

Himachal Pradesh  
Public Service Commission

File No.3-04/2021-PSC(R-II)

Dated: 15-10-2024

**(Instructions to Candidates for Personality Test for the post of Emergency Operation Centre Incharge-cum-Documentation Coordinator,, Class-II (Non-Gazetted) (on contract basis) in the department of Revenue (Disaster Management Cell), H.P.**

**Note: Candidates are advised to follow SOPs/ guidelines issued by the Government of Himachal Pradesh (in the Department of Revenue-Disaster Management Cell) and guidelines issued by the Ministry of Health & Family Welfare, Government of India from time to time with regard to COVID-19 pandemic.**

1. With reference to your application for the post of **Emergency Operation Centre Incharge-cum-Documentation Coordinator,, Class-II (Non-Gazetted) (on contract basis)** in the department of Revenue (Disaster Management Cell),H.P. advertised vide Advertisement No. 34/05-2022 dated 06-05-2022 and after scrutiny of documents, you have been provisionally admitted to the said post and now the Personality Test for this post will be held w.e.f. 23-10-2024 to 26-10-2024 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 Personality Test (date indicated in e-admit card) **at 8:30 A.M.** for verification of documents before appearing before the Personality Test Board.
3. The fact that you have been invited for Personality Test 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 copies/self attested copies of the following documents with you:-  
Matriculation certificate showing your date of birth.  
**(ii) Essential Qualification: Certificates as per Advertisement.**
  - (i) Master Degree in Disaster Management / Geology / Geography / Environmental Science from a recognized University.  
  
OR
  - (ii) Post Graduate Diploma in Disaster Management from recognized University or from an Institution affiliated to a recognized University or from a deemed University.
  - (iii) A minimum of three years work experience in Documentation and Report Writing in the field of Disaster Management in Government/Public Sector Undertaking(s).**(iv) Desirable Qualification**  
Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
5. Scheduled Caste / Scheduled Tribe or **latest (valid) Other Backward Class certificate / EWS certificate** on the prescribed form, if you belong to any of these categories. The S.C. / S.T /O.B.C. certificate should be issued on **parentage basis**. 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.

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 Personality Test board and no further time will be allowed to produce N.O.C.
7. A latest **Character certificate** from a responsible Officer (Gazetted Officer of Government / Semi Government Organization) and **other Character certificate** from Head of the Institution last attended.
8. You should download **Attestation Form** through the link provided in the Personality Test Call Letter and bring it with you duly filled in all respect and also **bring two (extra) passport size recent photographs duly attested by the same authority who attests your Attestation Form** on the day of Personality Test.
9. Any other certificates of your academic qualifications etc. in support of your eligibility for the post as required as per Commission’s **Advertisement No. 34/05-2022 dated 06-05-2022**. 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 (ORAs) i.e. 02-06-2022. 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 Personality Test 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, you will not be allowed to appear before the Personality Test Board 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. 34/05 -2022 dated 06-05-2022**.
14. No T. A. / D.A. will be paid for appearing in this Personality Test However, 30% discount is allowed by the H.R.T.C. in ordinary buses only for attending the Personality Test as per communication received from HRTC and discount will be applicable for only three days i.e. one day before and after the Personality Test for to & fro journey.

From		To		Conductor’s signature with date	

15. Please bring the call letter when you come for the Personality Test. The Personality Test will beheld 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 **08.30A.M** positively. If you fail to report on or **before 8.30 A.M.** you will be marked as absent.

(i) NO ELECTRONIC GADGET / MOBILE PHONE / PENDRIVE / BLUETOOTH ANY OTHER COMMUNICATION / ELECTRONIC DEVICE IS ALLOWED DURING THE PERSONALITY TEST. THEREFORE, THE CANDIDATE SHOULD ENSURE THAT THEY ARE NOT IN POSSESSION OF ANY KIND OF SUCH DEVICES BEFORE THEY ENTER THE PREMISES.

Sd/-

Chhavi Nanta), HAS  
Joint Secretary,

H.P. Public Service Commission.

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