



Haryana Public Service Commission

Bays No. 1-10, Block-B, Sector-4, Panchkula

INSTRUCTIONS TO CANDIDATES

The candidate must carefully read the following instructions in addition to general instructions of Advt. No. 3/2018-19 and information for candidates issued with the application form for Main Examination-2017. Failure to comply with these instructions will render him / her liable to such punishment as the Commission may deem fit to impose.

1. The candidates **must bring the Admit Card** to the Examination Centre alongwith **one document in original as proof of their clear identity** like Aadhar Card, Voter Card, Driving License, Pan Card, Passport etc. to be shown at the entry point of Examination Centre on each day of Exam.
2. *The entry to the Examination Centre will start 90 minutes prior to scheduled time mentioned in Date Sheet-cum-Time Table for each session. Accordingly, the candidates are advised to reach at the Examination Centre well in time.*
3. *The entry will be closed 10 minutes before the scheduled commencement of the Examination. No candidate will be allowed to enter into the Examination Centre after closure of the entry.*
4. The candidates are advised to visit their Examination Centre at least one day in advance and familiarize themselves with the itinerary to avoid the last minute hassle in their own interest.
5. **The candidates should reach their Exam Centres on the day of Examination well in time for Frisking, Bio-Metric Attendance, Scanning of QR Codes printed on Admit Cards etc.**
6. The candidates will be under Live surveillance of CCTV during the Exam Hours.
7. *The candidates are not allowed to sit on any seat other than the seat allotted to them against their Roll. Numbers. Violation would have serious consequences.*
8. Bringing of **Mobile Phone, Bluetooth, Tablets, Pager or any other Electronic Device etc.** and having **Wrist watches, any kind of Jewellery (Nose pin, Bangles, Neckless / Chain, Ring / Ear-ring etc.), Purse, Belt, Water Bottles etc.** and articles such as **Books, Notes & Loose Sheets etc.** in the Examination Centre is strictly prohibited. Hence, candidates are advised not to bring the above items in the Examination Centre as the safe keeping of the same cannot be assured. The Commission will not be responsible for any loss in this regard. **The violation of these instructions will amount to cancellation of his/her candidature.**
9. **Use of any type of Calculator is strictly prohibited in all the papers.**
10. The candidate should bring his / her own **Blue ink pen / ball point pen**. Further, if required, he / she should bring his / her own Mathematical drawing instruments including a flat rule divided on the edges into inches and tenths on an inch and into centimeters and millimeters, set squares, a protector, a pair of compasses and T-Square with an – H or NH pencil point, and H or HB pencil and an eraser.
11. The candidate must complete the table printed on the cover page of the Answer Sheet.
12. **The candidate must write his / her Roll Number, Name and put his / her Thumb impression in the space provided for the purpose on the Answer Sheet.** The candidate must not write any thing on the Question Paper except his / her Roll Number.
13. The candidates must answer the précis question in the special précis pages only.
14. The candidate must write the correct serial number of the question and sub-question in the left margin of the Answer Sheet otherwise it will be treated as wrong answer and no marks shall be awarded.
15. A signal will be given at the beginning of the Examination in each paper and then candidates may start writing their answers.

16. In case of copying, both the candidates (the one who is copying and the other who is allowing to copy) will be disqualified or any other punishment as the Commission may deem fit to impose.
17. **No candidate shall leave the Examination Hall till the Examination is over.**
18. The candidate after completion of the paper, shall continue being seated at his / her desk and wait till his / her Answer Sheet is collected by the Room Invigilator. He / she must not write or revise his / her answer after the expiry of the allotted time. At the closure of the Exam, a bell will be rung to warn the candidates to stop writing or revising their answers.
19. Silence must be observed in the Examination Hall.
20. **Smoking in the Examination Hall and in the precincts of the centre is strictly prohibited.**
21. (i) Canvassing in any form will disqualify a candidate.
- (ii) A candidate who is found knowingly to have furnished any particulars which are false or to have suppressed material information will be disqualified, and if already appointed in Govt. service, will be liable to dismissal. He / she is also liable to proscription from all Government Service and to criminal prosecution.
22. **For PH category candidates only:**
- An extra / compensatory time of 1 hour (i.e. @ 20 minutes per hour of Examination) will be allowed to the Physically Handicapped (Blind / Partially Blind or Locomotors Disability) candidates only on production of a Medical Certificate issued by Medical Board constituted by the Chief Medical Officer of concerned District.
- Using Scribe:** The Physically Handicapped (Blind / Visually Handicapped / Partially Blind) candidates who want the help of a scribe to write his / her papers will have to apply to the Commission for the permission of a scribe separately **upto 12.08.2019**. Such candidates will be allowed extra time of 1 hour. **No such permission will be granted by the Centre Supervisor.** The candidate has to make his / her **own arrangement of a scribe**. The scribe should be **studying student upto 10+2** and his / her photo & other particulars should be duly verified by the Principal of the Institution in which the student is studying.
- Not using Scribe:** Physically Handicapped candidates suffering from Visually Handicapped / Locomotors Disability and do not want the help of a scribe, an extra / compensatory time of 1 hour will be allowed on production of Medical Certificate issued by a Medical Board clearly stating that the candidate's writing ability is severally affected due to his / her handicapness.
- Note: No request / application for permission of a scribe / extra time will be entertained received through E-Mail.**
23. **Re-evaluation of Answer Sheets is not allowed.** However, **re-checking** (totaling of marks and to ensure that no Question is left un-awarded) of Answer Sheets of Main Written Examination on a written request from a candidate, can be allowed on payment of fee of ` 100/- (in the shape of Indian Postal Orders) per paper within fifteen days from the date of dispatch of marks.
24. The candidate must abide by any further instructions which may be given to him / her by the Supervisor of the Examination centre. If the candidate fails to do so or indulges in disorderly or improper conduct, he / she will render himself / herself liable to expulsion from the Examination or such other punishment as the Commission may deem fit to impose.
25. Your admission to the examination is provisional & subject to fulfilment of all the conditions of eligibility as all the candidates are being allowed provisionally without adjudging their eligibility as per advertisement at this stage. If, at a later stage you are not found eligible, your candidature will be cancelled without any notice.
26. ***The candidates are directed to draw a cross line with their pen on the blank pages of their Answer Sheets.***
27. The candidates of those categories against which no post was advertised, shall be considered against the vacancies of General category if they fulfill all the conditions of eligibility as meant for General category.
