

Advertisement No. 3

Closing Date: 20.07.2011
*For forward remote areas: 27.07.2011

**RECRUITMENT TO SUBORDINATE JUDICIAL SERVICE COMMITTEE
(PUNJAB & HARYANA HIGH COURT)**

Through

Haryana Public Service Commission,
Bays No. 1-10, Block-B, Sector-4, Panchkula.

H.C.S (Judicial Branch) Examination, 2011

INSTRUCTIONS AND INFORMATION FOR CANDIDATES

The Haryana Public Service Commission invites applications from eligible candidates for the posts of Civil Judge (Junior Division) in the Haryana Civil Service (Judicial Branch). The number and category wise break-up of vacancies is as under:-

Sr. No.	Category	No. of posts	Remarks
1.	General	40	Nil.
2.	Scheduled caste of Haryana.	20	Out of these 7 vacancies are being advertised for the 2 nd time.
3.	Backward class of Haryana.	07	Nil
4.	Ex-Servicemen of Haryana.	07	Out of these posts, 03 posts are being advertised for 3 rd time and 1 post is being advertised for the 2 nd time.
5.	Physical Handicapped persons of Haryana.	06	a. Two posts for a low vision (found fit for discharging the duties of a Civil Judge by the Medical Board constituted under Rules). b. Two posts for Hearing impaired (found fit for discharging the duties of a Civil Judge by the Medical Board constituted under Rules). c. Two posts for Locomotors disability. Note:- Out of these, 04 posts are being advertised for 3 rd time.
Total		80	

Note: Two (2) posts (one from General Category and one from Backward Class category) have been kept reserved in view of the orders, dated 05.02.2009 passed by the Hon'ble Punjab and Haryana High Court in CWP No. 3584 of 2008 titled as Neha Yadav Vs. Punjab and Haryana High Court.

Four (4) posts from General Category have been kept reserved in compliance with the orders dated 5.2.2009 passed by Hon'ble High Court in CWP No. 20315 of 2008.

Anticipated/Unforeseen posts: Total : 28

Sr. No.	Category	No. of posts	Remarks
1.	Unforeseen	28	28 Though total number of unforeseen/anticipated vacancies as on date is 20 but in view of the law laid down by the Hon'ble Supreme Court in Malik Mazhar Sultan and Anr. Versus U.P Public Service Commission & Ors., 10% of the sanctioned posts are to be kept in this category, which comes to 28. (These posts are likely to occur on account of promotion of Civil Judges (Sr. Divn.)/Chief Judicial Magistrates and at this stage these posts cannot be identified/categorized. The selected candidates have no legal right against these 28 posts in case these do not become actually available. Candidates will be offered appointments against the category to which they belong in case the posts of that category become available).

- (1) **(a) Reservation for PH category candidates of Haryana:-**
According to instructions contained in Haryana Govt. letter No. 24/17/86-3GSIII dated 16.12.1980, if a Physically Handicapped person availing himself of the benefit of the reservation belonging to some other reserve category, he shall be entitled to the benefits available to that reserved category to which he belongs.
- (b)** The low vision candidate who wants the help of a scribe for writing his/her papers, will have to apply to the Commission for permission of having a scribe separately well in time i.e. at least 10 days before the commencement of the examination. No permission will be granted by the centre Supervisor in the Examination centre.
- (2) Forward Remote Areas comprise of States/UTs of North East Region, Lakshadweep, Andaman and Nicobar Islands, Sikkim, Ladakh Region of J&K and Pangi Sub Division of H.P.
- (3) The HCS (Judicial Branch) Examination will be conducted in accordance with the provisions contained in the Punjab Civil Services (Judicial Branch) Rules, 1951 as applicable to the state of Haryana, as amended from time to time and the amendment made vide notification No. GSR 3/Const.Art.234 &309/2011 dated: 27.05.2011.
- (4) The pay scale for the post is Rs. 27700-44770 or such as may be revised by the Govt. from time to time. Service conditions will be communicated to the recommended candidates alongwith the appointment letters by the Govt.
- (5) The Schedule of Examination will be intimated to the candidates in due course while sending Admit Cards to them.
- (6) No candidate shall be admitted to the examination unless he/she holds a certificate of admission/Admit Card issued by the Committee/ Commission.
- (7) Success in the examination confers no right to appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment.
- (8) The OMR Sheets (Answer Sheets) will be scanned by the Computer, so there is no provision of re-checking/re-evaluation of the OMR Sheets.
- (9) Candidates are not required to submit along with their applications forms (OCR Sheets) for Preliminary Examination attested copy of any certificate in support of their claims regarding age, educational qualifications, scheduled castes/ backward classes/physically handicapped /ex-servicemen which are required to be submitted with the form for the Main Examination only.
- (10) The low vision candidates, who want the help of a scribe for writing their papers, will have to apply to the Commission for the permission of having a scribe separately well in time i.e. atleast 10 days before the commencement of the examination. No such permission will be granted by the Centre Supervisor in the Examination centre.

