



অসম লোকসেৱা আয়োগ
ASSAM PUBLIC SERVICE COMMISSION
JAWAHARNAGAR, KHANAPARA, GUWAHATI- 781022

JUNIOR ADMINISTRATIVE ASSISTANT UNDER THE ESTABLISHMENT OF ASSAM PUBLIC
SERVICE COMMISSION
INSTRUCTIONS TO CANDIDATES

Candidates are required to note the following instructions carefully.

1. The candidates must bring his/her **e-ADMISSION CERTIFICATE** to the Examination Venue to secure Admission as per the Date and Venue specified in the same. **Candidate without his/her e-ADMISSION CERTIFICATE will be denied entry.**
2. **Wearing of mask is mandatory - entry in the venue will not be allowed without mask.**
3. Candidates should reach the examination venue **1 hour** before the prescribed time of commencement of the Examination.
4. Candidates shall be allowed to enter the Examination Hall **thirty (30) minutes** before the prescribed time for commencement of the Examination and should take his/her seat as per assigned **Roll Number**.
5. No candidate shall be allowed to enter the Examination Hall **after 20 minutes** of the commencement of the Examination.
6. Candidates should **bring only blue/black ball-point pens for the examination**. All other items including pencils, gel pens, geometry boxes, water bottles, books, papers etc. will not be allowed inside the examination hall. **No other pen/ pencil/ gel pen can be used in the OMR Answer Sheet, failing which OMR answer sheets will not be evaluated.**
7. **Candidates are advised not to bring any bags or belongings to the Examination Venue. The Commission shall not be responsible for safe custody of mobile phones or any other belongings of candidates and as such will have no liability in case of loss or damage.**
8. **Candidates found in possession of mobile phones/cellular phones, electronic/smart watch, calculators, Bluetooth devices, cameras, pen drives and other electronic gadgets inside the Examination Hall will be deemed to have been using unfair means and would be disqualified. Candidates are only allowed to wear analog watch.**
9. The candidate should write carefully the name of the **Center and Venue** of the examination and his/her **Roll No.** as mentioned in the **e-Admission certificate, test booklet number** and the **test booklet series** in the spaces provided in the OMR Answer Sheet, **failing which the OMR Answer Sheet will not be evaluated.** It may be noted that the Test (Question) Booklet will have **4 (four)** different series i.e. **A, B, C and D**.
10. Candidates should check that the Test Booklet supplied to him/her has the required number of pages immediately after receiving the same. In case there is any missing page(s) the fact should be brought to the notice of the Invigilator immediately.
11. The candidate should read carefully and follow thoroughly the instructions printed on the cover of the Test Booklet and at the back of the OMR Answer Sheet.
12. There will be negative marking at the rate 0.25 per one mark against each wrong answer marked by a candidate.
13. **The candidate must not indulge in copying, communicating with other candidates or resorting to any misconduct or unfair means in the Examination Hall. He/She will be disqualified if found doing so.**
14. No candidate shall be allowed to go to Toilet/Restroom during the **first 30 minutes and the last 30 minutes** of Examination. Candidates will be permitted to use the restroom for a maximum time period of 15 minutes only. In case a candidate fails to return to the Examination Hall within the stipulated time period, he/she will be liable for disqualification.
15. No candidate will be allowed to leave the Examination Hall/Room until expiry of the full allotted time for the Examination.
16. The candidate should hand over the OMR Answer Sheet personally to the Invigilator on duty before he/she leaves the Examination Hall.

Sd/-

Principal Controller of Examinations,
Assam Public Service Commission,
Jawaharnagar, Khanapara, Guwahati-22.