

HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION

Instructions to Candidates for Personality Test for the post of Naib Tehsildar, Class-II (Gazeted) (on regular basis) in the Department of Revenue, H.P.

Note:- Candidates are advised to follow SOPs/ guidelines issued by the Government of Himachal Pradesh (in the Department of Revenue- Disaster Management Cell) and guidelines issued by the Ministry of Health & Family Welfare, Government of India from time to time with regard to COVID-19, pandemic.

1. That you have been declared qualified in the Naib Tehsildar (Main) Examination- 2021 conducted by the H.P. Public Service Commission w.e.f. 21-02-2023 to 24-02-2023 advertised vide Advertisement No. 61/12-2021 dated 31-12-2021 & subsequent Corrigendum dated 11-04-2022. The Personality Test for the said post will be held w.e.f. 23-05-2023 to 26-05-2023 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 Degree and Result –cum-Detailed Marks certificates / sheet 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.**
5. Scheduled Caste / Scheduled Tribe and latest (valid) Other Backward Class certificate on the prescribed form, if you belong to any of these categories. The S.C. / S.T / OBC certificate should be based on **parental basis**. The candidates belonging to OBC of HP category are required to produce valid / latest OBC certificate which should not be more than 01 years old at the time of Personality Test alongwith an affidavit duly attested by the authority authorized under the Indian Oath Act stating 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 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.**
 - (i) The Bonafide Himachali Certificate for candidates belonging to reserved categories are also required.
 - (ii) 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.

- (iii) 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. 61/12-2021.
- (iv) Character certificate from Head of the Institution last attended.
- (v) Latest character certificate from a responsible officer (Gazetted Officer of Govt./ Semi Govt. Organization).
6. 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.**
7. You should also bring the original of all certificates / testimonials copies of which have been enclosed by you with your application form.
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 fails 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. 61/12-2021, dated 31/12/2021& subsequent Corrigendum dated 11-04-2022.
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 with 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 on or 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/-
(Devinder Kumar Rattan), IAS
Secretary
H.P. Public Service Commission