

**HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION**

INSTRUCTIONS TO THE CANDIDATES FOR THE POST OF RESEARCH ASSISTANT / DISTRICT LANGUAGE OFFICER CLASS-II, (NON-GAZETTED) (ON CONTRACT BASIS) IN THE LANGUAGE, ART AND CULTURE DEPARTMENT H.P., ADVERTISED VIDE ADVERTISEMENT NO. 2/2018 DATED 09-01-2018 ITEM No. III.

On the basis of claim furnished by you in your online recruitment application (ORA), you have been provisionally admitted to appear in the Screening Test for the post of **Research Assistant / District Language Officer Class-II, (Non-Gazetted) (on contract basis) in the Language, Art And Culture Department H.P.** and your candidature is liable to be cancelled if you are found to be ineligible for the post(s) at any stage of the selection process or thereafter.

2. Your admission to the Screening Test is purely provisional. As per requirement of **Advertisement No. 2/2018 dated 09-01-2018**, you are required to submit **attested photocopies** of the following documents alongwith a printout of online recruitment application (ORA) in support of your eligibility as mentioned in the Advertisement /rules/instructions on the day of screening test i.e. on **19-09-2018** failing which your candidature will stand cancelled automatically:-

- (i) **Matriculation certificate or other equivalent certificate showing your date of birth.**
- (ii) **M.A. Second Class in Hindi/Sanskrit or M.A. Second Class in any subject after graduation with Honours in Hindi/Sanskrit from a recognized university or its equivalent.**
- (iii) **Scheduled Caste/Scheduled Tribe/ WFF/ latest (valid) OBC certificate on the prescribed form, if you belong to any of these categories. The SC/ ST/ latest OBC certificate should be on parental basis. The candidates belonging to Ex-Servicemen category shall bring discharge certificate & other related document issued by the competent authority as a proof of being Ex-Serviceman. Similarly, candidate belonging to physically handicapped/Hearing Speech Handicapped of H.P. (having not less than 40 % disability) should also submit valid proof issued by the competent authority.**
- (iv) **Any other certificate of your academic qualifications/ experience etc. in support of your eligibility for the post as required in the Commission's Advertisement.**

3. Your eligibility in terms of Essential Qualification and experience etc. shall be reckoned as on the last /normal date of receipt of online recruitment application i.e. **29-01-2018**.

4. Onus of proving that you are eligible for the concerned post lie 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 and /or you are found in eligible vis-à-vis age, qualification and experience etc., your candidature is liable to be cancelled.

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5. The Screening Test will be of two hours' duration containing **100 objective type** (multiple choice) questions. There will be three parts of Question Paper i.e. Part 'A', 'B' & 'C'. The candidates may opt either of the parts from Part-A (Hindi) & Part-B (Sanskrit) according to their choice. Part-'C' is common to all.

6. **There will be negative marking (Penalty) for wrong (incorrect) Answers (as detailed below) for all questions:**

- (i) 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.
- (ii) 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.
- (iii) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

7. You are advised to reach the examination centre on the scheduled date atleast **30 minutes** before the commencement of the Screening Test. The candidate shall enter the examination hall/ room 20 minutes before the scheduled time for the commencement of the examination. You will not be allowed to enter the examination Hall **10 minutes** after the commencement of the Screening Test and will not be allowed to leave the Examination Hall till the expiry of full allotted time.

8. 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
O	●	O	O

9. 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.

10. No candidate shall be allowed to use white fluid / rubber to change / erase their responses on the OMR Answer Sheet.

11. You are advised to write/encode the OMR answer sheet **with black/blue ball pen** irrespective of the instructions contained on the answer sheet, if any. No erasing/ fluid is allowed in the OMR answer sheet.

12. You should bring your **e-admission letter-cum-identity card** downloaded from the website of the Commission in the examination centre. The candidate should paste latest passport size photograph duly attested on the e-admission card Identity card in the space provided. No candidate will be allowed / entertained to appear in the screening test without photograph.

13. Please mention your category in the OMR answer sheet as already claimed by you in your online recruitment application (ORA) as well as shown on your admit card. Category once claimed will not be allowed to be changed after screening test.

14. 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.

15. **No candidate shall be admitted to the examination hall / room wearing caps, scarves, shawls covering their heads and ears except Sikhs.** Bags, Mobile Phones, pagers, any other electronic equipment or any other equipment capable of being used as communication devices, valuables etc. should not be allowed to be taken inside the premises of the venues. In other words, the candidates will be allowed to take with them only the admit card, pen, identity proof, copies of self photograph.

16. 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 Supervisor immediately after the examination. No representation whatsoever will be entertained thereafter.

17. No T.A. /D.A. will be paid for appearing in the Screening Test.

18. The answer key of this screening test shall be displayed on the official website of the Commission after the screening test. The objections, if any, received within seven days will only be entertained.

NOTE:- NO ELECTRONIC GADGET/ MOBILE PHONE/ANY OTHER COMMUNICATIONS / ELECTRONICS DEVICE IS 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.