

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION  
**H.P. ADMINISTRATIVE SERVICE COMPETITIVE (PRELM.) EXAMINATION-2024.**

**INSTRUCTIONS TO CANDIDATES**

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:-

**Examinations conducted by the Himachal Pradesh Public Service Commission fall under the purview of Himachal Pradesh Prevention of Malpractice Act, 1984.**

1. There will be two papers for this examination as per schedule given below: -

Date	Name of Paper	Session	Timings	Reporting time
30-06-2024	Paper-I (General Studies)	Morning Session	10.00 A.M to 12.00 Noon	9.00 A.M.
30-06-2024	Paper-II (Aptitude Test)	Evening Session	02.00 P.M. to 04.00 P.M.	1.00 P.M.

**Note :-** It is mandatory for the candidates to appear in both the Papers of HPAS Competitive (Preliminary) Examination-2024 for the purpose of evaluation. He / she will be disqualified in case does not appear in both the papers of HPAS (Preliminary) Examination.

- 2. No request for change of examination centres shall be accepted and no correspondence in this regard will be entertained by the Commission. Candidates shall not be allowed to appear in Examination Centre other than the allotted Examination Centre.**
- 3. The candidates are advised to reach the venue 01 hour before the commencement of the examination.**
- 4. Entry gate of the examination centre shall be opened at least 01 hour before the commencement of the examination.**
5. After entry into the venue, candidates will directly go to the respective examination hall/room and occupy the allotted seats without loitering in the premises. They shall not gather at any place in the premises.
6. Entry into the examination hall/rooms will be closed immediately after the commencement of the Examination i.e. 10:00 A.M. (Paper-I) and 02:00PM in paper-II respectively. No candidate will be allowed to enter the examination hall after scheduled time of commencement of examination. No Examination functionary has any discretion in this regard.
7. No candidate will be permitted to leave the examination hall/room until the expiry of fulltime. However, if a candidate falls seriously ill and is unable to write the examination, the Question Paper and OMR Answer Sheet may be taken from him/ her and then he/she may be sent to nearby Hospital/Dispensary, duly accompanied by an invigilator for treatment.
8. (a) Immediately after downloading of e-Admission letter-cum-Identity Card alongwith instructions, 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 e- Admission letter-cum- Identity Card to the examination hall failing which he/she will not be allowed to sit in the Written Objective Type Examination / Test.

- (b) The candidate should note that he / she is responsible for the safe custody of e-Admission letter-cum-Identity Card and that in the event of his/her e-Admission letter-cum-Identity 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.
- (c) A candidate is allowed to appear only in the centre allotted to him/her.
- (d) The candidate is required to paste a passport size latest self attested photograph in the space provided on the e-Admission letter-cum-Identity Card. No candidate will be allowed to appear in the examination without e-Admission letter-cum Identity Card along with latest passport size self attested photograph duly pasted on it. Candidates without e-admit card will not be allowed to appear in the examination.
- (e) The candidates are advised to produce a valid photo ID proof in original i.e. Aadhar Card, Voter Card or Driving License etc. in the examination centre (Room/Hall).**
- (f) The candidates can bring their own water only in transparent bottles. Steel or any other opaque water bottle shall not allowed in the examination halls/rooms.**
- (g) There will be 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 third (1/3) 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.

Note: Candidates are advised to visit venue one day before the conduct of examination to check the exact location of their respective examination centre and to avoid any adverse circumstances in this regard too.

**(h) CANDIDATES WITH BENCHMARK DISABILITY HAVING VC/LDCP**

- (I) 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 / her own scribe/ reader by making prior request in writing along with disability certificate issued by the competent medical board in support of his/her claim to the Controller of Examination 07 days before the examination/test. Such candidate who shall make the use of scribe/reader shall be given 20 minutes per hour, compensatory time.

- (II) The candidate should have the discretion of opting for his / her scribe own or may request the Controller of Examination for the same.
9. The candidate must note that his/her admission is strictly provisional and on claim basis made by him/her on the Online Recruitment Application (ORA).The admission to this examination does not imply that his/her candidature has finally been cleared by the Commission or that entries made by the candidate in his/her application form for the examination have been accepted by the Commission as true and correct.
  10. The Commission will take up the verification of eligibility conditions and reservation claims etc. with reference to self attested documents (uploaded on the Online Webportal of the Commission at applying stage) only of those candidates who qualify for the Main Examination on the basis of the result of Preliminary Examination. Onus of proving that a candidate is eligible on the closing date for submission of online recruitment application (ORA) will be on the candidate. In case date of notification / declaration of final result 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.
  11. If in eligibility of a candidate is detected at any stage before or after Preliminary Examination / Main Examination / Personality Test or if the conditions prescribed in the Rules and Advertisement 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 part in the process of Main Examination / Personality Test.
  12. The candidate shall enter the examination hall/room and occupy his/her seat immediately. They are not allowed to loiter in the premises. The Carbonless OMR Answer Sheet will be given to the candidates 10 minutes before the commencement of examination/Test. The Carbonless OMR Answer Sheet should be handled carefully. It should not be mutilated or torn.
  - 13. No candidate shall be admitted to the examination hall after the commencement of examination / Test in both sessions. No candidate shall be permitted to leave the examination hall until the expiry of full allotted time.**
  14. The Commission does not supply any article of stationery except authorized Carbonless OMR Answer Sheet. Working Sheet for rough work will be available at the end of Test Booklet. Items such as pen, ball point pen (Blue / Black), clip board, pencil etc. whatsoever is needed have to be brought by the examinees themselves.
  15. The candidate shall not bring any article such as loose paper, books, notes, programmable calculators, log tables, slide rules etc. into the examination hall / Room. He/ She is also not permitted to carry pager, mobile phone, Blue Tooth, Smart Watches or any other type of gadget/electronic device to be used 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.
  16. The candidate must write his / her Roll number, application number, booklet series, Name of Paper and the examination centre in the prescribed columns at the top of the Carbonless OMR Answer Sheet with ball point pen (Blue /Black) before affixing his/her signature in the space provided therein. It should also be noted that all the squares and circles provided in the

