

Instructions to the candidates with regards to Screening Test to be held on 08-03-2020 (SUNDAY) from 11:00 AM to 01:00 PM for the posts of Himachal Pradesh Forest Service (HPFS) (Assistant Conservator of Forests), Class-I (Gazetted) (in the Department of Forest, H.P.) Advertised vide Advertisement No. 19/2019 dated 09th November, 2019.

The candidate must read the following instructions carefully.

1. (a) Immediately after downloading of e-Admission letter-cum-Identity Card along with instructions, 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 letter-cum-Identity Card to the examination hall failing which he/she will not be allowed to sit in the examination.
- (b) The candidate should note that he / she is responsible for the safe custody of e-Admission letter-cum-Identity Card and that in the event of his / her e-Admission letter-cum-Identity 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) Medium of question paper is English.
- (d) **The candidates are advised to reach the examination Center at least one and half hour before the commencement of examination.** The Commission may obtain the attendance of the candidates through biometric machine before the commencement of examination. They are required to submit a printout of Online Recruitment Application (ORA) along with self attested copies of requisite documents (as per advertisement) in support of their eligibility for the concerned posts(s) on the day of Screening Test failing which his/her candidature shall stand finally rejected. **The candidates who fail to submit the requisite documents on the day of Screening Test will be rejected straightway and no further opportunity will be given to such candidates for submission of the documents.**

List of documents to be submitted on the day of Objective type Screening Test is as under:

1. Matriculation certificate.
2. Bachelor's Degree / Certificate (as per Essential Qualifications).
3. S.C./S.T./ OBC certificate(s), if applicable.
4. Discharge slip and full detail in respect of their PPO Number, rank and date of retirement from the Defence Services in r/o Ex Servicemen of H.P. candidates.
5. Service certificate, from the candidates who are of H.P. Government servant (for the purpose of age relaxation in prescribed proforma).
6. Undertaking in r/o Government Servants that they have informed in writing to their Head of Office / Department that they have applied for particular posts.
7. Undertaking regarding number of chances availed (for General category candidates).

- (d) A candidate is allowed to appear only in the examination centre allotted to him / her.
- (e) The candidate is required to paste a passport size latest attested photograph in the space provided on the e-Admission letter-cum- Identity Card. No candidate will be allowed to appear in the examination without e-Admission letter-cum- Identity Card along with latest passport size self attested photograph duly pasted on it.
- (f) Candidate's left thumb impression will be taken by the invigilator in the candidate's Attendance Sheet (e-admit card).
- (g) The Commission may obtain the attendance of the candidates through biometric machine before the commencement of examination.
- (h) The candidates are advised to produce a valid photo ID proof in original i.e. Aadhar Card, Voter Card or Driving License etc. in the examination centre Room/ Hall. Candidates without e-Admit Card and Photo ID Card (in original) will not be allowed to appear in the examination.
- (i) **There will be negative marking (Penalty) for wrong (incorrect) answers (as detailed below) for all questions:**

- (j) 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 third (0.33) 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.
2. The candidate must note that his / her admission is strictly provisional and on the basis of claims made by him / her on the application form.
 3. The Commission will take up the verification of eligibility conditions and reservation claims etc. with reference to self attested documents only of those candidates who qualify for the Main Written Examination on the basis of the result of Screening Test. 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 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.
 4. If ineligibility of candidate (s) is detected at any stage before or after the Screening Test, Main Written examination and Physical Standard Test or if the conditions prescribed in the Rules / Advertisement and instructions given 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 part in the ongoing recruitment process such as Main Written Examination(s) / personality test etc.
 5. The candidate shall enter the examination hall/ room **20 minutes before** the scheduled time for the commencement of the examination and the Carbonless OMR Sheet will be given to the candidates **10 minutes before** the commencement of examination. The Carbonless OMR Sheet should be handled carefully. It should not be mutilated or torn.
 6. **No candidate shall be admitted to the examination hall after the commencement of examination. No candidate will be permitted to leave the examination hall till the expiry of full allotted time.**
 7. 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 the Question Booklets. Items such as, (Blue / Black) ball point pen. clip board etc. whatsoever is needed have to be brought by the examinees themselves.
 8. The candidate shall not bring any article such as loose paper, books, notes, programmable calculators, log tables, 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.
 9. The candidate must write his / her Name of candidate, Center of Exam, Roll Number, Date of Test, Booklet Series, Name of post/Test, Subject and Application Number in the prescribed columns at the top of the Carbonless OMR Answer Sheet with (Blue /Black) ball point pen 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 filled-in / encoded with **blue or black ball point pen** only.
 10. 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.
 11. The candidate should not tamper with or take away the Carbonless Answer Sheet with him / her. He / She will be penalized for any such attempt.

