

USER GUIDE REGARDING ONLINE EVALUATION OF DOCUMENTS

STEP 1: Login into your Online Recruitment Application Login Account.

Himachal Pradesh
Public Service Commission

02 June 2021 [Logout](#)

[Home](#) [New User Sign Up Here!](#)

Online Recruitment Application

Please read instructions carefully before applying

Log In

User Name:

Password:

Remember me next time.

Log In

[Forgot Your Password?](#)

LOGIN IN YOUR ORA ACCOUNT WITH YOUR LOGIN CREDENTIALS

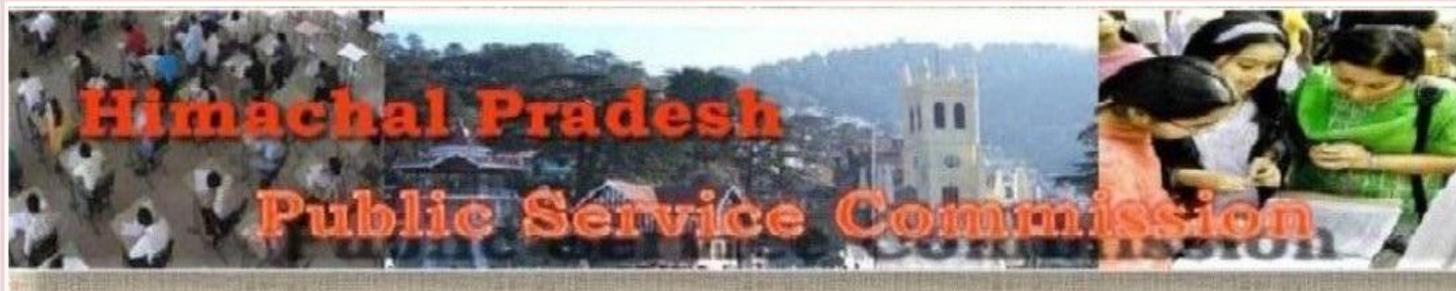
Visitor Count : **18793783**

This application is compatible with Internet Explorer 7 or above

Helpline Numbers : 0177-2629738 & Toll Free : 1800-180-8004
(Any working day between - 10.00am to 05.00pm)

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION, NIGAM VIHAR, SHIMLA - 171 002

Step 2: After Logging in your ORA account,click on “**Upload Documents**” link against your relevant post to upload your respective documents and Scanned Copy of Evaluation form.



02 June 2021 [Logout](#)

Welcome : ccc@111

[Update Mobile and Email](#)

[Change Password](#)

Read instructions carefully before applying & also ensure the Eligibility Criteria as per Advt.

LATEST NOTIFICATION(S)

