

INSTRUCTIONS TO THE CANDIDATES

Dear Candidate,

1. Your E-Admit Card for appearing in recruitment test, to be held on Sunday the **15th March 2020**, can be downloaded from **9th March 2020 (11 AM onwards)** from the department website.
 2. Candidates are required to bring the following documents to the examination centre failing which they will not be allowed entry in the examination hall.
Printed copy of E-admit card with self attested photo pasted on it and any one of the authorized photo ID (original, valid and non-expired): PAN Card / Voter Card/ Aadhar card / Driving License.
 3. Entry to the examination centre will start at **9 AM** and will close **at exactly 11 AM (15 minutes before the start of examination)**.
 4. Early exit from the examination centre is not permitted.
 5. **Digital photograph and thumb impression of each candidate shall be captured at the examination centre.**
 6. Please maintain the dignity and sanctity of the examination by being disciplined at the exam centre.
 7. Candidates will not be allowed to take the following items inside the examination centre under any circumstances:
 - a. **Any stationery item like textual material (printed or written), notes, Plastic Pouch, Calculator, Writing Pad/Pen, Pen Drives, Eraser, etc.**
 - b. **Any electronic device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, wrist watch/Health Band, Calculator, Electronic Pen/Scanner etc.**
 - c. **All ornaments like bracelets, Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Necklace with pendants, Badge, Brooch etc.**
 - d. **Other items like Wallet, Goggles, Handbags, Belt, Cap etc.**
 - e. **Any eatable item opened or packed, soft drinks, water bottle etc**
 - f. **Any other item which could be used for unfair means, for hiding communication devices like wireless/Bluetooth device, spy camera etc.**
- No arrangement will be made at the centres for keeping any articles/items belonging to the candidates. Candidates found in possession of electronic items, gadgets, communicative devices etc. shall be liable for action as deemed appropriate by Examination Conducting Authority including but not limited to cancellation of the candidature.
8. Routine Body Search at the examination venues will be carried out at the examination centres. So the candidates must allow sufficient time for the same.
 9. The candidate must note that his/her admission to the Examination is strictly "Provisional".
 10. The mere fact that an E-Admit Card has been issued to him/her does not imply that the entries made by the candidate in his/her application for the Examination have been accepted by Subordinate Services Selection Board, Punjab as true and correct.
 11. The candidate must note that Subordinate Services Selection Board, Punjab will take up the verification of eligibility conditions i.e. age, educational qualifications, community etc. with reference to original documents only of those candidates who qualify the written examination and who are called for the said purpose.
 12. The candidate must also note that if subsequent to the issue of E-Admit Card, ineligibility is detected at any stage before or after the Examination or if the conditions prescribed in the Rules and Instructions given in the advertisement or any other additional information/documents called for at any stage, are not complied within the time specified therein, the candidature would be rejected.

13. The examination will consist of 120 objective (Multiple choice answer) type questions carrying a maximum of 120 marks.
14. The examination will be of 2 hours duration(**from 11.15 AM to 1.15 PM**).
15. The question paper will have items(questions) in English and Punjabi only and the language content as per advertisement.
16. There will be *four* alternatives for the answers to every question.
17. A candidate has to select only one of the four alternatives as his/her correct answer. More than one answer or rubbing the answer with rubber/white fluid will not be evaluated.
18. For each question for which a wrong answer has been given by the candidate, one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
19. If it is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.
20. Candidates are not permitted to use calculators for answering objective type questions. They should, therefore not bring the same inside the Examination Hall.
21. Rough work can be done on the space provided in the question paper.
22. The candidates are required to handover the OMR answer sheet to the invigilator and can take with them the question booklet.
23. Impersonation (to assume the identity of another with intent to deceive) is forbidden.
24. Candidates must not, on any pretext whatsoever speak to or have any communication with any other candidates. Such communication will be regarded as a breach of the Examination Rules.
25. Candidate in the Examination venue, who is found to have unauthorized materials (as specified under item 7 above) in his/her possession, shall be deemed to have indulged in breach of the Examination Rules.
26. Any breach of Examination Rules shall be considered to constitute unfair practice. In case any candidate is found to be indulging in unfair practice, he will be liable to be debarred from this and future Tests/Exams of Subordinate Services Selection Board, Punjab and/or disciplinary action.
27. At the conclusion of the Examination, candidates must remain seated quietly and must not communicate with one another till the Examination is over.
28. No candidate shall be permitted to leave the Examination Hall till expiry of the allotted time.
29. No candidate shall be allowed to go to the toilet during the Examination.
30. The candidate must abide by the instructions and such further instructions as may be given by 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 Examination and/or such other punishment as Subordinate Services Selection Board, Punjab or The Examination Conducting Authority may deem fit to impose.
31. The candidate will furnish correct information as may be required from him/her in the Examination Hall by the Invigilator/Supervisor/other persons so authorized.