

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Instructions to Candidates for Personality Test for the post(s) of Manager (Marketing), Class-I (on contract basis) in HP State Co-operative Milk Producers' Federation Limited under the Department of Animal Husbandry, 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 Computer Based Test held on 12.10.2022 for the post of Manager (Marketing), Class-I (on contract basis) in HP State Co-operative Milk Producers' Federation Limited under the Department of Animal Husbandry, H.P. advertised vide Advertisement No.36/05-2022 dated 19.05.2022 and after security of documents, you have been provisionally admitted to the said posts and now the Personality Test for said posts will be held on **28.03.2023** 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 at **08:30 A.M.** as mentioned in your personality test e-call letter for verification of documents before appearing in the Personality Test Board.
3. The fact that you have been invited for Personality Test does not confer any right on you for selection against the posts.
4. Please bring original Degree and Result-cum- Detailed Marks Certificates/ Sheet along with attested copies of the following documents with you:-
 - (i) Matriculation certificate showing your date of birth.
 - (ii) **Essential Qualifications:-** MBA in Marketing from any recognized University with 05 years experience in Marketing field.
5. Scheduled Caste/Scheduled Tribe/latest (valid) Other Backward Class and latest (valid) Economically Weaker Section (EWS) 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 / EWS category are required to produce valid / latest OBC / EWS certificate which should not be more than 01 year old at the time of Personality Test. 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.
6. "No Objection Certificate" from your present employer in case working on regular basis in Government /Semi Government Organization. Without N.O.C. you will not be allowed to appear before the Personality Test board 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) and **other Character certificate** from Head of the Institution last attended.

8. You should download **Attestation Form** through the link provided in the Personality Test Call Letter and bring it with you duly filled in all respect and also **bring two (extra) passport size recent photographs duly attested by the same authority who attests your Attestation Form** on the day of Personality Test.
9. Any other certificates of your academic qualifications etc. in support of your eligibility for the posts as required as per Commission's Advertisement No. **36/05-2022 dated 19.05.2022.**
10. 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. **15.06.2022.** In respect of equivalent clause in Essential Qualifications, if a candidates are claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidates are required to produce order/ letter in this regard, indicating the Authority (with number and date).
11. Your admission to the Personality Test is purely provisional subject to the verification of your eligibility as per rules / instructions.
12. 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.
13. 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, you will not be allowed to appear before the Personality Test Board and no further time will be allowed to produce any document.
14. Besides, your eligibility will be subject to the conditions given in **Advertisement No.36/05-2022 dated 19.05.2022.**
15. No T. A. / D.A. will be paid for appearing in this Personality Test However, 30% discount is allowed by the H.R.T.C. 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	

16. Please bring the call letter when you come for the Personality Test. The Personality Test will be held on the scheduled date even if the day is later on declared holiday by the Government.

Note:-i) You are advised to report in the Commission's office on scheduled date and time as mentioned in the Personality Test Call Letter. If you fail to report on or before, you will be marked as absent.

- ii) NO ELECTRONIC GADGET / MOBILE PHONE / PENDRIVE / BLUETOOTH 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.