APPLICATION(S) STATUS

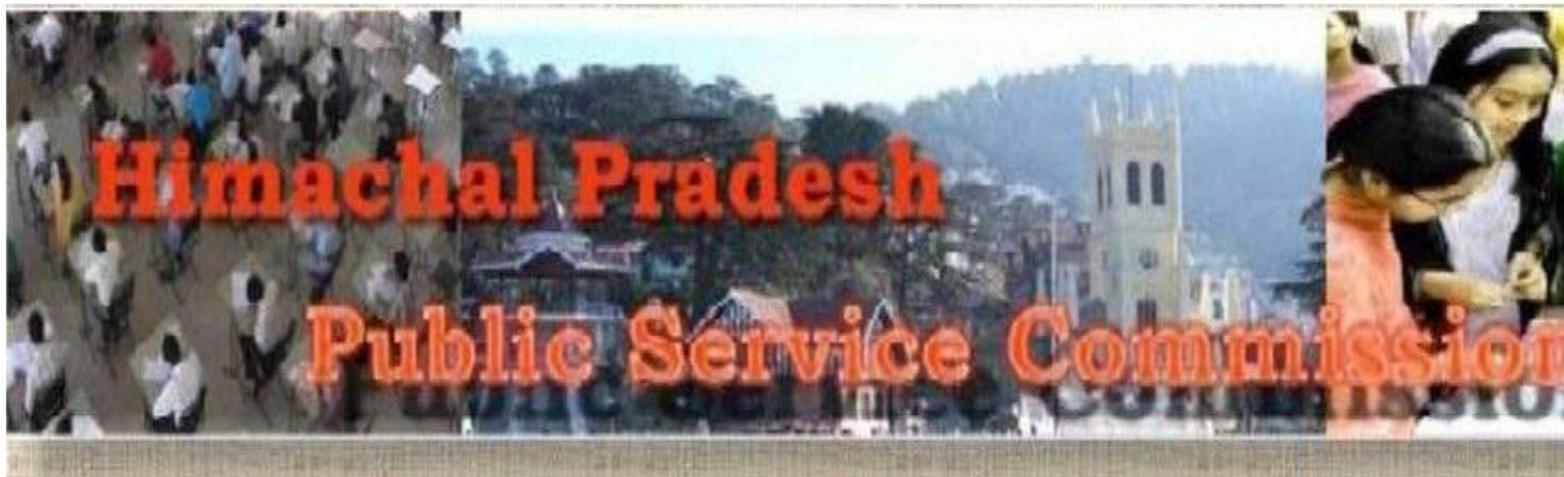
Application No.	Exam / Test	Roll No	Download	Status	Admit Card/Call letter	Upload Documents	Score
595737	Lecturer (School New) - (Political Science)		Application Form	View		Upload Documents	
595734	HP Subordinate Allied Services	12345	Application Form	View			
595731	Assistant Engineer (Electrical)		Application Form	View			
595728	Horticulture Development Officer		Application Form	View			
575714	Research Officer		Application Form	View			
575711	Assistant Professor (Botany)		Application Form	View			
561627	Law Officer		Application Form	View			
397412	Manager / Project Manager		Application Form	View			
397145	Assistant District Attorney		Application Form	View			
366340	HP Subordinate Allied Services		Application Form	View		EVALUATION FORM	View
249581	Ayurvedic Medical Officer		Application Form	View			View
192779	H.P.Adminstrative Services Examination		Application Form	View			View

**CLICK HERE TO
UPLOAD YOUR
DOCUMENT
EVALUATION FORM**

Visitor Count : **18793783**

This application is compatible with Internet Explorer 7 or above
Helpline Numbers : 0177-2629738 & Toll Free : 1800-180-8004
(Any working day between - 10.00am to 05.00pm)

Step 3: Please click and download the Evaluation Form format from the link “[CLICK TO DOWNLOAD EVALUATION FORM FORMAT](#)”. It is **mandatory** for the candidate to upload the evaluation form (filled & signed by the candidate) at point 1 in document table below.



Read instructions carefully and upload all the relevant documents as applicable.

- 1 Scan the documents on a color scanner and convert to PDF format file and upload. The document file size should be in between 150 kb to 800 kb.
- 2 Relevant scanned documents enlisted therein are to be uploaded. Preview for each uploaded document has been provided, Candidates should note that me uploaded images in the portal does not complete the uploading process unless it is followed by the SAVE & EXIT button.
- 3 In case of multiple pages in one document or multiples documents to be uploaded in one category, candidate must prepare one PDF file containing all page single file against the particular serial number.

[CLICK TO DOWNLOAD EVALUATION FORM FORMAT](#)

← [CLICK HERE TO DOWNLOAD SCANNED DOCUMENT FORM \(as required at point 1\)](#)

