

**HIMACHAL PRADESH SUBORDINATE ALLIED SERVICES / POSTS, CLASS-II/III, NON
GAZETTED (PRELIMINARY) EXAMINATION**

INSTRUCTIONS TO CANDIDATES

The candidate must read the following instructions.

1. (a) Immediately on receipt of E-admission card, 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 admission letter to the examination hall failing which he/she will not be allowed to sit in the examination.
- (b) The candidate is warned that he / she is responsible for the safe custody of admission letter and that in the event of his / her admission letter 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) A candidate is allowed to appear only in the centre allotted to him.
- (d) The candidate is required to paste a passport size latest attested photograph in the space provided on the e-admission card. No candidate will be allowed to appear in the examination without e-admission card and latest passport size attested photograph duly pasted on it.
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 original documents only at the time of applying for the Main Examination of candidates who qualify on the basis of the result of (Preliminary) written examination. Onus of proving that a candidate is eligible on the basis of date in the advertisement will be on the candidate. In case date of notification / declaration of final result (degree) 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 is detected at any stage before or after the preliminary and main examination or if the conditions prescribed in the Rules and 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) / viva - voce test.
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 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.
6. No candidate shall be admitted to the examination hall after 10 minutes of the commencement of examination. No candidate will be permitted to leave the examination hall until the expiry of full allotted time.
7. 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 have to be brought by the examinees themselves.
8. 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 can not be assured.
9. 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.
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 & OMR Answer Sheet must be read carefully.
11. 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 application form. No change in this regard will be accepted by the Commission at later stage. He / she should also ensure that the booklet series should be written and encoded properly.

12. 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 answer sheet.
13. No candidate shall be allowed to use white fluid / rubber to change / erase their responses on the OMR Answer Sheet.
14. No candidate shall go outside the examination hall for any purpose, whatsoever, without prior permission of the Centre Supervisor.
15. No candidate shall be allowed to go to the toilet during the last 5 minutes of the examination.
16. 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.
17. No T.A. / D.A. will be paid by the Commission for taking this examination.
18. The candidate must abide by the instructions as may be given by the Centre Supervisor / invigilator of the examination.
19. 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.
20. 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 invigilator on the commencement of examination. 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.
21. In this objective type of examination, the candidate has to choose one of the most suitable response 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
○	●	○	○
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. PSC, in writing, in this regard through the Centre Supervisor immediately after the examination. No representation whatsoever will be entertained thereafter.
23. 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.
24. 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.
25. 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 within seven days will only be entertained.

26. **GUIDELINES FOR CONDUCTING WRITTEN EXAMINATION FOR PERSONS WITH DISABILITIES**

- The facility of scribe may be allowed to candidates who have disability of 40% or more if so desired by the candidate on production of disability certificate issued by competent authority.
- The candidate should have the discretion of opting for his own scribe or may request the Commission for the same. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe should not be fixed. Instead the invigilation system should be strengthened so that the candidates using scribe do not indulge in malpractices like copying and cheating during the examination.
- There should also be flexibility in accommodating any change in scribe in case of emergent circumstances.
- The candidates(s) with Locomotors Disability or Cerebral Palsy where dominant (writing) extremely is affected are to be provided compensatory time of 20 minutes (extra time) per hour in each session to write the examination in all Papers, if they desire so and give documents (Medical Certificate and Undertaking) in support of his claim of belonging to the Locomotors Disability and Cerebral Palsy Category.
- Separate seating arrangement shall be made to the persons who have disability of 40% or more if so desired preferably in ground floor by appointing extra invigilator.
- It should be clearly indicated by the Supervisor, whether the candidate has availed extra time or not and undertaking as well as copy of medical certificate of all such candidates should be sent to Shri Trilok Singh Chauhan, Deputy Secretary, H.P. Public Service Commission, Nigam Vihar Shimla-171002.
- Answer Books of candidates availing extra time are to be packed separately.