



## HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

**Computer Based Test** for preliminary Entrance Examination in Himachal Pradesh Finance & Accounts Service in the H.P. Govt. Department / boards/ corporations/ autonomous bodies  
Advertised vide Advertisement No. 18/2018

Dated 26-12-2018.

Date of Computer Based Screening Test: 07<sup>th</sup> March, 2019

Time of Computer Based Screening Test: 02.00 pm to 04.00 pm

**Reporting time: 01.00 pm\***

**Instructions to Candidates**

### Examination

- i) The Computer Based Examination you are going to take has 120 questions and each question is of 01 mark. The duration of CBT is 120 minutes i.e from 02.00 pm to 04.00 pm.
- ii) No break is permitted during the Computer Based Examination

### Examination Process

- i) The questions will appear in English.
- ii) Every question is followed by 04 answers / options. Choose the option that is most appropriate. Indicate your answer by clicking on the circle adjacent to the option you think is right.
- iii) You can go to any question directly by clicking on the question number, which will appear at the bottom of the screen. The answered question number will appear in Green colour and the unanswered/ skipped question number will remain in blue on the screen.
- iv) If you are doubtful of the answer, you can mark a question for review which is indicated with an arrow mark below the question number. This will be unmarked once you come back to the question and click on unmark review.
- v) If you want to change your answer to any question, you may select the question and change the answer by clicking on the appropriate answer.
- vi) Each correct answer carries 01 mark. **There is negative marking (Penalty) for wrong (incorrect) Answers (as detailed below) for all questions:**
- vii) **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.**
- viii) **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.**
- ix) **If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.**
- x) The Examination closes automatically once the allotted time of 02 hours (120 Minutes) is over.
- xi) On completion of the examination candidate must click the submit button.

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- xii) On clicking the submit button the candidate's complete response sheet will appear on the screen with the question and response selected by the candidate, which he can verify but cannot make any changes in it.
- xiii) On completion of CBT, please handover the used rough paper to invigilator.

**Check before coming for the exam:**

Before reaching the centre to take the exam, please ensure

- i) You are carrying your admit card
- ii) You are carrying your original photo identity card which bears your date of birth
- iii) You are carrying pen/pencil for rough work.
- iv) You are **not carrying smart watches, mobiles, pagers any unauthorized textual material, and wallets.**
- v) Reach the centre at the scheduled time.
- vi) It is advisable to visit your allotted centre to be acquainted of the route so that your precious time is not lost in searching for the same.
- vii) Candidates reaching late will not be permitted to appear for the Examination.

**Instructions for downloading of admit card**

Check all entries in your admit card such as your personal details etc. for its correctness.

**Examination Centre regulations**

- 1 You have been admitted provisionally to appear in the Computer Based Screening Test (CBT) On the basis of claim, furnished by you in your online recruitment application (ORA). 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.
- 2 **You are required to be present in the Examination Centre one hour before the starting time of the Examination as specified in the admit card. Candidates reporting to the centre after the reporting time for the Examination will not be allowed entry in the examination.**
- 3 Persons with Disability (PWD) are allowed scribes, if entitled as per the existing rules. Any scribe accompanying should have been registered a day before the exam. The required documents such as the photo ID of the scribe and an authorization letter from HPPSC will be verified before allowing such PWD candidates with authorized scribes.
4. 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.
- 5 Onus of proving that you are eligible for the concerned post entirely 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.

- 6 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.
  - 7 You are allowed to **carry only pen/pencil** inside the computer lab for doing rough work.
  - 8 **Do not carry any of your belongings to the exam centre such as, smart watch mobile phone, pagers, palm tops, blue tooth device, or any other electronic device which has the potential of misuse in cheating or unauthorized communication during the examination.**
  - 9 For working purpose rough paper will be provided at the examination centre..
  - 10 You are **required to produce your admit card and original ID proof (which bears your photograph and date of birth)** at the registration desk.
  - 11 At the registration desk, your identity is verified, your left thumb impression, photograph will be captured and assigned to a computer.
  - 12 You will be taking the Computer Based Examination at a workstation assigned to you, after your registration at the Examination Centre.
  - 13 You are not allowed to eat or smoke in the examination hall.
  - 14 You will not be allowed to leave the Examination (till the expiry of full time)..
  - 15 Category once claimed will not be allowed to be changed after Computer Based Screening Test.
  - 16 No T.A. /D.A. will be paid for appearing in the Computer Based Screening Test.
  - 17 Candidate can raise their objections through online mode. The web link for online objection to responses with respect to Answer Key shall be available on HPPSC official websites. Candidate may file the objections, if any, within three days of hosting of answer key.
- i) The Centre Superintendent is authorized to dismiss you from the Examination session and take any action as per HPPSC rules governing conduct of examination for any of the following reasons:
    - ii) Creating disturbance.
    - iii) Attempting to take the Examination on behalf of someone else.
    - iv) Provoking other candidates to disrupt the exam.
    - v) Create mischief and disorderliness.
    - vi) Talking to other examination taker/s.
    - vii) Attempting to tamper with the computer system – either hardware or software.
  - Viii) Use of calculators, slide rules, mobile phones, concealed microphones, wireless devices or any other material that may aid in answering questions.

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