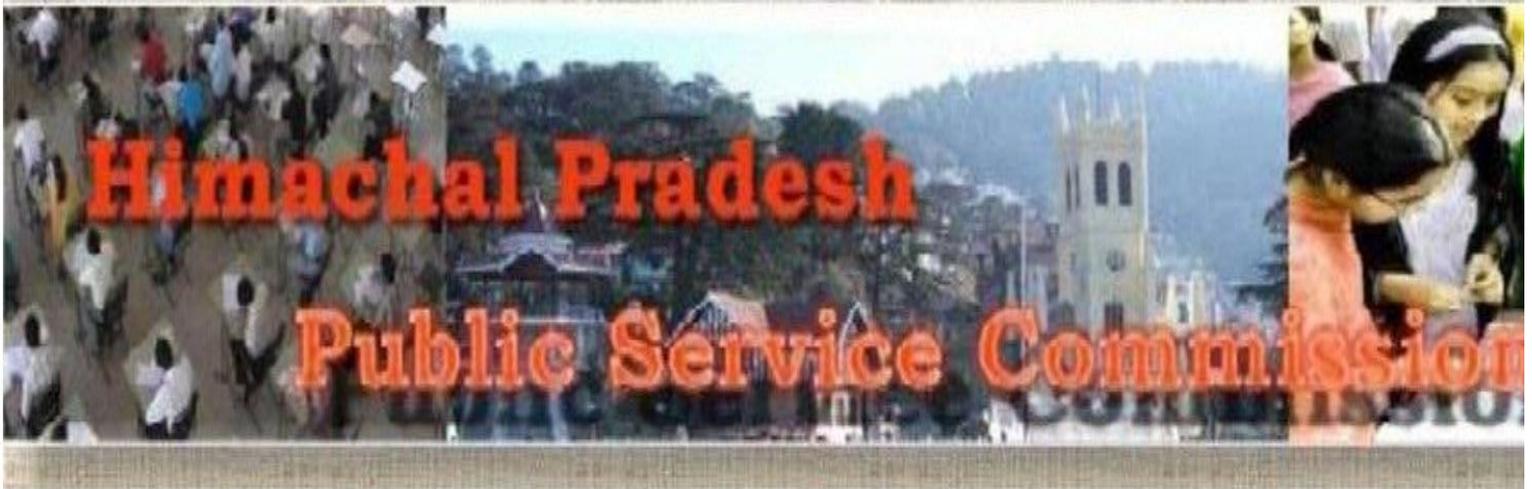
DETAIL OF CRITERIA OF 15 MARKS

YES TO SELECT THE FILE

Scanned Evaluation Form

- | | |
|---|--|
| 1. (Format should be Filled & Signed by the Candidate) | <input type="radio"/> Yes <input type="radio"/> No |
| 2. Matric & Plus Two Certificate (One single PDF File) | <input type="radio"/> Yes <input type="radio"/> No |
| 3. Himachali Bonafide Certificate | <input type="radio"/> Yes <input type="radio"/> No |
| 4. Weight age for the minimum educational qualification. (For example see the format). Please upload detailed marksheets in one PDF file. | <input type="radio"/> Yes <input type="radio"/> No |

Step 4: Click “Yes” button to select the corresponding document.



Read instructions carefully and upload all the relevant documents as applicable.

- 1 Scan the documents on a color scanner and convert to PDF format file and upload. The document file size should be in between 150 kb to 800 kb.
- 2 Relevant scanned documents enlisted therein are to be uploaded. Preview for each uploaded document has been provided, Candidates should note that the uploaded images in the portal does not complete the uploading process unless it is followed by the SAVE & EXIT button.
- 3 In case of multiple pages in one document or multiples documents to be uploaded in one category, candidate must prepare one PDF file containing all page single file against the particular serial number.

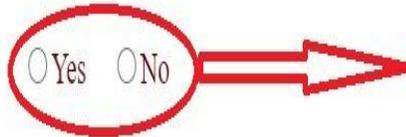
CLICK TO DOWNLOAD EVALUATION FORM FORMAT

