

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

(Instructions to Candidates for Evaluation for H.P. Subordinate Allied Services/ Posts)

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. That you have been declared qualified in the Himachal Pradesh Subordinate Allied Services / Posts (Class-III, Non Gazetted) Examination-2019 advertised vide Advertisement No.24/2019 dated 26-12-2019 and subsequent Addendums dated 03-01-2020 and 14-01-2020 and now the evaluation of the documents will be held w.e.f. 28-12-2020 to 18-01-2021 (except 03-01-2021, 09-01-2021, 10-01-2021, 13-01-2021, 14-01-2021 & 17-01-2021) as per evaluation schedule uploaded in the official website of the Commission.
2. That you should ensure your presence in the H.P. Public Service Commission on the day of evaluation for verification of documents and evaluation on scheduled date at 9:30 A.M.
3. The fact that you have been invited for evaluation does not confer any right on you for selection against the post.
4. **Please bring original Certificates alongwith attested copies of the following documents with you:-**
 - (i) Matriculation Certificate and 10+2 certificate (passed from any School / Institution situated in Himachal Pradesh) in accordance with the Notification No.Per(AP)-C.C(17)-2/2018 dated 19-11-2019.
 - (ii) Copy of Bachelor or its equivalent Degree and detailed Marks Certificate(s) from a recognized University.
 - (iii) Degree(s) of other examination(s) / detailed marks certificate(s) passed by you, if any, from a recognized University.
 - (iv) “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 evaluation and no further time will be allowed to produce N.O.C.
 - (v) Scheduled Caste / Scheduled Tribe / WFF certificate on the prescribed form on parental basis (if you belong to any of these categories) be submitted duly issued by competent authority. The candidates belonging to OBC / BPL categories are required to submit latest OBC/ BPL certificates which should not be more than 01 year / 06 months old at the time of evaluation. **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 Disability) of H.P. (having not less than 40% disability) should also bring proof / latest certificate issued by the competent authority.**
 - (vi) Latest / valid Income and Asset Certificate issued by the competent authority in the State Government of Himachal Pradesh and also a non-SC/ST/OBC certificate issued by the competent authority as a proof of EWS of H.P. category (Economically Weaker Section of H.P.). The reservation to the category of EWS (document to be submitted in support of their 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. If any BPL candidate applies for the post reserved for (EWS) category he / she shall have to submit a latest / valid BPL certificate duly countersigned by the BDO and also a non-SC/ST/OBC certificate issued by the competent authority.
 - (vii) BPL Certificate duly issued by the competent authority and countersigned by B.D.O. if applicable.
 - (viii) Bonafide Himachali Certificate issued by the competent authority.
 - (ix) Character certificate from Head of the Institution last attended or from the present employer.
 - (x) Latest character certificate from a responsible officer (Gazetted Officer of Govt./Semi Govt. Organization).

- (xi) Copy of call letter for evaluation duly signed with photograph.
5. You should also bring with you **Attestation Form** duly filled in all respects and **bring two passport size recent photographs duly attested by the same authority who attests your Attestation Form.**
 6. You should also bring with you **Option Form** and **Evaluation Form** duly filled in all respects and also bring with you the certificates on the basis of which the marks have been claimed by you in the said form.
 7. List of authorities who are competent to issue certificates regarding Land less family, BPL certificates, Single daughter / Orphan etc. has been uploaded in the website of the Commission herewith for the convenience of the candidates. No certificate(s) issued by the authority other than the authority mentioned in the list will not be entertained.
 8. You should also bring the original of all certificates / testimonials alongwith photo copies of same.
 9. Your admission to the evaluation is purely provisional and subject to the verification of your eligibility as per rules / instructions.
 10. Onus of proving that you are eligible for the post is on 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.
 11. If a candidate fails to produce any of the certificates mentioned above, which is necessary to determine his / her eligibility, he / she shall not be allowed to appear before the evaluation committee and no further time will be allowed to produce any document.
 12. Besides, your eligibility will be subject to the conditions given in Advertisement No.24/2019 dated 26-12-2019.
 13. No T.A. / D.A. will be paid for appearing in this evaluation committee. However, 30% discount is allowed by the HRTC in ordinary buses only for attending the evaluation as per communication received from HRTC and discount will be applicable for only three days i.e. one day before and after the evaluation for to & journey.

From		To		Conductor's Signature & Date	

The evaluation of candidates will be held on the scheduled date even if the day is later on declared holiday by the Govt.

Note:- (i) You are advised to report in the Commission's office on scheduled date at 9.30 A.M. positively. If you fail to report on or before 10.00 A.M. you will be marked as absent.

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