

(iii) The eligibility of candidate(s) called for the Personality Test will be determined on the basis of original documents produced on the day of Personality Test and the Commission will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the Appointing Authority. As such, admission to the Preliminary Examination/ (Main) Written Examination/ Personality Test shall be purely provisional.

(iv) Summoning of the candidate(s) for Personality Test; conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the appropriate Appointing Authority.

(v) If any person with disability requires scribe/ reader, having disability of 40% or more, he / she has to request for the same in writing to the Commission alongwith copy of disability certificate issued by the competent authority at least seven days prior to the Preliminary /Main Examination for the concerned post. Such applications will be entertained on merit and as per rules.

18. Contract/Casual/ adhoc / daily rated/ work charged employees do not need to produce NOC from the concerned employer.

19. In Government service (regular service) candidates may apply to the Commission along with requisite examination fees with information to their Head of Departments / Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be interviewed unless he/she produces NOC from the concerned employer.

20. It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application; comes to the notice at any time during the service of a person, his service would be liable to be terminated.

21. The candidates applying for the posts should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of examination for which they are admitted by the Commission, viz., Preliminary Examination / (Main) Written Examination and Personality Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification at any time before or after the written examination or Personality Test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the concerned post/examination will be cancelled by the Commission.

CHECK LIST:-

VERIFY THE FOLLOWING BEFORE UPLOADING THE ONLINE APPLICATION OR DOCUMENTS/ CERTIFICATES:

- a) That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for Main Examination and Personality Test.
- b) The desirous & eligible candidate may visit the official website of the Commission (<http://www.hppsc.hp.gov.in/hppsc>) and click on the link "Apply Online" on the Home Page. The candidate will register and create his/ her profile on One Time Registration and after logging into his/ her account in OTR. The list of advertisements will be displayed to the candidate on dashboard. Candidate will apply for a particular post through portal. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application the candidate will be shown the preview of uploaded documents and he/ shall give an undertaking/ declaration that:-

"It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reason of uploaded documents being non readable/ poor quality of scanning."

- c) No further opportunity will be given to the candidate for submission of any document after the submission of online recruitment application. Online Recruitment Application once submitted shall not be allowed any change. No representation / correspondence will be entertained against final rejection of candidature.
- d) That the following documents/ certificates are to be uploaded in support of claims made/ information given in the Online Application:-
 - i. Matriculation certificate for age proof.
 - ii. Degree certificates alongwith Marks Sheets of all years/Consolidated Mark Sheet in support of Educational Qualifications i.e. Graduation.

iii. Valid Category certificate(s) in support of their eligibility, if any, viz., S.C., S.T., O.B.C., E.W.S., Ex-Servicemen, Ward of Ex-Servicemen, WFF and Persons with disabilities etc. All these certificates along with undertaking wherever required, should be on Form prescribed by the Government of H.P. from time to time. Scheduled Castes, Scheduled Tribes and Other Backward Classes Certificates should be in accordance with the instructions of the Govt. issued vide letter No. PER (AP)-C-F(10)-4/2010 dated 5th August, 2019.

iv. Bonafide Himachali Certificate in case of reserved category candidates.

v. Candidates applying under EWSs category will have to submit either 'Income & Asset Certificate' or valid BPL Certificate countersigned by B.D.O. along with non-SC/ST/OBC certificate issued by the competent authority on the format prescribed by H.P. Government vide letter No. PER (AP)-C-B(12)-1/2019 dated 11th June, 2019.

vi. The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate and full detail in respect of their P.P.O. No., Rank etc. and NOC with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity.

DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(S):-

No candidate will be eligible for admission to the examination:-

- a) If he/ she has been dismissed from any previous Govt./ Semi Govt. service;
- b) If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred / disqualified from appearing in any examination or selection;
- c) If he / she is found either directly or indirectly influencing the selection process in any manner; or
- d) If he / she is an un-discharged insolvent.

ABBREVIATIONS:

HP: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Castes of H.P., ST: Scheduled Tribes of H.P., OBC: Other Backward Classes of H.P., BPL: Below Poverty of H.P., EWS: Economically Weaker Section of H.P., as declared by the Govt. of H.P. from time to time, Ex-SM: Ex-Servicemen of H.P., WFF: Wards of Freedom Fighters of H.P., Wards of Ex-SM: Dependent sons, daughters and wives of Ex-SM of H.P., PWDs: Persons with disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired, OTRS: One Time Registration System, NOC: No Objection Certificate and EQ: Essential qualification(s)

Sd/-
(Devinder Kumar Rattan), IAS
Secretary

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Tel. No. : 0177-2624313 (Ext. No.-219)

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