



HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Online Objective type Examination for the posts of Senior Scale Stenographer, Class-III (Non-Gazetted) (on Contract basis) in the office of H.P. Public Service Commission advertised vide Advt. No. 1/2019 dated 3rd January, 2019 (item No. I)

Date of Online Objective type Examination: 16th May, 2019

Time of Online Objective type Examination: 02:00 P.M. to 03:30 P.M.

Reporting time: 01:00 P.M.

Instructions to Candidates

Examination Centre regulations:

- On the basis of claim, furnished by you in your online recruitment application (ORA), you have been admitted provisionally to appear in the Online Objective type Examination. Your candidature is liable to be cancelled if you are found to be ineligible for the post(s) at any stage of the selection process or thereafter.
- *You 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.
- Your eligibility in terms of Essential Qualification shall be reckoned as on the last date prescribed for submission of online recruitment applications (ORA) i.e. 23rd January, 2019.
- Onus of proving that you are eligible for the concerned post, lie upon you 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 you fail to produce any of the certificate(s) which is necessary to determine your eligibility and /or you are found in eligible vis-a-vis age, qualification and experience etc., your candidature is liable to be cancelled.
- You are allowed to carry only pen/ pencil inside the Computer lab for doing rough work.
- Do not carry any of your 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.
- You are required to produce your admit card and original ID proof (which bears your photograph and date of birth) at the registration desk.
- At the registration desk, your identity is verified, your left thumb impressions, photograph will be captured and assigned to a Computer system.
- You will be taking the Computer Based Examination at a workstation assigned to you, after your registration at the Examination Centre.

- You are not allowed to eat or smoke in the examination hall.
- You 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 Online Objective type Examination.
- No T.A. /D.A. will be paid for appearing in the Online Objective type Examination.
- 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 weblink for online objections with regard to Answer Key shall be available on HPPSC official website.
- The Centre Superintendent is authorized to dismiss you 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.

Examination:

The Online Objective type Examination (MCQ) will be of 1½ hours' (one & half hours) duration consisting of 85 questions from General English of Graduation level, Hindi of Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, everyday Science, Social Science, Current affairs & Logical reasoning.

No break is permitted during the Computer Based Examination.

Examination Process:

- The questions will appear in 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 your answer by clicking on the circle adjacent to the option which you think, is correct.
- You 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 you are doubtful of the answer, you can mark a question for review which is indicated with an arrow mark below the question number. This will be unmarked once you come back to the question and click on unmark review.
- If you want to change your answer to any question, you may select the question and change the answer by clicking on the appropriate answer.
- Each correct answer fetches 1 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 90 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 you can verify but cannot make any changes.
- You 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, please ensure:

- You are carrying your admit card
- You are carrying your original photo identity card which bears your date of birth
- You are carrying pen/pencil for your rough work.
- You 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 your allotted centre 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 your admit card like your personal details etc. for its correctness.
