

INSTRUCTIONS TO CANDIDATES

The candidate must read the following instructions.

1. Since large number of candidates has applied for the said examination, the Commission has established some new examination centers, the candidates are advised to locate their allotted examination centre well in time to avoid any inconvenience on the day of examination.
2. The candidates are advised to reach their venue at least one hour and thirty minutes before the Commencement of examination for frisking.
3.
 - (a) The candidates must carry a copy of Admit card (preferably coloured print) downloaded from the admit card link shared on candidate's registered login ID to the allotted centre on the date and time mentioned in it.
 - (b) Immediately on receipt of Admit card, the candidate must check carefully discrepancies, if any, and bring it to the notice of the H.P. Public Service Commission without loss of time. **Category claimed in the ORA will be treated as final and now no request to change the category is considered.**
 - © **The candidate is required to paste a latest passport size photograph (duly attested) in the space provided on the admit card. No candidate will be allowed to appear in the examination without admit card and latest passport size self attested photograph.**
 - (d) **The candidate must bring the original and photocopy of Identity proof (such as PAN Card/ Voter's Card/ Driving License/Aadhar Card/ Passport) to match the identity of the candidates with the proofs provided by the candidates**
 - (e) The candidate is warned that he / she is responsible for the safe custody of admit card and that in the event of his / her admit 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.
 - (f) A candidate is allowed to appear only in the centre allotted to him. **No request for change of examination centre will be considered.**
4. The candidate must note that his / her admission is strictly provisional and on the basis of claims made by him / her in the application form.
5. If ineligibility is detected at any stage before or after the preliminary and main examination or if the conditions prescribed in the Rules and

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instructions given in the Commission's notice 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 the examination(s) / Evaluation.

6. The candidate shall enter the examination hall/ room 20 minutes before the scheduled time for the commencement of the examination and the carbonless OMR Answer Sheet will be given 10 minutes before the commencement of examination. The OMR Answer Sheet should be handled carefully. It should not be mutilated or torn.
7. **Entry into the examination centre will be closed at 11.00 A.M. and no candidate will be allowed to enter the examination after scheduled time of commencement of examination. No functionary has any discretion in this regard.**
8. **No candidate should be allowed to leave the examination hall until the expiry of the full allotted time for the paper.** However, if a candidate falls seriously ill and is unable to write the examination any longer, the question paper and OMR Answer sheet may be taken from him /her and then he/she may be sent to a nearby Hospital/dispensary duly accompanied by an Invigilator for treatment.
9. **No candidate shall be admitted to the examination hall / room wearing caps, scarves, shawls covering their heads and ears. Sikh candidates are only permitted to wear turban. Women's candidates are also advised to tie their hair tightly. Bags, Mobile phones, pagers, smart wrist watch and 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.
10. The Commission does not supply any article of Stationery except authorized OMR Answer Sheet. Working Sheet for rough work in the examination will be available at the end of Question Booklets. Items such as pen, ball point pen, clip board, pencil etc. whatsoever is needed will have to be brought by the examinees themselves.
11. The candidate shall not bring any article such as loose paper , books, notes, electronic calculators, log tables, slide rules etc. into the examination hall. He / she is also not permitted to carry in the examination hall / room pager, mobile phone or any other type of gadget / electronic device for communication, as arrangement for their safe custody cannot be assured.
12. The candidate must write his / her name (in capital letters) , Roll number , category, booklet series, name of examination, date of examination and the name of the examination centre in the prescribed squares / columns at the top of the Carbonless OMR Answer Sheet with 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 OMR Answer Sheet are to be filled-in / encoded with **blue or black ball point pen** only.

13. 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 & OMR Answer Sheet must be read carefully.**
14. The candidate should ensure that his / her category code in the Admission letter-cum-Identity Card and Attendance List is the same as has been claimed by him / her in the ORA application form. No change /correction in this regard will be allowed by the Commission at any stage. He / she should also ensure that the booklet series should be written and encoded properly.
15. 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.
16. No candidate shall be allowed to use white fluid / rubber to change / erase their responses on the OMR Answer Sheet.
17. No candidate shall go outside the examination hall for any purpose, whatsoever, without prior permission of the Centre Supervisor.
18. No candidate shall be allowed to go to the toilet during the last 15 minutes of the examination.
19. 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.
20. No T.A. / D.A. will be paid by the Commission for taking this examination.
21. The candidate must abide by the instructions as may be given by the Centre Supervisor / invigilator in the examination hall.
22. 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 Supervisor/ Centre Supervisor.
23. The e- admission card (along with his / her latest passport size photo) duly attested, affixed on the space provided for the purpose, should be handed over to the invigilator during the conduct of examination.
24. In the Test Booklets there will be 200 objective type (multiple choice) questions in General Knowledge paper of three hours duration. For each question there will be four responses given in the question booklet itself.
25. 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:-

A	B	C	D
O	●	O	O

26. **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 along with disability certificate issued by the competent medical authority in support of his 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.**
27. 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 found of using unfair means shall be dealt with under the provisions of relevant law in addition to debarring him / her from the present as well as future examinations.
28. The Answer key of this Preliminary Examination shall be displayed on the official website of the Commission after freezing the Answer Sheets. The Objections, if any, received through online within three days will only be entertained.
29. There may be apparent discrepancies between the English and Hindi versions of the question in a Test Booklet. In that case, the English version will be treated as final.

Sd/-

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