

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Instructions to Candidates for Document Verification for Himachal Pradesh Subordinate Allied Services / Post(s)

1. That you have been declared qualified in the Himachal Pradesh Subordinate Allied Services / Posts (Group-C) Examination – 2023 advertised vide Advertisement No. 45/12-2023 dated 31-12-2023 and subsequent addendum dated 05-03-2024, and now the document verification will be held w.e.f. 17-06-2025 to 19-06-2025 in the office of the Himachal Pradesh Public Service Commission, Nigam Vihar Shimla-171002.
2. That you should ensure your presence in the H.P. Public Service Commission on the day of Document Verification (date and time indicated in e-call letter and on the HPPSC website) at 10:00 A.M.
3. The fact that you have been invited for Document Verification does not confer any right on you for selection against the post(s).
4. Please bring original certificates alongwith attested copies 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's Degree or its equivalent Degree and detailed Mark Certificates 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. 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 certificate 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.

- v. Valid category certificate(s) in support of eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., Ex- Servicemen along with Discharge Book/Service Book, Ward of Ex. Servicemen, WFF and Persons with benchmark disabilities etc. All these certificates along with undertaking wherever required, should be on Performa prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions of the Govt. issued vide letter No.PER(AP)-C-F(10)-4/2010 dated 5th August, 2019).
 - vi. Bonafide Himachali Certificate in case of reserved category candidates.
 - vii. Valid EWS/BPL Certificate (Candidates applying under EWS's category will have to submit either "Income & Asset Certificate" or valid BPL Certificate countersigned by B.D.O. along with non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No.PER(AP)-C-B(12)- 1/2019 dated 11th June, 2019.
 - viii. "No Objection Certificate" from your present employer in case working on regular basis in any Government /Semi Government Organization. Without N.O.C. you will not be allowed to appear before the Document Verification committee and no further time will be allowed to produce N.O.C.
 - 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 Government/Semi Government Organization) or Revenue Officer concerned.
 - xi. Copy of call letter for document verification duly signed with photograph.
5. Any other certificates of your academic qualifications etc. in support of your eligibility for the post(s) as required in the Commission's Advertisement No. 45/12-2023 dated 31-12-2023.
6. You should also bring with you **Attestation Form** duly filled in all respects and **bring two passport size recent photograph** duly attested by the same authority who attests your Attestation Form.
7. You should also bring with you **Option Form** duly filled in all respects.

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. 27-03-2024. 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).**
9. Your admission to the Document Verification is purely provisional subject to the verification of your eligibility as per rules / instructions.
10. Onus or 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 you fail to produce any of the certificates mentioned above, which is necessary to determine your eligibility or you are found ineligible vis-à-vis qualifications, age etc, 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. 45/12-2023 dated 31-12-2023.
13. No T. A. / D.A. will be paid for appearing in the Document Verification. 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 & fro journey.

From		To		Conductor's Signature & Date	

The Document Verification will be held on the scheduled date even if the day is later on declared a holiday by the Government.

Note:-

- i. You are advised to report in the Commission's office on scheduled date at

10:00A.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 DOCUMENT VERIFICATION. THEREFORE, THE CANDIDATE SHOULD ENSURE THAT THEY ARE NOT IN POSSESSION OF ANY KIND OF SUCH DEVICES BEFORE THEY ENTER THE PREMISES.