DETAIL OF CRITERIA OF 15 MARKS

YES TO SELECT THE FILE

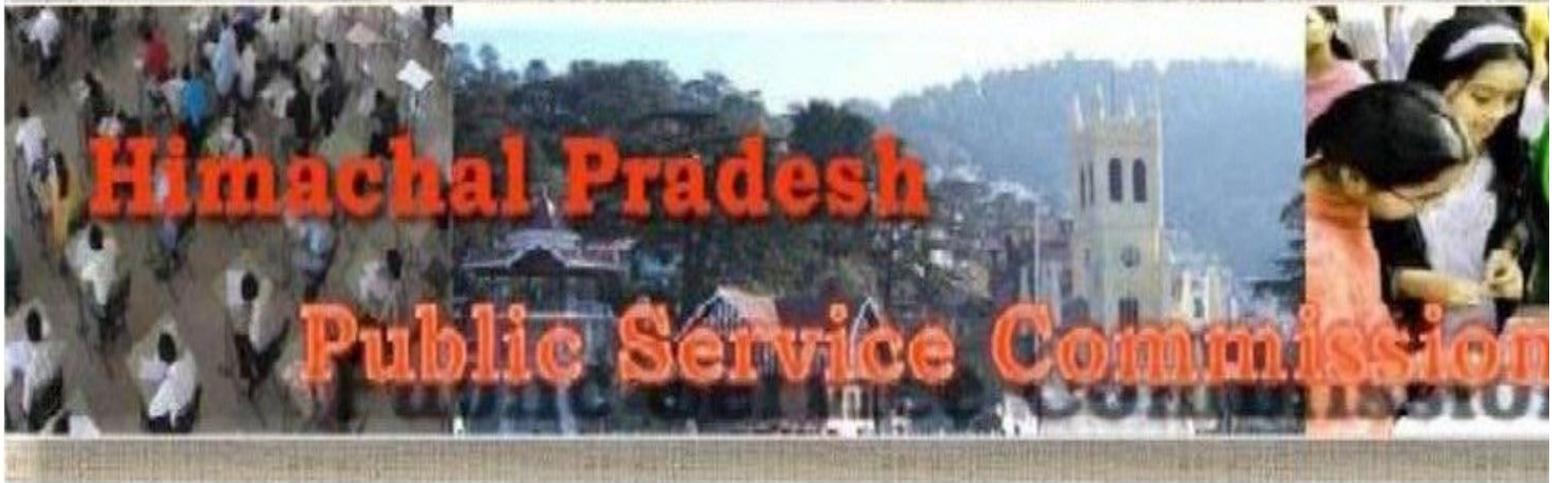
Scanned Evaluation Form

1. (Format should be **Filled & Signed** by the Candidate) Yes No
2. Matric & Plus Two Certificate (One single PDF File) Yes No
3. Himachali Bonafide Certificate Yes No
4. Weight age for the minimum educational qualification. (For example see the format). Please upload detailed marksheets in one PDF file. Yes No



click "Yes" to select the corresponding file

Step 5: Click on the “Choose File” button to browse the PDF file from your PC system.



Read instructions carefully and upload all the relevant documents as applicable.

- 1 Scan the documents on a color scanner and convert to PDF format file and upload. The document file size should be in between 150 kb to 800 kb.
- 2 Relevant scanned documents enlisted therein are to be uploaded. Preview for each uploaded document has been provided, Candidates should note that merely uploading images in the portal does not complete the uploading process unless it is followed by the SAVE & EXIT button.
- 3 In case of multiple pages in one document or multiples documents to be uploaded in one category, candidate must prepare one PDF file containing all pages single file against the particular serial number.

[CLICK TO DOWNLOAD EVALUATION FORM FORMAT](#)

