

Important
Personal Attention

No.Per(AP.B)B(19)-2/99
Government of Himachal Pradesh
Department of Personnel (Appointment-II)

Dated Shimla-171 002, 18 August 2008

From

The Chief Secretary to the
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh
2. All the Head of Departments in H.P.
3. All The Divisional Commissioners in H.P.
4. All the Deputy Commissioners in H.P.
5. All the Chairman/Managing Director/Registrars/ Secretaries of Boards, Corporations & Universities in H.P.

Subject : Production of documents while appearing for selection to various posts under the State Government / PSU's.

Sir,

I am directed to refer to the subject cited above and to say that it has come to the notice of the Government that the instructions with regard to the production of documents alongwith the applications while applying for various posts issued vide this department letters of even number dated 12th February 1999 and 7th January 2000 (copies enclosed) are not being adhered to strictly. Accordingly these instructions are re-iterated and all the Departments/Boards/ Corporations / Universities will ensure the compliance of the same in letter and spirit.

Yours faithfully,

Rajinder

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Endst No. as above

Dated Shimla-171 002, 18 August, 2008

A copy is forwarded to the Pr. Secretary to Chief Minister to the Government of Himachal Pradesh, Shimla-2 for favour of information please.

Rajinder

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Copy of H.P. Government, Department of Personnel letter No. No.Per (AP.B) B(19)-2/99 dated 12th February 1999 addressed to all Administrative Secretaries to the Government of Himachal Pradesh and endorsed to all Head of Departments/ Divisional Commissioners / Deputy Commissioners etc.

Subject : Production of documents while appearing for selection to various posts under the State Government / PSU's.

Jai Hind.

I am directed to say that the present practice of production of various certificates / documents while applying for selection to various posts under the State Government has been reviewed. It has been observed that the applicants have to spend a lot of time, energy and money for obtaining various certificates / documents from concerned authorities while applying for various posts / services under the State Government, Boards and Corporations. This causes avoidable expenditure and inconvenience to the applicants who are generally poor, unemployed youth. On the other hand, the competent authorities for issuing such certificates / documents also have to devote time for this purpose at the cost of other important duties and functions.

In view of this, government have now decided that the applicants for jobs shall not be asked to attach any of these certificates viz. Caste/ Tribe / Income / Domicile / Character etc. alongwith their applications while applying for various jobs. Only photocopies of certificates of educational qualifications shall be required to be so attached. For all other certificates, candidates will give only a self declaration. Such declaration will be given on the proforma as prescribed by recruiting agency in the application form, if so devised or on plain paper as laid down by the recruiting agency. The certificates in original will be required to be produced at the time of final interview only by those candidates who are selected for such final interview. If any candidate gives wrong / false declaration, he will be debarred from employment in State Government / Board / Corporation / Autonomous Bodies for a period of three years.

These instructions may be brought to the notice of all concerned officers / offices for strict compliance.

Kindly acknowledge receipt.

DECLARATION

I _____ S/O,D/O Sh _____
R/O Village _____ P.O. _____
Tehsil _____, District _____
Himachal Pradesh do hereby declares as follows :-

- * 1. that I am a bonafide resident of Himachal Pradesh * on account of having my permanent house in HP / * residence for a period of 15 years / * having my permanent home in H.P. but living outside H.P. on account of my occupation.
- * 2. That I belong to _____ * Caste/
* Tribe which is recognized as a Scheduled * Caste / * Tribe under the Constitution of India.
- * 3. that I belong to _____ caste which has been declared as Other Backward Class (OBC) by the H.P. Government and further I do not fall under the definition of "Creamy Layer".
- * 4. that the annual income of my family from all sources does not exceed Rs. _____
- * 5. that I belong to IRDP family.
- * 6. that I have no criminal case pending against me nor convicted in any such case.

I further declare that the above declaration is true to the best of my knowledge and that in the even of this declaration being founds incorrect, I shall be liable to be debarred from any service / job under the Government of H.P. for a period of 3 years.

(Signature of Applicant)

Date : _____

Place : _____

* Note : Please strike out which ever is not applicable.

कार्मिक विभाग, हि० प्र० सरकार के पत्र सं० पर (एपी-बी) बी (19) -2/99 दिनांक 12-2-1999 जोकि राज्य सरकार के अन्तर्गत पदों पर चयन के लिए सम्मिलित होने पर प्रमाणपत्रों को भेजने बारे हैं तथा समस्त प्रशासनिक सचिवों, विभागाध्यक्षों, मण्डलीय आयुक्तों, उपायुक्तों आदि को सम्बोधित है की प्रति ।

