

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Instructions to candidates for Evaluation for the post of Computer Operator, Class-III (Non-Gazetted) in the office of H.P. Public Service Commission

1. That you have been declared qualified in the Online Objective type Examination for the post of Computer Operator, Class-III (Non-Gazetted) (on Contract basis) advertised vide Advertisement No. 1/2019 dated 03-01-2019 and now the evaluation of the candidates for the above mentioned post, will be held on **01st October, 2019** in the office of H.P. 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 evaluation for verification of documents and evaluation on **scheduled date at 10:00 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. You are advised to bring original certificates along with attested copies, of the following documents with you:-
 - (i) Matriculation Certificate or other equivalent certificate showing your date of birth.
 - (ii) Detailed Marks Sheets and Bachelor Degree in Computer Application/ Computer Science/ Information Technology/ 03 years Diploma in Computer Science/ IT or Bachelor Degree and Diploma of one year duration in Computer Application/ Computer Programming.
 - (iii) "A" Level Course from DOEACC Society.
 - (iv) Evaluation form duly filled in all respects alongwith certificates on the basis of which the marks have been claimed by you in the said form.
 - (v) Scheduled Castes/ Scheduled Tribes & latest Other Backward Classes Certificate on the prescribed form alongwith Bonafide Himachali Certificate, if you belong to any of these categories. The S.C/ S.T/ OBC certificate should be based on parental basis.
 - (vi) The candidates belonging to Ex-Servicemen category will have to submit Discharge Certificate & other related documents issued by the competent authority as a proof of being Ex-Serviceman. Similarly candidates belonging to physically Disabled categories (having not less than 40% disability) should also submit proof thereof issued by a competent authority.
 - (vii) Any other certificates of your academic qualifications etc. in support of your eligibility for the post as required in the Commission's Advertisement (Advt. No. 1/2019 dated 3rd January, 2019).
 - (viii) 'No Objection Certificate' from your present employer in case employed in Government / Semi Government Organization.
 - (ix) A latest Character certificate issued by any Gazetted Officer of Govt. / Semi Govt. Organization and another Character certificate from Head of the Institution last attended.
5. The eligibility of the candidates in terms of essential qualification(s) shall be reckoned as on last date prescribed for submission of online applications i.e. 23rd January, 2019.
6. You should also bring with you Evaluation sheet duly filled in all respects annexed with these instructions and bring one passport size recent photograph duly attested.
7. Your admission to the evaluation is purely provisional subject to the verification of your eligibility as per rules/ instructions.

8(a) Onus of proving that you are eligible for the concerned post lie upon 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.

(b) If you fail to produce any of the certificates, which are necessary to determine your eligibility and/ or you are found ineligible vis-a-vis qualifications, no further time will be allowed to produce any document.

9. If you belong to OBC category, you are required to produce latest valid OBC certificate alongwith an Undertaking to the effect that your status has not been changed and you are not excluded from the category of OBC on account of being covered under creamy layer. Such certificate should be based on parental basis. You will not be allowed to appear before the Personality test Board, if you fail to bring both these documents. No extra time will be given for submission of these documents after the date of evaluation.

10. **Besides, your eligibility will be subject to the conditions given in Advertisement No. 1/2019 dated 3rd January, 2019.**

11. No T.A. /D.A. will be paid for appearing in this personality test. However, 30% concession in fare has been allowed by HRTC in ordinary buses only for attending the interview/ evaluation as per communication received from MD, HRTC dated 21.04.2015 and discount will be applicable for only three days, i.e. one day before and after the interview/ evaluation for to & fro journey.

From	To	Conductor's signatures with date

12. You are also advised to bring a printout of admit card for evaluation uploaded against your User ID on the day of evaluation alongwith one passport size photograph duly pasted on it. The evaluation 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 10:00 A.M. positively. If you fail to report on or before 10:30 A.M., then you will be marked as absent.

ii) NO ELECTRONIC GADGET/ MOBILE PHONES/ ANY OTHER COMMUNICATION/ ELECTRONIC DEVICES ARE ALLOWED DURING THE EVALUATION. THEREFORE THE CANDIDATE SHOULD ENSURE THAT THEY ARE NOT IN POSSESSION OF ANY KIND OF SUCH DEVICES BEFORE THEY ENTER THE PREMISES.

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION
EVALUATION SHEET FOR THE POST OF COMPUTER OPERATOR, CLASS-III (Non-Gazetted) (on Contract basis)-2019

Name of the Candidate: _____

Roll No.: _____

Category: _____

Sr. No.	Detail of Criteria of 15 marks	Max. Marks	Marks claimed by the candidate	Competent authority to issue the certificates
i	Weightage for the minimum educational qualification, professional educational qualifications (for Technical posts) as per 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 qualifications, he /she will be allowed 1.25 marks (50 X 0.025 = 1.25)	2.5 (two & a half)		Concerned University / Board
ii	Belonging to notified Backward Area or Panchayat, as the case may be.	1 (one)		Concerned SDO(C), Tehsildar/ Naib Tehsildar
iii	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1(one)		Concerned SDO(C), Tehsildar/ Naib Tehsildar
iv	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)		Concerned SDO(C), Tehsildar/ Naib Tehsildar
v	Differently abled persons with more than 40% impairment / disability / infirmity	1(one)		Health & Family Welfare authorities /Medical Boards
vi	NSS (at least one year) certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions.	1(one)		Concerned Head of Institution. Certificate of medal winners in National level sports competitions shall be issued by concerned District Youth Services and Sports Officer/ Head of Institution.
vii	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time.	2(two)		Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. (Income Certificates: concerned SDO(C), Tehsildar / Naib Tehsildar).
viii	Widow / divorced/ destitute / single woman.	1(one)		Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
ix	Single daughter/ Orphan.	1(one)		Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
x	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution.	1(one)		Competent authority of the concerned University/ Institution.
xi	Experience up to a maximum of 5 years in Govt./ semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (two and a half)		Competent authority of the concerned Govt. / semi Govt. organization.
	TOTAL	15 (Fifteen)		

Signatures of the candidate