- (11) SC/BC/OBC/PH/ESM/DESM candidates belonging to the states other than Haryana will compete against the posts meant for general category candidates and will be considered as General category candidates. There is no reservation for them.
- (12) The result of Preliminary Examination and other announcement relating to this exam will be displayed on the Punjab & Haryana High Court website i.e. www.highcourtchd.gov.in or website of the Commission i.e. <http://hpsc.gov.in> & will also be published in the Newspapers of Chandigarh and Delhi.

2. GUIDELINES FOR FILLING UP THE APPLICATION FORM (OCR SHEET)

- (i) Application forms are on OCR sheet. Hence these are to be scanned electronically. Therefore due care should be taken while filling up the application form.
- (ii) Column not applicable to the candidates should be left blank. Don't write N.A.
- (iii) Do not fold, staple pin, mutilate, scribble, tear or wet the OCR sheet. Do not make any stray marks on it. Incomplete / unsigned and defective application forms shall be outrightly rejected. Do not attach any document with it.
- (iv) Only unsigned and unattested recent/ coloured photograph (4cm x 5cm) should be pasted on the application form at the given space. (Do not staple).
- (v) Use only blue/black ball pen to darken the circles and write the number in the boxes. Ensure that the entries made in the boxes correspond exactly with the ones shown by darkening the circle.
- (vi) After filling up the OCR sheet (application form) alongwith acknowledgement card should be sent to the Haryana Public Service Commission in the envelope supplied with the form. Also affix a postage stamp of ₹ 8/- on the acknowledgement card. Candidates are advised to send their applications by registered post.
- (vii) The duly filled application form (OCR Sheet) must reach the office of Haryana Public Service Commission by post or by personal delivery on or before closing date i.e. **20.07.2011** during the office hours. The form received after closing date will be out rightly rejected and no query in this regard will be entertained. The Commission will not be responsible for any delay on the part of the Postal Department/Courier Agency.

3. Essential Qualifications:

No person shall be eligible to be appointed a Civil Judge (Junior Division) unless he holds a degree of Bachelor of Laws from a University established by the law and approved/recognized by the Bar Council of India.

- 4. Age:** Candidate should not be less than 21 years and not more than 40 years as on **20.07.2011 (Closing Date)**.

Upper age limit is relaxable upto 5 years for the Candidates belonging to following categories:-

- (i) Scheduled Castes and Backward Classes of Haryana only (Wherever posts are reserved for them).
- (ii) Un-married women of Haryana State only.
- (iii) Women of Haryana State whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion; wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their

husbands due to desertion will be required to submit with her application, an affidavit to the effect that she has been deserted by her husband and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislative Assembly, Local Bodies Panchayats and the Bar Association. Where however, a woman who has re-married she would not be eligible for the above concession in the matter of age.

(iv) Upper age limit is also relaxable:-

For an ex-military person whether he joined military service before or after the declaration of emergency to the extent of his military service added by three years subject to a maximum of 5 years provided he had rendered continuous military service for a period of not less than six months before his release and further provided that he had been released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. A disabled military person is entitled to exclude from his age the period from the date he was disabled upto the date of his application or till the end of emergency i.e. 10-1-1968 subject to a maximum of 5 years.

