

**HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION**

Instructions to Candidates for Document Verification for the post(s) of Constable (Male & Female), for specialized duties in HP Police Department.

1. With reference to your application for the post of **Constable (Male & Female), for specialized duties in HP Police Department**, vide advertisement No.24/10-2024 & 25/10-2024 dated 04.10.2024 and the Screening Test for the said post(s) was conducted on 15.06.2025. Based on the performance in the Screening Test, you have been provisionally admitted for the Document Verification scheduled to be held from 04.09.2025 to 09.09.2025 at Police Line Bharari, District Shimla.
2. That you should ensure your presence at Police Line Bharari, District Shimla on the day of Document Verification (date and time indicated in e-call letter) sharp at 07:00 A.M. i.e. on the day of Document Verification.
3. The fact that you have been invited for Document Verification does not confer any right on you for selection against the post.
4. Please bring all original documents, Result-cum-Detailed Marks Certificates/Sheet along with attested copies of the following documents with you:-

The Essential Qualifications:

- i. Matriculation Certificate.
 - ii. 12th from recognized Board of School Education.
 - iii. NCC Certificate, if candidate possesses such certificate.
5. Category Certificate of SC, ST, OBC **on parental basis**, valid EWS or BPL Certificate along with Non SC/ST/OBC certificate, Ward of Freedom Fighter, Ward of Ex-Serviceman & Home Guard wherever applicable. All these certificates should be valid on the closing date of Online Recruitment Application as well as on the day of Document Verification and should have been issued by the competent authority as notified by the Govt. from time to time.
 6. "No Objection Certificate" from your present employer in case working on regular basis in Government/Semi Government Organization. Without NOC you will not be allowed to appear before the Document Verification committee 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).
 8. **Your eligibility in terms of Essential Qualification(s) shall be reckoned as on the closing date (last date) for submission of online recruitment applications i.e. 12.11.2024.**
 9. Your admission to the Document Verification is purely provisional subject to the verification of your eligibility as per rules/instructions.

10. Onus of proving that you are eligible for the posts is on the candidate. If the date of notification / declaration of result is not indicated in the certificate / marks list, the date of issue of certificate / marks list shall be deemed as date of acquiring essential qualification.
11. 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, your candidature will be rejected on the day of Document Verification 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 No.24/10-2024 & 25/10-2024 dated 04.10.2024.
13. No TA/DA will be paid for appearing in the Document Verification.
14. The Document Verification will be held on the scheduled date even if the day is later on declared holiday by the Government.

Note:-

1. You are advised to report at Police Line Bharari, District Shimla on scheduled date sharp at **07:00AM** positively.
2. NO ELECTRONIC GADGET / MOBILE PHONE / PENDRIVE / BLUETOOTH ANY OTHER COMMUNICATION / ELECTRONIC DEVICE IS ALLOWED DURING THE DOCUMENT VERIFICATION. 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

CHARACTER CERTIFICATE

(To be issued by Executive Magistrate/Tehsildar/Naib Tehsildar or any other Gazetted Officer)

Certified that Mr/Ms. son/daughter/wife of
Shri resident of
.....

.....
..... is well known to me since last years and
..... months. To the best of my knowledge and belief he/she bears a good moral
character and has nothing which debars his/her suitability for Government Job. Mr/Ms.
..... is not related to me.

Place:

Signature

Dated:

Designation

Office Seal