

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

(Instructions to Candidates for Personality Test)

1. That you have been declared qualified in the Computer Based Test held on 05-03-2019 the post of Assistant Director Factories (Mechanical), Class-I (Gazetted) (on contract basis) in the Department of Labour & Employment, H.P. Advertised vide Advertisement No. 14/2018 Dated 22-12-2018 Item No. VI and now the Personality Test for the said post will be held from 17-07-2019 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 on the day of Personality Test 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 post.
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** or other equivalent certificate showing your **date of birth**.
 - ii) **The Essential Qualifications:**
 - (i) Degree in Mechanical Engineering from any Institution / Board / University recognized by the State / Central Government of its equivalent. .
 - (ii) Should have practical experience of at least 2 years in the relevant field in a manufacturing workshop of either a public sector undertaking or under company Act. 1956.
5. Scheduled Caste / Scheduled Tribe and latest (valid) Other Backward Class certificate on the prescribed form, if you belong to any of these categories. The S.C. / S.T / O.B.C. certificate should be based on **parental basis**.
6. The candidates belonging to O.B.C. of H.P. category are required to produce valid / latest O.B.C. certificate which should not be more than 01 years old at the time of Personality Test, in which it should be cleared that your status has not been changed and you are not excluded from category of OBC on account of being covered under creamy layer. **You should also bring the undertaking form duly filled attached with the call letter.**
7. 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.
8. “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
9. 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.
10. You should also bring with you enclosed **Attestation Form** duly filled in all respect and **bring two (extra) passport size recent photographs duly attested by the same authority who attests your Attestation Form.**
11. Ward of Ex-Serviceman Certificate issued by a competent authority along with a latest affidavit duly attested by the authority authorized under the Indian Oath Act to the effect that no person in the family has been rehabilitated through employment against the posts reserved for Ex-Servicemen under the Government of Himachal Pradesh.

12. 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.14/2018 dated 22-12-2018 (Item No. VI)**.
13. 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. 28-01-2019. 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).
14. Your admission to the Personality Test is purely provisional subject to the verification of your eligibility as per rules / instructions.
15. 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.
16. 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.
17. Besides, your eligibility will be subject to the conditions given in **Advertisement No.14/2018 dated 22-12-2018 (Item No. VI)**.
18. 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	

19. 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 at **08.30 A.M.** positively. If you fail to report on or before 9.00 A.M. 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.