- (v) The persons recruited from 1-1-1963 onwards as whole time Cadet Instructors in the N.C.C. and who are released after the expiry of their initial/extended tenure will also be entitled for relaxation in age limit for purpose of employment under the State Government. The period of service rendered by them in N.C.C. may be deducted from their actual age and if the resultant age does not exceed the prescribed upper age limit of a particular post by more than three years, they may be deemed to be satisfying the conditions for appointment to that post in respect of the maximum age. Such of the whole time Cadet Instructors in N.C.C. who are released from the N.C.C. before expiry of their initial / extended tenure, would also be given these concessions subject to the conditions that they have served in the N.C.C. for the period of not less than six months prior to their release from the N.C.C.

5. **Reservation:**

The reservation in different categories is to be covered in accordance with the orders/ instructions issued by the Haryana Government from time to time. It is made clear that the DESM candidate will be considered as general category candidates for all intents and purposes. However, in case of non-availability of suitable ex-servicemen, their dependent sons and daughters who fulfill all the conditions of qualifications, age etc. prescribed for posts in question will also be considered on merit against the posts reserved for them and this entitlement would be available to one dependent child only provided that the Ex-Serviceman himself did not avail any such benefit to join government service.

Candidates claiming dependent sons/daughters of Ex-serviceman must send the latest eligibility certificate issued by the Zila Sainik Board in support of their claim. None of the persons mentioned below shall fall within the definition of words 'Dependent of Ex-serviceman' in terms of Haryana Govt. letter No. 12/37/79-GS II dated 21.11.80.

- (i) A person who may be working on adhoc basis on the post advertised or somewhere else.
- (ii) A person may be unemployed at the time of making the application but he may have other source of income viz from agriculture, trade, property, bank balance etc.
- (iii) A person who is a member of the Joint Hindu Family and remains dependent upon the Karta till there is partition in the Family or he ceases to be member of the Joint Hindu Family and is obliged to pass on all his income to karta and draws money for his subsistence from the pool of the joint Hindu Family with the consent of the Karta.
- (iv) A candidate who is member of the Joint Hindu Family is employed on adhoc basis but he is otherwise dependent on his father.

6. **Fee:** Candidates are required not to pay any fee for the examination separately. The cost of application form includes fee for both the stages i.e. Preliminary and Main Examination. Hence, the OCR Sheet (application form) must be purchased from the sale counter of Haryana Public Service Commission and photocopy of the same will not be accepted. The candidates who qualify for the Main Examination will have to apply again on separate application form for Main Examination. The qualified candidates will have to obtain Application Form for the Main Examination from the Commission's office.

7. **Competitive Examination:** The selection of suitable candidates for appointment in HCS (Jud. Branch) will be made by holding an examination. The examination shall be conducted in three stages namely.

- (i) Preliminary Examination,
- (ii) Main Examination,
- (iii) Viva-Voce.

8. **Syllabus for Preliminary Examination:**

The Preliminary Examination shall be of objective type with multiple-choice (which can be scrutinized by Computer) as distinguished from the written examination which shall be of subjective/narrative type.

The question paper for Preliminary Examination shall be of two hours duration. It shall consist of 125 questions and each question shall carry 04 marks and for every wrong answer one mark shall be deducted.

The objective type multiple-choice question for the Preliminary Examination shall be from the syllabus for the Main Examination. The candidate shall be expected to have a general and basic over view of the main subjects and also the ability to answer questions on current events of national and international importance, Indian legal and constitutional history and governance. The candidate shall also be tested for his analytical skills and aptitude. The standard of the question paper shall be of graduate level. The object of the Preliminary Examination is to short list candidates for the

Main Examination. There shall be no minimum pass marks in the Preliminary Examination. The marks obtained in the Preliminary Examination shall not be counted towards final result. **Candidates equal to 10 times of the number of vacancies advertised, in order of their merit in the respective categories shall become eligible to appear in the Main Examination.** However, this number shall be subject to variation. If two or more candidates at the last number (the number at the end) get the equal marks, then all of them shall be considered eligible to sit for the Main Examination, warranting the corresponding increase in the stipulated ratio.

