

Himachal Pradesh Public Service Commission
(Instruction to candidates for Personality Test)

1 With reference to your application for the post of Assistant Officer (Executive Trainee-Finance) (E-2 level) (on Contract basis) in HPPCL under the Department of MPP& Power, HP, advertised vide advertisement No.05/2019 dated 04-05-2019 (Item No.II C) and having admitted provisionally after scrutiny of documents. The Personality Test for the said post will be held on **03-09- 2019** in the office of the Himachal Pradesh Public Service Commission at Nigam Vihar, Shimla-171002.

2 That you should ensure your presence in the HP Public Service Commission on the day of Personality Test for verification of documents on **03-09-2019 at 08:30 AM** 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**.

Proof of Essential Qualification(s):-

(ii) **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.**

Note:- Candidates with M.Com./MBA (Finance) should have also passed B. Com. at Graduation level.

(iii) 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 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.

(iv) Certificate of Bonafide of Himachali.

(v) “ No Objection Certificate” from your present employer in case regular employee in Government /Semi Government Organization. Without N.O.C. you will not be allowed to appear before the interview board and no further time will be allowed to produce N.O.C.

(vi) Latest Character certificate from a responsible Officer (Gazetted Officer of Government /Semi Govt. Organization) and **other Character certificate from Head of the Institution last attended.**

5. You should also bring with you enclosed **Attestation Form (available on the website of the 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.**

6. 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. 05/2019 dated 04-05-2019 (Item No. II C).**

7. **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. 23-05-2019. 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).**

8 Your admission to the personality test is purely provisional subject to the verification of your eligibility as per rules/instructions.

9. 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.

10 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 interview board and no further time will be allowed to produce any document.

11. Besides, your eligibility will be subject to the conditions given in **Advertisement No. 05/2019 dated 04-05-2019.**

12. 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	

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