12. No candidate shall be allowed to use white fluid / eraser to change / erase their responses on the Carbonless OMR Answer Sheet.
13. No candidate shall go outside the examination hall for any purpose, whatsoever, without prior permission of the Centre Superintendent.
14. No candidate shall be allowed to go to the toilet during the last **05 minutes** of the examination.
15. 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
16. No T.A. / D.A. will be paid by the Commission for taking this examination.
17. The candidate must abide by the instructions as may be given by the Centre / Superintendent / Invigilator of the examination.
18. 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.
19. The e- Admission letter-cum-Identity Card with his / her latest passport size (self attested) photo affixed on the space provided for the purpose should be handed over to invigilator on the commencement of the examination.
20. There will be 100 objective type (multiple choice) questions of one mark each, as per the syllabus notified by the Govt. (in the Department of Forests, H.P.) (which is available on the website of the Commission).
21. In this Screening Test, the candidate has to choose one of the most suitable responses from amongst the 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 Blue or Black ball point pen as under:-

A	B	C	D
○	●	○	○
22. 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.S.C., in this regard through the Centre Superintendent immediately after the conclusion of Screening Test. No representation whatsoever will be entertained thereafter.
23. 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 using unfair means shall be dealt with the provisions of relevant law in addition to debarring him / her from the present Screening Test as well as future examinations of the Commission.
24. The Answer key of this Screening Test shall be displayed/ uploaded on the official website of the Commission at the earliest possible after the conduct of this examination. The Objections, if any, received within seven days will only be entertained.

The category to be written and encoded by the candidates are as under:-

Category	Code	Category	Code
General	01	S.C. of H.P.	02
S.T. of H.P.	03	O.B.C. of H.P.	04
General W.F.F. of H.P.	05	Genl. Ex-Serviceman of H.P. (After completion of full tenure/Medical Ground)	06
S.C. Ex-Serviceman of H.P. (After completion of full tenure/Medical Ground)	07	S.T. Ex-Serviceman of H.P. (After completion of full tenure/Medical Ground)	08
O.B.C. Ex-Serviceman of H.P. (After completion of full tenure/Medical Ground)	09	General Orth. Phy. Handicapped of H.P.	10
S.C. Orth. Phy. Handicapped of H.P.	11	S.T. Orth. Phy. Handicapped of H.P.	12
O.B.C. Orth. Phy. Handicapped of H.P.	13	General Visually Impaired of H.P.	14
S.C. Visually Impaired of H.P.	15	S.T. Visually Impaired of H.P.	16
O.B.C. Visually Impaired of H.P.	17	General Hearing Impaired of H.P.	18
S.C. Hearing Impaired of H.P.	19	S.T. Hearing Impaired of H.P.	20
O.B.C. Hearing Impaired of H.P.	21	General Blind of H.P.	22
S.C. Blind of H.P.	23	S.T. Blind of H.P.	24
O.B.C. Blind of H.P.	25	General Deaf & Dumb of H.P.	26
S.C. Deaf & Dumb of H.P.	27	S.T. Deaf & Dumb of H.P.	28
O.B.C. Deaf & Dumb of H.P.	29	General Ex-Service of H.P. (Relieved before completion of normal tenure)	30
S.C. Ex-Service of H.P. (Relieved before completion of normal tenure)	31	S.T. Ex-Service of H.P. (Relieved before completion of normal tenure)	32
O.B.C. Ex-Service of H.P. (Relieved before completion of normal tenure)	33	S.C. WFF of H.P.	34
S.T. WFF of H.P.	35	O.B.C. WFF of H.P.	36