9. The candidate applying for the Preliminary Examination should **ensure that they fulfill all the eligibility conditions** for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Preliminary Examination, Main (Written) Examination and Viva-voce (Interview/Personality Test) will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on checking at any time before or after the Preliminary Examination, Main (Written) Examination and Viva-voce (Interview/Personality Test), it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Committee/Commission. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission. Any attempt on the part of a candidate to obtain support for his candidature by any means will render him/her liable for disqualification.
10. **Candidates who are employed should submit original copy of the application form to the office of Haryana Public Service Commission under intimation to their employers at this stage. (NOC of the employer is required for the Main Examination only).**
11. **The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the application form.** This will be subject to checking of all the eligibility conditions by the Committee/Haryana Public Service Commission. The mere fact that a certificate of admission to the Examination has been issued to a candidate will not imply that his/her candidature has been finally cleared by the Committee/Commission or that entries made by the candidate in his application form for the Preliminary Examination have been accepted by the Committee/Commission as true and correct. Candidates may note that the Committee/Commission conducts scrutiny of the application forms on the basis of attested copies of certificates attached by the candidates with the form for Main Written Examination. The original documents/certificates are required to be produced for checking at the time of interview.
12. Candidates should ensure that the **signatures** appended by them in all the places viz. in their application form, attendance sheet etc. and in all the correspondence with the Commission should be identical and there should not be any variation of any kind. If

any variation is found in the signatures appended by him at different places, his candidature will be liable for cancellation by the Committee/Commission.

13. SYLLABUS FOR MAIN EXAMINATION:

The Main Examination shall consist of six papers five written and a viva voce. The description of papers and the syllabus shall be as under:-

Paper-1- Civil Law-1	Code of Civil procedure, Punjab Courts Act, Indian Contract Act, Indian partnership Act, Sale of Goods Act, Specific Relief Act, and Indian Evidence Act,	200 Marks
Paper-II- Civil Law-II	Hindu Law, Mohammadan Law and Customary Law, Law of Registration and Limitation.	200 Marks
Paper-III Criminal Law	Indian Penal Code, Criminal Procedure Code and Indian Evidence Act,	200 Marks
Paper-IV English	The English paper will be of 200 marks and consist of the following:- 1. English Essay (1000-1100 words) 2. Precis 3. Words and Phrases (Make sentences of the given words and Phrases) 4. Comprehension 5. Corrections	200 Marks 100 Marks 25 Marks 25 Marks 25 Marks 25 Marks
Paper-V- Language	Hindi (in Devnagri Script)	100 Marks
Paper-VI- Viva-Voce	<i>To judge the personal qualities of the candidates. The viva-voce shall relate to the matters of general interest and is intended to test the candidates' alertness, intelligence and general outlook. it shall be conducted in English.</i>	200 Marks

Note:-

- (i) Main Examination will be subjective/narrative type. Main Examination will be conducted in English Medium except for language paper.
- (ii) Bare copies of legislative enactments only shall be supplied.
- (iii) Each written paper shall be of three hours duration.
- (iv) The standard of the language paper shall be that of Matriculation Examination of the Board of School Education, Haryana.

Language paper (v) shall comprise the following:-

(a) Translation of an English passage into Hindi	:	20
(b) Explanation of Hindi passage in prose and poetry in the same language	:	30
(c) Composition (essay), idioms and corrections	:	50
Total	:	100

Candidates thrice the number of advertised posts in order of merit of Main Examination will be called for viva-voce.

Candidate who qualifies for the Main Examination will have to apply again on separate application form for the Main Examination. The qualified candidates will have to obtain Application Form for the Main Examination from the Commission's office.

14. No. candidate shall be credited with any marks in any paper unless he obtains at least thirty three percent marks in it.

15. No candidate shall be called for the viva- voce unless he obtains at least fifty percent qualifying marks in the aggregate of all the written papers. However, for the candidate belonging to the scheduled Caste and Backward Classes the qualifying marks for this purpose shall be 45%

Provided that the number of **candidates to be called for viva voce in order of the marks obtained in the written examination shall not exceed three times of the number of vacancies advertised.** However, if the last candidate to be called for interview is bracketed with the candidates exceeding three times by obtaining equal marks, then all of the bracketed candidates shall be called for interview despite the fact that the number of candidates to be called for interview exceeds three times.

