

# ODISHA PUBLIC SERVICE COMMISSION

## ODISHA CIVIL SERVICES PRELIMINARY EXAMINATION, 2015.

### **INSTRUCTIONS TO CANDIDATES**

1. THE CANDIDATES MUST STUDY CAREFULLY THE FOLLOWING INSTRUCTIONS AND OBSERVE THE SAME METICULOUSLY WITHOUT FAIL. THEY SHOULD ALSO READ THE INSTRUCTIONS AS MENTIONED ON THE ADMISSION CERTIFICATE, TEST BOOKLET AND ANSWER SHEET.
2. **Silence must be observed in the Examination Hall.**
3. The candidate must note that his/her admission to the examination is **strictly provisional**. In the event of any information furnished by the candidate being found false or incorrect or ineligibility being detected at any stage after admission of the candidate to the examination his/her candidature shall be rejected.
4. (i) The candidate is advised to bring his/her own clip board or hard board or card board on which nothing should have been written and a Ball Point Pen containing **blue or black ink**.  
(ii) The candidate must bring his/her admission certificate to Examination Hall duly affixing his/her recent passport size photograph at the space provided.  
He must also bring his/her identity proof in original (i.e. Voter Identity Card/ Driving license/PAN Card/Aadhar Card/Identity Card of Educational Institution) and its photo copy.  
(iii) Candidate should keep copy of admission certification duly affixing the passport size photograph with signature for future reference.  
(iv) Candidates must hand over the admission certificate & Identity proof to the invigilator after completion of 2<sup>nd</sup> sitting of examination.  
(v) Candidates should write his Roll No. on the top of the copy of Identity proof & put his/her full signature and date at the bottom.
5. HE/SHE MUST ALSO READ THE INSTRUCTIONS PRINTED ON THE POSTERS DISPLAYED OUTSIDE THE EXAMINATION HALL.
6. The candidate should not take any article into the examination hall except the article(s) mentioned in para-4 above. He/she should leave his/her books/notes or any articles, at the entrance of the premises at his/her own risk.
7. (i) The candidates are allowed to enter the examination hall **20 minutes before** the commencement of the examination on the day of examination and get seated immediately on the seat bearing their respective roll numbers.  
(ii) No candidate shall be admitted into the examination hall 10 minutes after the scheduled time of commencement of the examination under any circumstances whatsoever.
8. (i) ELECTRONIC OR ANY OTHER TYPE OF CALCULATORS, LOG TABLES, SLIDE RULES, CELLULAR/MOBILE PHONES, PAGERS OR ANY OTHER ELECTRONIC EQUIPMENT OR DEVICE OR ANY OTHER EQUIPMENT CAPABLE OF BEING USED AS A COMMUNICATION DEVICE ARE NOT ALLOWED INSIDE THE PREMISES WHERE THE EXAMINATION IS BEING CONDUCTED. ANY INFRINGEMENT OF THE ABOVE INSTRUCTIONS SHALL ENTAIL DISCIPLINARY ACTION INCLUDING BAN FROM THE PRESENT AND FUTURE EXAMINATIONS.  
(ii) CANDIDATES ARE ADVISED IN THEIR OWN INTEREST NOT TO BRING ANY OF THE BANNED ITEMS INCLUDING MOBILE PHONES TO THE VENUE OF THE EXAMINATION, AS ARRANGEMENTS FOR THEIR SAFE KEEPING CANNOT BE ASSURED.

9. The candidate should carefully read and follow the instructions printed on the cover of the test booklet and on the answer sheet, which will be provided to him/her in the examination hall.

10. As soon as the candidate receives the answer sheet, he/she should check that it is numbered. If it is found un-numbered, he/she should at once get it replaced by a numbered one. The candidates are also required to check the number of questions printed in the Answer Sheet. The answer sheets for General Studies, Paper-I has 100 questions and Paper-II 80 questions respectively.

11. (i) The candidate should write clearly his/her Roll Number **in Blue/Black Ball Point Pen, and darken the Roll Number in Blue/Black Ball Point Pen at the appropriate spaces provided for the purpose on the answer sheet.** In case any corrections/changes are required to be made in the Roll Number, corrections/changes should be initialed by the candidate as well as by the Invigilator and countersigned by the Supervisor also.
- (ii) The candidate should write in Ball Point Pen the name of Service/Examination, Date of Examination, Subject/Paper, name of centre etc. at the appropriate spaces provided for the purpose on the answer sheet.
- (iii) The candidate is required to make entries for serial numbers of answer sheet and test booklet and series of test booklet issued to him/her in the attendance sheet against his/her name and roll number. Any change in the above particulars owing to replacement of defective test booklet/answer sheet should be reflected correctly by the candidates.
- (iv) The candidate is also required to put his/her full signature in Ball Point Pen and to put his/her **Left Thumb Impression** in stamp pad ink at the appropriate spaces provided in the Attendance Sheet.
- (v) The candidate is required to encode in Ball Point Pen, series of the test booklet at the appropriate spaces provided for the purpose on the answer sheet soon after the test booklet is supplied to him/her.
- (vi) The Invigilator is also required to encode the test booklet series in Ball Point Pen at the appropriate space in the answer sheet of the candidate. Candidate should ensure that this requirement has been complied with by the concerned Invigilator.
- The encoding of test booklet series done by each candidate at appropriate spaces should tally with encoding of test booklet series made by the Invigilator with reference to the series printed on the cover page of the test booklet.
- (vii) As soon as the test booklet is supplied to the candidate, he/she should verify that the test booklet relates to the subject and examination to which he/she has been admitted and test booklet series, viz. 'A' or 'B' or 'C' or 'D' has been indicated on top right hand corner of the test booklet. He/She should then write his/her roll number (not his/her name) clearly in Ball Point Pen in the space provided for the purpose on the cover of the test booklet.
- (viii) Immediately after the commencement of the examination, the candidate should check that the test booklet supplied to him/her does not have any unprinted or torn or missing pages or items etc. If so, he/she should bring it to the notice of the Invigilator and get it replaced by a complete test booklet of the same series.

