

**ODISHA PUBLIC SERVICE COMMISSION**  
**ODISHA CIVIL SERVICES (PRELIMINARY) EXAMINATION, 2022**  
**[Advt. No. 17 of 2022-23]**  
**INSTRUCTIONS TO CANDIDATE**

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/QUESTION BOOKLET AND ANSWER SHEET.
2. **The candidate should note that, the entire proceeding of the examination will be under CCTV Surveillance. Any misconduct on the part of a candidate during the examination will be seriously viewed by the Commission and his/her candidature will be liable for rejection at their risk.**
3. **Silence must be observed in the Examination Hall.**
4. **The candidate must note that his/her admission to the examination is purely provisional. In the event of any inadequacy/deficiency/any information furnished by the candidate being found false/incorrect or ineligibility being detected at any stage after admission of the candidate to the examination his/her candidature shall be rejected.**
5. **Mention your Name, Roll No., Advt. No., Name of the service/examination, Subject Code and year of the Examination for all correspondence with O.P.S.C.**
6. **You are responsible for safe custody of the Admission Certificate (AC) and in the event of any other person using the AC, you will be prosecuted along with the impersonator.**
7. **You are not allowed to appear at a Centre other than the one indicated by the Commission.**
8. (i) **The candidate is advised to bring his/her own Ball Point Pen containing blue or black ink. Use of other ink is strictly prohibited.**  
  
(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/Passport/Aadhar Card/Identity Card of Educational Institution) and its photo copy.**  
  
(iii) Candidate should keep copy of admission certificate 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) Candidate should write his/her Roll No. on the top of the copy of Identity proof & put his/her full signature and date at the bottom.

9. LOG TABLES, CALCULATORS, MOBILES PHONES, DIGITAL & SMART WATCHES/ EARPHONES, IPAD, PAGERS & OTHER ELECTRONIC/COMMUNICATION DEVICES ARE **NOT ALLOWED** INSIDE THE PREMISES WHERE THE EXAMINATION IS BEING CONDUCTED.
10. **THE CANDIDATES ARE NOT PERMITTED TO USE CALCULATORS FOR ANSWERING OBJECTIVE TYPE PAPERS (TEST BOOKLETS). THEY SHOULD NOT THEREFORE BRING THE SAME INSIDE THE EXAMINATION HALL. ANY INFRINGEMENT OF THE ABOVE INSTRUCTIONS SHALL ENTAIL DISCIPLINARY ACTION AND REJECTION OF CANDIDATURE INCLUDING BAN FROM THE PRESENT AND FUTURE EXAMINATIONS.**
11. **ANY KIND OF DIGITAL AND SMART WATCHES SHALL NOT BE ALLOWED SINCE THERE WILL BE WALL CLOCK INSTALLED IN EVERY ROOM OF THE EXAMINATION CENTRE.**
12. HE/SHE MUST ALSO READ THE INSTRUCTIONS PRINTED ON THE POSTERS DISPLAYED OUTSIDE THE EXAMINATION HALL.
13. The candidate should not take any article into the examination hall except the article(s) mentioned in para-8 above. He/she should leave his/her books/notes or any articles, at the entrance of the premises at his/her own risk.
14. (i) The candidate should report **one hour** before the stipulated time of commencement of examination, in the examination center allotted to him/her, for frisking in both the sessions. However, the PWD candidates should report one hour before the stipulated time of commencement of examination in the 1<sup>st</sup> session and 30 minutes before the stipulated time of commencement of examination in the 2<sup>nd</sup> session.  
  
(ii) No candidate shall be admitted into the examination hall **after** the scheduled time of commencement of the examination under any circumstances whatsoever.
15. 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.
16. (i) 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 Test Booklet. The Test Booklet for General Studies, Paper-I has 100 questions and Paper-II 80 questions respectively.  
(ii). **Candidates shall be awarded marks for the correct response of each question. One-third(0.33) marks assigned to that question shall be deducted for indicating incorrect response of each question, but no deduction from the total score shall be made if no response is indicated for a question in the answer sheet.**

17. (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 Center 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 candidates are required to fill-up & darken Roll No., Test booklet series and Subject Code in the answer sheets as well as fill-up Test booklet series & Serial No. and Answer Sheet Serial No. in the Attendance Sheets carefully. Wrongly filled up Answer Sheets are liable for rejection.**
- (vii) 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.
- (viii) 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.
- (ix) 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.
- (x) Failure to observe any of the aforesaid instructions may entail loss of credit for the Paper.

18. (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.**
19. **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.**
20. 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.
21. (i) NO CANDIDATE SHOULD LEAVE THE EXAMINATION HALL/ROOM TILL THE EXPIRY OF THE FULLTIME ALLOTTED FOR THE PAPER AND WITHOUT THE EXPRESS PERMISSION OF THE INVIGILATOR. BEFORE THE EXPIRY OF ALOTTED TIME, IF LEAVING, HE/SHE MUST HAND OVER THE OMR ANSWER SHEET AND THE QUESTION BOOKLET TO THE INVIGILATOR.
- (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.
22. NO CANDIDATE WILL STAND NEAR OR LOITER IN AND AROUND THE EXAMINATION HALL/ROOM AFTER BEING PERMITTED TO LEAVE ON CONCLUSION OF THE EXAMINATION.
23. (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.
24. 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.
25. No candidate will be allowed to go to the toilet during the last **30 minutes** of the examination in each sitting.

26. 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.
27. The candidate must abide by the instructions given above and such further instructions as may be given by the Center 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.
28. The candidate will furnish necessary and correct information as may be asked for from him/her in the examination hall by the Invigilator/Assistant Center Supervisor/Center Supervisor.
29. Travelling and other expenses shall be borne by the candidate.
30. Assistance of Scribes/writers and extra time-
  - (i) **All the PwD candidates shall be provided compensatory time of 40 minutes in each sitting.** It is to be ensured that, the Scribe should not possess same/similar/higher qualification and must not also be from same discipline for the competitive examinations and also a SCRIBE to be allowed for a "SUBJECT" must not have the same subject in his academic qualification.
  - (ii) The candidates taking assistance of scribe shall submit self- attested copy of the identity proof of educational qualification (i.e. last qualification) along with Identity Proof of the Scribe which will be submitted to the invigilator before entry to the Examination Hall.
  - (iii) **As per SSEPD Resolution No.-1843/SSEPD, Dt- 25.02.2021 the facility of Scribe or Reader or Lab Assistant shall be allowed in case of persons with benchmark disabilities in the category of blindness, Locomotor disability (both arm affected) and Cerebral Palsy, if so desired by the person.**
  - (iv) **In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a Certificate to the effect that the person concerned has-physical limitation to write, and scribe and it is essential to write in the examination on his behalf, from the Chief Medical Officer or Civil Surgeon or Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I of SSEPD Resolution No.-1843/SSEPD, Dt- 25.02.2021.**
31. 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.
32. **If any candidate raises a doubt about any apparent mistake, ambiguity, or anomaly about any item in the Test Booklet, he may be advised to answer the item as it is and make a representation to the Commission. In his representation candidate should indicate name of examination, his full name, roll number, name of the subject, subject code, centre, serial number and series of the test booklet, serial number of the item and Nature of mistake/ambiguity. The candidate may be informed that the Commission will take due note of his representation while evaluating the Answer sheet.**

