

TRIPURA PUBLIC SERVICE COMMISSION

INSTRUCTION TO CANDIDATES RELATING TO WRITTEN / DEPARTMENTAL EXAMINATION

1. No candidate will be allowed to appear in the examination unless he/she is in the possession of admission Certificate issued by the Commission.
2. Candidates are instructed to enter the Examination Hall 20(twenty) minutes before the commencement of the Examination. **No candidate will be admitted to the Examination Hall/Room after 15 minutes of the scheduled time of commencement of Examination. Candidates are not allowed to change their seats unless permitted by the Supervisor.**
3. Signal by ringing bell will be given 20(twenty) minutes before the commencement of the examination, at the scheduled hour of the commencement of the examination, at the end of each hour after the commencement of the examination, 5(five) minutes before the closing time and finally at the closing time. The candidate must stop writing or revising his/her answers on the signal of closing time. The candidate must not continue to revise his/her answers after expiry of the time allotted for the subject/paper. Any candidate, who is found doing so, will be penalized.
4. Candidates should remain in the Examination hall during examination hours till the examination is over.

In case of Departmental Examination, candidates should remain at least 1(one) hour in the Examination hall after the commencement of the examination.
5. The candidate should not tear out leaf or leaves from his/her Answer book.
6. Candidates should bring their pens, Ball point pen, ink pen for use in the Examination Hall. Use of non-programmable calculator /ordinary calculator is not permitted in the Examination Hall if not otherwise instructed. In no case, use of sophisticated 'programmable Calculator is permitted. Geometry Box may be used where necessary. Log Table etc. will be supplied by the Commission, if necessary. **Candidates should bring Black Ball Point Pen in the Examination Hall for marking the Answer Sheet under OMR system, if there be any.**
7. Candidates should not carry into the Examination Hall or have in their possession, while under examination, any book (Except the papers with books allowed in the Departmental Examination) notes, papers, writing, scribbling or any other materials except the Admission Certificate and the writing materials mentioned at S1. No.6.
8. Admission to the Examination is provisional subject to verification of eligibility of the candidates on the basis of original certificates to be furnished by them as and when asked for by Commission.
9. Candidate should note that if at any stage after issue of the Admission Certificate he/she is found to be ineligible on any ground; his/her candidature will be cancelled without any further reference to him/her.
10. Candidates will be provided with Answer Book and also Précis sheets (maximum two for each candidate)/Graph paper/Supplementary Copy etc. where necessary by the Commission. The Candidate should attempt the question relating to graph on the graph sheet which will be supplied to him/her by invigilator. Failure to comply with this requirement may entail loss of credit to the candidate.
11. When Test Booklets are supplied, no separate sheet for rough work will be given to the candidates. Candidates may do rough work in the sheets appended at the end of Test Booklet.
12. Immediately on receipt of Answer Book/Answer sheet, candidates should check that there are no unprinted pages, torn pages etc. in the Answer Book/sheet. If there be any, this may be brought to the notice of the invigilator and get it replaced.
13. Candidates must write everything in his/her own hand in ink/Ball point pen. In no circumstances, scribbler is allowed. Wooden pencil may be used for maps, mathematical drawing or rough works.

14. The Candidate must not write his/her roll number or name or anything else anywhere inside his/her answer book. If he/she does so he/she will be penalized.
15. If any correction is made in Roll number on the Answer Book/Booklet it must be initialed by the candidates concerned and the Invigilator.
16. As and when the Attendance sheets are produced before them, the candidates must properly fill up and sign the attendance sheets in presence of the Invigilators and reply to the questions if any, put to them by the Invigilator.
17. The candidates must attempt questions in accordance with the directions on each question paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first up to the prescribed number shall be valued and the remaining ignored.
18. A candidate must not write anything in the Admission Certificate/Question paper.
19. Candidates on completion of their answers should remain seated until their Answer Book/Answer Sheets are collected. They must not write or revise their answers after the expiry of allotted time.
20. A candidate must submit his/her Answer Book/Test Booklet to the Invigilator before leaving the Examination Hall finally. In no case a candidate should take Question Paper/Test Booklet etc. out side the Examination Hall during the period of Examination.
21. The candidate should write his/her Roll Number, Name of Examination, Subject and Paper, if any, date of Examination, session in the space provided for the purpose on the cover page of the Answer Book/Test Booklet and on the flap.
22. The candidate should attach with his/her answer book all Supplementary Copy, graph sheet, précis sheet etc. as soon as supplied to him/her.
23. Discipline and silence must be observed in the Examination Hall/Room. Talking/whispering during the examination is strictly prohibited.
24. Candidates are not permitted to leave Examination Hall/Room till expiry of allotted time. However, candidates will be allowed for lavatory purpose 30 (thirty) minutes after commencement of examination but no candidates will be allowed for such purpose 30 (thirty) minutes before expiry of the examination.
25. Seating Plan will be displayed in order of Roll Numbers. Candidates, before proceeding to the Examination Hall/ Room are to check the exact location of their seats. In case of difficulty, candidates are advised to contact the Supervisor.
26. If a candidate slips away from the toilet, he/she will not be allowed to re-enter the Examination Hall/Room.
27. Before going to the toilet, the candidate must close his/her Answer book/Test Booklet.
28. Candidates must not attempt to impersonate or procure impersonation.
29. Candidates must not adopt any unfair means at the Examination Hall.
30. Smoking in the examination hall is strictly prohibited.
31. Candidates must not indulge or attempt to indulge in any disorderly or improper conduct in the Examination Hall. The Candidates must abide by all the instructions given above and also on the cover of the Test Booklet and elsewhere or any other further instruction which may be given by the Supervisor/Invigilator of the examination.

Violation of any of the instructions by a candidate will render him/her liable to expulsion from the Examination and he/she may be debarred either permanently or for a specified period from any future examination or selection to be conducted by the Commission and/or such other punishment as the Commission may deem fit to impose.

Mobile Phone/Electronic Gadgets etc. are banned in the Campus of the Examination Hall. Any Phone/ Electronic Gadget found in possession of any candidate in the Examination Hall shall be confiscated forthwith and he/she may be debarred from appearing at Examination(s) to be conducted by the Commission in future.
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