जय हिन्द ।

मुझे यह कहने का निदेश हुआ है कि राज्य सरकार के अन्तर्गत आने वाले पदों पर चयन के लिए विभिन्न प्रमाणपत्रों / दस्तावेजों को भेजने की वर्तमान पद्धति की समीक्षा की गयी है । यह पाया गया है कि राज्य सरकार, बोर्ड व निगमों के अन्तर्गत आने वाले पदों पर चयन के लिए सम्बन्धित प्राधिकारी से विभिन्न प्रमाणपत्रों / दस्तावेजों को प्राप्त करने में आवेदकों का अत्यधिक समय, ऊर्जा व रूपया खर्च होता है । इससे आवेदकों को साधारणतया गरीब नवयुवकों को असुविधा तथा अनावश्यक खर्च पड़ता है । इसके अलावा, सक्षम प्राधिकारियों को अन्य आवश्यक कार्यों, कर्तव्यों के मूल्य पर इन प्रमाणपत्रों/दस्तावेजों को जारी करने के लिए समय प्रदान करना पड़ता है ।

इसके मध्यनजर, सरकार के अब यह निर्णय लिया है कि आवेदकों को विभिन्न पदों के लिए आवेदन करते समय इन प्रमाणपत्रों में से जैसे जाति / जनजाति/आय/अधिवास/चरित्र आदि को लगाने को नही कहा जाएगा । केवल शैक्षिक प्रमाणपत्रों की छायाप्रतियाँ लगाने की आवश्यकता ही होगी । अन्य सभी प्रमाण पत्रों के लिए आवेदक केवल स्वयं घोषणा पत्र देगा । यह घोषणा पत्र प्रोफार्मा पर, जैसा कि भर्ती कार्यालय द्वारा आवेदन पत्र में निर्धारित किया गया हो, यदि ऐसा हो या एक सादे कागज़ पर, जैसा कि भर्ती कार्यालय द्वारा निर्दिष्ट किया हो, दिया जाएगा । प्रमाणपत्र मूलरूप में अन्तिम साक्षात्कार के समय उन आवेदकों द्वारा ही दिखाने आवश्यक होंगे जोकि अन्तिम साक्षात्कार के लिए चुने जाते हैं । यदि कोई आवेदक गलत/झूठी घोषणा करता है तो वह राज्य सरकार/बोर्ड/निगम में नौकरी के लिए तीन वर्षों तक वंचित हो जाएगा ।

इन निर्देशों को सभी अधिकारियों/ कार्यालय के ध्यान में कड़ी अनुपालना के लिए लायें ।

कृपया पावती भेजें ।

Copy of H.P. Government, Department of Personnel letter No. No.Per (AP.B) B(19)-2/99 dated 7th January 2000 addressed to all Administrative Secretaries to the Government of Himachal Pradesh and endorsed to all Head of Departments/ Divisional Commissioners / Deputy Commissioners etc.

Subject: Production of documents while appearing for selection to various posts under the State Government / PSU's.

Jai Hind.

I am directed to refer to the subject cited above and to say that the policy with regard to the production of documents viz. Caste / Tries / Income / Domicile / Character / Education 'qualifications certificate etc. alongwith the applications while applying for various posts through Himachal Pradesh Public Service Commission and Himachal Pradesh Subordinate Services Selection Board was formulated vide this Department letter of even number dated 12.2.99. The matter was reconsidered by the Government and after thorough consideration it has been decided that henceforth the following procedure shall be followed :-

- i) that the candidates while applying for various posts under the State Government/Board or Corporation/ PSUs through HP Public Service Commission, shall be required to submitted the copies of statutory certificates viz. Schedules Castes, Scheduled Tribes and also of Educational Qualifications alongwith their application forms. However, for rest of the certificates i.e. IRDP, Ward of Ex-servicemen, OBC etc. the candidates shall be required to give self declaration in the revised form (Copy enclosed). These certificates will be produced by the candidates at the time of viva-voce.
- ii) The candidates while applying for various posts through Himachal Pradesh Subordinate Services Selection Board, Hamirpur, shall not be required to attach the copies of certificates as mentioned at Sl. No. 1 above alongwith their applications. However, the candidates shall have to give self-declaration on the revised form attached. All such certificates shall be produced by them at the time of viva-voce and/or before the appointing authorities at the time of their joining.

contd ..2..

2. The revised format for self-declaration enclosed will form part of the application because application format will contain all the relevant information for whole proof by way of certificates, which would be required.

3. In case any candidate gives false information, he will be debarred from employment in State Govt./ Board/ Corporation/ Autonomous Bodies for a period of three years and shall also be liable for criminal proceedings.

4. The instructions issued vide this Department letter of even number dated 12th February, 1999 stand modified to the extent referred to above.

5. These instructions may be brought to the notice of all concerned for strict compliance.

6. Please acknowledge receipt.

Annexure "A"

"I _____ s/o D/o _____
resident of Village _____ Post Office _____ Teh _____
Direct _____ Himachal Pradesh, do hereby declared that the
contents of this application recorded / filled-in by me are true
to the best of my knowledge and that I shall produce the
documents in support of these contents as and when required by
the H.P. Subordinate Services Selection Board / H.P. Public
Service Commission and that in the event of these contents being
found incorrect, I shall be liable to be debarred from any
service / job under the Government of Himachal Pradesh for a
period of three years and also I shall be liable for criminal
proceedings."