DETAIL OF CRITERIA OF 15 MARKS

YES TO SELECT THE FILE

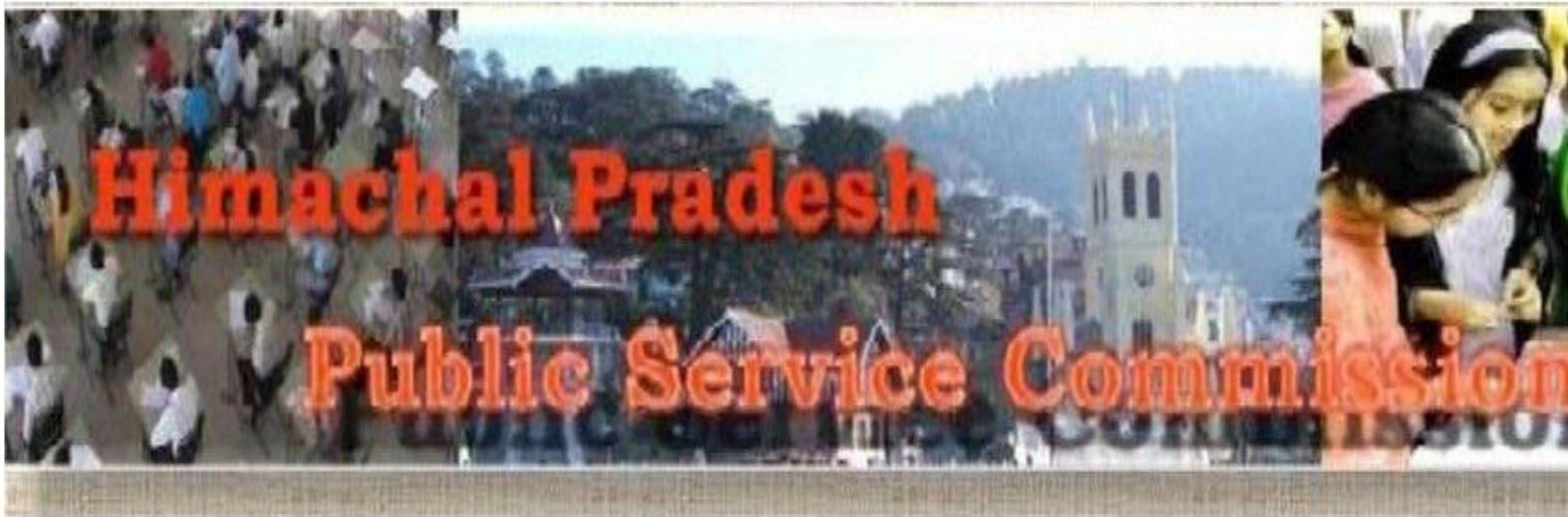
Scanned Evaluation Form

- | | | |
|---|---|---|
| 1. (Format should be Filled & Signed by the Candidate) | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="button" value="Choose File"/> No file chosen |
| 2. Matric & Plus Two Certificate (One single PDF File) | <input type="radio"/> Yes <input type="radio"/> No | |
| 3. Himachali Bonafide Certificate | <input type="radio"/> Yes <input type="radio"/> No | |
| 4. Weight age for the minimum educational qualification. (For example see the format). Please upload detailed marksheets in one PDF file. | <input type="radio"/> Yes <input type="radio"/> No | |



CLICK TO BROWSE THE SCANNED PDF FILE

Step 6: Click on the “Upload” button to upload the selected PDF file from your PC system.



Read instructions carefully and upload all the relevant documents as applicable.

- 1 Scan the documents on a color scanner and convert to PDF format file and upload. The document file size should be in between 150 kb to 800 kb.
- 2 Relevant scanned documents enlisted therein are to be uploaded. Preview for each uploaded document has been provided, Candidates should note that merely uploading images in the portal does not complete the uploading process unless it is followed by the SAVE & EXIT button.
- 3 In case of multiple pages in one document or multiples documents to be uploaded in one category, candidate must prepare one PDF file containing all pages as a single file against the particular serial number.

[CLICK TO DOWNLOAD EVALUATION FORM FORMAT](#)

DETAIL OF CRITERIA OF 15 MARKS

YES TO SELECT THE FILE

Scanned Evaluation Form

- | | | |
|---|---|---|
| 1. (Format should be Filled & Signed by the Candidate) | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="button" value="Choose File"/> No file chosen |
| 2. Matric & Plus Two Certificate (One single PDF File) | <input type="radio"/> Yes <input type="radio"/> No | |
| 3. Himachali Bonafide Certificate | <input type="radio"/> Yes <input type="radio"/> No | |
| 4. Weight age for the minimum educational qualification. (For example see the format). Please upload detailed marksheets in one PDF file. | <input type="radio"/> Yes <input type="radio"/> No | |



**CLICK HERE AFTER
CHOOSING THE
SCANNED PDF FILE**

Step 7: Click on the “View Document” button to preview the uploaded PDF document file.



Read instructions carefully and upload all the relevant documents as applicable.

Scan the documents on a color scanner and convert to PDF format file and upload. The document file size should be in between 150 kb to 800 kb.

Relevant scanned documents enlisted therein are to be uploaded. Preview for each uploaded document has been provided, Candidates should note that mere saving of the uploaded images in the portal does not complete the uploading process unless it is followed by the SAVE & EXIT button.

In case of multiple pages in one document or multiples documents to be uploaded in one category, candidate must prepare one PDF file containing all pages and upload the single file against the particular serial number.