Provided further that only those candidates shall be eligible to be recruited as Civil Judges/Judicial Magistrates who secure 50% or more marks (read 45% for the SC/ST and BC candidates) in aggregate of the marks secured in the main written examination and the viva voce.

16. Candidates shall be selected for appointment strictly in the order in which they have been placed by the Selection Committee provided that in the case of candidates belonging to the Scheduled Castes and Backward Classes, selection Committee shall have a right to select in order of merit a candidate who has merely qualified irrespective of the position obtained by him in the examination.

Provided further that the selection of candidates belonging to the Scheduled Castes and Backward Classes in the order of merit inter se shall be made against the vacancies reserved for them and in the manner prescribed by Selection Committee.

17. After the examination, each selected candidate shall produce a certificate of medical fitness for the Government service from such standing Medical Board as may be arranged by the Director of health Services, Haryana as per rules.

18. Candidature of an applicant is provisional subject to the fulfillment of eligibility criteria of age, educational qualification, nationality etc. as per related Rules and Govt. instructions.

19. **For Evidence of Age:-** The candidate must furnish the matriculation certificate or equivalent academic certificate thereto at the time of Main Examination.

20. **Nationality:**

Candidate must be (a) citizen of India or (b) a citizen of Nepal, or (c) a subject of Bhutan or (d) a Tibetan Refugee who came over to India, before the 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of

Kenya, Uganda and the United Republic of Tanzania (formerly-Tranganyika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be person in whose favour a certificate of eligibility has been issued by the Govt. of India.

A candidate in whose case a certificate of eligibility is necessary may be provisionally admitted to the examination conducted by the Selection Committee on his furnishing proof that he has applied for the certificate but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Govt. of India.

21. NOC from employer

(i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply through their employers and submit advance applications on the prescribed form (original application form) direct to the Commission accompanied with required documents by the closing date to avoid rejection of their application. The applications so submitted will be considered provisionally but the photocopy of applications through their employers should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.

(ii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.

(iii) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

Persons in private employment are not required to submit their applications through their employer or to produce the employer's permission at the time of interview.

22. Candidates are advised to send their applications by registered post. No allegation that an application form has been lost or delayed in the post office or that an application form has been sent late by the candidate's employer will not be considered; nor any representation against its rejection due to late receipt will be

entertained unless an earlier date of receipt is shown on the acknowledgement card issued by the Commission which must be produced in all cases.

23. The attested copies of following documents should be sent alongwith the application form for the Main Examination:-

- (i) Matriculation certificate or its equivalent academic certificate as proof of date of birth.
- (ii) Proof of SC/BC/ESM/DESM/PH of Haryana.
- (iii) Proof of category, if claiming age relaxation.
- (iv) Domicile of Haryana (for reserved category & female candidate of Haryana only).
- (v) Attendance Sheet attached with the application form.
- (vi) A discharge certificate from competent authority if the candidate is an Ex-ECO/Ex-S.S.C.O./Ex-Serviceman indicating the date of entry into military service as well as the date of release to show whether he joined military service during emergency or after it.
- (vii) NOC from present employer (if applicable).
- (viii) Sheet of correspondence addresses.

24 **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding such discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty of:

- (I) Obtaining support of his/ her candidature by any means, or
- (II) Impersonating, or
- (III) procuring impersonation by any person, or
- (IV) Submitting fabricated documents or documents which have been tampered with, or
- (V) Making statements which are incorrect or false or suppressing material information, or
- (VI) Resorting to any other irregular or improper means in connection with his/ her candidature for the selection, or
- (VII) Using unfair means during the examination, or
- (VIII) Writing irrelevant matter including obscene language or pornographic matter in the answer sheet (s), or

