

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Instructions to Candidates for Document Verification for the post(s) of Lecturer (School New) Commerce, Class-III (on contract basis) in the Department of Higher Education, H.P.

1. With reference to your application for the post of Lecturer (School New) Commerce, Class-III (on contract basis) in the Department of Higher Education, H.P., advertised vide Advertisement No. 17/10-2023 Dated 17-10-2023 and the Screening Test/Subject Aptitude Test for the said posts was conducted on 12-05-2024. Based on the performance in the Screening Test/ Subject Aptitude Test you have been provisionally admitted for the document verification scheduled to be held w.e.f. 03-10-2024 to 05-10-2024 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 indicated in e-call letter) and in HPPSC website at 10:00 A.M. i.e. on the day of Document Verification.
3. The fact that you have been called for Document Verification 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 Photo copies of the following documents on the day of document verification:-
 - i) Matriculation Certificate.
 - ii) 10 +2 Certificate.
 - iii) Master Degree in Commerce with Accountancy/ Financial Accountancy and Income Tax as major subjects of study. Holders of degree of MFC (Master of Finance Control) are also eligible for the post of Lecturer (School-New) in Commerce Subject.

(a) Professional qualification.

- (i) Bachelor of Education (B.ED.) as professional qualification from recognized University/ Institutions with minimum of 50% Marks.

OR

Two years integrated M.Sc. Ed. Course from recognized University.

- 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.

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- 6 “No Objection Certificate” from your present employer in case working on regular basis in Government /Semi Government Organization. Without N.O.C. you will not be allowed to appear before the Document Verification Committee and no further time will be allowed to submit N.O.C.
7. Latest Character certificate from a Gazetted Officer of Government/Semi Government Organization.
8. Any other certificate of your academic qualifications etc. in support of your eligibility for the post(s) as required in the Commission’s advertised vide Advertisement No. 17/10-2023 dated 17-10-2023
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. 30-11-2023. 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).**
10. Your admission to the Document Verification is purely provisional subject to the verification of your eligibility as per rules / instructions.
11. Onus or 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. 17/10-2023 dated 17-10-2023.
14. No T. A. / D.A. will be paid for appearing in the Document Verification.

The Document Verification 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 10:00 A.M. positively. If you fail to report on or before 10:30A.M. you will be marked as absent.**
- ii) **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.**