

TRIPURA PUBLIC SERVICE COMMISSION

INSTRUCTION TO CANDIDATES RELATING TO EXAMINATIONS.

1. A candidate will not be allowed to appear in the examination unless he/she is in the possession of admission Certificate issued by the Commission. He/She should produce his/her admission Certificate to the Invigilator/Supervisor in the Examination Hall as and when asked for.
2. Candidates will be allowed seats marked with their Roll Nos. They should take their seats in the Examination Hall at least **15 (fifteen) minutes before the commencement of the Examination.** In no case a candidate will be allowed to enter into the Examination Hall **after 15(fifteen) minutes of the commencement of the examination.** Candidates are not allowed to change their allotted seats unless permitted by the Supervisor.
3. Signal by ringing bell will be given 15(fifteen) minutes before the commencement of the examination, at the scheduled hour of the commencement of the examination, at the end of each hour after the commencement of the examination, 5(five) minutes before the closing time and finally at the closing time. In case of Paper on 'General Knowledge and Current Affairs' or 'General Studies' or 'General Ability Test', Test Booklet will be distributed among the Candidates 3 (three) minutes before the commencement of the Examination. The candidate must stop writing or revising his/her answers on the signal of closing time. The candidate must not continue to revise his answers after expiry of the time allotted for the subject/paper. Any candidate, who is found doing so, will be penalised.
4. Candidates should remain in the Examination Hall during examination hours till the examination is over.
5. The candidate should not tear out leaf or leaves from his/her Answer book.
6. Candidates should bring their pens, Ball point pen, ink for use in the Examination Hall. Use of programmable Calculator is not permitted in the Examination Hall. But non-programmable ordinary Calculator may be used in the Examination in related papers only. In no case, use of sophisticated programmable Calculator is permitted. Geometry Box may be used where necessary. Log Table will be supplied by the Commission ,if necessary.
7. Candidates should not carry into the Examination Hall or have in their possession, while under examination, any book (except the papers with books allowed in the Departmental Examination) notes, papers, writing, scribbling, or any other materials except the Admission Certificate and the writing materials mentioned at Sl. No. 6.
8. Admission to the Examination is provisional subject to verification of eligibility of the candidates on the basis of original certificates to be furnished by them as and when asked for by Commission.
9. Candidate should note that if at any stage after issue of the Admission Certificate they are found to be ineligible on any ground, their candidature will be cancelled without any further reference to them.
10. Candidates will be provided with Answer Book and also précis sheets/Graph paper/Loose sheets etc. where necessary by the Commission.

11. When Test Booklets are supplied , no separate sheet for rough work will be given to the candidates. Candidates may do rough work in the sheet(s) to be appended at the end of the Test Booklet.
12. Immediately on receipt of Answer Book/Answer Booklet, candidates should check that there are no unprinted pages, torn pages etc. in the Answer Book/Booklet. If there be any this may be brought to the notice of the Invigilator and get it replaced.
13. Candidates must write everything in his/her own hand in ink/Ball point pen. In no circumstances will he/she be allowed the help of a scribe to write answer for him/her. Wooden pencil may be used for maps, mathematical drawing or rough works.
14. The Candidate must not write his/her roll number or name or anything else except the actual answers to the questions anywhere inside his/her answer book. If he/she does so he /she will be penalized.
15. If any correction is made in Roll number on the Answer Book/Booklet it must be initialed by the candidates concerned and the Invigilator.
16. As and when the Attendance sheets are produced before them the candidates must properly fill up and sign the attendance sheets in presence of the Invigilators and reply to the questions if any, put to them by the Invigilator.
17. The candidates must attempt questions in accordance with the directions on each question paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first up to the prescribed number shall be valued and the remaining ignored.
18. A candidate must not write anything in the Admission Certificate/Question paper.
19. Candidate after completing their answers should remain seated until their Answer Book/Booklets are collected. They must not write or revise their answers after the expiry of allotted time.
20. A candidate must submit his/her Answer Book/Question Answer Booklet/Précis sheet/Graph papers etc. to the Invigilator before leaving the Examination Hall finally. In no case a candidate should take Question paper/Question Answer Booklet etc. outside the Examination Hall during the period of Examination.
21. No candidate shall leave the Examination Hall without prior permission of the Invigilator. No candidate will be allowed to leave the examination hall for lavatory purpose before completion of one hour of the examination. More over the candidates will also not be allowed to leave examination hall before half an hour of the closure of the examination for lavatory purpose.
22. If a candidate slips away from the toilet, he/she will not be allowed to re-enter the Examination Hall/Room.
23. Before going to the toilet, the candidate must close his/her Answer book.
24. Candidates must not attempt to impersonate or procure impersonation by any other person.
25. Candidates must not adopt any unfair means at the Examination Hall. If any candidate is expelled for a particular paper of the Examination by the concerned Supervisor, he/she will be debarred from appearing at the rest examination papers.

26. Candidates must not indulge or attempt to indulge in any disorderly or improper conduct in the Examination Hall. The Candidates must abide by all the instructions given above and also on the cover of the Answer Book and else where or any other further instruction which may be given by the Supervisor/Invigilator of the examination.

Violation of any of the instruction by a candidate will render him/her liable to expulsion from the Examination and he/she may be debarred either permanently or for a specified period from any future examination or selection to be conducted by the Commission and /or such other punishment as the Commission may deem fit to impose.

27. Discipline and silence must be observed in the examination hall. Talking /whispering during the examination is strictly prohibited.

28. Smoking in the examination hall is strictly prohibited.

IN ADDITION THE FOLLOWING INSTRUCTIONS ARE APPLICABLE IN CASE OF ALL SCHEDULED EXAMINATIONS INCLUDING TCS/TPS:-

29. The candidate should write his/her Roll Number, name of Examination, subject with paper, if any, date of examination, session in the space provided for the purpose on the cover page of the answer book and on the flap. Against the item number "name of examination " Competitive examination for recruitment to TCS Gr. II" or whichever is applicable should be written and against the item "session", "Forenoon" or "Afternoon" whichever is applicable should be written. Failure to do so will entail loss of credit for the subject/paper.

30. Answer books and Question paper separately will be supplied to the candidates by the TPSC in all compulsory papers and also in all optional papers except General Knowledge and Current affairs. The candidates should use both pages of papers in his/her answer book except the inner side of the cover page and also loose sheets used by him/her for writing of answers to questions. In General Knowledge and Current Affairs Text booklet containing questions of both objective type and conventional type and blank space for writing of answer to those questions will be supplied to the candidate instead of answer book and question paper separately.

31. The Candidate should attempt the question relating to précis on précis sheet and graph on the graph sheet which will be supplied to him/her by invigilator. Failure to comply with this requirement may entail loss of credit to the candidate.

32. The Candidate should attach with his/her answer book all loose sheets, graph sheet, précis sheet etc. as soon as supplied to him/her.

33. Charts/Table etc. where necessary ,will be supplied to the candidates by the TPSC in the hall/room itself.

NOTE:- Mobile Phones, pagers or other communication devices are not allowed in the TPSC Examination Campus.