

HARYANA PUBLIC SERVICE COMMISSION, PANCHKULA
Recruitment Test for the posts of 'A' Class Naib Tehsildar

INSTRUCTIONS TO CANDIDATES

The candidate must carefully read the following instructions in addition to general instructions of Advt. No. 1 / 2015 and information for candidates. Failure to comply with these instructions will render him / her liable to such punishment as the Commission may deem fit to impose.

1. Entry to the Examination Centre is strictly permissible against the Admit Card only.
2. 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.
3. Entry to the Examination Centre is strictly permissible against the **Admit Card** alongwith **one Original ID Proof & Pen (Blue / Black ball point pen)** only. Use of pencil is strictly prohibited.
4. Bio-metric attendance is compulsory for all the candidates. Candidates without Bio-metric attendance will be considered as Absent.
5. 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. They should reach their Centres on the day of Examination well in time for Frisking.
6. Please note that **Entry** into the Examination Centre will be started at **8:30 AM in Morning**. The entry will be **closed 10 minutes before** the scheduled commencement of the Examination i.e. **9:50 AM**. No candidate will be allowed to enter into the Examination Centre after closure of the entry.
7. ***The candidates are not permitted to sit on any seat other than the seat allotted to them against their Roll. Numbers. Violation would have serious consequences.***
8. The candidates will not be allowed to leave their seats during first half time of the paper even for going for toilets.
9. 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.
10. No candidate will be permitted to leave the Examination Hall before completion of full time of the paper and till the OMR (Answer) Sheet is collected by the Invigilator.
11. **The candidate must write his / her Roll Number, Name and put his Thumb Impression (Left / Right Hand) in the space provided for the purpose on the OMR (Answer) Sheet and the Question Booklet.** The candidate must not write anything on the Question Booklet / OMR (Answer) Sheet except for that space has been provided.
12. 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 be given as the Commission may deem fit.
13. A signal will be given at the beginning of the Examination and then candidates may start writing their answers.

14. Silence must be observed in the Examination Hall.
15. **Smoking in the Examination Hall and in the precincts of the centre is strictly prohibited.**
16. (i) Canvassing in any form will disqualify a candidate.
- (ii) A candidate, who makes accusations or insinuation against rival candidates or the Commission as a whole, Chairman or Member of the Commission or its officials etc. may be disqualified.
- (iii) 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 appointed, will be liable for dismissal. He will also be liable for proscription from all Government Service and to criminal prosecution.

17. **For PH category candidates only:**

An extra / compensatory time @ 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) candidates who wants the help of a scribe to write his/her paper will have to apply to the Commission for the permission of a scribe separately well in time i.e. at least 7 days prior to the commencement of the Examination. Such candidates will be allowed extra time @ 20 minutes per hour. No such permission will be granted by the Centre Supervisor.

The candidate has to make his / her own arrangement of a scribe which should be studying student upto 10+2. The candidate who wants the help of a scribe should submit complete documents (i.e. Request, Medical Certificate of the candidate and Bio-data & Photo of the scribe duly signed by the Principal of the Institution in which the scribe is studying) along-with one ID proof of the scribe in the Commission's office well in time. **No online request will be accepted.**

Not using Scribe: Physically Handicapped candidates suffering from Visually Handicapped / Locomotors Disability and do not want the help of a scribe, extra / compensatory time, will be allowed 40 minutes (@ 20 minutes per hour) for Examination 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.

18. **Re-evaluation or rechecking is not allowed as the OMR (Answer) Sheets will be scanned by the Computer.**
19. 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 candidates except fees.
20. 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 liable to expulsion from the Examination or such other punishment as the Commission may deem fit to impose.

Secretary
Haryana Public Service Commission
Panchkula