

## Himachal Pradesh Public Service Commission

### Instructions to candidates for Personality Test for the post of Assistant Manager (Legal) Class-II (on Contract basis) in HPSCSC under the Department of FCS & CA

1. That you have been declared qualified in the Computer Based Screening Test (CBT) held on 20.08.2019 for recruitment to the post of Assistant Manager (Legal) Class-II (on Contract basis) in HPSCSC under the Department of FCS & CA and now the Personality Test for the said post will be held on 30<sup>th</sup> September, 2019 in the office of Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla-171002.

2. That you should ensure your presence in the office of H.P. Public Service Commission on 30<sup>th</sup> September, 2019 at 08:30 A.M. positively 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. You are advised to bring original certificates along with attested copies, of the following documents with you:-

- (i) Matriculation Certificate or other equivalent certificate showing your date of birth.
- (ii) Detailed Marks Sheets and Degree of Law.
- (iii) Experience certificate of at least 3 years in High Court or District Court.
- (iv) Scheduled Castes/ Scheduled Tribes & latest Other Backward Classes Certificate on the prescribed form alongwith Bonafide Himachali Certificate, if you belong to any of these categories. The S.C/ S.T/ OBC certificate should be based on parental basis.
- (v) The candidates belonging to Ex-Servicemen category will have to submit Discharge Certificate & other related documents issued by the competent authority as a proof of being Ex-Serviceman. Similarly candidates belonging to physically Disabled categories (having not less than 40% disability) should also submit proof thereof issued by a competent authority.
- (vi) Any other certificates of your academic qualifications etc. in support of your eligibility for the post as required in the Commission's Advertisement (Advt. No. 3/2019 dated 21<sup>st</sup> February, 2019).
- (vii) 'No Objection Certificate' from your present employer in case employed in Government / Semi Government Organization.
- (viii) A latest Character certificate issued by any Gazetted Officer of Govt. / Semi Govt. Organization and another Character certificate from Head of the Institution last attended.
- (ix) The eligibility of the candidates in terms of essential qualification(s) shall be reckoned as on last date prescribed for submission of online applications i.e. 13<sup>th</sup> March, 2019.

5. You should also bring with you Attestation Form duly filled in all respects and bring (extra) two passport size recent photographs duly attested by the same authority who will attest your attestation form. The attestation form may be downloaded from Commission's website.

6. Your admission to the personality test is purely provisional subject to the verification of your eligibility as per rules/ instructions.

7(a) 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.

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(b) If you fail to produce any of the certificates which is necessary to determine your eligibility and/ or you are found ineligible vis-a-vis qualifications, you will not be allowed to appear before the interview board and no further time will be allowed to produce any document.

8. If you belong to OBC category, you are required to produce latest valid OBC certificate alongwith an Undertaking to the effect that your status has not been changed and you are not excluded from the category of OBC on account of being covered under creamy layer. Such certificate should be based on parental basis. You will not be allowed to appear before the Personality test Board, if you fail to bring both these documents. No extra time will be given for submission of these documents after the date of interview.

9. **Besides, your eligibility will be subject to the conditions given in Advertisement No. 3/2019 dated 21<sup>st</sup> February, 2019.**

10. No T.A. /D.A. will be paid for appearing in this personality test. However, 30% concession in fare has been allowed by HRTC in ordinary buses only for attending the personality test as per communication received from MD, HRTC dated 21.04.2015 and discount will be applicable for only three days, i.e. one day before and after the interview for to & fro journey.

From	To	Conductor's signatures with date

11. You are also advised to bring a printout of admit card for personality test uploaded against your User ID on the day of personality test. The personality test 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 08:30 A.M. positively. If you fail to report on or before 09:00 A.M., then you will be marked as absent.

ii) NO ELECTRONIC GADGET/ MOBILE PHONES/ ANY OTHER COMMUNICATION/ ELECTRONIC DEVICES ARE 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.

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