition to rendering himself/herself liable to Criminal prosecution, be liable to be disqualified by the HPRCA from the examination for which he/she is a candidate and/or to be debarred either permanently or for a period as specified by the HPRCA from any examination or selection. The candidature/appointment of a candidate shall be liable to be cancelled/terminated, even after joining, if at any stage it is found that the candidate has secured such appointment by fraud, **cheating,** malpractice, concealment of facts, misrepresentation, **impersonation, forgery, other misconduct** or by any of the aforesaid means etc.

17. **CHECK LIST:**
VERIFY THE FOLLOWING BEFORE SUBMITING THE ONLINE RECRUITMENT 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.

b. That copies of only following documents/certificates are to be uploaded in support of the claims made/information given in the Online Recruitment Application(ORA) and should also be produced/provided at the time of documentation:-

i) Matriculation certificate for age proof.
ii) Degree/Diploma/certificates if any, along with Marks Sheets of all years in support of Educational Qualifications as prescribed under Essential Qualification column of R&P Rules. The provisional certificate(s) along with marks sheets of all semesters/ years.
iii) Experience certificate(s) wherever required, the post practical experience shall be considered only if the same is attained after acquiring qualification i.e. Degree/Diploma and should be duly verified/counter signed by the concerned Government Authority/Departmental Officer.
iv) Caste certificates, if applicable.
v) BPL certificates, if applicable.
vi) All other certificates, if any required for determining eligibility etc. as mentioned in mode of selection criteria which so ever is applicable to the applicants.

c. All certificates required in support of eligibility, category claims, experience, etc., shall be in the **prescribed format**, failing which the candidature is liable to be rejected.

18. **DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):**
No candidate will be eligible for admission to the examination-

a) If he/she has been dismissed from any previous service; or
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 IX of Bhartiya Nagrik Suraksha Sahita, 2023 or of Cr.PC, or has been permanently debarred/disqualified from appearing in any examination or selection;
c) If he/she is found either directly or indirectly influencing the selection process in any manner; or
d) If he or she has entered into a marriage with a person having a living spouse, or if the candidate has more than one living spouse; or
e) If he/she is an un-discharged insolvent.

19. **ABBREVIATIONS**:

• OTP	:	One Time Password
• HPRCA	:	Himachal Pradesh Rajya Chayan Aayog
• UR	:	Unreserved
• SC	:	Scheduled Caste of HP
• ST	:	Scheduled Tribe of HP
• OBC	:	Other Backward Classes of HP as declared by the Govt. of HP from time to time

20. **Steps to Fill Up Online Application Form**

Step 1: Sign Up

The candidate must first register on the HPRCA portal by clicking the "**Sign Up**" option to create a username and password.

Step 2: One-Time Registration

After successful sign-up, the candidate must complete the One-Time Registration by providing the following details:

- Personal information
- Educational qualifications
- Work experience (if any)
- Uploading a recent photograph and signature
- Uploading relevant supporting documents

Note: This information is stored in the user's profile and can be utilized for future applications

Step 3: Complete/Update Profile

Only users who have completed their profile can apply for posts. If any updates are required (e.g., change in qualification, contact details), the candidate can edit their profile.

Step 4: Apply for a Post

Once the profile is complete:

- Candidates can view the list of available posts under different categories on the HPRCA portal (https://hprca.hp.gov.in).
- Click on the "Apply" button corresponding to the desired post.

Step 5: Preferred Exam District

Please select your preferred district(s) for the examination from the dropdown menu. However, due to unavailability of choice center, due to limitation of computer nodes etc., HPRCA reserves the right to allot any of the district/center.

Step 6: Confirm Application Details

The system will automatically fill your application form using the information from your profile. Please review the details before proceeding.

Step 7: Pay Application Fee

Proceed to make the application fee payment through the available payment gateway options.

Step 8: Application Submission Confirmation

After successful payment, your application will be considered complete.

21/1/202

(Dr. Vikram Mahajan) HPAS
Secretary,
HP Rajya Chayan Aayog
Hamirpur