Carbonless OMR Answer Sheet are filled-in /encoded with blue or black ball point pen only.

17. The candidate should ensure that in case the booklet series viz. A, B, C or D is not printed on the Test Booklet or Test 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 Test Booklet except his / her Roll Number. Instructions on the Test Booklet and Carbonless OMR Answer Sheet must be read very carefully.
18. The candidate should ensure that the booklet series should be written and encoded correctly.
19. 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 such attempt.
20. No candidate shall be allowed to use white fluid / eraser to change / erase their responses on the Carbonless OMR Answer Sheet.
21. No candidate shall be allowed to go to the toilet during the last **30** minutes of the examination.
22. 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/Test.
23. The candidate must abide by the instructions as may be given by the Centre Supervisor/Deputy Supervisor/Invigilator during the examination/Test.
24. 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.
25. The e-Admission letter -cum-Identity Card with his / her latest passport size photo (self attested), affixed on the space provided for the purpose should be handed over to invigilator on the commencement of the examination.
26. There will be 100 objective type (multiple choice) questions of two marks each in both papers, as per the syllabus available on the website of the Commission. For each question there will be four responses given in the Test Booklet itself.
27. In this Written Objective Type Examination / Test, the candidate has to choose one of the most suitable responses from amongst the given choices in the Test 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 Blue or Black ball point pen as under:-

A	B	C	D
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**NOTE: IN CASE OF WRONG ENCODING OF APPLICATION NUMBER, ROLL NUMBER OR BOTH BY THE CANDIDATE, THE OMR (OPTICAL MARK READER) SHEETS SHALL NOT BE EVALUATED AND SHALL BE REJECTED STRAIGHTWAY.**

28. In case candidate has any doubt about any question in the question paper, he/she is advised to give a representation addressed to the Addl. Secretary, H.P. Public Service Commission, in this regard through the Centre Supervisor immediately after the conclusion of Objective Type Examination. 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 using unfair means shall be dealt with

the provisions of relevant law in addition to debarring him / her from the present Written Objective Type Examination /Test as well as future examinations of the Commission.

29. The Answer key of this Written Objective Type Examination/Test shall be displayed/ uploaded on the official website of the Commission at the earliest possible after the conduct of this examination for inviting objection(s), if any, through online mode only. The Objections, if any, received within five days will only be entertained.
30. The candidate should note that his/her name in the admission letter might have been abbreviated due to technical reasons. No correspondence in this regard will be entertained by the Commission.
31. Taking Tea is prohibited inside the examination hall/room. Smoking in the examination hall or in the premises is punishable offence.
32. No T.A./D.A. will be paid by the Commission for taking this examination.

**NOTE-1: NO ELECTRONICS GADGETS/MOBILE PHONE/SMART WATCH/ BLUE TOOTH AND ANY OTHER COMMUNICATION DEVICES ETC. ARE ALLOWED IN THE PREMISES/EXAMINATION HALL THEREFORE, CANDIDATES SHOULD ENSURE THAT THEY ARE NOT IN POSSESSION OF ANY KIND OF SUCH DEVICES BEFORE THEY ENTER THE PREMISES/EXAMINATION HALL/ROOMS.**

**NOTE-2: CANDIDATES ARE ADVISED TO CONFIRM / CHECK/ TRACE THE ADDRESS AND LOCATION OF THEIR EXAMINATION CENTRE(S), AFTER RECEIPT OF MESSAGE OF ALLOTTMENT OF EXAMINATION CENTRE / DOWNLOADING THE E-ADMIT CARDS. IF, ANY DISCREPANCIES ARE FOUND, THE SAME MAY BE BROUGHT TO THE NOTICE THROUGH TELEPHONE NO. 0177-2624313/2629738 OR MAY CONTACT THE CENTRE SUPERVISOR OF EXAMINATION CENTRE {HEAD(S)} OF THE INSTITUTION (S).**

Sd/-

Addl. Secretary-cum-Controller of Examination  
Himachal Pradesh Public Service Commission