

**HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION**

Instructions to Candidates for Document Verification for the post(s) of Junior Office Assistant (Accounts), Class-III (on contract basis) in H.P. State Civil Supplies Corporation Limited.

1. With reference to your application for the post of Junior Office Assistant (Accounts), Class-III (on contract basis) in H.P. State Civil Supplies Corporation Limited, vide advertisement No. 2/2-2024 dated 10.02.2024 and the Screening Test/Subject Aptitude Test for the said post(s) was conducted on 22.09.2024. Based on the performance in the Screening Test/Subject Aptitude Test, you have been provisionally admitted for the document verification scheduled to be held on 17-01-2025 & 18-01-2025 in the office of the Himachal Pradesh Public Service Commission, Nigam Vihar Shimla-171002.
2. That you should ensure your presence in the O/o HP Public Service Commission on the day of Document Verification (date and time indicated in e-call letter) at 10:00 A.M. i.e. on the day of Document Verification (i.e.17.01.2025 & 18.01.2025).
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, including Degree and Result-cum-Detailed Marks Certificates/Sheet along with attested copies of the following documents with you:-

The Essential Qualifications:

- i. Matriculation Certificate.
 - ii. Bachelor of Commerce (B.Com)
 - iii. Himachali Bonafide Certificate.
5. Category Certificate of SC, ST, OBC on parental basis, WFF, valid BPL and EWS Certificate along with Non SC/ST/OBC certificate 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. 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. 2/2-2024 dated 10.02.2024.
 9. **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. 08-03-2024. 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).**

10. Your admission to the Document Verification is purely provisional subject to the verification of your eligibility as per rules/instructions.
11. Onus of proving that you are eligible for the post is on the candidate. 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.
12. 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.
13. Besides, your eligibility will be subject to the conditions given in Advertisement No 2/2-2024 dated 10.02.2024.
14. No TA/DA will be paid for appearing in the Document Verification.
15. 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 in the Commission's office on scheduled date at **10:00AM** positively. If you fail to report on or before 10:30 A.M. you will be marked as absent.
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