

PUNJAB HOME GUARDS & CIVIL DEFENCE, GOVT OF PUNJAB

Notice regarding Written Test for the posts of Clerk and Corporal Instructor

General Instruction regarding conduct of examination

- 1) The examination rooms/hall will be opened 45 minutes before the commencement of the test. Candidates should take their seat immediately after opening of the examination hall. If the candidates do not report in time, they are likely to miss some of the general instructions to be announced in the Examination Hall.
- 2) The candidate must show, on demand, the Admit Card for admission in the examination room/hall. A candidate who does not possess the downloaded Admit Card shall not be permitted for the examination under any circumstances by the Centre Superintendent.
- 3) A seat indicating roll number will be allocated to each candidate. Candidates should find and occupy their allotted seat only. Any candidate found to have changed room or the seat on his/her own other than allotted, his/her candidature shall be cancelled and no plea would be accepted for it.
- 4) A candidate who comes after the commencement of the examination shall not be permitted to sit in the examination i.e. late comers is not allowed after 15 minutes.
- 5). Candidates are not allowed to carry any textual material, Calculators, Slide Rules, Log Tables, and Electronic Watches with facilities of calculator, printed or written material, bits of papers, mobile phone, pager or any other device, except the Admit Card and Blue/ Black Ball Point pen inside the Examination Room/Hall. If any candidate is in possession of any of the above item, his/her candidature will be treated as unfair means and cancel the current examination & also debarred the candidate for future examination(s) & the material will be seized.
- 6) No candidate, without the special permission of the Centre Superintendent or the Invigilator concerned, will leave his/her seat or Examination Room until the full duration of the paper is over. Candidates should not leave the room/hall without handing over their Answer Sheet and Admit Card to the Invigilator on duty.
- 7) Candidates are advised to bring with them a cardboard or a clip board on which nothing should be written, so that they have no difficulty in writing responses in the Answer Sheet even if the tables provided in the examination room/hall do not have smooth surface. They should also bring their own Ball Point Pens (Black/Blue) of good quality. These will not be supplied by the Department.
- 8) Smoking in the Examination Hall/Room is strictly prohibited.
- 9) Tea, coffee, cold drinks or snacks are not allowed to be taken into the examination rooms during examination hours.
- 10) Fifteen minutes before the commencement of the paper, each candidate will be given an Answer Sheet OMR.

- 11) Immediately on receipt of the Test Booklet the candidates will fill in the required particulars on the cover page of the Test Booklet with Blue/Black Ball Point Pen only. He/She will not open the Test Booklet until asked to do so by the Invigilator. Do not open/break the seal before the announcement.
- 12) Candidate will then write particulars with Blue/Black ball point pen only on both the sides of the Answer Sheet. Use of pencil is strictly prohibited. If anybody uses the pencil, his/her answer sheet will be rejected and no correspondence will be entertained in this regard. After completing this step, the candidates will wait for the signal by the invigilator and also Use of white fluid is strictly prohibited.
- 13) The test will start exactly at the time mentioned in the Admit Card and an announcement to this effect will be made by the invigilator.
- 14) During the examination time, the invigilator will check Admit Card of the candidate to satisfy himself/herself about the identity of each candidate. The invigilator will also put his/her signatures in the place provided in the Answer Sheet on Side-1.
- 15) Candidates shall maintain perfect silence and attend to their Question Paper only. Any conversation or gesticulation or disturbance in the Examination Room/Hall shall be deemed as misbehavior. If a candidate is found using unfair means or impersonating, his/her candidature shall be cancelled and he/she will be liable to be debarred for taking examination either permanently or for a specified period according to the nature of offence.
- 16) After completing the paper and before handing over the Answer Sheet, the candidate should check again that all the particulars required in the Answer Sheet have been correctly written.
- 17) A signal will be given at the beginning of the examination. A signal will also be given before the closing time when the candidate must stop marking the responses.
- 18) The candidate will check that the Test-booklet contains as many numbers of pages as are written on the top of the first page of the Test Booklet. The candidate shall not remove any page(s) from the Test-Booklet and if he/she is found to have removed any page(s) from his/her Test Booklet, he/she will be presumed to have used unfair means and shall be liable for criminal action.
- 19) The candidates must sign the Attendance Sheet at the appropriate place. The candidates are also required to put their left hand thumb impression in the space provided in the Attendance Sheet.
- 20) The Answer Sheet used will be of special type which will be scanned on Optical Scanner. There will be two sides of the Answer Sheet.

Side 1	<p>This side of the Answer Sheet contains the following columns which are to be filled in neatly and accurately by the candidate with Blue/Black ball point pen only. Use of pencil is strictly prohibited.</p> <ul style="list-style-type: none"> • Test Booklet Number • Roll Number • Name of the candidate (In Capital Letters) • Centre Number • Category • Signature of the candidate
Side 2	<p>This side of the Answer Sheet contains the following columns, which are also to be filled in by the candidate with Blue/Black Ball Point Pen only. Use of pencil is strictly prohibited.</p> <ul style="list-style-type: none"> • Test Booklet Code (A/B/C/D) • Roll Number (Eight Digits) • Responses (1/2/3/4)

21) Prior to handing over the OMR Answer Sheet and Admit Card soon after the examination is over, the candidate must sign the attendance sheet as a proof thereof. The examinee is permitted to carry the Text Booklet.

22) The candidate will not do any rough work on the Answer Sheet. All rough work is to be done in the Test Booklet itself rough work page.