

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(s) of **Assistant Finance Officer (Executive Trainee-Finance), Class-I, on Contract basis in HPPCL under the Department of MPP & Power** and your candidature is liable to be cancelled if you are found to be ineligible for the post(s) 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. **Full time CA/ ICWA/ M.Com / MBA (Finance) with at least 50% marks in case of SC/ST/ internal (HPPCL) candidates and 55% marks in case of other categories from a recognized University/ Institute. Candidates with M.Com/ MBA (Finance) should have also passed B.Com at Graduation Level, as on 10.04.2015.**
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. **03.10.2015 AT 11.00AM**
 - I. Matriculation certificate or other equivalent certificate showing your date of birth.
 - II. **Degree in CA/ICWA/M.Com./MBA (Finance) along with detailed 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 documents issued by the competent authority as a proof of Ex-Serviceman. Similarly candidates belonging to Locomotor Handicapped/Hearing Speech Handicapped/ Visually Handicapped of H.P. (having not less than 40 % disability) should also bring valid proof.
4. Candidate who has disability of 40% or more and is not in position to read or write shall have the discretion of opting for his own scribe/reader, by making prior request in writing along with the disability certificate issued by the competent authority in support of his claim to the Commission at least two weeks before the screening test. Such candidate who shall make the use of scribe/reader shall be given 20 minutes per hour compensatory time in each paper.
5. Your eligibility in terms of Essential Qualification and experience etc. shall be reckoned as on the last I date of receipt of application i.e. **10-04-2015.**
6. 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.
7. **If you fail to produce any of the certificates which are necessary to determine your eligibility and /or you are found ineligible vis-à-vis qualification, your candidature is liable to be cancelled.**
8. The Screening Test will be of one paper of 100 marks of two hours duration consisting of **80 questions of multiple choice relating to Essential Qualification particularly focused on Accountancy and 10 questions G.K. of H.P. and 10 Questions G.K. of National/International affairs.**
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 in case the scanned photograph is not appearing in the Candidate's Attendance sheet. 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.
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 from the date of displaying of answer key will only be entertained.

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