

H.P.J.S. Competitive Examination-2015

INSTRUCTIONS TO CANDIDATES

The candidate must read the following instructions. Failure to observe any instruction will render the candidate liable to such action as the Commission may deem fit.

1. (a) Immediately on receipt of admission letter , the candidate should check it very carefully and bring to the notice of the H.P. Public Service Commission the discrepancies, if any, without loss of time. He / she must bring his / her admission letter to the examination hall to secure admission. **If image of any candidate depicted on his / her Admission Letter is defaced or does not resemble to his / her actual appearance, he / she shall bring his / her similar photo as affixed by him on the application,** to the examination centre.

(b) The candidate is warned that in the event of his admission letter being used by any other person for securing admission to the examination, the onus lies on the candidate himself / herself to prove that he / she has not procured the services of an impersonator.
2. The candidate must note that the Commission will take up the verification of eligibility condition i.e. age, educational qualification and category (if any)to which he/she belongs i.e. Scheduled Caste / Scheduled Tribe/ O.B.C. of H.P. claims etc. with reference to original documents only at the time of interview of candidates who qualify on the basis of result of written part of examination. Unless the candidature is formally confirmed by the Commission, it continues to be provisional. The candidate must also note that even after provisional admission, ineligibility is detected at any stage before or after the preliminary and main examination or any additional information / documents called for at any stage are not complied with within the time specified therein he / she will not be allowed to take the examination(s) / viva-voce test.
3. The candidate is advised to enter the examination hall/ room 20 minutes before the prescribed time for the commencement of the examination and occupy the seat bearing his / her Roll number. If he / she does not report in time, he / she is likely to miss some of the important general instructions to be announced in the examination hall. The answer sheet will be given to him / her 15 minutes before the actual time prescribed for the commencement of examination, to enable him / her to fill in the column provided in the answer sheet in consonance with these instructions. The Answer Sheet should be handled carefully.
4. No candidate shall be admitted to the examination hall after 10 minutes of the commencement of paper in each session. No candidate will be permitted to leave the examination hall until the expiry of full allotted time. The candidate must not continue to mark or revise answer(s) after expiry of the time allotted for the paper. Any candidate found doing so, will be penalised.
5. The Commission does not supply any article of Stationery except authorised Answer Sheet, Working Sheet for rough work in the examination will be available at the end of Question Booklets. Items such as pen, ball point pen , clip board etc. whatsoever needed have to be brought by the examinees themselves.
6. The candidate shall not bring any other article other than those specified above such as loose paper whether written or blank, books, notes, electronic calculators, log tables, slide rules etc. into the examination hall. He / she is also not permitted to carry in the examination hall/ room i.e. mobile phone or any other type of

gadget for communication as arrangement for their safe keeping can not be assured.

7. The candidate must write his / her name (in capital letters), Roll number, category, booklet series, name of examination, date of examination, subject and the name of the examination centre in the prescribed squares / columns at the top of the Answer Sheet with ball point pen before affixing his /her signature in the space provided therein. It should also be noted that all the squares & circles provided in the Answer Sheet are to be filled-in encoded with ball point pen only .
8. The candidate should ensure that in case the booklet series viz. A or B or C or D is not printed on the question booklet/ answer sheet or found mutilated, he / she should immediately report the matter to the invigilator and get it replaced with the same booklet series. Nothing should be written on the Question Booklet except his / her Roll Number. Instructions on the Question Booklet & Answer Sheet must be read carefully.
9. The candidate should ensure that his / her category code in the Admission letter-cum-Identity Card and Attendance List is the same as has been claimed by him / her in the application form. No change in this regard will be accepted by the Commission at this stage. He / she should also ensure that the booklet series code should be written and encoded properly. In the event of furnishing wrong information on the answer sheet with reference to category code and booklet series, his / her candidature shall be cancelled straightway.
10. The candidates are not allowed to use white fluid or Eraser on carbonless OMR Sheets. The candidates may take away the lower part (candidate copy) of the carbonless OMR Answer Sheet.
11. No candidate shall go outside the examination hall for any purpose, whatsoever, without prior permission of the Centre Supervisor.
12. While going to the toilet the candidate should turn his / her Answer Sheet upside down.
13. No candidate shall be allowed to go to the toilet during the last 5 minutes of the examination in each session.
14. The candidate should also note that he / she should not stand near or loiter in and around the examination hall / room after being permitted to leave on conclusion of the examination.
15. Silence must be observed in the examination hall / room.
16. Smoking or taking tea etc. in the examination hall / room is strictly prohibited.
17. No T.A. / D.A. will be paid by the Commission for taking this examination.
18. The candidate must abide by the instructions as may be given by the Centre Supervisor / Invigilator of the examination. If the candidate fails to do so or indulge in disorderly or improper conduct, he / she will render himself / herself liable to expulsion from the examination and / or such other punishment as the Commission may deem fit to impose.

19. The candidate will furnish such necessary and correct information as may be asked for, from him / her in the examination hall by the Invigilator/ Deputy Supervisor/ Centre Supervisor.
20. Re-evaluation and re-checking is not allowed.
21. In this objective type of examination, the candidate is not required to write the answers. For each question, he / she has to choose one of the most suitable response from amongst four given choices in the question booklet. He / she has to mark his / her response by completely blackening the relevant circle with ball point pen to indicate the same. **BALL POINT PEN SHOULD BE USED FOR BLACKENING THE CIRCLES ON THE ANSWER SHEET.**
22. For example in case of question pertaining to naming the capital of India against four suggestions viz. (a) Shimla, (b) Delhi, (c) Mumbai, (d) Chandigarh, the most appropriate response containing circle (b) is to be blackened / encircled with ball point pen as shown below :-



23. The answer key of this Prelm. Exam shall be displayed on the official website of the Commission after freezing the answer sheets. The objections, if any, received within seven days will only be entertained.
24. Attention of the candidates is invited to laws relating to prevention of use of unfair means. Use of unfair means is an offence. Any examinee found of using unfair means shall be dealt with under the provisions of relevant law in addition to debarring him / her from the present as well as some future examinations.
25. No candidate shall be allowed to use white fluid/rubber/blade to change/erase his/her option in the Answer Sheet.
26. The category Codes to be written and encoded by the candidates in the answer sheet are as under:-

Sr.No.	Category	Code
1	General	01
2	S.C. of H.P	02
3	S.T. of H.P	03
4	O.B.C. of H.P.	04

27. Candidates are advised to note down Time table for the main examination as under:

Sr.No.	Date	Subjects	Timings
1	30/03/2015	Civil Law -I	10.00 am to 01.00 pm
2	31/03/2015	Civil Law - II	10.00 am to 01.00 pm
3	01/04/2015	Criminal Law	10.00 am to 01.00 pm
4	02/04/2015	English Composition	10.00 am to 01.00 pm
5	02/04/2015	Hindi	02.00 pm to 05.00 pm