



HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Computer Based Screening Test (CBT) for the post of Executive (P&A) Class-I, (E2 level) on contract basis in HPPTCL under the Department of MPP & Power Advertised Vide Advertisement No. 03/2019 dated 21-02-2019 Item No.III (B)

Date of Computer Based Screening Test : 19-08-2019

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

Reporting time : 01.00 pm

Instructions to Candidates

Examination Centre regulations

- On the basis of claim, furnished by the candidates in their online recruitment application (ORA), they have been provisionally admitted to appear in the Computer Based Screening Test. 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 60 minutes 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 in the office of HPPSC will be verified before allowing such PWD candidates with authorized scribes.
- As per requirement of **Advertisement No. 03/2019 dated 21-02-2019**, **provisionally admitted candidates admitted candidates (on claim basis)** are required to submit **attested photocopies** of the following documents alongwith a printout of online recruitment application (ORA) in support of their eligibility as mentioned in the Advertisement /rules/instructions on the day of Computer Based Screening Test i.e. on 19-08-2019 failing which his/her candidature will stand cancelled automatically :-

- (i) **Matriculation certificate for age proof.**

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- (ii) **Essential Qualification(s):**
Graduate with MBA/ MSW/Post Graduate Diploma with Specialization in Personnel/ HR or equivalent will be the main qualification with minimum 55% marks for general category & 50% for SC/ST & internal candidates.
Note: 1 As per clarification received from the government only full time degree PGDM from IIM's will be treated as equivalent to essential qualification.

2 Candidates working in power sector utilities of HP Government will be consider as internal candidates.

- (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.**

- Candidates' eligibility in terms of Essential Qualification(s) and experience etc. shall be reckoned as on the last /normal date of receipt of online recruitment application (ORA) i.e. **13-03-2019.**
- Onus of proving that candidate(s) is/are eligible for the concerned post lie 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 candidates fail to produce any of the certificate(s) which is necessary to determine his/ her eligibility and /or he / she is found in eligible vis-à-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, blue tooth device, 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 and original ID proof

(which bears their photograph and date of birth) at the registration desk.

- At the registration desk, your identity is verified, their left thumb impressions, photograph will be captured and assigned to a computer.
- 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 be changed after Computer Based Screening Test.
- No T.A. /D.A. will be paid for appearing in the Computer Based Screening Test.
- Candidate(s) 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. The objections, if any, the candidates may file objection within three days of hosting of answer key.
- 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' duration consisting of 100 questions (80 Questions multiple choice of MBA Degree level with emphasis on personnel and 10 Questions consisting of General Knowledge of Himachal Pradesh and 10 Questions consisting of National and International affairs).
- No break is permitted during the Computer Based Examination.

Examination Process

- The questions will appear in English.
- Every question is followed by 4 answer options. Choose the option that is most appropriate. Indicate your answer by clicking on the circle adjacent to the option you think is right

Candidates 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 be marked Green and the unanswered/ skipped question number will remain in blue colour.

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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 you come back to the question and click on unmark review.

- If candidate(s) want 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 1 mark. There is 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.

- The Examination closes 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 can verify but cannot make any changes.
- Raise your hand on completion to handover the used rough paper to invigilator

Check before coming for the exam:

Before reaching the centre to take the exam, please ensure

- They are carrying your admit card
- They are carrying their original photo identity card which bears his /her date of birth.
- They are carrying pen/pencil for your rough work.
- They are not carrying watches, mobiles, pagers any unauthorized textual material, and wallets.
- Start early to reach the centre at the scheduled time.
- It is advisable to visit your allotted centre 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.

Instructions for downloading of admit card

- Check all entries in your admit card(s) like candidates personal details for their correctness.
