Space for affixing

Passport size

Photograph

FORM DE-I
[See Rule 7(1)]
GOVERNMENT OF HIMACHAL PRADESH
BOARD OF DEPARTMENTAL EAMINATIONS

Roll No. _____
To be assigned by the office)

APPLICATION FORM FOR APPEARING IN THE DEPARTMENTAL EXAMINATION

PART-I

1. Name of Examination

2. Name and designation of the applicant
   (in block letters)

3. Father's Name

4. Mother' Name

5. Date of Birth of the applicant

6. Service/ Cadre to which belongs

7. Date of appointment to the regular service

8. Address for correspondence with PIN code
   And Telephone number (if available)

9. Papers in which the applicant wishes to appear:

Sr. No.	Paper(s)	Sr. No.	Papers(s)
1.		8.	
2.		9.	
3.		10.	
4.		11.	
5.		12.	
6.		13.	
7.		14.	

10. Have you ever been disqualified? If yes, when? Yes/ No.

I solemnly declare that the information given by me above is correct and true and nothing has been concealed therein. In the event of any of the above being found incorrect or false, I shall be liable for appropriate action under the CCS (Conduct) Rules, 1964.

Signature of candidate

Place : _____
Date : _____

PART – II

(For use in the office/ Deptt. to which the officer belongs)

Certifie that Shri/Shrimati/Miss/Dr._____

is eligible to appear in _____Examination under the appropriate service

Rules read with Departmental Examinations Rules, 1976.

Note: The above certificate shall be issued only by Head of Department or authorized officer by him.

Signature _____

Name _____

Designation _____

Seal _____

Place: _____
Date: _____

PART – III

(For office use only)

The application of the officer has been examined. He/ She is eligible/ not eligible/ eligible subject to production of the following:

Dealing Assistant/ Clerk | Superintendent | Secretary

PART – IV

GENERAL INSTRUCTONS

Note: The candidate must carefully study the following instructions; failure to observe any instruction will render him liable to such punishment as the Board may impose:

1. The candidate will only be admitted to the examination hall on the production and delivery Of admission card.
2. No. Candidate shall be admitted to the examination hall half-an-hour after the Commencement of the paper.
3. The candidate must bring his own pen and ink.
4. The candidate must write answer in his own hand in ink. In no circumstances will he/she be allowed the help of amanuensis (scribe) to write answer from him/her. An amanuensis is permissible only in case of blind candidate or candidates permanently disabled from writing. Such candidate must submit application on ordinary paper with proper medical certificate for amanuensis to the Secretary with the application form for appearing in the examination.
5. The answers must not be written in pencil or ball pen.
6. The candidate must write his/ her roll number on the write hand side of the answer sheet and not his/her name in the space provided for the purpose on every answer book and continuation answer sheet(s) he/she uses.
7. The candidate must not write any irrelevant matter i.e. anything other than the actual answer
   to questions, in the answer book.
8. The candidate must not write such things in the answer book which may give his/her identity. Even in paper of criminal case or revenue case while attempting judgments or orders, the candidates should not give his/ her name or designation or his/her posting.
9. No. candidate shall copy from the papers of any other candidate nor permit his/her own paper to be copied, nor give, nor attempt to give, nor obtain, nor attempt to obtain irregular assistance of any description.
10. No. candidate shall leave the examination hall without prior permission of the Superintendent of examination. No candidate shall be permitted to leave the hall until one and half hours have elapsed after the commencement of the examination.
11. The candidate must observe silence in the examination hall.
12. The candidate must not smoke in the hall.
13. If it is discovered at any stage that the candidate has made any wrong statement in his admission form he/she will be responsible for the consequences involving cancellation of his/ her candidature and disciplinary action, and the decision of the board shall be binding on the candidate.
14. No candidate shall appear in the paper which has not been entered in his/ her admission card unless previous permission has been obtained from the Secretary, if a candidate appears in papers other than mentioned in his/her admission card his/her answer books are liable to be cancelled.
15. If candidate does not receive his/her roll number in time, he/she must enquire from the Secretary about the same and give his/her full address (if there is change in address) failing which it will not be the responsibility of the board to confirm its receipt by the candidate.
16. Before submitting his/her application for, candidate must make sure that he/she is eligible to appear in the examination according to the rules.
17. Candidature of a candidate can be cancelled at any stage for any discrepancy regarding eligibility etc.that may be found even after the issue of roll number without any liability on the part of the board.
18. The incomplete forms, forms without passport size photographs and forms not filled in properly are liable to be rejected outright.
19. While making correspondence with the board, the candidate must give his/her roll number and the name of examination and month/ year of examination.

GOVERNMENT OF HIMACHAL PRADESH
BOARD OF DEPARTMENTAL EXAMINATIONS

PART-V

ADMISSION CARD
(TO BE FILLED BY THE CANDIDATE)

Space for affixing passport size photograph

Roll No. _____
(To be assigned by the office)

(The candidate will be admitted to the examination hall on production and delivery of his admission card)

Admit _____ son/ daughter of Sh. _____ (designation) _____ to the IAS/ HPAS/ IFS/ HPFS/ Tehsildars/ Naib Tehsildar, Other Gazetted Officers. Departmental Examination to be held in _____ on the dates as given in the date sheet at centre of examination _____ in the papers mentioned below:

Signature of candidate

Secretary,
H.P. Board of Departmental Examination,
Fairlawns, Shimla – 171012.

(To be filled by the candidate)

Sr. No.	Paper
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	