

Instructions to candidates with regards to Objective Type Screening Test for the posts of Tehsil Welfare Officer, Class-II (Non-Gazetted) (on contract basis) in the Department of Social Justice & Empowerment, H.P. which was advertised vide advertisement No. 3/2020 dated 14th February, 2020 (Item No. I).

The candidate must read the following instructions. Failure to observe any instruction will render him/her liable to such action as the Commission may deem fit to take under the facts and circumstances:-

1. There will be one paper for this examination as per time table given below:-

Date	Time of Objective Type Screening Test	Reporting timing	No entry will be allowed after
01.11.2020	11:00 A.M to 01:00 P.M.	09:30 A.M.	11:00 A.M.

Note: Candidates are advised to follow SOP / guidelines issued by the Government of Himachal Pradesh (in the Department of Revenue- Disaster Management Cell) vide letter No. Rev (DMC) (C) 20-2/2020-COVID19 dated 31st August, 2020 and dated 10.09.2020 guidelines/ SOP issued by the Ministry of Health & Family Welfare, Government of India from time to time with regard to COVID-19 pandemic.

2. Candidates having symptoms of fever, cough and cold or candidates coming from containment zone and having no symptoms of COVID-19 will be made to sit in a separate room in the examination centre.
3. The candidates must read and strictly follow the SOP regarding conduct of examination to contain the spread of COVID-19 Pandemic. The SOP is available on the website of the Commission.
4. The candidates are advised to bring their own water & sanitizer (in transparent bottles) and wear masks during the entire period of exam etc. to contain the spread of COVID-19.
5. No candidate will be allowed to enter the examination hall/rooms without mask and thermal screening.
6. Candidates are advised to download the “Arogya Setu App”. They are further advised to maintain social distancing and avoid crowding at entry and exit points.
7. Any candidate declared Covid+ve or under Home / Institutional quarantine due to being in contact with any COVID positive person must inform the Commission in advance either through e-mail at hppsc.shimla.71@gmail.com or through telephone No. 0177- 2629738, 0177-2622015, Toll Free No. 1800-180-8004 and 2624313-214 between 10.00 A.M to 05.00 P.M and on Mobile No. 98160-27042 (between 06.00 P.M to 09.00 P.M) so that he/she may be facilitated to appear for above mentioned Screening test at respective quarantine center / COVID care centre / any other place identified by the District Administration in the respective District of the State where

special Screening Test centre will be established as per guidelines of the State Government issued by the Government(in the Department of Personnel) vide letter No. Per.(AP-B) B (15)-19/2020-Loose dated 31-07- 2020.

8. The candidates are advised to reach the venue 1½ hour before the commencement of the Screening Test.

9. 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 Objective Type Screening 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 Screening Test, the onus lies on the candidate himself / herself to prove that he / she has not procured the services of an impersonator.
- c) A candidate is allowed to appear only in the centre allotted to him / her.
- d) The candidate is required to paste a passport size latest self attested photograph in the space provided on the e-Admission letter-cum- Identity Card. No candidate will be allowed to appear in the Screening Test without e-Admission letter-cum Identity Card along with latest passport size self attested photograph duly pasted on it. Candidates without e- admit card will not be allowed to appear in the Screening Test.
- e) 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.
- f) There will be negative marking for incorrect answers (as detailed below) for all questions.
- a 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 forth (0.25) of the marks assigned to that question will be deducted as penalty.
 - b 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.
 - c If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.
 - d Where there will be two correct answers instead of one correct answer out of four options of a question, all those candidates who will click / encode any one of these two correct answers will be awarded marks allotted to that question.

10. CANDIDATES WITH BENCHMARK DISABILITY HAVING VC/LDCP

- ✓ 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

Screening Test. Such candidate who shall make the use of scribe/reader shall be given 20 minutes per hour, compensatory time.

- ✓ The candidate should have the discretion of opting for his own or may request the Controller of Examination for the same.
- 11. The candidate must note that his / her admission is strictly provisional and on claim basis made by him / her on the Online Recruitment Application (ORA). The admission to this Screening Test does not imply that his/ her candidature has finally been cleared by the Commission or that entries made by the candidate in his/ her application form for the Screening Test have been accepted by the Commission as true and correct.
- 12. No documents are required to be submitted on the day of Objective Type Screening Test. However all documents in supports of his/her eligibility shall have to be submitted to the Commission and when the Commission direct to do so.
- 13. 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 Personality on the basis of the result of Objective Type Screening 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.
- 14. If ineligibility of a candidate is detected at any stage before or after Objective Type Screening Test / Personality 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 Personality Test.
- 15. The candidate shall enter the examination hall / room and occupy his / her seat immediately after getting thermal scanned at the entrance. They are not allowed to loiter in the premises. The Carbonless OMR Answer Sheet will be given to the candidates 10 minutes before the commencement of Screening Test. The Carbonless OMR Answer Sheet should be handled carefully. It should not be mutilated or torn.
- 16. No candidate shall be admitted to the examination hall after the commencement of Screening Test. No candidate shall be permitted to leave the examination hall until the expiry of full allotted time.
- 17. 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.
- 18. The candidate shall not bring any article such as loose paper, books, notes, 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. Any infringement of these instructions will entail disciplinary action including ban from future examinations. Candidates are advised not to bring any valuables / costly items in the examination hall / room, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss

in this regard.

19. 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.
20. 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.
21. The candidate should ensure that the booklet series should be written and encoded correctly.
22. 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.
23. No candidate shall be allowed to use white fluid / eraser to change / erase their responses on the Carbonless OMR Answer Sheet.
24. No candidate shall be allowed to go to the toilet during the last 05 minutes of the Screening Test.
25. 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 Screening Test.
26. The candidate must abide by the instructions as may be given by the Centre Supervisor / Deputy Superintendent / Invigilator during the Screening Test.
27. 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 Supervisor.
28. **The e- Admission letter - cum - Identity Card with his / her latest passport size photo (self attested), affixed on the space provided for the purpose should be handed over to invigilator on the commencement of the examination.**
29. **There will be 100 objective type (multiple choice) of 2 hours duration, 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.**
30. In this Written Objective Type Screening 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
○	●	○	○
31. 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. Public Service

Commission, in this regard through the Centre Supervisor immediately after the conclusion of Objective Type Screening Test. 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 debarring him / her from the present Objective Type Screening Test as well as future examinations of the Commission.

- 32. The candidate should note that his / her name in the admission letter might have been abbreviated due to technical reasons. No correspondence in this regard will be entertained by the Commission.
- 33. Taking Tea is prohibited inside the examination hall / room. Smoking in the examination hall or in the premises is punishable offence.
- 34. No T.A. / D.A. will be paid by the Commission for taking this examination.

Note: NO ELECTRONIC GADGET/ MOBILE PHONES/ ANY OTHER COMMUNICATION/ ELECTRONIC DEVICES ARE ALLOWED IN THE PREMISES/EXAMINATION HALL, THEREFORE, THE CANDIDATE SHOULD ENSURE THAT THEY ARE NOT IN POSSESSION OF ANY KIND OF SUCH DEVICES BEFORE THEY ENTER THE PREMISES/EXAMINATION HALL.
