HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Computer Based Test for the post of Deputy Manager (IT) Examination Class-I (Gazetted) on contract basis in the Department of Information Technology, H.P.,   Advertised Vide Advertisement No. 10/2017 dated 07-09-2017 Item No. VI(B).

Date of Computer Based Screening Test : 01th June 2018

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 you in your online recruitment application (ORA), you have been provisionally admitted to appear in the Computer Based Screening Test. Your candidature is liable to be cancelled if you are found to be ineligible for the post(s) at any stage of the selection process or thereafter.

- ***You 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.**

- 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. 10/2017 dated 07-09-2017,** you are required to submit **attested photocopies** of the following documents alongwith a printout of online recruitment application (ORA) in support of your eligibility as mentioned in the Advertisement /rules/instructions on the day of Computer Based Screening Test i.e. on **01-06-2018** failing which your candidature will stand cancelled automatically:-

    - **Matriculation certificate or other equivalent certificate showing your date of birth.**
    - **Detailed Marks Sheet/certificate**
        - (i) **B.E./B.Tech Degree in Computer Science/Engineering / Information Technology or Master Degree in Computer Application (MCA)/ 'B' Level course from DOEACC**

         (National Institute of Electronics & Information Technology (NIELIT)) with first class or at least 60% marks in aggregate or equivalent grade.

(ii)   **Post qualification experience of at least six years in the field of Information and Communication Technology in Government / Corporate Sector as Deputy Manager / System Analyst / Scientist-B / Sr. Programmer / System Administrator / Network Administrator / Consultant / Business Analyst.**

<div align="center">OR</div>

(i)   **B.E. / B.Tech (Electronics / Industrial Electronics / Electronics & Communication) with first class or at least 60% marks in aggregate or equivalent grade with one year 'A' Level of DOEACC (National Institute of Electronics & Information Technology NIELIT) or Post-graduate Diploma in Computer Science / Applications / Information Technology with first class or at least 60% marks in aggregate or equivalent grade.**

(ii)   **Post qualification experience of at least six years in the field of Information and Communication Technology in Government / Corporate Sector as Deputy Manager / System Analyst / Scientist-B / Sr. Programmer / System Administrator / Network Administrator / Consultant / Business Analyst.**

- **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.**

- **Any other certificate of your academic qualifications/ experience etc. in support of your eligibility for the post as required in the Commission's Advertisement.**

- Your eligibility in terms of Essential Qualification and experience etc. shall be reckoned as on the last /normal date of receipt of online recruitment application (ORA) i.e. **26-09-2017.**

- Onus of proving that you are eligible for the concerned post 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 in eligible vis-à-vis age, qualification and experience etc., your candidature is liable to be cancelled.

- You are allowed to **carry only pen/pencil** inside the computer lab for doing rough work.
- Do not carry any of your 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 working purpose rough paper will be provided at the work station.
- You are **required to produce your admit card and original ID proof (which bears your photograph and date of birth)** at the registration desk.
- At the registration desk, your identity is verified, your left thumb impressions, photograph will be captured and assigned to a computer.
- You will be taking the Computer Based Examination at a workstation assigned to you, after your registration at the Examination Centre.
- You are not allowed to eat or smoke in the examination hall.
- You will not be allowed to leave until 120 min after start of Examination (till Examination completes).
- 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 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 you from the Examination session and take any action as per HPPSC rules governing conduct of examination for any of the following reasons:
  - o Creating disturbance.
  - o Attempting to take the Examination on behalf of someone else.
  - o Provoking other candidates to disrupt the exam.
  - o Create mischief and disorderliness.
  - o Talking to other examination taker/s.
  - o Attempting to tamper with the computer system – either hardware or software.
  - o Use of calculators, slide rules, mobile phones, concealed microphones, wireless devices or any other material that may aid in answering questions.

Examination

- The Computer Based Examination you are going to take has 100 questions and each question is of 1 mark and the duration is 120 minutes from 02.00 pm to 04.00 pm.
- 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
- You 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.

- If you are doubtful of the answer, you 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 you want to change your answer to any question, you 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

- You are carrying your admit card
- You are carrying your original photo identity card which bears your date of birth
- You are carrying pen/pencil for your rough work.

- You 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 like your personal details for their correctness.

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