- (IX) Misbehaving in any other manner in the examination hall, or
- (X) Harassing or causing bodily harm to the staff employed by the Selection Committee/Commission for the conduct of the examination, or
- (XI) Bringing mobile phone/Communication device in the Examination Hall/Interview room.
- (XII) Attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be also liable:
 - (a). to be disqualified by the Commission from selection
 - (b). to be debarred either permanently or for a specified period:-
 - (i) by the Committee/Commission from any examination already held or to be held by it in future.
 - (ii) to disciplinary action under the appropriate rules, if he/she is already in service under the Government

25. For Main Examination:

Re-evaluation of answer sheets is not allowed. Only rechecking of answer sheets on a written request from a candidate, can be allowed on payment of fee of Rs. 200/- (in the shape of Indian postal Orders) per answer sheet within thirty days from the date of dispatch of marks sheet or display of marks on the website of High Court / Commission.

Since the candidates are being permitted to seek re-checking on payment of fee prescribed by the Recruitment to Subordinate Judicial Service Committee, no separate request in this regard by any candidate or any other person on their behalf shall be entertained under the RTI Act for re-checking.

26. Correspondence with the Commission: All communications in respect of any application should be addressed to the “**Secretary, Haryana Public Service Commission, Bays No. 1-10, Block-B, Sector-4, Panchkula, (Phone No. 0172-2560755)**” and should contain the following particulars:

Name and Year of Examination :
 Application form No. :
 Roll No. (if received) :
 Name of the Candidate :
 Father's Name. :
 Address as given in application form. :

Communications not giving these particulars may not be attended to. Candidates should note down their application form (OCR Sheet) number of the Preliminary Examination for future reference. They will be required to indicate the same in connection with their candidature for the Main Examination.

Note:

- i. **Candidates are not allowed to carry Mobile Phone/Blue Tooth/Pen Scanner or any other Electronic/Communication Device with them in the premises of the Examination Centers. Any violation of these instructions by the candidate will entail strict disciplinary action.**
- ii. Application must reach Commission's office by close of office working on last date for receipt of application form i.e. **20.07.2011 (27.07.2011** for forward remote areas) failing which these shall be rejected. Unsigned applications will also be straightway rejected.
Non-furnishing of documents in support of the qualifications/age or submission of incomplete application form for the Main Examination shall render the candidate ineligible.
- iii. Photostat copy of application form/old forms prescribed for other posts/application on plain paper will be straightway rejected.
- iv. Due care should be taken by the candidates while filling up the application form and attendance sheet. **Incomplete or defective application form shall be summarily rejected.** No representation or correspondence regarding such rejection shall be entertained under any circumstances.
- v. Candidates are required to submit attested copies of certificates alongwith this application form for the Main Examination. Original certificates/documents will be checked at the time of interview only. They should, therefore, ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission to the examination will also, therefore, be purely provisional. If on checking at any later stage, it is found that they do not fulfill all the eligibility conditions, their candidature will be cancelled. If any of their claim is found to be incorrect at any stage they may render themselves liable to disciplinary action by the Selection Committee/ Commission/ Government.

Instructions for Objective Type Test for Preliminary Examination

1. **Articles permitted inside examination hall:** Clip board or hard board (on which nothing is written), a black/blue pen for making responses on the answer sheet. Do all your rough work, if any in the space provided at the end of the Question Booklet itself.
2. **Articles not permitted inside examination hall:** Do not bring into the examination Hall any article like books, notes, loose sheets, electronic or nay other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, rough sheet, Question Booklets pertaining to earlier session (s), pager, cellular phone etc.
3. **Unfair means strictly prohibited:** No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
4. **Conduct in examination hall:** No candidate should misbehave in any manner or create disorderly scene in the Examination Hall or harass the staff employed by the Commission for the conduct of the examination. Candidates with such misconduct will be severely penalized.
5. **Answer Sheet particulars and instructions to fill it:**
 - (i) Use black / blue ball point pen only. Write your name at appropriate space, write your roll number, question booklet number and question booklet series, category and darken the corresponding circle below the boxes ○ with ball point pen. Do not make any stray marks on the answer sheet. Handle the sheet carefully. Do not fold the answer sheet including the corners. Do not attach or use any kind of pin etc. Rough work must be done at the space provided in question booklet. Change /

cancellation of answer is NOT permitted. Once the choice of answer is exercised, do not try to change it by rubbing / erasing with rubber or blade etc.

