

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

INSTRUCTIONS TO THE CANDIDATES

1. On the basis of claim furnished by you in your application form, you have been provisionally admitted to appear in the Screening Test for the post of Assistant Area Manager/ Assistant Procurement Officer Class-I on (contract) basis in the Department of H.P , State Civil Supplies Corporation Limited and your candidature is liable to be cancelled if you are found to be ineligible for the post at any stage of the selection process or thereafter.
2. Your candidature will be cancelled if you do not possess the Essential Qualification i.e. Graduate with at-least 5 years experience in the field of procurement, distribution, personnel matters and maintenance of accounts of commercial concern or MBA with at-least two years experience in commercial concern. Preference will be given to the candidates having additional qualification of MCA/BIT Computer.
3. **Your admission to the Screening Test is purely provisional subject to the production of attested copies of following documents in support of your eligibility as per rules/instructions on the day of test i.e. 26-11-2014.**
 - (i) Matriculation certificate or other equivalent certificate showing your date of birth.
 - (ii) Graduate certificate along with detail marks certificates.
 - (iii) Scheduled Caste/Scheduled Tribe & OBC (on parental basis)/ latest Other Backward Classes certificate on the prescribed form, (if you belong to any of these categories). The candidates belonging to Ex-Servicemen category shall bring discharge certificate & other related document issued by the competent authority as a proof of Ex-Serviceman. Similarly candidate belonging to physically handicapped/Hearing Speech Handicapped of H.P. (having not less than 40 % disability) should also bring valid proof.
4. Your eligibility in terms of Essential Qualification and experience etc. shall be reckoned as on the last normal date of receipt of application i.e.20-08-2014.
5. 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.
6. The Screening Test will be of objective type of one paper carrying 100 questions of 2 hours duration in two parts as below:-
7. **Part-I 50 questions consisting of General Knowledge of multiple choice = 50 Marks**
8. **Part-II 50 questions of multiple choice covering the field of Procurement, Distribution, Personnel matters and maintenance of accounts of commercial concern = 50 Marks**
9. You are advised to reach the examination centre on the date, 30 minutes before the commencement of the Screening Test. You will not be allowed to enter the examination Hall 10 minutes after the commencement of the Screening Test and will not be allowed to leave the Examination Hall till the expiry of full time.
10. You are advised to write/encode the OMR (answer sheet) with black/blue ball pen irrespective of the instructions contained on the answer sheet, if any .
11. You should bring your admission letter cum identity card in the examination centre. The candidate should paste latest passport size photograph duly attested by a Gazetted Officer. No candidate will be allowed/entertained without photograph.
12. Please mention your category in the answer sheet as already claimed by you in your application as well as shown on your admit card. Category once claimed at the time of application will not be allowed to be changed.
13. No. T.A. /D.A. will be paid for appearing in the Screening Test.
14. The answer key of this screening test shall be displayed on the official website of the Commission after freezing the answer sheets. The objections, if any, received within seven days will only be entertained.

NOTE:- CANDIDATES ARE STRICTLY PROHIBITED TO BRING CELLULAR PHONES/ELECTRONIC GADGETS IN THE EXAMINATION HALL.