- (ix) Failure to observe any of the aforesaid instructions may entail loss of credit for the Paper.
12. (i) The candidate **must not write on the answer sheet, his/her name** or anything else except the specific items of information asked for. He/she must not put any distinguished marks/ signature/initial on the answer sheet. If he/she does so, he/she will be debarred from the present recruitment and future recruitment as may be decided by the O.P.S.C.
- (ii) The candidate must not write anything either in the test booklet (except his/her roll no.) or on his/her admission certificate.
13. **The candidate must use only Ball Point Pen containing blue or black ink for marking his/her responses (answer) on the answer sheet. The candidate should take due care, so that there is no smudging while answering the questions in the answer sheet.**
14. The answer sheet must be handled very carefully. It should not be folded, mutilated or torn during handling. There should not be any extraneous marking on the answer sheet nor should anything be written on the reverse thereof. Sheet for rough(working sheet) must not be pinned or tagged with Answer Sheet.
15. (i) NO CANDIDATE SHOULD LEAVE THE EXAMINATION HALL/ROOM TILL THE EXPIRY OF THE FULL TIME ALLOTTED FOR THE PAPER AND WITHOUT THE EXPRESS PERMISSION OF THE INVIGILATOR. BEFORE LEAVING, HE/SHE MUST HAND OVER THE MAIN (First Page) ANSWER SHEET,
- (ii) HE/SHE SHOULD NOT TAMPER WITH OR MUTILATE OR TAKE AWAY THE TEST BOOKLET, ANSWER SHEET AND ROUGH SHEET WITH HIM/HER. HE/SHE WILL BE PENALISED FOR ANY SUCH ATTEMPT.
- (iii) The candidates are allowed to take with them the Test Booklet, candidate's copy/second page of the answer sheet, after completion of the examination, for their reference.
16. NO CANDIDATE WILL STAND NEAR OR LOITER IN AND AROUND THE EXAMINATION HALL/ROOM AFTER BEING PERMITTED TO LEAVE ON CONCLUSION OF THE EXAMINATION.
17. (i) No candidate shall copy from the paper of any other candidate, nor permit his/her own papers to be copied, neither give nor attempt to give, neither obtain nor attempt to obtain irregular assistance of any description.
- (ii) Candidate, on any account, is not allowed to speak to or communicate with one another in any manner, while he/she is in the examination hall/room/place.
- (iii) The candidate should carefully note that copying or making extracts of any item or page of the test booklet by him/her for any purpose, whatsoever, is strictly prohibited while the examination is in progress. He/she will be penalized for any such attempt.
18. Candidate intending to go to the toilet will be escorted by an Invigilator. Under no circumstances a candidate should go to the toilet un-escorted. He/she must not carry any examination material, e.g. test booklet or answer sheet or rough sheet with him/her to the toilet or outside the examination hall/room. Before going to toilet, the candidate must turn his/her answer sheet and rough sheet upside down on his/her table/desk.

If a candidate spends unusually more time in toilet or flee from the toilet, he/she will not be allowed to re-enter the examination hall.

19. No candidate will be allowed to go to the toilet during the last 30 minutes of the examination in each sitting.

20. Smoking or taking tea etc. in the examination hall/room is strictly prohibited. Match box or cigarette lighter is not allowed in the examination hall/room.

21. The candidate must abide by the instructions given above and such further instructions as may be given by the Supervisor/Invigilator of the examination. 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 present and/or future examination and/or such other punishment as the Commission may deem fit to impose.

22. The candidate will furnish necessary and correct information as may be asked for from him/her in the examination hall by the Invigilator/Assistant Supervisor/Supervisor.

23. Travelling and other expenses shall be borne by the candidate.

24. Assistance of Scribes/writers and extra time-

In response to the OPSC Notice No.4137/PSC, dt.4.9.2015, the PWD (Person with Disability) candidates belonging to blindness, low vision, cerebral palsy, locomotors disabilities, who have disability in the upper limbs and unable to write and who have opted to take assistance of Scribe/writer shall be provided compensatory time of 40 minutes in each sitting.

25. The provisions of the Odisha Conduct of Examination Act, 1988 (Odisha Act 2 of 1988) are applicable to the Examinations conducted by the Odisha Public Service Commission.

**It is pertinent to note that as per section 9 of the Act, whoever contravenes any of the provisions of sections 3 to 8 shall, on conviction, be punished with imprisonment for a term which may extend to three months or with fine which may extend to three thousand rupees, but shall not be less than five hundred rupees or with both.**

26. The candidature is liable to rejection in the event of any infringement of the terms and conditions laid down in long advertisement.

**NB:-** Candidates are advised to take care that there is no palpable discrepancies in their appearance and signature in the Attendance Sheet with the photos and signatures already submitted.

**Impersonation is a serious criminal offence. Any effort may result in serious consequences for the candidates as well as the person who tries to impersonate**".

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