

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Instructions to Candidates for Personality Test for the post of Commandant/ Junior Staff Officer, Class-I (Gazetted) (on contract basis) in the Department of Home Guards & Civil Defence, 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.

That with reference to your application for the post of **Commandant / Junior Staff Officer, Class-I (Gazetted) (on contract basis) in the Department of Home Guards & Civil Defence, H.P.**, advertised vide Advertisement No. 60/12-2022 Dated 07-12-2022 you are requested to appear before the Personality Test Board for the Personality Test on **27-02-2023** for the said post.

1. That you should ensure your presence in the H.P. Public Service Commission on the day of Personality Test for verification of documents before appearing in the Personality Test at 8:30 AM.
2. The fact that you have been invited for Personality Test does not confer any right on you for selection against the post.
3. Please bring original Degree and Result-cum-Detailed Marks Certificates/ Sheet along with attested copies of the following documents with you:-
Matriculation certificate or other equivalent certificate showing your **date of birth**.
Essential Qualification(s):-
 - i) **Retired / released Army Officer of the Indian Armed Force of the Rank of Captain or above who have served as Commissioned Officer (other than honorary) for a period of atleast 03 years.**

OR

 - i) **Graduate of a recognized University.**
 - ii) **Five years regular service as Company Commander in the Department of Home Guards & Civil Defence Organization.**
4. Scheduled Caste / Scheduled Tribe and latest (valid) Other Backward Class certificate on the prescribed form, if you belong to any of these categories. The S.C. / S.T / 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 alongwith an affidavit duly attested by the authority authorized under the Indian Oath Act stating that his / her status has not been changed and he / she is not excluded from category of OBC on account of being covered under creamy layer. **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.**
5. "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
6. 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.**
7. 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.

8. 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.
9. Any other certificates of your academic qualifications etc. in support of your eligibility for the post(s) as required in the Commission's advertised vide **Advertisement No. 60/12-2022 Dated 07-12-2022.**
10. **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 i.e. 03-01-2023. 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).**
11. Your admission to the Personality Test is purely provisional subject to the verification of your eligibility as per rules / instructions.
12. 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.
13. 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 be allowed to appear before the Personality Test Board and no further time will be allowed to produce any document.
14. Besides, your eligibility will be subject to the conditions given in **Advertisement No. 60/12-2022 Dated 07-12-2022.**
15. No T. A. / D.A. will be paid for appearing in this Personality Test However, 30 % discount is allowed by the HRTC in ordinary buses only for attending the Personality Test as per communication received from HRTC 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

The Personality Test 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 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