

# HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

## INSTRUCTIONS TO THE CANDIDATES (STATE ELIGIBILITY TEST)

The candidate must read the following instructions carefully. Failure to observe any instruction will render him / her liable to such action as the Commission may deem fit to take under the facts and circumstances:-

1. You have been provisionally admitted to appear in **State Eligibility Test-2017** being conducted by the Commission on **06-05-2018 (Sunday)** on the basis of claim furnished by you in your online application and your candidature is liable to be cancelled if you are found to be ineligible for the above mentioned Test / Examination at any stage of the process or thereafter. No representation against such cancellation will be entertained by the Commission.
2. Your admission to this Test / Examination is purely provisional. The candidate should ensure that they fulfill all eligibility conditions for admission to test / examination. The admission letter does not imply that your candidature has finally been approved / cleared by the Commission or that the entries made by you in your online application form for the State Eligibility Test have been accepted by the Commission as true and correct. **Scrutiny of documents of all qualified candidates will be done after the declaration of result of test / examination in order to ascertain their eligibility as per terms and conditions of Advertisement No. 12/2017 dated 08-11-2017 / instructions (Guidelines / Norms) issued by the University Grants Commission and Government of Himachal Pradesh from time to time / Rules of Business of the Commission etc. As such ineligible candidates need not to come for the test / examination.**
3. Onus of proving that you are eligible for the above mentioned Test / Examination lie upon you 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 you fail to produce any of the certificate(s) which is necessary to determine your eligibility and / or you are found ineligible vis-à-vis qualification and category claim etc., your candidature is liable to be cancelled.
4. You are advised to reach the examination centre on the scheduled date at least **30 minutes** before the commencement of the Test / Examination. The candidate shall enter the examination Hall / **Room 20 minutes** before the scheduled time for the commencement of the Test / Examination. You will not be allowed to enter the examination hall / room **10 minutes** after the commencement of the Paper / Test in each session. The carbonless OMR answer sheets will be supplied to you **20 minutes** before the actual time prescribed for the commencement of the Paper / Test in each session. **No candidate will be allowed to leave the Examination Hall / Room before 12.15 P.M. in Paper II of 1<sup>st</sup> Session and 4.30 P.M. in Paper III of 2<sup>nd</sup> Session.**
5. You should bring your Admission Letter-cum-Identity Card downloaded from the website of the Commission in the examination centre. The candidate should paste self attested latest passport size photograph on the Admission Letter-cum-Identity Card in the space provided for the purpose. **No candidate will be allowed / entertained to appear in the Test / Examination without his / her Admission letter-cum-Identity Card** with photograph. Discrepancy, if any, in the Admission Letter be brought to the notice of the Commission.
6. You are responsible for safe custody of Admission Letter-cum-Identity Card and that, in the event of your Admission Letter-cum-Identity Card being used by any other person for securing admission to this entrance examination, the onus lies upon you only to prove that you have not procured the services of an impersonator.
7. The candidate should write / encode the answer in the carbonless OMR answer sheets with black / blue ball point pen only. All circles, squares and rectangles in the carbonless OMR Answer Sheet should also be encoded / filled in with black / blue ball point pen only. The candidates are not allowed to use white fluid or eraser on Carbonless OMR Answer Sheet.
8. Scheme of test and syllabus of all the subjects of State Eligibility Test is available on the official website of the Commission.
9. The Commission does not supply any article of stationery except authorized OMR Answer Sheet for use in the Examination. The candidate should bring his / her own blue / black ball pen for use in the test.
10. The question paper in Computer Applications will be in English only. In case of any discrepancy found in English and Hindi version in any paper, the English version should be treated as correct and final.
11. A candidate who does not appear in Paper –I will not be allowed to appear in Paper-II and Paper III.

12. The category claimed in the Online Application Form will not be changed after conduct of Test/ Examination. Candidates belonging to reserved categories i.e. SC / ST / OBC /PWD of other States shall be treated as General category candidates.
13. Physically / Visually handicapped candidates who are not in a position to write in their own hand-writing can avail the services of scribes by making prior request to the Commission at least one week before the test / examination in writing. Persons with Disabilities should contact the centre Superintendent of the venue at least 30 minutes before the time of test / examination for assistance in seating, if needed.
14. CARBONLESS (OMR) ANSWER SHEETS will be provided by the Commission for Paper-I, II & III. Candidates are allowed to take away the duplicate OMR Sheet (i.e. candidate's copy of green color) and Test Booklets. **However, no candidate is allowed to take away the Original OMR Answer Sheet (Pink color) out of the Examination Hall in any case.**
15. The candidate shall not bring any articles (items) such as textual material (printed or written), loose papers, books, notes, writing pad, scientific or any other type of 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, Bluetooth, Earphones, Microphone, Laptop, Camera, Pen Drives, Electronic Pen / Scanner or any other type of gadget / electronic device for communication, as arrangement for their safe custody cannot be assured. Therefore, the candidate should ensure that they are not in possession of any kind of such articles / devices before they enter the premises / examination hall.
16. No candidates shall be allowed to go outside the examination hall / room for any purpose, whatsoever, without prior permission of the Centre Superintendent. Smoking and taking tea is strictly prohibited inside the examination hall / room.
17. You are informed that this test / examination has been brought under the purview of the H.P. Prevention of Malpractices Act, 1984 and therefore, all such candidates who are apprehended while taking the examination will be dealt with the provisions of the said Act.
18. While going to the toilet the candidate should turn his / her OMR Answer Sheet upside down. No candidate shall go to the toilet during the last 30 minutes of the Test / Examination.
19. A candidate is allowed to appear only in the examination centre allotted to him / her. Any request for change of centre / venue will not be considered / entertained after the finalization of centre / venue.
20. The candidate will furnish such necessary and correct information as may be asked for, from him / her in the Examination Hall / Room by the Invigilator / Deputy Superintendent / Centre Superintendent.
21. The candidate should note that he / she should not stand near or loiter in and around the examination Hall / Room after being permitted to leave the venue / centre on conclusion of the test / examination in each session.
22. Canvassing in any form will disqualify the candidate.
23. No grievance with regard to answer key(s) after declaration of result will be entertained.
24. No TA / DA will be paid for appearing in the test / examination.
25. Re-evaluation or rechecking of OMR Answer Sheet is not permissible nor the Commission enter into correspondence in this regard.
26. **After the declaration of SET result, qualified candidates have to furnish attested photo copies of their testimonial viz. Matriculation / Degree & Detailed Marks Certificate of Post Graduation / Category to which they belong in the office of H.P. Public Service Commission enabling to determine their eligibility for issuing SET qualified certificate.**

**NOTE: Since the admission of the candidates is on claim basis and as such they are advised to appear in the subject of their POST GRADUATION only. In case the subject of their "Post Graduation" is not included in list of SET subjects, they need not to appear in test / examination. For example the candidates who are having post-graduation degree in Acharya (Traditional Sanskrit) will not be eligible to appear in Sanskrit subject.**

\*\*\*\*\*