

**HIMACHAL PRADESH  
PUBLIC SERVICE COMMISSION**

**Instructions to Candidates for Document Verification for the post(s) of Company Commander/Senior Instructor/Store Officer/Centre Commander, Class-III (on contract basis) in the Department of Home Guards and Civil Defence, H.P.**

1. With reference to your application for the posts of Company Commander/Senior Instructor/Store Officer/Centre Commander, Class-III (on contract basis) in the Department of Home Guards and Civil Defence, H.P. vide advertisement No.44/12-2023 dated 31.12.2023 and the Screening Test/Subject Aptitude Test for the said post(s) was conducted on 23.08.2024. Based on the performance in the Screening Test/Subject Aptitude Test, you have been provisionally admitted for the document verification scheduled to be held on 28.10.2024 in the office of the Himachal Pradesh Public Service Commission, Nigam Vihar Shimla-171002.
2. That you should ensure your presence in the H.P. Public Service Commission on the day of Document Verification (date and time indicate in e-call letter) at 10:30 A.M. i.e. on the day of Document Verification (i.e.28.10.2024).
3. The fact that you have been invited for Document Verification does not confer any right on you for selection against the post.
4. Please bring original Result-cum-Detailed Marks Certificates/Sheet along with attested copies of the following documents with you:-

**The Essential Qualifications:**

- i. Matriculation Certificate.
  - ii. 10 +2 Certificate.
  - iii. Should be a released/retired Armed Forces Personnel who has held the rank of at least Subedar, Master Chief Petty Officer (2nd Class) or Warrant Officer of the Indian Armed Forces.

Or

Should be holding honorary Rank of Company Commander with combined service of five year in the honorary rank of Platoon Commander, Senior Platoon Commander and Company Commander in the Home Guards Organization.

Or

Should be a regular Civil Defence Instructor/ Chief Instructor/ Platoon Commander/ Administrative Officer/Assistant Store Officer, who has served as such for the three years in the H.P. Home Guards and Civil Defence Department.
  - iv. Himachali Bonafide Certificate.
5. Category Certificate of SC, ST, OBC on parental basis, WFF, valid BPL and EWS Certificate along with Non SC/ST/OBC certificate wherever applicable. All these certificates should be valid on the closing date of Online Recruitment Application as well as on the day of document verification and should have been issued by the competent authority as notified by the Govt. from time to time.
  6. "No Objection Certificate" from your present employer in case working on regular basis in Government/Semi Government Organization. Without NOC you will not be allowed to appear before the Document Verification committee and no further time will be allowed to produce NOC
  7. Latest Character certificate from a responsible Officer (Gazetted Officer of Government/Semi Government Organization).

8. Any other certificates of your academic qualifications etc. in support of your eligibility for the post(s) as required in the Commission's advertised vide Advertisement No.44/12-2023 dated 31.12.2023
9. **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. 27.01.2024.**
10. Your admission to the Document Verification is purely provisional 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 you fail to produce any of the certificates mentioned above, which is necessary to determine your eligibility and/or you are found ineligible vis-à-vis qualifications, your candidature will be rejected on the day of Document Verification 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.44/12-2023 dated 31.12.2023
14. No TA/DA will be paid for appearing in the Document Verification.
15. The Document Verification will be held on the scheduled date even if the day is later on declared holiday by the Government.

**Note:-**

1. You are advised to report in the Commission's office on scheduled date at **10:30AM** positively. If you fail to report on or before 11:00 A.M. you will be marked as absent.
2. NO ELECTRONIC GADGET / MOBILE PHONE / PENDRIVE / BLUETOOTH ANY OTHER COMMUNICATION / ELECTRONIC DEVICE IS ALLOWED DURING THE DOCUMENT VERIFICATION. THEREFORE, THE CANDIDATE SHOULD ENSURE THAT THEY ARE NOT IN POSSESSION OF ANY KIND OF SUCH DEVICES BEFORE THEY ENTER THE PREMISES.

*Sd-*  
Section Officer (R-III)  
H.P. Public Service Commission

**CHARACTER CERTIFICATE**

**(To be issued by Executive Magistrate/Tehsildar/Naib Tehsildar or any other Gazetted Officer)**

Certified that Mr/Ms. .... son/daughter/wife of  
Shri ..... resident of .....  
.....  
..... is well known to me since last ..... years and  
..... months. To the best of my knowledge and belief he/she bears a good moral  
character and has nothing which debars his/her suitability for Government Job. Mr/Ms.  
..... is not related to me.

Place: .....

Signature .....

Dated: .....

Designation .....

Office Seal