

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Instructions to Candidates for Interview/ Personality Test for Himachal Pradesh Administrative Service Competitive Examination-2024

1. That you have been declared qualified in the Himachal Pradesh Administrative Service Competitive (Main) Examination- 2024 conducted by the H.P. Public Service Commission w.e.f. 03-10-2024 to 10-10-2024 (except on 08-10-2024) advertised vide Advertisement No. 7/4-2024 dated 05-04-2024, Addendum No.-I dated 19-04-2024 & Addendum No.-II dated 25-04-2024. The Personality Test for the said Services will be held w.e.f. 02-01-2025 to 06-01-2025 in the office of the Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla 171002.
2. That you should ensure your presence in the H.P. Public Service Commission on the day of Personality Test for verification of documents before appearing in the Personality Test at 8:30 AM.
3. The fact that you have been invited for Personality Test does not confer any right on you for selection against the post / services.
4. Please bring original certificates along with attested copies of the following documents (arranged in order as under) with you:-
 - (i) Matriculation certificate or other equivalent certificate showing your date of birth and marks obtained by you.
 - (ii) Degree of B.A. / B.Sc. or equivalent examination.
 - (iii) Detailed Marks Certificate of B.A./B.Sc. or equivalent examination.
 - (iv) Degree(s) of other examination(s) / detailed marks certificate(s) passed by you (M.A. / M.Sc. /LL.B./ M. Com. / M. Phil./ Ph.D. etc.).
 - (v) No Objection Certificate from your present employer in case you are employed in Govt. / Semi Govt. Organization. Without N.O.C. you will not be allowed to appear before the interview board and no further time will be allowed to produce N.O.C. **No Objection Certificate in respect of contractual employees is not required, however, they have to submit a service certificate in support of age relaxation, if claimed.**
 - (vi) Scheduled Caste / Scheduled Tribe / Ex-Serviceman/ WFF/ OBC certificate be submitted on the prescribed form issued by the Competent Authority, if you belong to any of these categories. The candidates belonging to OBC category are required to submit latest OBC certificate at the time of Personality Test along with an undertaking stating therein that his / her status has not been changed and he / she is not excluded from category of OBC on account of being covered under creamy layer. The S.C., S.T., & OBC certificates should be on parental basis. Also the married females candidates of SC/ST/ OBC category will have to submit their category certificate on parental basis. **The candidates belonging to Ex-servicemen category shall bring complete discharge book/ certificate & other related document issued by the competent authority as a proof of being Ex-serviceman. The Short Service Commissioned Officers (SSCOs) will have to bring complete discharge book/ certificate & proof of having received gratuity. They are also required to submit an undertaking stating therein number of chances availed by him/ her earlier, for the post (s) of HPAS/ HPSPS.** The Bonafide Himachali Certificate for candidates belonging to reserved categories are also required.

- (vii) The candidates belonging to Economically Weaker Section must bring EWS (Economically Weaker Section) Certificate and also non SC/ST/OBC certificates on the prescribed performa duly issued by the competent authority as per Notification issued by the Government of Himachal Pradesh (in the Department of Personnel) letter No. PER (AP)-C-B (12)-1/2019 dated 11th June, 2019. If BPL candidate has applied for the posts reserved for EWS category he/she shall have to submit the valid BPL certificate duly counter-signed by the Block Development Officer and also non SC/ST/OBC certificates on the prescribed performa duly issued by the competent authority as per above Notification.
 - (viii) Persons with disabilities of H.P. (having not less than 40% disability), will have to submit Disability Certificate thereof. **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.**
 - (ix) 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. 7/4-2024.
 - (x) Character certificate from Head of the Institution last attended.
 - (xi) Latest character certificate from a responsible officer (Gazetted Officer of Govt./ Semi Govt. Organization).
5. You should download Attestation Form, through link provided in the Personality Test Call Letter and bring it with you duly filled in all respects and also bring two passport size recent photographs duly attested by the same authority who attests your Attestation Form on the day of Personality Test.
 6. You should also bring the original of all certificates / testimonials copies of which have been enclosed by you with your application form.
 7. You should also download the **Option Form** through the link provided and bring it with you on the day of Personality Test duly completed in all respects. During filling up the options, in order of preference for the post / services, the eligibility condition i.e. age criteria/ number of chances etc. prescribed for various posts to be filled up on the basis of this Examination (mentioned in Advertisement No. 7/4-2024, dated 05/04/2024) may be kept in view.
 8. Please bring call letter with you on the day of Personality Test.
 9. Your admission to the Personality Test is purely provisional and subject to the verification of your eligibility as per rules / instructions.
 10. 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.
 11. If you fail to produce any of the certificates mentioned above, which is necessary to determine your eligibility, you shall not be allowed to appear before the personality test board and no further time will be allowed to produce any document.
 12. Besides, your eligibility will be subject to the conditions notified in Advertisement No. 7/4-2024, dated 05/04/2024.
 13. The Personality Test will be held on the scheduled date even if the day is later on declared holiday by the Govt.

