

**HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION**

Instructions to the Candidates for Skill Test i.e. Typing Test in Hindi or English to the post(s) of Junior Office Assistant (IT) Group-C (Trainee), in HPPSC.

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. There will be Skill Test examination i.e. Typing Test in Hindi or English as per time table given below:-

Date of Skill Test	Name of Post	Venue of Skill Test	Time of Skill Test
04.08.2025	Junior Office Assistant (IT) Group-C (Trainee), in HPPSC	GOVT INDUSTRIAL TRAINING INSTITUTE NEAR INDIAN INSTITUTE OF ADVANCED STUDY, SHIMLA - 171005	(As mentioned in the admit card)

No entry shall be allowed after the start of Examination.

2. Immediately after downloading of e-Admit Card alongwith instructions, the candidate should check very carefully discrepancies, if any, and bring it to the notice of the HP Public Service Commission without loss of time. He/she must bring his/her e-Admit Card to the examination hall failing which he/she will not be allowed to sit in the Examination/Test.
3. The Commission will provide the Computer for the test. However, the candidates are allowed to bring their own key board.
4. The candidates will have to qualify the Skill test i.e. Typing Test in English or Hindi at the prescribed speed as under:-

Speed in Type Writing

English 30 WPM

Hindi 25 WPM

5. Candidates are required to report to the Supervisor at the reporting time indicated on their e-admit card. The candidate must bring e-admit card issued to him/her by the Commission for securing admission to the Skill Test i.e. Typing Test in English or Hindi of Junior Office Assistant (IT) Group-C (Trainee).
6. 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 Hall.
7. The candidates will be required to take their seat fifteen minutes before commencement of the said Test. If the computer goes out of order during transcription, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator.

8. Candidates should type their particulars (Roll No., etc.) in the space provided on the screen and verify personal details on the next screen.
9. Candidates should not tear any sheet given to them. When the printout of the transcript typed by him/her is given to him/her, he/she must write his/her roll no. and name on each page, sign and handover the same to the invigilator.
10. Candidates should not take either script or any blank typing paper out of the Examination Hall.
11. Every candidate will be supplied attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thumb impression before the beginning of the Test.
12. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
13. On completion of the test, the candidates shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.
14. Silence must be observed in the Examination Hall. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
15. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Commission may deem fit.
16. Any request for change in time/date/centre will not be entertained by the Commission under any circumstances.
17. Possession of mobile/cellular phones (whether switched on or off) in the examination hall is strictly prohibited. Failure to adhere to these instructions shall invite penal action as the Commission may deem fit, including cancellation of candidature.
18. Traveling and other expenses must be borne by the candidates themselves.

Sd/-
Secretary,
HP Public Service Commission.
