

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

INSTRUCTIONS TO THE CANDIDATES (STATE ELIGIBILITY TEST)

The candidate must read the following instructions carefully. 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. You have been provisionally admitted to appear in **State Eligibility Test-2019** being conducted by the Commission on **22-11-2020 (Sunday)** in two sessions from **10.30 AM to 11.30 AM and 02.00 PM to 04.00 PM.** on the basis of claim furnished by you in your online application. Your candidature is liable to be cancelled if you are found ineligible for the above mentioned Test / Examination at any stage of the process or thereafter. No representation against such cancellation will be entertained by the Commission.

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 Rev (DMC) © 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 center.
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.

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7. **The candidates are advised to reach the venue 1½ hours before the commencement of the examination.**
8. Your admission to this Test / Examination is purely provisional. The candidate should ensure that they fulfill all eligibility conditions for admission to test / examination. The admission letter does not imply that your candidature has finally been approved / cleared by the Commission or that the entries made by you in your online application form for the State Eligibility Test have been accepted by the Commission as true and correct. **Scrutiny of documents of all qualified candidates will be done after the declaration of result of test / examination in order to ascertain their eligibility, as per terms and conditions of Advertisement No. 21/2019 dated 10-12-2019, instructions (Guidelines / Norms) issued by the University Grants Commission and Government of Himachal Pradesh from time to time and Procedure & Transaction of Business and Procedure for the conduct of Examination & Personality Test etc. of H.P. Public Service Commission. As such the candidate must ensure that he is eligible to appear in the test with regards to age, category and qualification etc. Ineligible candidates need not to appear in the test / examination.**
9. Onus of proving that you are eligible for the above mentioned Test / Examination lies 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 or you are found ineligible vis-à-vis qualification and category claim etc., your candidature is liable to be cancelled.
10. **No candidate will be allowed to leave the Examination Hall / Room before the expiry of full allotted time in both the papers.**
11. You should bring your Admission Letter-cum-Identity Card (downloaded from the website of the Commission) with you. The candidate should paste self attested latest passport size photograph on the Admission Letter-cum-Identity Card in the space provided for the purpose. **No candidate will be allowed / entertained to appear in the Test / Examination without his / her Admission letter-cum-Identity Card** along with photograph pasted in the space provided for it. Discrepancy, if any, in the Admission Letter on the part of Commission be brought to the notice of the Commission.
12. You are responsible for safe custody of Admission Letter-cum-Identity Card and that, in the event of your Admission Letter-cum-Identity Card being used by any other person for securing admission to this test / examination, the onus lies upon you that you have not procured the services of an impersonator.

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13. The candidate should write / encode the answer in the carbonless OMR answer sheets with **black / blue ball point pen** only. All circles, squares and rectangles in the carbonless OMR Answer Sheet should also be encoded / filled in with **black / blue ball point pen** only. **The candidates are not allowed to use white fluid or eraser on Carbonless OMR Answer Sheet.**
14. Scheme of test and syllabus of all the subjects is available on the official website of the Commission.
15. The Commission does not supply any article of stationery except authorized OMR Answer Sheet for use in the Examination. The candidate should bring his / her own blue / black ball pen for use in the test.
16. The question paper in Computer Applications will be in English only. In case of any discrepancy found in English and Hindi version of bilingual papers, the English version may be treated as correct and final.
17. **A candidate who does not appear in Paper –I will not be allowed to appear in Paper-II.**
18. The category claimed in the Online Application Form will not be changed. **Candidates belonging to reserved categories i.e. SC / ST / OBC /PWD of other States shall be treated as General category candidates as such their result will be declared in the General category.**
19. Visually handicapped candidates and persons with minimum 40% disability who are not in a position to write in their own hand-writing can avail the services of scribe by making prior request to the Commission at least one week before the test / examination in writing. Persons with Disabilities should contact the Centre Superintendent at least one day before the time of test / examination for assistance in seating, if needed.
20. CARBONLESS (OMR) ANSWER SHEETS will be provided by the Commission for both the papers. Candidates are allowed to take away the part second of OMR Answer Sheet (i.e. candidate's copy of green color) & Test Booklet. **However, no candidate is allowed to take away the Original OMR Answer Sheet (Pink color copy) out of the Examination Hall in any case.**
21. Please note that it is the candidate's responsibility to encode the circles of the Roll Number, Test Booklet Series (A / B / C / D) and Application No. with blue or black ball point pen without any omission or discrepancy. Any omission / discrepancy will render his / her OMR Answer Sheet liable for rejection.
22. The candidate shall not bring any article such as textual material (printed or written), loose papers, books, notes, writing pad, scientific or any other type of calculator, log tables, slide rules etc. into the examination hall. He / she is also not permitted to carry the Pager, Mobile Phone, Bluetooth, Earphone, Microphone, Laptop, Camera, Pen Drive, Electronic Pen / Scanner or any other type of gadget / electronic device in the examination hall / rooms, as arrangement for its safe custody cannot be assured.

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23. No candidate shall be allowed to go outside the examination hall / room for any purpose, whatsoever, without prior permission of the Centre Superintendent. Smoking and taking tea is strictly prohibited inside the examination hall / room.
24. This test / examination has been brought under the purview of the H.P. Prevention of Malpractices Act, 1984, therefore, all such candidates who are apprehended, while taking the examination will be dealt with the provisions of the said Act.
25. While going to the toilet the candidate should turn his / her OMR Answer Sheet upside down. No candidate shall go to the toilet during the last 30 minutes of the Test / Examination.
26. **A candidate is allowed to appear only in the examination centre allotted to him / her by the Commission. Any request for change of centre / venue will not be considered / entertained.**
27. The candidate will furnish such necessary and correct information as may be asked for, from him / her in the Examination Hall / Room by the Invigilator / Deputy Superintendent / Centre Superintendent.
28. The candidate should note that he / she should not stand near or loiter in and around the examination Hall / Room after the conclusion of the test / examination in each session.
29. Canvassing in any form will disqualify the candidate.
30. No grievance with regard to answer key(s) will be entertained after the declaration of result.
31. No TA / DA will be paid for appearing in the test / examination.
32. Re-evaluation or rechecking of OMR Answer Sheet(s) is not permissible nor the Commission enter into correspondence in this regard.
33. **After the declaration of SET result, qualified candidates will have to furnish legible/self attested photo copies of their testimonial viz. Matriculation / Degree & Consolidated Detailed Marks Certificate of Post Graduation (in concerned subject only) / Category to which they belong in the office of H.P. Public Service Commission enabling the Commission to determine their eligibility for issuing SET qualified certificate.**

NOTE: Since the admission of the candidates is on claim basis as such they are advised to appear in the subject of their POST GRADUATION only. In case the subject of their Post Graduation is not included in list of SET subjects, they need not to appear in the test / examination. For example the candidates who are having post graduation degree in Acharya (Traditional Sanskrit) need not to appear in Sanskrit subject as they are not eligible to appear in Sanskrit subject.
