

**Himachal Pradesh  
Public Service Commission**

**Instructions to candidates for the Screening Test of Executive Officer & Secretary (Executive State Municipal Services) (on contract basis) in Urban Local Bodies under the Department of Urban Development advertised vide Advt. No. 2/2019 dated 13<sup>th</sup> February, 2020 (item No. I-A & B)**

Date and time of Screening Test	Reporting time	No entry will be allowed after 11:00 A.M.
27 <sup>th</sup> September, 2020 (11:00 A.M. to 01:00 P.M.)	10:00 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 31<sup>st</sup> August, 2020 and guidelines/ SOP issued by the Ministry of Health & Family Welfare, Government of India from time to time with regard to Covid-19 pandemic.**

1. The Government has exempted the candidates and the accompanying parents from the condition of quarantine if they exit or re-enter the State or vice-versa within a period of 72 hours due to competitive examination(s). The admit card issued by the examination authority shall be a valid document to enter and exit the State and no separate registration is required by the candidate and the accompanying parents. **During their visit to State for examination, they are allowed to stay in local hotels / units registered with the H.P. Tourism Department.**
2. Candidates having symptoms of fever, cough and cold or candidates 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 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 water, Sanitizer in transparent bottles and wear masks 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. The candidates are advised to download 'Aarogya Setu app'. They are further advised to maintain social distancing and avoid crowding at entry and exit points.
7. Any candidate declared Covid positive 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](mailto:hppsc.shimla.71@gmail.com) or through telephone No. 0177-2629739/2624313/2622015 between 10.00 A.M to 05.00 P.M so that he/she may be facilitated to appear for above mentioned examination at respective quarantine center / COVID care center / any other place identified by the District Administration in the respective District of the State where special examination centers 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. No request for change of examination centres shall be accepted and no correspondence in this regard will be entertained by the Commission.
9. Candidates are advised to be present in the Examination Centre at least one hour before the start of the examination as specified in the admit card. Candidates reporting in the concerned examination centre after 11:00 AM will not be allowed entry whatsoever.
10. You have been admitted provisionally on claim basis to appear in the Screening Test for the posts of Executive State Municipal Services) (on Contract basis) in Urban Local Bodies under the Department of Urban Development advertised vide Advt. No. 2/2020 dated 13<sup>th</sup> February, 2020 subject to fulfillment of eligibility conditions as laid down in the said advt. Your candidature is liable to be cancelled, if you are found ineligible for the post(s) at any stage of the selection process or thereafter.
11. **You are advised to bring a printout of your e-Admit Card/ admission letter and paste a latest passport size self attested photograph on the e-admit card. No candidate will be allowed to appear in the examination without photograph. You are also advised to produce a valid photo ID proof in original, i.e. Aadhar Card, Voter Card or Driving Licence etc. in the examination hall. Candidates without e-Admit Card and Photo ID card in original will not be allowed to appear in the examination.**
12. **There will be negative marking for incorrect answer for every question and one fourth (0.25) of the marks assigned to that question, will be deducted as penalty.**
13. Your eligibility in terms of essential qualification(s) etc. shall be reckoned as on the last date prescribed for submission of online recruitment applications, i.e. 04<sup>th</sup> March, 2020.
14. Onus of proving that candidate(s) is/ are eligible for the concerned post, lie(s) upon them 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.
15. If any candidate fails to produce any of the certificate(s) which is necessary to determine his/ her eligibility and /or he / she is found ineligible vis-a-vis age, qualification and experience etc., his/ her candidature is liable to be rejected.
16. The Screening Test (MCQ) will be of two hours' duration consisting of 100 questions as per syllabus already uploaded on Commission's website.
17. No candidate will be allowed to enter the Examination halls / rooms after the start/ commencement of the Examination/ Test and no candidate will be allowed to leave the examination Hall/ room till conclusion of the examination.
18. You are advised to bring black/ blue ball pen(s) for the examination. You have to encode the answers/ responses on OMR answer sheet with blue/ black ball pen only. The Commission does not supply any article of stationery except authorized 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 candidates themselves.
19. The candidates shall not bring any article such as loose papers, books, notes, programmable calculators, log tables, slide rules etc. into the examination hall / room. You are 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.
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 must ensure that the booklet series has been 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 in any circumstances. He / she will be penalized for any such attempt.
23. Use of white fluid or eraser on OMR Answer Sheets is strictly prohibited.
24. No candidate shall be allowed to go to toilet during the last five minutes of the examination.
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 examination/ Test.
26. In this 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
O	<input checked="" type="radio"/>	O	O

27. If any person with disability extremely requires scribes, he / she has to request for the same in writing along with disability certificate in support of his/ her claim issued by the competent Medical authority to the Commission at least one week prior to the examination. Such applications will be entertained on merit and as per the rules. Such candidates, who will opt for scribe/ reader, shall be **given 20 minutes per hour as compensatory time** in the examination.
28. In case, a candidate has any doubt about any question in the Question Paper, he / she is advised to give a representation addressed to 'The Secretary, HPPSC, Shimla-171002' in writing, when objections against the answer key are invited. The Answer key of this Screening Test shall be displayed/ uploaded on Commission's website immediately after the conduct of the examination. Seven days time (up to 05:00 P.M.) will be given for inviting objections, if any, from the date of uploading the Answer Key and no objection(s) will be entertained thereafter.
29. Attention of the candidates is invited to laws relating to prevention of use of unfair means. If any candidate is found using unfair means, shall be dealt strictly with the provisions of relevant laws besides debarring him / her from the present as well as future examinations.
30. No TA/DA will be paid for appearing in 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.**

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