

HIGH COURT OF HIMACHAL PRADESH SHIMLA - 171001

INSTRUCTIONS TO THE CANDIDATES - SCREENING TEST

(For the post(s) of Junior office Assistant (I.T.) - District Judiciary)

1. (a) 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 mail. The candidates must bring their Hall Ticket/Admit Card to the examination hall failing which he will not be allowed to sit in the examination.
(b) 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 of 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.
(c) The candidates are allowed to appear only in the Centre, in the Batch and time slot allotted to them.
(d) 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.
(e) The candidates are also required to bring Identity proof/ID card (i.e. Aadhaar Card, Driving License, Voter ID or ID of any recognized organization etc.) with them.
2. 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 Written Test/ Typing Test of candidates who qualify on the basis of the result of Screening Test.
3. If ineligibility is detected at any stage before or after the Screening Test and Written Test/ Typing 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) / viva - voce.
4. 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.
5. 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.
6. 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 or ID of any recognized organization etc.), ball point pen, pencil and clip board.
7. The High Court will not supply any article of stationery except authorized OMR Answer Sheet. Working sheet for rough work in the examination will be available at the end of the Question Booklets.

8. The candidate must write his 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.
9. 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.
10. No candidate shall be allowed to use white fluid / rubber to change / erase their responses on the OMR Answer Sheet.
11. No T.A. / D.A. will be paid by the High Court for taking this examination.
12. 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 invigilator on the commencement of examination.
13. In the Question Booklets there will be **100** objective type (multiple choice) questions in the paper of **two hour** duration. For each question there will be four responses given in the question booklet itself.
14. Re-checking/ re-evaluation, for the Screening Tests will not be allowed in any case.
15. The candidates shall not create any unruly scene at the Exam centre in this regard. If any candidate is found to have violated this 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.
16. The detailed particulars of such candidates will be uploaded on the website of the High Court to blacklist such debarred candidates.
17. The Answer key of this Screening Test shall be displayed on the official website of the High Court after freezing the OMR/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.
18. 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.
19. Candidates are required to follow the Covid-19 guidelines issued by the Government from time to time.
20. The request for change of Examination centre will not be accepted in any case, as per the declaration signed by the candidate(s) in their online application form.
21. 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 Test.
22. The Instruction for writing Roll Number, Category Code, and Marking the answer on the OMR sheet are illustrated as under: -

EXAMPLE FOR WRITING ROLL NUMBER AND CATEGORY CODE

रोल नम्बर एवं श्रेणी कोड लिखने के उदाहरण

If your Roll No. 201215 then fill and darken the circles as illustrated below.

यदि आपका रोल नम्बर 201215 है तो निम्न दर्शाए प्रकार से भर कर वृत्तों को गहरा करें।

Candidates are required to fill up the Category Code as mentioned below

उम्मीदवारों को नीचे बताए अनुसार श्रेणी कोड भरना होगा

Category	Code
General	01
SC	02
ST	03
OBC	04
Ortho PH	05
EWS	06

fill and darken the circle as illustrated below.

निम्न दर्शाए प्रकार से भर कर वृत्तों को गहरा करें।

ROLL NUMBER						CATEGORY CODE GEN 01	CATEGORY CODE SC 02	CATEGORY CODE ST 03	CATEGORY CODE OBC 04	CATEGORY CODE Ortho PH 05	CATEGORY CODE EWS 06				
2	0	1	2	1	5	0	1	0	3	0	4	0	5	0	6
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
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INSTRUCTIONS FOR MARKING ANSWERS

- In this objective type of Screening Test, the candidate has to choose one of 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 only with Blue or Black ball point pen in the OMR Sheet, as follows:-
A B C D
○ ● ○ ○
- This answer sheet consists of two copies, the Original Copy, and Candidate's Copy. Do not attempt to separate or detach them while answering.
- Do not put any stray marks anywhere on the answer sheet revealing the candidate's identity. Use of any other paper, calculating machine, mobile, incriminating articles etc. is prohibited and will lead to disqualification.
- Answer sheet will be evaluated/scanned through the electronic scanning process. Incomplete or incorrect entries may render your answer sheet invalid.
- Candidate please ensure to fold at the perforation and detach the Original Copy and Candidate's Copy in the presence of the Invigilator after the examination is over. Please handover the Original Answer Sheet to the Invigilator before leaving the examination hall. Candidates can carry the Candidate's copy along with Question Booklet with them.
- Failure to adhere to any instruction given above will render your answer sheet as invalid and it will not be evaluated.