



HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Computer based Screening Test (CBT) for the post of Assistant Area Manager/ Assistant Procurement Officer, Class-I (on Contract basis) in H.P. State Civil Supplies Corporation Ltd. under the Department of FCS & CA advertised vide Advt. No. 3/2019 dated 21st February, 2019 (item No. II-C)

Date of Computer based Screening Test (CBT): 21st August, 2019

Time of Computer based Screening Test (CBT): 02:00 P.M. to 04:00 P.M.

Reporting time: 01:00 P.M.

Instructions to candidates

Examination Centre regulations:

- On the basis of claim furnished by the candidates in their online recruitment application(s) (ORA), they have been admitted provisionally to appear in the CBT. Their candidature is liable to be cancelled if they are found to be ineligible for the post(s) at any stage of the selection process or thereafter.
- *Candidates 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.
- Persons with Disabilities (PWD) candidates are allowed scribes if entitled as per the existing rules, and 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 clearance letter from HPPSC will be verified before allowing such PWD candidates with authorized scribes.
- As per requirement of Advertisement No. 3/2019 dated 21st February, 2019, provisionally admitted candidates (on claim basis) are required to submit self attested/ attested photocopies of the following documents alongwith a printout of online recruitment application (ORA) in support of their eligibility as mentioned in the Advertisement on the day of Computer Based Screening Test, failing which their candidature will stand cancelled:-
 - (i) Matriculation certificate for age proof.
 - (ii) **Essential qualification(s):**
 - (iii) Graduate with at least 5 years experience in the field of Procurement, Distribution, Personnel matters and maintenance of accounts of commercial concern or MBA with at least two years experience in commercial concern. Preference will be given to the candidates having additional qualification of MCA/ BIT Computer.
 - (iv) Scheduled Castes/ Scheduled Tribes/ WFF/ latest valid OBC certificate on the prescribed form, if candidates 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, candidates belonging to physically handicapped of H.P. category (having not less than 40% disability) should also submit valid proof issued by the competent authority.

- (v) Any other certificate of their academic qualifications/ experience etc. in support of their eligibility for the post as required in the Commission's Advertisement.
- Candidates' eligibility in terms of Essential Qualification(s) shall be reckoned as on the last date prescribed for submission of online recruitment applications (ORA) i.e. 13th March, 2019.
 - 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.
 - 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 in eligible vis-a-vis age, qualification and experience etc., his/ her candidature is liable to be cancelled.
 - Candidates are allowed to carry only pen/ pencil inside the Computer lab for doing rough work.
 - Do not carry any of his/ her belongings to the exam centre such as, mobile phone, pagers, palm tops, Bluetooth devices, or any electronic device which has the potential of misuse in cheating or unauthorized communication during the examination.
 - For rough work, paper(s) will be provided at the work station.
 - Candidates are required to produce their admit card(s) and original ID proof (which bears their photograph(s) and date of birth) at the registration desk.
 - At the registration desk, candidates' identity will be verified, their left thumb impressions, photograph will be captured and assigned to a Computer system.
 - Candidates will be taking the Computer Based Examination at a workstation assigned to him/ her, after their registration at the Examination Centre.
 - Candidates are not allowed to eat or smoke in the examination hall.
 - Candidates will not be allowed to leave the Examination Hall / room till the expiry of full allotted time.
 - Category once claimed will not be allowed to change after CBT.
 - No T.A. /D.A. will be paid for appearing in the CBT.
 - Candidate(s) can raise their objections, if any, against the answer key after the examination through online mode within three days from the date of uploading the Answer key. The web link for online objections with regard to Answer Key shall be available on HPPSC official website.
 - The Centre Superintendent is authorized to dismiss the candidate(s) from the examination session and take any action as per HPPSC rules governing conduct of examination for any of the following reasons:
 - Creating disturbance.
 - Attempting to take the Examination on behalf of someone else.
 - Provoking other candidates to disrupt the exam.
 - Create mischief and disorderliness.
 - Talking to other examination taker/s.
 - Attempting to tamper with the computer system – either hardware or software.
 - Use of calculators, slide rules, mobile phones, concealed microphones, wireless devices or any other material that may aid in answering questions.

Examination:

The CBT (MCQ) will be of two hours' (two hours) duration consisting of 100 questions (80 questions covering the field of Procurement, distribution, Personnel matters and maintenance of accounts of commercial concern, 10 questions consisting

of General Knowledge of H.P. and 10 questions consisting of General Knowledge of National/ International level).

No break is permitted during the Computer Based Test/ Examination.

Examination Process:

- The questions will appear in either in English or Hindi as the case may be.
- Every question will be followed by four options of answer. Choose the option that is most appropriate/ correct. Indicate the answer by clicking on the circle adjacent to the option which the candidates thinks, is correct.
- Candidate can go to any question directly by clicking on the question number, which will appear at the bottom of the screen. The answered Question No. will be marked Green and the unanswered/ skipped Question No. will remain in blue colour.
- If candidate(s) are doubtful of the answer, they can mark a question for review which is indicated with an arrow mark below the question number. This will be unmarked once they return to the question and click on unmark review.
- If candidate(s) wants to change his/ her answer to any question, he/ she may select the question and change the answer by clicking on the appropriate answer.
- Each correct answer fetches 01 mark. There is negative marking (Penalty) for wrong (incorrect) Answers (as detailed below) for all questions:
 - (i) There are four options 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 is 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.
- The Examination will close automatically once the allotted time of 120 minutes is over.
- On completion of the examination candidate clicks the submit button.
- 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/ she can verify but cannot make any changes.
- Candidates will have to handover the paper used for rough work, if any, to the invigilator on completion of examination.

Check before coming for the exam:

Before reaching the centre to take the exam, candidates should ensure:

- They are carrying their admit card(s).
- They are carrying their original photo identity card(s) which bears their date of birth
- They are carrying pen/ pencil for rough work.
- They are not carrying smart watches, mobile phones or any other electronic gadgets or any unauthorized text material.
- Reach the examination centre at the scheduled time.
- It is advisable to visit their allotted centre(s) to be acquainted of the route so that precious time is not lost in searching for the same.
- Candidates reaching late will not be permitted to appear for the Examination.
- Check all entries in the admit card(s) like candidates' personal details etc. for its correctness.