- (ii) Say, if you are ARUN KUMAR bearing Roll No. 10269 belonging to BC (Backward Class) and ESM (Ex – Servicemen) category and you are supplied with a Question Booklet having no. 21534 and series C, then the top of the Answer Sheet will be filled as under:-

The image shows a top-down view of an answer sheet form. At the top, the name 'ARUN KUMAR' is typed in individual boxes. Below this, the 'Question Booklet No.' is filled with '21534' and the 'Question Booklet Series' is filled with 'C'. The 'Roll Number' section contains a grid of circles for digits 0-9, with '10269' encoded. The 'Category' section has circles for 'Gen', 'PH', 'ESM', 'SCA', 'DESM', 'SCB', 'ST', and 'BC', with 'ESM' and 'BC' marked. On the right, there is a barcode and the number '2806'.

Since the answer sheets are to be evaluated on machine, any violation of these instructions may result in reduction of your score for which you would yourself be responsible. Before you mark your response on the Answer Sheet, you will have to fill in various particulars in it.

Write in English with ball point pen your Name, Question Booklet No., Question Booklet Series, Roll No. at the appropriate space provided on the answer sheet at the top. Also encode your Booklet series (A, B, C & D, as the case may be), subject code and roll number, category to which you belong (for the purpose of reservation of vacancies / posts) in the circles provided for the purpose in the answer sheet. Encoding means darkening of appropriate circle by black / blue ball point pen. The Question Booklet Series is indicated by Alphabets A, B, C or D at the top left hand corner of the Booklet. The right corner of the Booklet bears its serial number. Write your Roll Numbers exactly as it is in your Admission Certificate in the boxes provided for this purpose. Do not omit any zero (s) which may be there. Subject code is given on the Question Booklet and on the Admission Card.

In case the booklet series is not printed on the question booklet or answer sheet is un-numbered, please report immediately to the invigilator and get the question booklet / answer sheet replaced. Immediately after commencement of the examination, please check that the question booklet supplied to you does not have any unprinted or torn or missing pages or items etc. If so, get it replaced by a complete question booklet of the same series and subject.

As soon as the candidate receives the Answer Sheet, he / she should check that it has a bar code with serial number at the right top corner. If it is found un-numbered he / she should at once get it replaced by a numbered one.

Important: Please ensure that you have carefully encoded your Question Booklet series, Category and Roll Number.

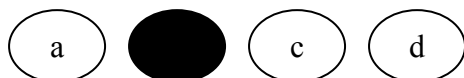
6. Method of making answers on Answer Sheet:

In the “OBJECTIVE TYPE” of examination, you do not write the answers. For each question / item several suggested answers / response are given. You have to choose one response to each item.

The question paper will be in the form of QUESTION BOOKLET. The booklet will contain items bearing numbers 1, 2, 3 etc. Under each item, responses marked (a), (b), (c), (d) will be given. Your task will be to choose the correct / best response. In any case, for each item you are to select only one response. If you select more than one response, your response will be considered wrong.

In the Answer Sheet, serial number from 1 to 125 are printed. Against each number, there are circles marked (a), (b), (c) and (d). After you have read each item in the Question Booklet and decided which one of the responses given is correct or the best, you have to mark your response by completely darkening with black / blue ball pen to indicate your response.

For example, if the correct answer to item 1 is (b), then the circle containing the letter (b) is to be completely darkened with black / blue ball pen as shown here:-



Thus, darken only one circle for each answer. If you darken more than one circle your answer will be treated as wrong.

7. Signature on Attendance List: You are required to write the serial number of the Answer Sheet and Question Booklet and Series of Question Booklet issued to you on the Attendance List and to sign in appropriate column against your name.

Note: SC / ST / BC / OBC / PH / ESM / DESM of states other than Haryana will complete against the posts meant for General candidates and will be considered as General category candidate for the purpose of reservation of posts. Hence, they must darken the circle meant for General category candidates on the Answer Sheets (OMR Sheets).