CLICK TO DOWNLOAD EVALUATION FORM FORMAT

DETAIL OF CRITERIA OF 15 MARKS

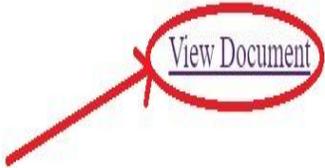
YES TO SELECT THE FILE

PREVIEW FILE

Scanned Evaluation Form

- 1. (Format should be **Filled & Signed** by the Candidate) Yes No
- 2. Matric & Plus Two Certificate (One single PDF File) Yes No
- 3. Himachali Bonafide Certificate Yes No
- 4. Weight age for the minimum educational qualification. (For example see the format). Please upload detailed marksheets in one PDF file. Yes No

**CLICK HERE TO
PREVIEW THE PDF
DOCUMENT**



Step 8: Choose “I agree” button to accept the terms of the declaration by the candidate regarding the preview, readability, genuineness and legality of the document uploaded.

- 9 thw 40% impairment / disability / infirmity. Yes No
Certificate for NSS (atleast one year)/ NCC / The
Bharat Scout & Guide / Medal winner on National Sports. Yes No
- 10 Certificate for BPL family having income below
Rs.40,000/- (BPL certificate must be countersigned by the concerned BDO. File being uploaded must have both BPL as well as income certificate) Yes No
- 11 Certificate for Widow / divorced / destitue / single woman. Yes No
- 12 Certificate for Single daugther / Orphan Yes No
- 13 Certificate for Atleast 6 months training from recognised University / Institution. Yes No
- 14 Certificate for Experience upto a Max. 5 Yrs in Govt./ Semi Govt. Yes No
- 15 Latest valid certificate in case of catgeory claim (OBC, EWS) - OBC certificate must be accompanied by undertaking. Yes No
- 16 Certificate for NOC from the concerned employer, in case of regular Govt. Servant Yes No
- 17 Character Certificate Yes No
- 18 Misc Documents in single PDF file Yes No

[View Document](#)

DECLARATION

- It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reason of uploaded documents being non readable/ poor quality of scanning.
- I herby further declare that the all the documents uploaded are true and in case any document is found to be forged/fraudulent/non-genuine, my candidature shall be liable to be rejected and I shall be liable to be prosecuted as per law.

I Agree I Disagree

CLICK TO AGREE WITH THE TERMS OF DECLARATION

Step 9: Click on the “Save & Exit” button to save, submit and Exit the online document evaluation form.

- 9 Bharat Scout & Guide / Medal winner on National Sports. Yes No
- 10 Certificate for BPL family having income below Rs.40,000/- (BPL certificate must be countersigned by the concerned BDO. File being uploaded must have both BPL as well as income certificate) Yes No
- 11 Certificate for Widow / divorced / destitue / single woman. Yes No
- 12 Certificate for Single daugther / Orphan Yes No
- 13 Certificate for Atleast 6 months training from recognised University / Institution. Yes No
- 14 Certificate for Experence upto a Max. 5 Yrs in Govt./ Semi Govt. Yes No
- 15 Latest valid certificate in case of catgeory claim (OBC, EWS) - OBC certificate must be accompanied by undertaking. Yes No
- 16 Certificate for NOC from the concerned employer, in case of regular Govt. Servant Yes No
- 17 Character Certificate Yes No
- 18 Misc Documents in single PDF file Yes No

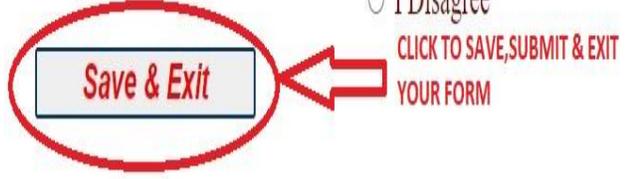
[View Document](#)

DECLARATION

- It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reason of uploaded documents being non readable/ poor quality of scanning.
- I herby further declare that the all the documents uploaded are true and in case any document is found to be forged/fraudulent/non-genuine, my candidature shall be liable to be rejected and I shall be liable to be prosecuted as per law.

I Agree

I Disagree



Save & Exit

CLICK TO SAVE, SUBMIT & EXIT YOUR FORM