

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Instructions to Candidates

- 1 Reference to your application for the post of Executive (P&A) (Class-I) (E2 level) (on Contract basis) in HPPTCL under the Department of MPP & Power, HP, advertised vide Advertisement No. 03/2019 Dated 21-02-2019 (Item No. III B) and after having been declared qualified in the Computer Based Screening Test (CBT) held on 19-08-2019. The Personality Test for the said post will be held on 27-07-2020 in the office of the Himachal Pradesh Public Service Commission, Nigam Vihar Shimla-171002.
- 2 That you should ensure your presence in the HP Public Service Commission on the day of Personality test mentioned in the call letter **at 08:30 AM** for verification of documents before appearing in the Personality Test.
- 3 **Candidates are advised to follow SOP / instruction with regard to Covid-19 pandemic issued by the Government (in the Department of Revenue- Disaster Management cell) vide letter No. Rev (DMC) (C) 20-2/2020-COVID19 dated 02nd July 2020 and by the Ministry of Health & Family Welfare, Government of India From time to time.**
- 4 The fact that you have been invited for Personality Test does not confer any right upon you for selection against the post.
- 5 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) **Proof of Essential Qualification(s):-**

Graduate with MBA/MSW/Post Graduate Diploma with specialization in Personal/HR or equivalent will be the main qualification with minimum 55% marks for general category & 50% for SC/ST & internal candidates.

Note:- (i). As per clarification received from the Govt. only full time degree PGDM from IIM's will be treated as equivalent to essential qualification.

(ii) Candidates working in power sector utilities of HP Government will be considered as internal candidates.

iii) 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/OBC certificate should be based on parental basis. The candidates belonging to OBC of HP categories are required to produce valid/ latest OBC certificates which should not be more than 01 years old at the time of Personality Test alongwith an affidavit duly attested by the authority authorized under the Indian Oath Act stating that his /her status has not been changed and he/ she is not excluded from category of OBC on account of being covered under creamy layer. 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.

* In case CGPA/CPI method adopted instead of marks at degree level, orders / guidelines for conversion of CGPA/CPI to percentage form the university/ Institution concern shall also be produced on the day of Personality Test.

- iv) “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.
- v) **Latest Character certificate** from a responsible Officer (Gazetted Officer of Government /Semi Govt. Organization) and another **Character certificate from Head of the Institution last attended.**
- vi) Ward of Ex-Serviceman Certificate on the form prescribed by the Government and issued by a competent authority along with a latest affidavit duly attested by the authority authorized under the Indian Oath Act or undertaking to the effect that no person in the family has been rehabilitated through employment against the posts reserved for Ex-Servicemen under the HP Government /Corporation/ Board/Autonomous Body of HP as well as central and other State/ Union Territory Government or public sector undertaking /Autonomous Body/ Banks etc., under the control of said central or other State/Union Territory Government. In case applicant is already in Govt./semi Govt./Banks etc./ Autonomous Body, an under taking to the effect that he/she was not appointed against the post reserved for Ex-servicemen/ Ward of Ex-servicemen.
- vii) Candidates appearing under EWS category should submit either “**Income & Assets certificate**” or “**BPL certificate counter signed by BDO alongwith non SC/ST/OBC certificate**” on the format prescribed by the Government vide letter no. Per(AP)-C-B(12)-1/2019 dt. 11-06-2019
- viii) Certificate of Bonafide of Himachali.

6 You should also bring with you enclosed **Attestation Form (available on website of Commission)** duly filled in all respect and **bring two (extra) passport size recent photographs duly attested by the same authority who attests your Attestation Form.**

7 Any other certificates of your academic qualifications etc. in support of your eligibility for the post(s) as required in the Commission’s **Advertisement No. 03/2019** Dated 21-02-2019, Item No. III (B)

8 **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. 13-03-2019. 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).**

9 Your admission to the Personality Test is purely provisional subject to the verification of your eligibility as per rules/instructions.

10 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.

11 If you fail to produce any of the certificates mentioned above, which is necessary to determine your eligibility and/or you are found in eligible 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.

12 Besides, your eligibility will be subject to the conditions given in **Advertisement No. 03/2019** Dated 21-02-2019 .

13 No T. A. / D.A. will be paid for appearing in this interview. However, 30 % discount is allowed by the HRTC in ordinary buses only for attending the interview as per communication received from HRTC and discount will be applicable for only three days i.e. one day before and after the interview for to & fro journey.

From		To		Conductor's signature with date	

14 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 8.30 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 INTERVIEW. THEREFORE, THE CANDIDATE SHOULD ENSURE THAT THEY ARE NOT IN POSSESSION OF ANY KIND OF SUCH DEVICES BEFORE THEY ENTER THE PREMISES.