

“HIMACHAL PRADESH PUBLIC SERVICE COMMISSION”

Instructions to candidates for Personality Test for recruitment to the post(s) of Assistant Officer (Executive Trainee-Personnel) in Himachal Pradesh Power Corporation Limited under the Department of MPP & POWER, H.P.

Note: - Candidates are advised to follow SOPs / guidelines issued by the Government of Himachal Pradesh (in the Department of Revenue-Disaster Management Cell) and guidelines issued by the Ministry of Health & Family Welfare, Government of India from time to time with regard to COVID-19 pandemic.

1. Reference to your application for the post of Assistant Officer (Executive Trainee-Personnel) in HPPCL under the Department of MPP & POWER, H.P. advertised vide Advertisement No.20/6-2021 dated 24.06.2021 and after security of documents, you have been provisionally admitted to the said post and now the Personality Test for this post will be held on **04.03.2022** in the office of the Himachal Pradesh Public Service Commission, Nigam Vihar Shimla-171002.
2. That you should ensure your presence in H.P. Public Service Commission on **04.03.2022 at 08:30 A.M.** on the day of Personality Test for verification of documents before appearing in the Personality Test.
3. The fact that you have been invited for Personality Test does not confer any right on you for selection against the post.
4. Please bring Original Degree and Result-cum-Detailed Marks Certificates/ Sheet along with attested copies of the following documents with you:-
 - i) **Matriculation certificate** showing your **date of birth.**
 - ii) **Essential Qualifications:-** Full time graduate with MBA (HR/Personnel) or equivalent (Full time degree PGDM from IIMs is also equivalent.) with at least 50% marks in case of SC/ST/internal (HPPCL) candidates and 55% marks in case of other categories.

Note:-Relaxation of 2% in qualification is admissible to all those candidates who have successfully completed Apprenticeship Training in HPPCL.
 - iii) Proof of having passed graduation and Post-graduation from the concerned University on full time basis.
5. Scheduled Castes/ Scheduled Tribes/ EWS & latest (**valid**) Other Backward Classes Certificate on the prescribed format alongwith Bonafide Himachali Certificate, if you belong to any of these categories. The S.C/ S.T/ EWS/ OBC certificate should be based on **parental basis**. The candidates belonging to OBC of HP category are required to produce valid/latest OBC certificate which should not be more than 01 years old at the time of Personality Test. **The candidates belonging to Ex-servicemen category shall bring discharge certificate& other related document issued by the competent authority as a proof of being Ex-serviceman. Similarly, candidate belonging to PWD(Person with Bench Mark Disability) of H.P. (having not less than 40% disability) should also bring proof/latest certificate issued by the competent authority.**
6. “No Objection Certificate” from your present employer in case working on regular basis in Government /Semi Government Organization. Without N.O.C. you will not be allowed to appear before the Personality Test Board and no further time will be allowed to produce N.O.C.
7. Latest Character certificate from a responsible Officer (Gazetted Officer of Government / Semi Government Organization) and **other Character certificate from Head of the Institution last attended.**

8. You should download **Attestation Form** through the link provided in the Personality Test Call Letter and bring it with you duly filled in all respect and also **bring two (extra) passport size recent photographs duly attested by the same authority who attests your Attestation Form** on the day of Personality Test.

9. Ward of Ex-Serviceman Certificate issued by a competent authority along with a latest affidavit duly attested by the authority authorized under the Indian Oath Act to the effect that no person in the family has been rehabilitated through employment against the posts reserved for Ex-Servicemen under the Government of Himachal Pradesh.

10. Certificate of Bonafide of Himachali.

11. Any other certificates of your academic qualifications etc. in support of your eligibility for the post as required as per Commission's **Advertisement No. 20/6-2021-PSC dated 24.06.2021**.

12. Your eligibility in terms of Essential Qualification(s) and experience etc. shall be reckoned as on the closing date (last date) for submission of online recruitment applications (ORA). 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).

13. Your admission to the Personality Test is purely provisional subject to the verification of your eligibility as per rules / instructions.

14. Onus of proving that you are eligible for the concerned post lie upon you only. If the date of notification/ declaration of result is not indicated in the certificate/degree/ marks list, the date of issue of certificate/ degree / marks list shall be deemed as date of acquiring essential qualification.

15. If you fail to produce any of the certificates mentioned above, which is necessary to determine your eligibility and/or you are found ineligible vis-à-vis qualifications, you will not allowed to appear before the Personality Test Board and no further time will be allowed to produce any document.

16. Besides, your eligibility will be subject to the conditions given in **Advertisement No.20/6-2021 dated 24.06.2021**.

17. No T. A. /D.A. will be paid for appearing in this Personality Test. However, 30% discount is allowed by the H.R.T.C. in ordinary buses only for attending the Personality Test as per communication received from H.R.T.C. and discount will be applicable for only three days i.e. one day before and after the Personality Test for to & fro journey.

From		To		Conductor's signature with date	

You are also advised to bring a printout of Personality Test Call Letter uploaded against your User ID on the day of Personality Test. The Personality Test(s) will be held on the scheduled date even if the day is later on declared holiday by the Government.

Note: - (i) You are advised to report in the Commission's office on scheduled date at **08.30 A.M.** positively. If you fail to report on or before 9.00 A.M. you will be marked as absent.

(i)NO ELECTRONIC GADGET / MOBILE PHONE / PENDRIVE / BLUETOOTH ANY OTHER COMMUNICATION / ELECTRONIC DEVICE IS ALLOWED DURING THE PERSONALITY TEST. THEREFORE, THE CANDIDATE SHOULD ENSURE THAT THEY ARE NOT IN POSSESSION OF ANY KIND OF SUCH DEVICES BEFORE THEY ENTER THE PREMISES.

Sd/-

Secretary

H.P. Public Service Commission