14. 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.

From		To		Conductor's Signature & Date	

NOTE: - You are advised to report in the Commission's office on scheduled date at 8.30 A.M. positively. If you fail to report before 9.00 A.M. you will be marked as absent.

(i) NO ELECTRONIC GADGET / MOBILE PHONE / PENDRIVE/ BLUETOOTH / SPY CAMERA / 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/-
(Nivedita Negi), IAS
Secretary
H.P. Public Service Commission
Telephone No. 0177-2623786

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION
Himachal Pradesh Administrative Service Competitive Examination, 2024.

FORM OF OPTION TO BE FILLED IN BY THE CANDIDATE

I, Son/Daughter of Shri....., a candidate for the Himachal Pradesh Administrative Service Competitive Examination-2024, do hereby give my option / revised option, in order of preference for the posts / services mentioned hereunder (*indicate by writing words 1st & 2nd etc. opposite to the category concerned):-

Roll NO.-

Sr. No.	Name of post/ Department/ Pay Scale	Category wise detail of posts	Order of preference
1	H.P. Administrative Service, Class-I (Gazetted), in the Department of Personnel, in the Pay Band Level-18 (Rs. 56,100-1,77,500)	Total = 10 posts UR=03 posts SC of HP (including 02 Backlog post) = 03 posts OBC of HP (including 01 Backlog post) = 02 posts UR - Hearing Impaired of HP (Backlog) = 01 posts SC Ward of Ex-Servicemen of HP (Backlog)= 01 posts	
2	H.P. Police Services, Class-I (Gazetted), in the Department of Home, in the Pay Band Level-18 (Rs. 56,100-1,77,500)	Total = 02 posts SC of HP (Backlog) = 01 post & OBC of HP (Backlog) = 01 post	
3	District Controller, Food, Civil Supplies & Consumer Affairs, Class-I (Gazetted), in the Department of Food, Civil Supplies & Consumer Affairs, in the Pay Band Level-18 (Rs.56,100-1,77,500)	Total= 02 posts OBC of HP = 01 post & EWS (Economically Weaker Section) of HP = 01 post	
4	District Welfare-cum-Probation Officer, Class-I (Gazetted) (on contract basis) in the Department of Social Justice & Empowerment, in the Pay Band Level-13 (Rs.46,000-1,46,500)	Total=03 Unreserved posts	
5	Tehsildar, Class-I (Gazetted), in the Department of Revenue, in the Pay Band of Level-13 (Rs.46,000-1,46,500)	Total = 09 posts UR = 01 post SC of HP = 01 post OBC of HP (Backlog) = 01 post UR Ex-Serviceman of HP (Backlog) = 01 post UR Ward of Ex-Servicemen of HP (Backlog) = 02 posts UR Ward of Freedom Fighter (Backlog) = 01 post UR-PWD-Ortho. Handicapped (Backlog) = 01 post OBC Ward of Ex-Servicemen of HP (Backlog) = 01 post	
6	District Panchayat Officer, Class-I (Gazetted), in the Department of Panchayati Raj, in the Pay Band Level-13 (Rs.46,000-1,46,500)	Total=01 Unreserved post	
7	Assistant Registrar Cooperative Societies, Class-II (Gazetted), in the Department of Cooperation, in the Pay Band Level-13 (Rs.46,000-1,46,500)	Total=03 (Unreserved) posts	

Place:
Dated:

Signature of the candidate.....

Permanent Home Address:-

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Correspondence Address:-

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E.maiild.....

Mobile No.....

Land Line No.....