

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. The candidate must bring his admission letter/Admit Card to the examination hall failing which he will not be allowed to sit in the examination.
2. The candidate is required to paste a passport size latest attested photograph in the space provided on the Admit Card. No candidate will be allowed to appear in the examination without Admit Card and latest passport size attested photograph duly affixed on it.
3. The candidate must note that his admission is strictly provisional and on the basis of claims 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 applying for the Main Examination /Interview of candidates who qualify on the basis of the result of (Preliminary) written examination.
4. If ineligibility is found at any stage before or after the preliminary and main examination or if the conditions prescribed in the Rules & instructions given in the Advt. 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, he will not be allowed to take the examination(s) / viva - voce test.
5. The candidate shall be allowed to enter the examination hall/ room 30 minutes before the scheduled time for the commencement of the examination and the carbonless 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.
6. No candidate shall be admitted to the exam hall after 10 minutes of the commencement of examination. No candidate will be permitted to leave the exam hall until the expiry of full allotted time.
7. 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 admit card, identity proof, pen, ball point pen, pencil and clip board.
8. The High Court will not supply any stationery articles except authorized OMR Answer Sheet. Working Sheet for rough work in the examination will be available at the end of Question Booklets.
9. The candidate must write his name (in capital letters), Roll number, category, name of exam, date of exam and the name of the exam 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.
10. 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 test 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.
11. No candidate shall be allowed to use white fluid / rubber to change / erase their responses on the OMR Answer Sheet. Change of examination centre is not allowed.
12. No T.A. / D.A. will be paid by the High Court for taking this examination.
13. The Admit Card (along with latest passport size photo duly attested, affixed on the space provided for the purpose), should be handed over to invigilator on the commencement of examination.
14. In the Test Booklets there will be 100 objective type (multiple choices) questions in the paper of two hours duration. For each question there will be four responses given in the question booklet itself.
15. In this objective type of examination, the candidate has to choose the most suitable response from amongst four given choices in the question booklet. For example, in case of mentioning proper name of the Capital of Himachal Pradesh against four suggestions viz. (a) Mandi, (b) Shimla, (c) Bilaspur, (d) Chamba, the most appropriate response containing circle (b) is to be blackened / encircled with ball point pen in the OMR Sheet , as follows:-
A B C D
O O O ●
16. In case candidate has any objection with respect to the conduct of exam or paper, he is advised to give a representation addressed to the Registrar Recruitment, H.P. High Court, Shimla, in writing, through the Centre Superintendent immediately after the examination is over. No representation whatsoever will be entertained thereafter.
17. Re-checking/ re-evaluation, for the written exam/ Screening Tests will not be allowed in any case.
18. However, the candidates shall not make any noise or create any unruly scene at the Exam centre in this regard. If any candidate is found to have violated this instruction, then he may be held disqualified by the Recruitment Committee for that very exam and also debarred from taking any other examination to be conducted by the High Court of H.P. in future.
19. 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 Preliminary Examination shall be displayed on the official website of the High Court after freezing the Answer Sheets. The Objections, if any, received through online within three days, 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 in addition to debarring him from the present as well as future examinations.