

Instructions to the candidates with regards to Written Objective Type Examination / Test(s) to be held in the months of February and March, 2020 for the posts of Lecturer School New (in the Department of Higher Education, H.P.) Advertised vide Advertisement Number 22/2019 dated 10-12-2019.

The candidate must read the following instructions.

1. (a) Immediately after downloading of e-Admission letter-cum- Identity Card along with instructions, the candidate should check very carefully discrepancies, if any, and bring to the notice of the H.P. Public Service Commission without loss of time. He / She must bring his / her e-Admission letter-cum- Identity Card to the examination hall failing which he/she will not be allowed to sit in the Written Objective Type Examination / Test.
- (b) The candidate should note that he / she is responsible for the safe custody of e-Admission letter-cum- Identity Card and that in the event of his / her e-Admission letter-cum- Identity Card 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.
- (c) The candidates are required to submit a printout of Online Recruitment Application (ORA) along with self attested copies of requisite documents (as per advertisement) in support of their eligibility for the concerned posts(s) on the day of Written Objective Type Examination / Test failing which his/her candidature shall stand finally rejected. **The candidates who fail to submit the requisite documents on the day of Written Objective Type Examination / Test will be rejected straightway and no further opportunity will be given to such candidates for submission of the documents. The list of required documents is as under:-**
 - i) Matriculation certificate (for age proof).
 - ii) Consolidated Detail Marks Sheet of Master's Degree (with 50% Marks) in relevant subject.
 - iii) B.Ed. Certificate (with 50% Marks).
 - iv) SC, ST, OBC (along with undertaking) certificates on parental basis, if applicable.
 - v) Wards of Ex Servicemen certificates, if applicable.
 - vi) WFF certificate duly issued by the competent authority, if applicable.
 - vii) BPL / EWS certificates, if applicable.
 - ix) Bonafide Himachali Certificate issued by the competent authority
- (d) A candidate is allowed to appear only in the centre allotted to him / her.
- (e) The candidate is required to paste a passport size latest attested photograph in the space provided on the e-Admission letter-cum- Identity Card. No candidate will be allowed to appear in the examination without e-Admission letter-cum- Identity Card along with latest passport size self attested photograph duly pasted on it.
- (f) Candidate's left hand thumb impression will be taken by the Invigilator in the candidate's Attendance sheet (e-Admit Card).
- (g) The candidates are advised to produce a valid photo ID proof in original i.e. Aadhar Card, Voter Card or Driving License etc. in the examination centre Room/ Hall. **Candidates without e-Admit Card and Photo ID Card (in original) will not be allowed to appear in the examination.**

- (h) There will be negative marking (Penalty) for wrong (incorrect) answers (as detailed below) for all questions:
- (i) There are four alternatives 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 happen to be 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.

CANDIDATES WITH BENCHMARK DISABILITY HAVING VC/LDCP

- i) The candidate who has disability of **40 % or more** and is not in position to read or write shall have the discretion of opting for his own scribe/ reader by making prior request in writing **along with disability certificate issued by the competent medical board** in support of his claim to the Controller of Examination **07 days** before the examination/test. Such candidate who shall make the use of scribe/reader shall be given **20 minutes** per hour, compensatory time.
 - ii) The candidate should have the discretion of opting for his own or may request the Controller of Examination for the same.
2. The candidate must note that his / her admission is strictly provisional and on the basis of claims made by him / her on the Online Recruitment Application (ORA).
 3. The Commission will take up the verification of eligibility conditions and reservation claims etc. with reference to self attested documents only of those candidates who qualify for the Evaluation Test on the basis of the result of Written Objective Type Examination / Test. Onus of proving that a candidate is eligible on the closing date for submission of online recruitment application (ORA) will be on the candidate. In case date of notification / declaration of final result is not mentioned in the certificate / degree, the date of issue of such certificate/degree shall be deemed as date of acquisition of essential qualification.
 4. If ineligibility of a candidate is detected at any stage before or after Written Objective Type Examination / Test / Evaluation Test or if the conditions prescribed in the Rules and Advertisement are not complied with or any additional information / documents called for at any stage are not furnished within the time specified therein, he / she will not be allowed to take part in the process of Evaluation.
 5. The candidate shall enter the examination hall/ room **20 minutes before** the scheduled time for the commencement of the Written Objective Type Examination / Test and the Carbonless OMR Answer Sheet will be given to the candidates **10 minutes before** the commencement of examination/ Test. The Carbonless OMR Answer Sheet should be handled carefully. It should not be mutilated or torn.
 6. **No candidate shall be admitted to the examination hall after the commencement of examination / Test. No candidate shall be permitted to leave the examination hall until the expiry of full allotted time.**

