

**HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION**

No. 4-24/2024-PSC(R-III)

Dated: 19.01.2026

Instructions to candidates for Personality Test for the post(s) of Company Secretary (on regular basis) in H.P. State Industrial Development Corporation Limited under the Department of Industries, H.P.

This is with reference to your application for the post(s) of Company Secretary (on regular basis) in H.P. State Industrial Development Corporation Limited under the Department of Industries, H.P. advertised vide Advertisement No.29/12-2024 dated 10.12.2024, Screening Test and Subject Aptitude Test for which was conducted on 16.10.2025. Based on the performance in the Screening Test and Subject Aptitude Test, you have been provisionally admitted for the personality test for the said post which will be held on 30.01.2026 in the office of Himachal Pradesh Public Service Commission Nigam Vihar Shimla -171002.

Kindly Note:-

- 1 That you should ensure your presence in the H.P. Public Service Commission on the day of Personality Test as per date and time indicated in e-call letter.
- 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.**
 - **The Essential Qualifications:-**
 - (i) Graduation in any stream from recognized University.
 - (ii) Holding Associate membership of Institute of Company Secretaries of India (ICSI), New Delhi.
 - (iii) 2 years working experience in Government Undertaking / reputed Organization.
4. Scheduled Caste/ Scheduled Tribe and latest (valid) Other Backward Class /EWS certificate on the prescribed Performa, if you belong to any of these categories. The S.C./ S.T/ O.B.C. certificate should be issued on parental basis. The candidates belonging to Ex-Servicemen category shall bring discharge book/ certificate & certificate as a proof of having received gratuity and any other related document issued by the competent authority as a proof of being Ex-Serviceman.
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. Himachali Bona fide certificate in case you belong to any reserved category.
7. A latest **Character certificate** issued by the competent Revenue Officer (Tehsildar/Naib Tehsildar) on the report of the SHO concerned and also from a responsible Officer (Gazetted Officer of Government/Semi Government Organization).
8. 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.

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.29/12-2024 dated 10.12.2024.
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. 06.01.2025.
11. 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).
12. Your admission to the Personality Test is purely provisional subject to the verification of your eligibility as per rules/instructions.
13. 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.
14. 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.
15. Besides, your eligibility will be subject to the conditions given in Advertisement No.29/12-2024 dated 10.12.2024.
16. 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.

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17. **Please bring the call letter when you come for the Personality Test. 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 stipulated time positively. If you fail to report on or before the stated time you will be marked as absent.

(ii) 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