



## HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

**Computer based Screening Test (CBT) for the post of Deputy Manager (F&A), Class-II, on regular basis in the Himachal Pradesh General Industries Corporation Ltd. under the Department of Industries, H.P., advertised vide advertisement No. 14/2019 (Item No. III) dated 28<sup>th</sup> August, 2019.**

**Date of Computer Based Screening Test (CBT): 16<sup>th</sup> November, 2019**

**Time of Computer Based Screening Test (CBT): 02:00 P.M. to 04:00 P.M.**

**\*Reporting time: 01:00 P.M.\***

### **Instructions to candidates**

#### **Examination Centre regulations:**

- On the basis of claim furnished by the candidates in their online recruitment application(s) (ORA), they have been admitted provisionally to appear in the 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.
- Persons with 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 exam. 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.

As per requirement of Advt. No. 14/2019 (Item No. III) dated 28<sup>th</sup> August, 2019, provisionally admitted candidates (on claim basis) are required to submit self attested/ attested photocopies of the following documents alongwith a printout of online recruitment application (ORA) in support of their eligibility as mentioned in the Advertisement, on the day of Computer based Screening Test, failing which their candidature will stand cancelled:-

(i) Matriculation certificate for age proof.

(ii) **Essential qualification(s):**

M.Com/ MBA (Finance)/ CA/ICWA/CS with 02 year experience in Public/ Private Sector from recognized university or institution.

**Note: Two years experience in Finance & Accounts Line. The experience certificate should be in proper format. Salary statement / appointment letter will not be accepted.**

(iii) Scheduled Castes/ Scheduled Tribes/ WFF/ latest valid OBC certificate on the prescribed form, if any candidate belongs to any of these categories. The SC/ ST/ latest OBC certificate should be on parental 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. Similarly, candidates

belonging to physically handicapped of H.P. category (having not less than 40 % disability) should also submit valid proof issued by the competent authority.

- (iv) Any other certificate(s) of their academic qualifications/ experience etc. in support of their eligibility for the post as required in the Commission's Advertisement.
- Candidates' eligibility in terms of Essential Qualification(s) shall be reckoned as on the last date prescribed for submission of online recruitment applications (ORA) i.e. 17th September, 2019.
  - 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.
  - If any candidate fails to produce any of the certificate(s) which is necessary to determine his/ her eligibility and /or he / she is found in eligible vis-a-vis age, qualification and experience etc., his/ her candidature is liable to be cancelled.
  - Candidates are allowed to carry only pen/ pencil inside the Computer lab for doing rough work.
  - Do not carry any of his/ her belongings to the exam 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.
  - For rough work, paper(s) will be provided at the work station.
  - 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 left thumb impressions, photograph will be captured and assigned to a Computer system.
  - Candidates will be taking the Computer Based Examination at a workstation assigned to him/ her, after their 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 allowed to change after CBT.
  - No T.A. /D.A. will be paid for appearing in the CBT.
  - Candidate(s) can raise their objections, if any, against the answer key after the examination 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:
    - Creating disturbance.
    - Attempting to take the Examination on behalf of someone else.
    - Provoking other candidates to disrupt the exam.
    - Create mischief and disorderliness.
    - Talking to other examination taker/s.
    - Attempting to tamper with the computer system – either hardware or software.
    - Use of calculators, slide rules, mobile phones, concealed microphones, wireless devices or any other material that may aid in answering questions.

**Examinations:**

The CBT (MCQ) will be of two hours (two hours) duration consisting of 100 questions (“80 questions will be relating to Essential Qualification particularly focused on Accountancy, 10 questions of General Knowledge of Himachal Pradesh and 10 questions consisting of National and International affairs”).

No break is permitted during the Computer Based Test/ Examination.

**Examination Process:**

- The questions will appear either 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 No. will be marked Green and the unanswered/ skipped Question No. 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 answers 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 exam:**

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

- They are carrying their admit card(s).
- They are carrying photocopies of requisite documents/ credentials in support of their eligibility for the concerned post.
- They are carrying their original photo identity card(s) which bears candidate’s date of birth
- They are carrying pen/ pencil for rough work.
- They are 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 their allotted centre(s) 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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