

HIMACHAL PRADESH  
PUBLIC SERVICE COMMISSION

**Instructions to Candidates for Evaluation for the post(s) of Peon, Group-D, (on contract basis) in H.P. Public Service Commission.**

1. With reference to your application for post of Peon, Group-D, (on contract basis) in HP Public Service Commission vide advertisement No. 28/12-2024 dated 07.12.2024, you have been shortlisted in the ratio of 20 times of the total number of advertised posts/vacancies (category wise) on the basis of claim made by you in your Online Application, i.e. marks claimed in Matriculation examination. As such you are being called for the evaluation, scheduled to be held on 28-01-2025 & 29-01-2025 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 Evaluation (date and time indicated in e-call letter) at 10:00 A.M. i.e. on the day of Evaluation (i.e.28.01.2025 & 29.01.2025).
3. The fact that you have been invited for Evaluation does not confer any right on you for selection against the post.
4. Please bring following original documents along with a set of attested/self attested photocopies of the said documents on the day of evaluation:-

**The Essential Qualifications:**

1. Educational qualification:
  - i. Middle Certificate (8th Class) wherever applicable.
  - ii. Matriculation certificate for age proof and evaluation.
  - iii. Himachali Bonafide Certificate.
2. Online Recruitment Application Form.
3. Category Certificate of SC, OBC, BPL & EWS categories wherever applicable and EWS or BPL certificate along with Non-SC/ST/OBC certificate alongwith the following certificate (if applicable):-

Sr. No.	Name of Certificate :	Issuing Authorities
1.	Backward Area/ Panchayat, Landless family/ family having less than 1 (one) hec. Land, non-employment, income certificate etc.	SDO(Civil)/Tehsildar /Naib Tehsildar
2.	BPL/ Widow/ Divorced/ destitute/ Single Woman/ Single Daughter/ Orphan etc.	BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate) in Panchayat Commissioner/ Joint/ Assistant Commissioner in Municipal Corporation Executive Officer in Municipal Council Secretary in Nagar Panchayats.
3.	Differently abled persons	Health & Family Welfare Authorities/ Medical Boards
4.	NCC/NSS/Scouts & Guides	Head of the concerned Institution
5.	Medal Winners in National Level Sports Competition	Concerned District Youth Services and Sports Officer/ Head of Institution
6.	Essential Educational Qualification etc.,	Recognized School Board/Universities
7.	Himachali Bonafide Certificate :	SDO(Civil)/Tehsildar/ Naib Tehsildar
8.	Age Proof Certificate(10 Class Certificate)	Recognized School/Board
9.	SC/ST/OBC/EWS Certificate :	SDO(Civil)/Tehsildar/Naib Tehsildar

10.	Experience :	Experience related to post applied as per R&P Rules(wherever required) on proper format duly mentioning experience period in date month & year, signed by the competent authority, with the date of issuance mentioned therein.
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**NOTE:- All these certificates should be valid on the closing date of Online Recruitment Application as well as on the day of evaluation and should have been issued by the competent authority as notified by the Govt. from time to time.**

4. NOC from the employer, in case of regular Government employees.
5. Latest Character Certificate issued by any Gazetted Officer.
6. 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.28/12-2024 dated 07.12.2024.
7. **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. 03.01.2025. 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).**
8. Your admission to the Evaluation is purely provisional subject to the verification of your eligibility as per rules/instructions.
9. 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.
10. 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 Evaluation and no further time will be allowed to produce any document.
11. Besides, your eligibility will be subject to the conditions given in Advertisement No. 28/12-2024 dated 07.12.2024.
12. No TA/DA will be paid for appearing in the Evaluation.
13. The Evaluation 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 EVALUATION. THEREFORE, THE CANDIDATE SHOULD ENSURE THAT THEY ARE NOT IN POSSESSION OF ANY KIND OF SUCH DEVICES BEFORE THEY ENTER THE PREMISES.

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Secretary,  
H.P. Public Service Commission

