

Himachal Pradesh Public Service Commission

Instructions to candidates for typewriting test on computer for the post of Clerk

1. Candidates who have been declared qualified in the objective type examination (MCQ) for the posts of Clerk, are directed to appear in the **typewriting test on Computer either in Hindi or English on 23rd August, 2019 at 10:00 A.M. onwards at Shimla.**
2. The fact that you have been invited to appear in **typewriting test (English or Hindi)** does not confer any right on you for selection against the post.
3. Your eligibility in terms of Essential Qualification(s) etc. shall be reckoned as on the closing date (last date) prescribed for submission of online recruitment applications (ORA), i.e. 23-01-2019.
4. **Your admission for typing skill Test on Computer either in Hindi or English is purely provisional (on claim basis) subject to fulfillment of essential qualification(s) for the concerned post.**
5. You are advised to bring your e-Admit Card/ admission certificate and paste a latest passport size self attested photograph on the e-admit card. You are also advised to produce a valid photo ID proof in original, i.e. Aadhar Card, Voter Card or Driving Licence etc. Candidates without e-Admit Card and Photo ID card in original will not be allowed to appear in the typing test.
6. **Typewriting test in English or Hindi will be qualifying in nature with prescribed minimum speed of 30 words per minute in English typewriting or 25 words in Hindi typewriting on Computer as mentioned in advt. No. 1/2019 dated 3rd January, 2019 subject to fulfillment of essential qualification(s) for the concerned post. Your candidature may be rejected after scrutiny of requisite documents, if found ineligible in terms & conditions of advertisement, even if you have qualified Typing skill test for the concerned post.**
7. Candidates can also bring in their keyboard for typing test for their convenience.
8. You are advised to submit self attested/ attested documents alongwith printout of online recruitment application in support of your eligibility on the day of typing skill test to be scrutinized later on by the Commission's office. Documents to be submitted are as under:-
 - (i) Matriculation Certificate showing your date of birth.
 - (ii) 10+2 Examination Certificate or its equivalent from a recognized Board or School Education/ University.
 - (iii) Any other certificates of your academic qualifications etc. in support of your eligibility for the concerned post as required in the Commission's advertisement.
 - (iv) Category certificate(s) in support of your category claim, if you belong to any reserved category, i.e. Scheduled Castes certificate, latest valid OBC certificate on prescribed format and Ex-Serviceman certificate(s) issued by the competent authorities and S.C. / OBC certificates should be based on parental basis.
 - (v) Latest valid BPL certificate(s) duly countersigned by the concerned BDO.
9. Besides, your eligibility will be subject to the conditions given in Advertisement No. 1/2019 dated 3rd January, 2019.
10. The Typewriting test will be held on the scheduled date even if the day is later on declared holiday by the Government.

Note: You are advised to report at the venue of typing skill test on scheduled date at 10:00 A.M. positively. If you fail to report on time, you will not be allowed to appear in the typewriting test and you will be marked as absent.
