HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Computer Based Test (CBT) for recruitment to the post(s) of Computer Programmer, Class-II (on contract basis) in Himachal Pradesh State Co-operative Milk Producers' Federation Limited under the Department of Animal Husbandry, H.P. advertised vide Advertisement No. 40/05-2022 Dated 19.05.2022.

Date of Computer Based Test: **11.10.2022**
Time of Computer Based Test: 01:00 PM to 03:00 PM
*Reporting time: **12:00 Noon***
<u>**Instructions to Candidates**</u>

Note: Candidates are advised to follow SOP/ guideline issued by the Government of Himachal Pradesh and also issued by the Ministry of Health and Family Welfare, Government of India from time to time with regard to Covid-19 pandemic.

Examination Centre regulations

- On the basis of claim, furnished by the candidate(s) in their online recruitment application(s) (ORA), they have been provisionally admitted to appear in the Computer Based Test (CBT). Their candidature is liable to be cancelled if they are found to be ineligible for the post(s) at any stage of the selection process or thereafter.

- Candidates are required to be present in the Examination Centre one hour before the starting time of the Examination as specified in the admit card. Candidates reporting to the centre after the reporting time for the Examination will not be allowed entry.

- Person with Benchmark Disabilities (PWD) candidates are allowed scribes if entitled as per the existing rules, and any scribe accompanying should have been registered a day before the examination. The required documents such as the photo ID of the scribe and an authorization clearance letter from HPPSC will be verified before allowing such PWD candidates with authorized scribes.

- Candidate's eligibility in terms of Essential Qualification(s) and experience etc. shall be reckoned as on the last date of receipt of online recruitment application i.e**. 15.06.2022.**

- Onus of proving that candidate(s) is/ are eligible for the concerned post lie(s) upon them 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 qualifications.

- Candidates are allowed to carry only pen/pencil inside the computer lab for doing rough work. For rough work, paper(s) will be provided at the work station.

- Do not carry any of his/ her belongings to the examination/Test centre such as, mobile phone, pagers, palm tops, Bluetooth devices, or any electronic device which has the potential of misuse in cheating or unauthorized communication during the examination.

- Candidates are required to produce their admit card(s) and original ID proof (which bears their photograph(s) and date of birth) at the registration desk.

- At the registration desk, candidates' identity will be verified, their photograph will be captured and assigned to a computer system.

- Candidates will be taking the Computer Based Test at a workstation assigned to him/her, after his/her registration at the Examination Centre.

- Candidates are not allowed to eat or smoke in the examination hall.
- Candidates will not be allowed to leave the Examination Hall/room till the expiry of full allotted time.
- Category once claimed will not be changed.
- No T.A./D.A. will be paid for appearing in the Computer Based Screening Test.
- Candidate(s) can raise their objections, if any, against the answer key after the examination/Computer Based Test through online mode within three days from the date of uploading the Answer key. The web link for online objections with regard to Answer key shall be available on HPPSC official website.
- The Centre Superintendent is authorized to dismiss the candidate(s) from the Examination session and take any action as per HPPSC rules governing conduct of examination for any of the following reasons:
  o Creating disturbance.
  o Attempting to take the Examination on behalf of someone else.
  o Provoking other candidates to disrupt the examination.
  o Create mischief and disorderliness.
  o Talking to other examination taker/s.
  o Attempting to tamper with the computer system – either hardware or software.
  o Use of calculators, slide rules, mobile phones, concealed microphones, wireless devices or any other material that may aid in answering questions.

Computer Based Test
- The Computer Based Screening Test will be of two hours duration consisting of "80 questions of multiple choice of B.Tech. Degree in Computer Science/MCA level and 10 questions consisting of General Knowledge of Himachal Pradesh and 10 questions consisting of General Knowledge of National/ International affairs of 2 hours duration."
- No break is permitted during the Computer Based Screening Test / Examination.
- No candidate will be permitted in the examination hall after the start of the CBT.
- No candidate shall be allowed to leave the examination centre till the conclusion of the Test.

CBT Process:
- The questions will appear in English or Hindi as the case may be.
- Every question will be followed by four options of answer. Choose the option that is most appropriate/ correct. Indicate the answer by clicking on the circle adjacent to the option which the candidates thinks, is correct.
- Candidate can go to any question directly by clicking on the question number, which will appear at the bottom of the screen. The answered question number will be marked Green and the unanswered/ skipped question number will remain in blue colour.
- If candidate(s) are doubtful of the answer, they can mark a question for review which is indicated with an arrow mark below the question number. This will be unmarked once they return to the question and click on unmark review.
- If candidate(s) wants to change his/her answer to any question, he/she may select the question and change the answer by clicking on the appropriate answer.
- Each correct answer fetches 01 mark. There is negative marking (Penalty) for wrong (incorrect) answers (as detailed below) for all questions:

(i) There are four options for the answer to every question. For each question for which a wrong answer has been given by the candidate, one fourth (0.25) of the marks assigned to that question, will be deducted as penalty.

(ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers is correct and there will be same penalty as above for that question.

(iii) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

- The examination will close automatically once the allotted time of 120 minutes is over.
- On completion of the examination candidate clicks the submit button.
- On clicking the 'submit' button the candidate's complete response sheet will appear on the screen with the question and response selected by the candidate, which he/ she can verify but cannot make any changes.
- Candidates will have to handover the paper used for rough work, if any, to the invigilator on completion of examination.

Check before coming for the examination:

Before reaching the centre to take the examination, candidates should ensure:

- He/She is carrying his/her admit card(s).
- He/She is carrying his/her original photo identity card(s) which bears candidate's name, photograph and date of birth.
- He/She is carrying pen/pencil for rough work.
- He/She is not carrying smart watches, mobile phones or any other electronic gadgets or any unauthorized text material.
- Reach the examination centre at the scheduled time.
- It is advisable to visit his/her allotted centre(s) a day before to be acquainted of the route so that precious time is not lost in searching for the same.
- Candidates reaching late will not be permitted to appear for the Examination.
- Check all entries in the admit card(s) like candidates' personal details etc. for its correctness.

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