

## HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

### (Instructions to Candidates for Evaluation for H.P. Subordinate Allied Services/ Posts)

1. That you have been declared qualified in the Himachal Pradesh Subordinate Allied Services / Posts (Class-III, Non Gazetted) Examination-2018 advertised vide Advertisement No.16/2018 dated 13-12-2018 and subsequent Addendums dated 23-12-2018 and 11-01-2019 and now the evaluation of the candidates will be held on 19<sup>th</sup> & 20<sup>th</sup> September, 2019 as per evaluation schedule uploaded in the official website of the Commission.
2. That you should ensure your presence in the H.P. Public Service Commission on the day of evaluation for verification of documents and evaluation on scheduled date at 8:30 A.M.
3. The fact that you have been invited for evaluation does not confer any right on you for selection against the post.
4. Please bring original Degree and Result-cum-Detailed Marks Certificates / documents with you:-
  - (i) Matriculation certificate or other equivalent certificate showing your date of birth.
  - (ii) Copy of Bachelor or its equivalent Degree and detailed Marks Certificate(s) from a recognised University.
  - (iii) Degree(s) of other examination(s) / detailed marks certificate(s) passed by you, if any, from a recognised University.
  - (iv) "No Objection Certificate" from your present employer in case working on regular basis in Government / Semi Government Organisation. Without N.O.C. you will not be allowed to appear before the evaluation and no further time will be allowed to produce N.O.C.
  - (v) Scheduled Caste / Scheduled Tribe / WFF on the prescribed form on parental basis (if you belong to any of these categories) be submitted duly issued by competent authority. The candidates belonging to OBC / BPL categories are required to submit latest OBC/ BPL certificates which should not be more than 01 year old at the time of evaluation. The OBC candidates are also required to submit an affidavit, duly attested by the authority authorized under the Indian oath Act stating therein 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.**
  - (vi) Character certificate from Head of the Institution last attended or from the present employer.
  - (vii) Latest character certificate from a responsible officer (Gazetted Officer of Govt./Semi Govt. Organization).
  - (viii) Copy of call letter for evaluation duly signed.
5. You should also bring with you **Attestation Form** duly filled in all respects and **bring two passport size recent photographs duly attested by the same authority who attests your Attestation Form.**

6. You should also bring with you Evaluation Form duly filled in all respects and also bring with you the certificates on the basis of which the marks have been claimed by you in the said form.
7. List of authorities who are competent to issue certificates regarding Land less family, BPL certificates, Single daughter / Orphan etc. has been uploaded in the website of the Commission herewith for the convenience of the candidates. No certificate(s) issued by the authority other than the authority mentioned in the list will not be entertained .
8. You should also bring the original of all certificates / testimonials, copies of which have been enclosed with your application form.
9. Please bring the evaluation call letter on the day of evaluation.
10. Your admission to the evaluation is purely provisional and subject to the verification of your eligibility as per rules / instructions.
11. 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.
12. If a candidate fails to produce any of the certificates mentioned above, which is necessary to determine his / her eligibility , he / she shall not be allowed to appear before the evaluation committee and no further time will be allowed to produce any document.
13. Besides, your eligibility will be subject to the conditions given in Advertisement No.16/2018 dated 13-12-2018.
14. No T.A. / D.A. will be paid for appearing in this evaluation committee. However, 30% discount is allowed by the HRTC in ordinary buses only for attending the evaluation as per communication received from HRTC and discount will be applicable for only three days i.e. one day before and after the evaluation for to & journey.

From		To		Conductor's Signature & Date	

The evaluation of candidates will be held on the scheduled date even if the day is later on declared holiday by the Govt.

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

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## HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

### CRITERIA OF EVALUATION FOR 15 MARKS IN RESPECT OF SHORT LISTED CANDIDATES FOR THE H.P. SUBORDINATE ALLIED SERVICES / POSTS (CLASS-III, NON GAZETTED) (TO BE FILLED BY CANDIDATE)

Sr.No.	Detail of Criteria of 15 marks	Maximum Marks	Marks Claimed by the candidate
(i)	Weightage for the minimum educational qualification prescribed in the Recruitment & Promotion Rules: { Percentage of marks obtained in the educational qualification would be multiplied by 0.025. For example, an individual has secured 50 % marks in the required educational qualification, he / she will be allowed 1.25 marks (50x0.25=1.25)}	<b>2.5 (two &amp; a half)</b>	
(ii)	Belonging to notified Backward Area or Panchayat, as the case may be.	<b>1 (one)</b>	
(iii)	Land less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	<b>1 (one)</b>	
(iv)	Non employment Certificate to the effect that none of the family members is in Government / Semi Government service.	<b>1 (one)</b>	
(v)	Differently abled persons with more than 40% impairment / disability/ infirmity.	<b>1 (one)</b>	
(vi)	NSS( atleast one year) / certificate holders in NCC / The Bharat Scout and Guide / Medal winner in National Level sports competitions.	<b>1 (one)</b>	
(vii)	BPL family having family annual income (from all sources) below Rs.40,000/- or as prescribed by the Govt. from time to time.	<b>2 (two)</b>	
(viii)	Widow / divorced / destitute / single woman.	<b>1 (one)</b>	
(ix)	Single daughter / Orphan	<b>1 (one)</b>	
(x)	Training of atleast 6 months duration related to the post applied for from a recognised University / Institution.	<b>1 (one)</b>	
(xi)	Experience upto a maximum of 5 years in Govt./ Semi Govt. Organisation relating to the post applied for (0.5 marks only for each complete year).	<b>2.5 (two and a half)</b>	
	<b>TOTAL</b>	<b>15 (Fifteen)</b>	

**Date:**

**Signature of the Candidate**

**Name** \_\_\_\_\_

**Roll No.** \_\_\_\_\_

**Note:- The following shall be the authorities competent to issue certificates, to be considered for the purpose of evaluation:-**

<b>Sr.No.</b>	<b>Name of Certificate</b>	<b>Authority</b>
1.	Backward Area / Panchayat, Landless family / family having less than 1 ha. land, non-employment / income certificate etc.	SDO (C) / Tehsildar / Naib Tehsildar
2.	BPL / Widow / divorced / destitute / single woman; single daughter / orphan etc.	BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate)
3.	Differently abled person	Health & Family Welfare authorities / Medical Boards
4.	NCC / NSS / Scouts & Guides	Head of concerned Institution.
5.	Medal winners in national level sports competitions	Concerned District Youth Services and Sports Officer / Head of Institution.