

### **General Instructions for the Candidates appearing for OMR/Descriptive Examinations**

1.Candidates are strictly instructed to reach the examination centre well before the reporting time mentioned in the admission ticket .Candidates arriving after the reporting time will not be allowed entry under any circumstances.

2.Candidates shall be permitted to occupy the seat allotted to them in the Examination Hall, by the Assistant Superintendent/Invigilator of the examination 15 minutes before the time mentioned in the admission ticket. They shall occupy only the seats allotted to them as per their Register Number.

3.Candidates will not be permitted either to enter the examination hall after the commencement of the examination or to leave the hall until the examination is over.

4.Candidates shall bring only admission ticket, Identity Proof in original and ball point pen with blue or black ink into the examination hall.

5.Bag, watch, purse, mobile phone or any other belongings of the Candidate shall be kept in the cloak room, provided for this purpose in the school. Any candidate found to carry such items inside the examination hall will be debarred from appearing for PSC examinations.

6. Persons accompanying the candidates will be strictly prohibited from entering the examination centre premises.

### **7.ARTICLES BANNED INSIDE THE EXAMINATION HALL**

1.Stationery Items: Text material (printed or written), bits of papers, geometry/pencil box, plastic pouch,calculator, ink/gel pen, scale, writing pad, pen drive, eraser, calculator, log table, electronic pen/scanner

2. Communication Devices: Mobile Phone, bluetooth, earphones, microphone, pager, health band. Any metallic items which could be used for unfair means, for hiding communication devices like camera, Bluetooth device.

3.Watches: Watch/Wrist watch, camera watch, smart watch.

4.Eatables: Any eatable item opened or packed, Water Bottle -Transparent and Non-Transparent.

5.Other Items: Handbag, Purse, Pouch, Keys.

8.Candidates shall write their name and then put their signature at the space indicated in the address list and also put their signature at the bottom side, across the photo (DO NOT SIGN OVER THE FACE) in the address list provided in the examination hall.

9.Candidates should produce a photo affixed Identity Proof IN ORIGINAL. Only the following 23 documents will be accepted as identity proof. 1) Voters ID issued by Election Commission 2)Driving Licence 3) Passport 4) ID Card issued by SocialWelfare Dept. of Govt. of Kerala to Differently Abled persons 5) Photo affixed Passbook issued by Nationalised Banks 6) PAN Card 7) ID Cards issued to Govt.Employees by the Departments/Institutions concerned 8) Discharge Certificate issued to the Ex Servicemen/ Photo affixed ID Card issued by the Zila Sainik Welfare Officer 9)Conductor Licence issued by Motor Vehicles Dept 10) Photo affixed Passbook issued by Scheduled Bank/ Kerala State Co-operative Bank/ District Co-operative Banks 11) Photo affixed ID Card issued by Public Sector undertakings (variousCompanies/Boards/ Corporations/ Authorities)/ Govt. Autonomous Institutions to their employees 12) Photo affixed ID Cards issued by various Universities of Kerala State to their employees 13) Photo affixed Medical Certificate issued by the Medical Board to Differently Abled persons 14) Photo affixed ID Card issued by the Bar Council to those who are enrolled as Advocates 15) Aadhaar Card issued by Central Govt. 16) One Time Verification Certificate issued by the Commission. 17) e-Aadhaar. 18) National Population Register/ Multi- purpose National Identity Card. 19) National Health Authority ID Card. 20) e-SHRAM Card. 21) e-PAN Card(Electronic PAN Card) 22) Masked Aadhar (Digi Locked) 23) Transgenders ID Card from District Magistrate.

**10.Candidates who fail to produce Identity Proof in original will not be permitted to attend the examination.(Photocopy / TrueCopy of Identity Proof will not be accepted)**

11.As the Photograph of the candidate with name and date has been uploaded with the application, the scanned image of that photograph with the above details will be available on the Admission Ticket. **HENCE NO PHOTOGRAPH SHALL BE PASTED ON THE ADMISSION TICKET. Those who produce Admission Ticket with Photograph pasted on the scanned image, will not be allowed to attend the examination.**

**If the scanned image of the candidates photograph on the Admission Ticket is not of the specified size or not identifiable or does not bear name of candidate and date of photograph, such candidates will not be admitted to the examination.**

12. Upon receiving the OMR Answer Sheet and Question paper, candidates must carefully check for any defects such as misprint/damage/tears/stains etc and verify that the Question paper is complete and contains all pages in correct order without any missing, blank, or duplicated pages. If any discrepancy or defect is found inform the invigilator immediately for replacement before the examination begins. OMR/Main answer book/Question cum answer booklet/Question Paper will not be replaced for any reason other than printing and manufacturing defect.

13. Candidates must correctly write and bubble their Register Number on the OMR Sheet using a black/blue ballpoint pen. Ensure the written and bubbled numbers match. Incorrect or incomplete bubbling will result in invalidation of the answer script.

14. Candidates should not misbehave with the officials engaged in examination duty or commit any sort of malpractice or resort to any unfair means during the course of the examination. **The answer scripts of the candidates who violate the above instructions will be invalidated and legal action will be taken against them.**

15. Candidates are admitted provisionally to the examination, as detailed scrutiny of the applications has not been completed. If any discrepancy in the applications is found on detailed scrutiny, such applications will be rejected.

16. No change of examination centre will be allowed under any circumstances.

17. Candidates who are eligible for Travel Allowance should obtain attendance certificate from the Chief Superintendent on the day of the examination itself.

18. In case of postponement of examination for any reason whatsoever, the new date will be published in print and visual media and on the website of the Commission ([www.keralapsc.gov.in](http://www.keralapsc.gov.in)). Change will be informed through profile message and SMS. (Candidates shall produce the same admission ticket for the examination on the new date.)

19. **FOR SCRIBE** - Candidates who need the help of SCRIBE to write the examination should submit their application and Medical Certificate in their Profile. For this login into your profile and click REQUEST menu - Request for Scribe. Application should be submitted at least 7 (Seven) days before the date of examination.

20. Candidates are advised to check the examination bell timings mentioned on their Admission Ticket and adhere to them strictly.

21. **IMPORTANT** - Candidate must visit their profile on the previous day of the examination to know the latest examination updates, if any.