

**SCREENING TEST / (PRELIMINARY) EXAMINATION FOR THE POSTS OF RANGE FOREST OFFICERS, CLASS-II (GAZETTED) ON CONTRACT BASIS (FORESTRY & NON FORESTRY) - 2021.**

**INSTRUCTIONS TO CANDIDATES**

The candidate must read the following instructions.

**Very Important:-**

□ Screening Test / Preliminary Examination for the posts of Range Forest Officers (RFO) is being conducted by the H.P. Public Service Commission for all provisionally admitted candidates on claim basis (FORESTRY & NON FORESTRY)-2021.

□ The candidate shall not bring any article such as loose paper, books, notes, programmable calculators, 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. In other words the candidates are allowed to carry only permitted examination articles i.e. Pen / Pencils / Admit Cards / Identity Proof / Copies of Photographs.

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:-

**Note:-1.** 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. The candidates are advised to bring water, Sanitizer in transparent bottles and wear masks etc. to contain the spread of Covid-19. No candidate will be allowed to enter the examination hall /rooms without mask and thermal screening. The candidates are advised to maintain social distancing and avoid crowding at entry and exit points.

**Note:-2** Any candidate declared COVID+ve or under Home/ Institutional quarantine due to contact with any COVID+Ve person must inform the Commission upto 20-07-2021 either through e-mail on the website of the Commission or written representation so that he/she may be facilitated to appear for above mentioned examination at respective quarantine centre/covid care centre/ any other place identified by the District Administration where special examination centre will be established as per guidelines of the State Government issued by the Department of Personnel vide letter No. Per. (AP-B) B(15)-19/2020 loose dated 31-07-2020 or any other SOP/ guidelines issued by the State Government from time to time regarding Pandemic-2019 for the conduct of examination to contain the spread of COVID-19.

- 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 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.
- 4 The candidates are advised to reach at venue 01 hours before the start of examination to maintain social distancing, thermal scanning and hand sanitization etc. before entering into the examination hall/ rooms.
- 5 You have been provisionally admitted on claim basis to appear in the Screening Test for the posts of Range Forest Officers (RFO)-2021 being conducted by the Commission on 25-07-2021 and your candidature is liable to be rejected if you are found to be ineligible for the above mentioned Examination at any stage of the selection process or thereafter.No representation against such rejection will be entertained by the Commission.

6. (a) Immediately on receipt of e-Admission Card, 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 Card to the examination hall failing which he/she will not be allowed to sit in the examination.
  - (b) The candidate is warned that he / she is responsible for the safe custody of admission letter and that in the event of his / her e-Admission Card being used by any other person for securing admission to the examination, 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 attested/ self attested photograph in the space provided on the e-Admission Card. No candidate will be allowed to appear in the examination without e-Admission Card and latest passport size attested photograph duly pasted on it.**
  - (e) **There will be negative marking (Penalty) for wrong (incorrect) Answers (as detailed below) for all questions:**
  - (f) **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 fourth (0.25) of the marks assigned to that question will be deducted as penalty.**
  - (g) 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.
  - (h) **If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.**
7. The candidate must note that his / her admission is strictly provisional and on the basis of claims made by him / her on the online application.
  8. The Commission will take up the verification of eligibility conditions and reservation claims etc. with reference to documents only at the time of applying for the Main Examination of candidates who qualify on the basis of the result of (Preliminary) written examination. 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 (degree) 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.
  9. If ineligibility is detected at any stage before or after the preliminary and main examination or if the conditions prescribed in the Rules and instructions given in the Commission's notice for the examination 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 the examination(s) / Physical test / viva - voce test.
  10. The candidate shall enter the examination hall/ room 30 minutes before the scheduled time for the commencement of the examination and the carbonless OMR Answer Sheet will be given 10 minutes before the commencement of examination. The OMR Answer Sheet should be handled carefully. It should not be mutilated or torn.
  11. No candidate shall be allowed to enter the examination hall after commencement of the examination. No candidate will be permitted to leave the examination hall until the expiry of full allotted time.
  12. The Commission does not supply any article of stationery except authorized Carbonless OMR Answer Sheet. Working Sheet for rough work in the examination will be available at the end of Question Booklets. Items such as pen, ball point pen (Blue / Black), clip board, pencil etc. whatsoever is needed have to be brought by the examinees themselves.
  13. The candidate shall not bring any article such as loose paper, books, notes, electronic calculators, log tables, slide rules etc. into the examination hall. He / She is also not permitted to carry in the examination hall / room pager, mobile phone or any other type of gadget / electronic device for communication, as arrangement for their safe custody cannot be assured.

14. The candidate must write his / her name ( in capital letters ), Roll number, Application No. booklet series, name of examination, date of examination and the name of the examination centre in the prescribed squares /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 to be filled-in / encoded with **blue or black ball point pen** only.
15. The candidate should ensure that in case the booklet series viz. A, B, C or D is not printed on the question booklet or question 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 Question Booklet except his / her Roll Number. Instructions on the Question Booklet & Carbonless OMR Answer Sheet must be read very carefully.
16. The candidates should take due care while writing/ encoding his/her Roll No/ Application No/ Booklet Series in the OMR Answer Sheet. If any candidates write/ encode his/her Roll No/ Application No/ Booklet Series wrong in the OMR Answer Sheet their candidature will be rejected strait way by the Commission and OMR Answer Sheet(s) of such candidates will not be evaluated.
17. The candidate should ensure that his / her name is same in the e-Admission Card-cum-Identity Card and Attendance List is the same as has been claimed by him / her in the online recruitment application form. No change in this regard will be accepted by the Commission at later stage. He / she should also ensure that the booklet series should be written and encoded properly/ correctly.
18. 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 attempt to do so. However, he may detach & take away the lower part of the carbonless OMR answer sheet.
19. No candidate shall be allowed to use white fluid / rubber to change / erase their responses on the OMR Answer Sheet.
20. No candidate shall go outside the examination hall for any purpose, whatsoever, without prior permission of the Centre Superintendent.
21. No candidate shall be allowed to go to the toilet during the last 5 minutes of the examination.
22. 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
23. No T.A. / D.A. will be paid by the Commission for taking this examination.
24. The candidate must abide by the instructions as may be given by the Centre Superintendent / Deputy Superintendent/ invigilator of the examination.
25. 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 Superintendent.
26. The e- Admission Card ( along with his / her latest passport size photo duly attested/self attested, affixed on the space provided for the purpose) should be handed over to invigilator on the commencement of examination. In the Test Booklets there will be 100 objective type (multiple choice) questions of two hours duration. For each question there will be four responses given in the question booklet itself.
28. In this objective type of examination, the candidate has to choose one of the most suitable responses from amongst four given choices in the question 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 ball point pen (Blue/Black):-

A	B	C	D
○	●	○	○
29. 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.PSC, in writing, in this regard through the Centre Superintendent immediately after conclusion of the examination. No representation whatsoever will be entertained thereafter.

- 30. 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 alongwith disability certificate issued by the competent medical authority in support of his/her claim to the Commission at least two weeks before the examination/ test. Such candidate who shall make the use of scribe/ reader shall be given 20 minutes per hour, compensatory time in examination.
- 31. 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 found of using unfair means shall be dealt with under the provisions of relevant law in addition to debarring him / her from the present as well as future examinations.
- 32. The Answer key of this Preliminary Examination shall be displayed/ uploaded on the official website of the Commission immediately after the conduct of this examination. The Objections, if any, received within 03 days will only be entertained.
- 33. Re-checking/ Re-evaluation of OMR is not allowed.
- 34. **Code for Non Forestry Subjects are =01 & Forestry =02.**

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