7. The Commission does not supply any article of stationery except authorized Carbonless OMR Answer Sheet. Working Sheet for rough work will be available at the end of Test Booklet. Items such as pen, ball point pen (Blue / Black), clip board, pencil etc. whatsoever is needed have to be brought by the examinees themselves.
8. **The candidate shall not bring any article such as loose paper, books, notes, programmable calculators, log tables, slide rules etc. into the examination hall / Room. He / She is also not permitted to carry pager, mobile phone or any other type of gadget / electronic device for communication in the Examination Hall / Room.**
9. The candidate must write his / her Roll number, application number, booklet series, Name of Paper and the examination centre in the prescribed columns at the top of the Carbonless OMR Answer Sheet with ball point pen (Blue /Black) before affixing his /her signature in the space provided therein. It should also be noted that all the squares and circles provided in the Carbonless OMR Answer Sheet are filled-in / encoded with **blue or black ball point pen** only. There is no subject code for this examination as such the square provided for writing code may be left blank.
10. The candidate should ensure that in case the booklet series viz. A, B, C or D is not printed on the Test Booklet or Test Booklet/answer sheet is found mutilated, he / she should immediately report the matter to the invigilator and get the test booklet of the same series/answer sheet replaced. Nothing should be written on the Test Booklet except his / her Roll Number. Instructions on the Test Booklet & Carbonless OMR Answer Sheet must be read very carefully.
11. The candidate should ensure that the booklet series should be written and encoded correctly.
12. The candidate should not tamper with or take away the upper part of Carbonless OMR Answer Sheet with him / her. He / She will be penalized for any such attempt.
13. No candidate shall be allowed to use white fluid / eraser to change / erase their responses on the Carbonless OMR Answer Sheet.
14. No candidate shall be allowed to go to the toilet during the last **05 minutes** of the examination.
15. 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/ Test.
16. The candidate must abide by the instructions as may be given by the Centre Superintendent / Deputy Superintendent / Invigilator during the examination / Test.
17. 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 Superintendent / Centre Superintendent.
18. The e- Admission letter - cum - Identity Card with his / her latest passport size photo (self attested), affixed on the space provided for the purpose alongwith the requisite documents (as per advertisement) should be handed over to invigilator on the commencement of the examination.

19. There will be 85 objective type (multiple choice) questions of one mark each, as per the syllabus available on the website of the Commission. For each question there will be four responses given in the Test Booklet itself.
20. In this Written Objective Type Examination / Test, the candidate has to choose one of the most suitable responses from amongst the given choices in the Test Booklet. For example, in case of mentioning proper name of 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 Blue or Black ball point pen as under:-
- | | | | |
|---|---|---|---|
| A | B | C | D |
| O | ● | O | O |
21. In case candidate has any doubt about any question in the question paper, he / she is advised to give a representation addressed to the Secretary, H.P.P.S.C., in this regard through the Centre Superintendent immediately after the conclusion of Written Objective Type Examination / Test. No representation whatsoever will be entertained thereafter.
22. 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 using unfair means shall be dealt with the provisions of relevant law in addition to debaring him / her from the present Written Objective Type Examination / Test as well as future examinations of the Commission.
23. The Answer key of this Written Objective Type Examination / Test shall be displayed/ uploaded on the official website of the Commission at the earliest possible after the conduct of this examination. The Objections, if any, received within seven days will only be entertained.
24. No T.A. / D.A. will be paid by the Commission for taking this examination.
