

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION.

**INSTRUCTIONS TO THE CANDIDATES FOR THE POST OF COMPANY SECRETARY,
CLASS-I, (GAZETTED) (ON REGULAR BASIS) IN HPSEBL UNDER THE DEPARTMENT OF
MPP & POWER, H.P., ADVERTISED VIDE ADVERTISEMENT NO. 02/2016 DATED
12-02-2016 ITEM No. III.**

On the basis of claim furnished by you in your online recruitment application (ORA), you have been provisionally admitted to appear in the Screening Test for the post of Company Secretary, Class-I (Gazetted) (On regular Basis) in HPSEBL under the Department of MPP & Power, H.P. 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 admission to the Screening Test is purely provisional. As per requirement of **Advertisement No. 02/2016 dated 12-02-2016**, you are required to submit attested photocopies of the following documents along with a printout of online recruitment application in support of your eligibility as mentioned in the Advertisement /rules/instructions on the day of screening test i.e. on **15-09 -2017** failing which your candidature will stand cancelled automatically:-

(i) **Matriculation certificate or other equivalent certificate showing your date of birth.**

(ii). Detailed Marks certificate and Degree (a) (i) Graduate from a recognized University.

(iii) Membership of the Institute of Company Secretaries of India for at least 3 years.

(b) **Experience:-**

Two years experience of working as Company Secretary after acquiring the qualification in a Corporation, Company, Board or any organization of the Government of India/ State Government or in a Private Company of repute.

(iii) **Scheduled Caste/Scheduled Tribe/ WFF/ latest (valid) OBC certificate on the prescribed form, if you belong to any of these categories. The SC/ ST/ latest OBC certificate should be on parental basis. 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 physically handicapped/Hearing Speech Handicapped of H.P. (having not less than 40 % disability) should also submit valid proof issued by the competent authority.**

(iv) **Any other certificate of your academic qualifications/ experience etc. in support of your eligibility for the post as required in the Commission's Advertisement.**

3 Your eligibility in terms of Essential Qualification and experience etc. shall be reckoned as on the last /normal date of receipt of online recruitment application i.e. **14 -03-2016**.

4 Onus of proving that you are eligible for the concerned post lie upon 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 qualifications. If you fail to produce any of the certificate(s) which is necessary to determine your eligibility and /or you are found in eligible vis-à-vis age, qualification and experience etc., your candidature is liable to be cancelled.

5 The Screening Test will be of two hours' duration of objective type multiple choice containing 100 questions of one mark each consisting 80 Questions of multiple choice on subjects pertaining to Company Secretaryship Course prescribed by the Institute of Company Secretaries of India and 10 Questions consisting of General Knowledge of Himachal Pradesh and 10 Questions consisting of General Knowledge of National and International affairs.

6 **There will be negative marking (Penalty) for wrong (incorrect) Answers (as detailed below) for all questions:**

(i) **There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, one fourth (0.25) of the marks assigned to that question will be deducted as penalty.**

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- (ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question.**
- (iii) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.**

7 You are advised to reach the examination centre on the scheduled date at least **30 minutes** before the commencement of the Screening Test. The candidate shall enter the examination hall/ room 20 minutes before the scheduled time for the commencement of the examination. 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 allotted time.

8 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. No erasing/ fluid is allowed in the OMR answer sheet.

9 You should bring your e-admission letter-cum-identity card downloaded from the website of the Commission in the examination centre. The candidate should paste latest passport size photograph duly attested. No candidate will be allowed / entertained to appear in the screening test without photograph.

10 Please mention your category in the OMR answer sheet as already claimed by you in your online recruitment application (ORA) as well as shown on your admit card. Category once claimed will not be allowed to be changed.

11 No T.A. /D.A. will be paid for appearing in the Screening Test.

12 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:- NO ELECTRONIC GADGET/ MOBILE PHONE/ANY OTHER COMMUNICATIONS / ELECTRONICS DEVICE IS ALLOWED IN THE PREMISES /EXAMINATION HALL, THEREFORE, THE CANDIDATE SHOULD ENSURE THAT THEY ARE NOT IN POSSESSION OF ANY KIND OF SUCH DEVICES BEFORE THEY ENTER THE PREMISES/ EXAMINATION HALL.