

**HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION**

No. 3-3/2025-PSC (R-II)

Dated: 17-03-2026

Instructions to the candidates with regard to Descriptive Subject Aptitude Test (SAT) for the post of Assistant Director (Voice Analysis) Group-A (Job Trainee) in the Department of Home, H.P.

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. There will be only one paper for the above mentioned examination as per time table given below:-

Sr. No.	Date of Examination	Name of Post	AdvertisementNo. &date	Time
1	27-03-2026	Assistant Director (Voice Analysis)	Advt. No. 42/11-2025 Dated 07-11-2025	Descriptive Subject Aptitude Test (SAT) (11:00 A.M. to 02:00 P.M.) Reporting Time 09:30 A.M.

I No entry shall be allowed into the examination hall(s)/rooms after 10:30 A.M.

- 2 The candidates are advised to reach the venue one and half hour before the commencement of the examination in each session.
- 3 Immediately after downloading of e-Admission letters-cum-Identity Card along with instructions, the candidate should check very carefully discrepancies, if any, and bring it 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 Examination/Test.
- 4 The candidate should note that he/she is responsible for the safe custody of e- Admission letter-cum-Identity Card.
- 5 A candidate is allowed to appear only in the centre allotted to him /her.
- 6 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.
- 7 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 on the day of exam.

8 **CANDIDATES WITH BENCHMARK DISABILITY HAVING VC/LDCP**

- ✓ 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 extra compensatory time.
 - ✓ The candidate shall have the discretion of opting for his own scribe 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 candidate shall enter the examination hall/room and occupy his/her seat immediately after getting scanned at the entrance. They are not allowed to loiter in the premises. The Descriptive Answer Sheet will be given to the candidates 10 minutes before the commencement of examination/Test.
- 11 **No candidate shall be allowed in the examination hall/room after 10:30 A.M. No candidate shall be permitted to leave the examination hall until the expiry of full allotted time.**
- 12 The Commission does not supply any article of stationery except authorized Descriptive Exam Answer Sheet. Items such as pen, ball point pen (Blue/Black), clip board, pencil etc. whatsoever is needed have to be brought by the examinees themselves.
- 13 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 or any other type of gadget/electronic device for communication in the Examination Hall/ Room. Any infringement of these instructions will entail penal 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.
- 14 The candidate must write his/ her Roll number, Name of Paper and examination centre in the prescribed columns of Descriptive Answer Sheet with ball point pen (Blue/Black) before affixing his/ her signature in the space provided therein.
- 15 The candidate should ensure that the Roll Number should be written and encoded correctly. In case of wrong encoding of Roll Number by the candidate, the sheet shall be rejected straightaway.
16. No candidate shall be allowed to go to the toilet during the last 05 minutes of the examination.
- 17 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.

- 18 The candidate must abide by the instructions as may be given by the Centre Superintendent / Deputy Superintendent /Invigilator during the examination/Test.
- 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 Superintendent/Centre Superintendent.
- 20 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.
21. 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. Public Service Commission, in this regard through the Centre Superintendent immediately after the conclusion of the 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 under the provisions of relevant law in addition to debarring him/her from the present Written Objective Type Examination/ Descriptive Test as well as future examinations of the Commission.
22. Taking Tea is prohibited inside the examination hall/room. Smoking in the examination hall or in the premises is a punishable offence.
23. No TA/DA will be paid by the Commission for taking this examination.
