

**INSTRUCTIONS TO CANDIDATES FOR HIMACHAL PRADESH
ADMINSTRATIVE (MAIN) WRITTEN EXAMINATION-2019**

Very Important:-

- Main Written Examination for the post of HPAS (Main) examination 2019 is being conducted by the H.P. Public Service Commission for all provisionally admitted candidates who have been declared qualified in Preliminary Examination.
- The candidate shall not bring any article such as loose paper, books, notes, programmable calculators, 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 / Room. Any infringement of these instructions will entail disciplinary action including ban from future examinations. Candidates are advised not to bring any valuables / costly items in the examination hall / room, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard. In other words the candidates are allowed to carry only permitted examination articles i.e. Pen / Pencils / Admit Cards / Identity Proof / Copies of Photographs
- **The candidates are advised to bring following documents on the first day of main written examination i.e. 01- 12-2020 to ascertain their eligibility for the said posts. No further opportunities will be given for submission of documents and the candidature of the candidates who failed to submit the documents shall be rejected straightway. List of rejected candidates will be uploaded on the website of the Commission before declaration of result of main written examination.**
- Copy of ORA.
- Matric certificate (for age Proof).
- DMC/Degree of Graduation.
- SC/ST/OBC Certificates (on parental basis).
- EWS (Economically Weaker Section) Certificate and also non SC/ST/OBC certificates on the prescribed performa duly issued by the competent authority. If a BPL candidates applies for the posts reserved for EWS category he/she shall have to submit the valid BPL certificate counter signed by the Block Development Officer and also non SC/ST/OBC certificates on the prescribed performa duly issued by the competent authority.
- WFF certificate on the prescribed performa duly issued by the competent authority.
- NOC (if regular service).
- Discharge certificates (for ex-servicemen candidate)

The candidate must read the following instructions. 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. The date sheet for the said examination is as under:-

Date	Subjects	Timings
01-12-2020	English	09.00 A.M. to 12:00 Noon
01-12-2020	Hindi	2:00 P.M. to 05.00 P.M.
02-12-2020	Essay	10.00 A.M. to 1.00 P.M.
03-12-2020	General Studies-1	10.00 A.M. to 1.00 P.M.
04-12-2020	General Studies-1I	10.00 A.M. to 1.00 P.M.
05-12-2020	General Studies-1II	10.00 A.M. to 1.00 P.M.
07-12-2020	Optional Paper-I	09.00 A.M. to 12:00 Noon
07-12-2020	Optional Paper -II	2:00 P.M. to 05.00 P.M.

Note:-1 The candidates must read and strictly follow SOP regarding conduct of examination to contain the spread of COVID-19 Pandemic. The SOP is available on the website of the Commission. The candidates are advised to bring water, Sanitizer in transparent bottles and wear masks etc. to contain the spread of Covid-19. No candidate will be allowed to enter the examination hall /rooms without mask and thermal screening. The candidates are advised to maintain social distancing and avoid crowding at entry and exit points.

Note:- Any candidate declared COVID+ve or under Home/ Institutional quarantine due to contact with any COVID+Ve person must inform the Commission upto 27-11-2020 either through e-mail at hppsc.shimla.71@gmail.com so that he/she may be facilitated to appear for above mentioned examination at respective quarantine centre/covid care centre/ any other place identified by the District Administration in the respective District of the State where special examination centre will be established as per guidelines of the state government issued by the Department of personnel vide letter No. Per. (AP-B) B(15)-19/2020 loose dated 31-07-2020.

- 2 Candidates having symptoms of fever, cough and cold or candidates coming from containment zone and having no symptoms of COVID-19 will be made to sit in a separate room in the examination center.
- 3 Candidates are advised to download the "Arogya Setu App". They are further advised to maintain social distancing and avoid crowding at entry and exit points.
- 4 **The candidates are advised to reach at venue 01 hours before the start of examination to maintain social distancing, thermal scanning and hand sanitization etc. before entering into the examination hall/ rooms.**
- 5 You have been provisionally admitted to appear in H.P. Administrative Service Main Written Examination)-2019 is being conducted by the Commission from 01-12-2020 to 07-12-2020 and your candidature is liable to be rejected if you are found to be ineligible for the above mentioned Main Written Examination at any stage of the selection process or thereafter. No representation against such rejection will be entertained by the Commission.

- 6 Your admission to this Main Written Examination is purely provisional. The candidate should ensure that they fulfill all eligibility conditions for admission to Main Written 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 for the Preliminary examination have been accepted by the Commission as true and correct.
- 7 The candidate shall enter the examination Hall / Room 20 minutes before the scheduled time for the commencement of the Examination. The Question- Cum-Answer Booklet / **Answer Booklet** will be supplied to him/her 03/10 minutes before the actual time prescribed for the commencement of the paper in each session as the case may be. No candidate will be permitted to leave the examination Hall / Room till the expiry of half time.
- 8 **No candidate shall be admitted to the Examination Hall/ Room after scheduled time of the commencement of the Paper in each session. No candidate will be permitted to leave the examination Hall until the expiry of HALF TIME.**
- 9 You should bring your e- admit 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 Examination without his/ her e- admit card with photograph. Discrepancy, if any, in the e- admit card be brought to the notice of the Commission.
- 10 You are responsible for safe custody of e- admit card and that, in the event of your e-admit card being used by any other person for securing admission to this examination, the onus lies upon you only to prove that you have not procured the services of an impersonator.
- 11 The candidate should note that his/her name in the e-Admit card might have been abbreviated due to technical reasons. No correspondence in this regard will be entertained by the Commission.
- 12 The Commission does not supply any article of stationery except authorized Book / Supplementary Books for use in the Examination.
- 13 Smoking and taking tea is strictly prohibited inside the examination Hall / Room.
- 14 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 Supervisor.
- 15 While going to the toilet the candidate should turn his/her Answer Book / Question- Cum-Answer Booklet upside down.
- 16 The candidate must abide by the instructions as may be given by the Centre Supervisor / invigilator of the examination.

- 17 Carrying or use of Mobile Phones, Pager or any other communication device are banned in the examination venue.
- 18 The candidate must cross the page(s) left blank in his/her Answer Book / Question- Cum-Answer Booklet or Supplementary Answer Book, as the case may be, after attempting the last question during the allotted time in each paper of examination. All parts of a question should be attempted at one place.
- 19 Category claimed by you in your online application as well as shown in your e- admit card will not be allowed to be changed after the conduct of the Examination.
- 20 Re-evaluation or rechecking of Answer Book / Question- Cum-Answer Booklet is not permissible nor the Commission enter into correspondence in this regard.
- 21 No candidate shall go outside the examination hall / room for any purpose, whatsoever, without prior permission of the Centre Superintendent.
- 22 No candidate shall go to the toilet during the last 15 minutes of the examination.
- 23 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 on conclusion of the examination in each session.
- 24 A candidate is allowed to appear only in the examination centre allotted to him / her.
- 25 No T.A / D.A. will be paid for appearing in the Competitive Examination.
