

HP STATE LEGAL SERVICES AUTHORITY, SHIMLA, H.P.-171009

IMPORTANT INSTRUCTIONS

Screening Test for the post of Junior Office Assistant (IT) on Contract basis scheduled to be held on **30th October, 2022 (Sunday) at 10:00 A.M. onwards.**

COVID-19 INSTRUCTIONS

1. Candidates are required to adhere to the relevant Rules, Regulations and Guidelines of HP State Legal Services Authority, Shimla and also to follow the protocols of Local Administration, State Government and Government of India especially related to COVID- 19 pandemic being issued from time to time.
2. Candidate should maintain proper social distancing by keeping reasonable distance with each other while appearing for the said test.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. The candidate must bring his admission letter/Admit Card to the examination hall failing which he will not be allowed to sit in the examination.
2. The candidate is required to paste a passport size latest attested photograph in the space provided on the Admit Card. No candidate will be allowed to appear in the examination without Admit Card and latest passport size attested photograph duly affixed on it.
3. If ineligibility is found at any stage before or after the screening test or if the conditions prescribed in the Rules & instructions given in the Advt. notice for the test are not complied with or any additional information/ documents called for at any stage are not furnished within the time specified therein, his/her candidature will be liable to be cancelled.
4. The candidate shall be allowed to enter the examination hall/ room thirty minutes before the scheduled time for the commencement of the examination.
5. 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 admit card, identity proof, pen, ball point pen, pencil and clip board.
6. The HP State Legal Services Authority will not supply any stationery articles.
7. No T.A. / D.A. will be paid by the HP State Legal Services Authority for taking this examination.
8. The Admit Card (along with latest passport size photo duly attested, affixed on the space provided for the purpose), should be handed over to invigilator on the commencement of examination.
9. In case candidate has any objection with respect to the conduct of exam or paper, he is advised to give a representation addressed to the Member Secretary, HP State Legal Services Authority, Shimla, in writing, through the Centre Supervisor immediately after the examination is over. No representation whatsoever will be entertained thereafter. However, the candidates shall not make any noise or create any unruly scene at the exam centre in this regard. If any candidate is found to have violated this instruction, then he/she may be held disqualified by the Recruitment Committee for that very exam and also debarred from taking any other examination to be conducted by the HP State Legal Services Authority in future. The detailed particulars of such candidates will be uploaded on the website of the HP State Legal Services Authority to blacklist such debarred candidates.
10. Re-checking/ re-evaluation, for the OMR Sheets will not be allowed in any case.
11. 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 in addition to debarring him from the present as well as future examinations.