

**HIMACHAL PRADESH  
PUBLIC SERVICE COMMISSION**

**Instructions to the candidates with regard to Offline Screening Test and Subject Aptitude Test (SAT) for the post(s) of Junior Office Assistant (IT) Group-C in HPPSC.**

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 two papers for the above mentioned examination as per time table given below:

Sr. No.	Date of Examination	Name of Post	Advertisement No. & date	Time
1	22-06-2025	Junior Office Assistant (IT) Group-C in HPPSC	Advt.No.26/02-2025 Dated 28.02.2025	1.Paper-I (Offline Screening Test) (11:00AM to 12:00 Noon) Reporting Time 9:30A.M.
				2.Paper-II Subject Aptitude Test (SAT) (02:00 P.M. to 04:00 P.M.) Reporting Time 12:30 P.M.

1. No entry shall be allowed into the examination hall(s)/rooms after 10:30A.M. in Morning session and 1:30 P.M. in afternoon session.
2. Each question in Paper –I & Paper-II will be followed by four (A, B, C & D) answer options. There shall be negative marking for each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question will be deducted as penalty. The candidate will have to encircle/ blacken with blue/black ball pen on the circle adjacent to the option he/she thinks is correct in the OMR answer sheet. No answer will be left blank. The OMR Sheet shall have five options (A, B, C, D and E) for each question. In case the candidate does not want to answer a question, to avoid negative marking he/she shall have to encircle / blacken the option “E” provided in OMR Sheet. If any answer is left blank and none of the option is encircled then it will also result in negative marking. If a candidate gives more than one answer, it will be treated as wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.
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 the 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 in the examination only at 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 BENCH MARK 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 at least 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 providing 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 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.
11. **No candidate shall be allowed in the examination hall/room after 10:30 A.M. in the morning session & 1:30 P.M. in the afternoon session. 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 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 and 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 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.
14. 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 required to be filled-in are encoded with blue or black ball point pen only.
15. The candidate should ensure that the Roll Number, Application Number and Booklet Series should be written and encoded correctly. In case of wrong encoding of Application Number, Roll Number or both by the candidate, the OMR sheet shall not be evaluated and shall be rejected straightaway.
16. 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.
17. No candidate shall be allowed to use white fluid/eraser to change/erase their responses on the Carbonless OMR Answer Sheet.
18. No candidate shall be allowed to go to the toilet during the last 05 minutes of the examination.
19. 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.
20. The candidate must abide by the instructions as may be given by the Centre Superintendent /Deputy Superintendent/Invigilator during the examination/Test.
21. 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.
22. 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.
23. 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 as well as future examinations of the Commission.
24. The Answer key of this 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. The objections, if any, received within five days will only be entertained.
25. Re-checking & re-evaluation of OMR answer sheets of the candidates appeared in the offline screening test & Subject Aptitude Test (SAT) will not be allowed in any case.
26. Taking Tea is prohibited inside the examination hall/room. Smoking in the examination hall or in the premises is a punishable offence.
27. No TA/DA will be paid by the Commission for taking his examination.

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