HIGH COURT OF HIMACHAL PRADESH, SHIMLA - 171001

INSTRUCTIONS TO THE CANDIDATES – SCREENING/WRITTEN TEST

(For the post of COURT MANAGER – District Judiciary)

1. Before downloading the Hall Ticket/Admit Card, from his individual Profile under 'My Account' at the appropriate link provided therefor, the candidate should check very carefully discrepancies, if any, and bring to the notice of the H.P. High Court without loss of time, through email i.e., arrecruitment-hc@hp.gov.in . The candidates must bring their Hall Ticket/Admit Card to the examination hall failing which they will not be allowed to sit in the examination.

2. The candidates are warned that they are responsible for the safe custody of Hall Ticket/ Admit Card and that in the event of their Admit Card/ Hall Ticket being used by any other person or his admission letter being used by any other person for securing admission to the examination, the onus lies on the candidate to prove that he/she has not procured the services of an impersonator.

3. The candidates are allowed to appear only in the Centre, in the Batch and time slot allotted to them & request for a change of exam centre will not be entertained in any case.

4. The candidates are required to paste a passport size latest self-attested photograph in the space provided on the Hall Ticket/Admit Card. No candidate will be allowed to appear in the examination without Hall Ticket/Admit Card and latest passport size self-attested photograph duly pasted on it.

5. The candidates are also required to bring one of the authorized Photo IDs (i.e. Aadhar Card/ Driving License/ Voter ID / ID of any recognized organization etc.) with them and it must be original, latest, valid and not expired. Photocopy & scanned copy of Photo IDs in mobile phone are not acceptable.

6. The candidate must note that their admission is strictly provisional and on the basis of declaration made by him on the application form. The High Court will take up the verification of eligibility conditions and reservation claims etc. with reference to original documents only at the time of **Interview/Viva-Voce** of candidates who qualify on the basis of the result of Screening/Written Test.

7. If ineligibility is detected at any stage before or after the **Screening/Written Test and other Test** or if the conditions prescribed in the Rules and instructions given in the Advertisement notice for the examination are not complied with or any additional information / documents called for at any stage are not furnished within the time specified therein, they will not be allowed to take the examination(s) /test.

8. The candidate shall enter in the examination hall/ room 30 minutes before the scheduled time for the commencement of the examination and the OMR Answer Sheet will be given 10 minutes before the commencement of examination. The OMR Answer Sheet should be handled carefully. It should not be mutilated or torn.

9. No candidate shall be admitted to the examination hall after 10 minutes of the commencement of examination. No candidate will be permitted to leave the examination hall until the expiry of full allotted time, except exceptional circumstances, that too with the permission of the Centre Supervisor & question paper will not be allowed to be taken away.

10. Bags, Mobile phones, pagers, books or any other electronic equipment capable of being used as communication or calculation devices, etc. should not be allowed to be taken inside the Examination centre. So, arrangement for their safe custody cannot be assured. The candidates will be allowed to take with them only the Hall ticket/ Admit Card, identity proof/ID (i.e. Aadhaar Card/Driving License/ Voter ID/ ID of any recognized organization etc.), ball point pen, pencil, clipboard & transparent water bottle.

11. The High Court will not supply any stationery article except authorized OMR Answer Sheet. A working sheet for rough work in the examination will be available at the end of the Question Booklets.

12. The candidate must write their name (in capital letters), Roll Number, Category, Name of examination, Date of examination and the name of the examination centre in the prescribed squares / columns at the top of the OMR Answer Sheet with ball point pen in the space provided therein. The squares and circles provided in the OMR Answer Sheet are to be filled-in / encoded with **blue or black ball** point pen only.

13. The candidate should ensure that in case the question booklet or answer sheet is found mutilated, he should immediately report the matter to the invigilator and get the question booklet / answer sheet replaced. Nothing should be written on the Question Booklet except his Roll Number. Instructions on the Question Booklet & OMR Answer Sheet must be read carefully.

14. No candidate shall be allowed to use white fluid / rubber to change / erase their responses on the OMR Answer Sheet.

15. No T.A. / D.A. will be paid by the High Court for taking this examination.

16. The Hall Ticket/Admit Card (along with latest passport size photo duly self-attested, affixed on the space provided for the purpose), should be handed over to the invigilator on the commencement of examination.

17. In the Question Booklet there will be **120** objective type (multiple choice) questions in the paper of **two-hour** duration **in English**. For each question, there will be four responses given in the question booklet itself.

18. Re-checking/ re-evaluation, for the Screening/Written Tests will not be allowed in any case.

19. The candidates shall not create any unruly scene at the Exam centre in this regard. If any candidate is found to have violated these instructions, then, they may be held disqualified by the Hon'ble High Court for that very exam and also debarred from taking any other examination to be conducted by the High Court of H.P. in future. The detailed particulars of such candidates will be uploaded on the website of the High Court to blacklist such debarred candidates.

20. The Answer key of this Screening/Written Test shall be displayed on the official website of the High Court after freezing the OMR/Answer Sheets. The objections, thereon will be invited through online, and the objections received within given three days at the relevant time will only be entertained. Except this, no other correspondence of any kind will be entertained.

21. Attention of the candidates is invited to laws relating to prevention of use of unfair means. Use of unfair means is an offence. Any examinee found of using unfair means shall be dealt with under the provisions of relevant law(s) in addition to debarring him from the present as well as future examinations.

22. The candidates are advised to check their SMSs & Email regularly besides checking of official website of H.P. High Court, for obtaining updates with regard to the Screening/Written Test.

23. The candidates are advised not to bring any precious articles with them to the Examination Centre. High Court will not be responsible for any loss of articles at the Examination Centre.

24. The instructions for writing Roll Number and marking the answer on the OMR sheet are mentioned in the OMR-cum-Answer Sheet.