

## **Himachal Pradesh Home Guards & Civil Defence Department**

### **Instruction to the candidates with regard to Offline Screening Test for the post(s) of Himachal Pradesh Home Guards Volunteers in Himachal Pradesh Home Guards & Civil Defence Department.**

The candidate must read the following instructions carefully. Failure to observe any instruction will render him/her liable to such action as the department may deem fit to take under the facts and circumstances:-

1. There will be only one paper for the above-mentioned examination as per time table given below:-

| <b>Sr. No.</b> | <b>Date of Examination</b> | <b>Name of Post</b>                                      | <b>Advertisement No. &amp; date</b>           | <b>Time</b>                                   |
|----------------|----------------------------|----------------------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| 1.             | 23-08-2026                 | H.P. Home Guards Volunteers (Male, Female and Technical) | Advertisement No. 01/2026<br>Dated 23-02-2026 | (Offline Screening Test) (12:00PM to 01:00PM) |

- No entry shall be allowed into the examination hall(s)/rooms after 11:30A.M.**
- Each question in Offline Screening Test will be followed by four (A, B, C & D) answer options. The candidate will have to encircle/ blacken with blue/black ball pen on the circle adjacent to the option he/she thinks is correct in the OMR answer sheet. No answer will be left blank. The OMR Sheet shall have four options (A, B, C and D) for each question. If a candidate gives more than one answer, it will be treated as wrong answer even if one of the given answers happens to be correct. If any answer is left blank and none of answer is encircled/ blacken then it will be considered a wrong answer. **There shall not be any negative marking.**

2. The candidates are advised to reach the venue one and half hour before the commencement of the examination.
3. Immediately after downloading of admit card along with instructions, the candidate should check very carefully discrepancies, if any, and bring it to the notice of the H.P. Himachal Pradesh Home Guards & Civil Defence department without loss of time. He/She must bring his/her admit card to the examination hall failing which he/she will not be allowed to sit in the Examination/Test.
4. The candidate should note that he/ she is responsible for the safe custody of admit card.
5. A candidate is allowed to appear only in the centre allotted to him /her.
6. The candidate is required to paste a passport size latest self-attested photograph in the space provided on the admit card. No candidate will be allowed to appear in the examination without admit card along with latest passport size self-attested photograph duly pasted on it. Candidates without admit card will not be allowed to appear in the examination.

7. The candidates are advised to produce a valid photo ID proof in original i.e. Aadhar Card, Voter Card or Driving License etc, in the examination centre Room/Hall on the day of exam.
8. The candidate must note that his/her admission is strictly provisional and on claim basis made by him/her on the Online Recruitment Application (ORA). The admission to this examination does not imply that his/her candidature has finally been cleared by the department or that entries made by the candidate in his/her application form for the examination have been accepted by the department as true and correct.
9. The candidate shall enter the examination hall/room and occupy his/her seat immediately after getting scanned at the entrance. They are not allowed to loiter in the premises. The OMR Answer Sheet will be given to the candidates 20 minutes before the commencement of examination/Test. The OMR Answer Sheet should be handled carefully. It should not be mutilated or torn.
10. No candidate shall be allowed in the examination hall/room after 11:30 A.M. No candidate shall be permitted to leave the examination hall until the expiry of full allotted time.
11. Home Guards Department does not supply any article of stationery except authorized OMR Answer Sheet. Working Sheet for rough work will be available at the end of Test Booklet. Items such as pen, ball point pen (Blue/Black), clip board, pencil etc. whatsoever is needed have to be brought by the examinees themselves.
12. The candidate shall not bring any article such as loose paper, books, notes, programmable calculators, log tables, slide rules etc. into the examination hall Room. He/She is also not permitted to carry pager, mobile phone or any other type of gadget/electronic device for communication in the Examination Hall/Room. Any infringement of these instructions will entail disciplinary action including ban from future examinations. Candidates are advised not to bring any valuables/costly items in the examination hall/room, as safe keeping of the same cannot be assured. Home Guards Department will not be responsible for any loss in this regard.
13. The candidate must write his/her Roll number, application number, booklet series, Name of Paper and the examination centre in the prescribed columns at the top of the OMR Answer Sheet with ball point pen (Blue/Black) before affixing his/her signature in the space provided therein. It should also be noted that all the squares and circles provided in the OMR Answer Sheet are filled-in/encoded with blue or black ball point pen only.
14. The candidate should ensure that the Roll Number, Application Number and Booklet Series should be written and encoded correctly. In case of wrong encoding of Application Number, Roll Number or both by the candidate, the OMR sheet shall not be evaluated and shall be rejected straightaway.

15. The candidate should not tamper with or take away the upper part of OMR Answer Sheet with him/her. He/She will be penalized for any such attempt.
16. No candidate shall be allowed to use white fluid/eraser to change/erase their responses on the OMR Answer Sheet.
17. No candidate shall be allowed to go to the toilet during the last 05 minutes of the examination.
18. The candidate should also note that he/she should not stand near or loiter in and around the examination hall/room after being permitted to leave on conclusion of the examination/Test.
19. The candidate must abide by the instructions as may be given by the Centre Superintendent /Deputy Superintendent/Invigilator during the examination/Test.
20. The candidate will furnish such necessary and correct information as may be asked for, from him/her in the examination hall by the Invigilator/Deputy Superintendent/Centre Superintendent.
21. The admit card with his/her latest passport size photo (self-attested), affixed on the space provided for the purpose should be handed over to invigilator on the commencement of the examination.
22. In case candidate has any doubt about any question in the question paper, he/she is advised to give a representation addressed to the Commandant General, HG, in this regard through the Centre Superintendent immediately after the conclusion of the Examination. Attention of the candidates is invited to laws relating to prevention of use of unfair means. Use of unfair means is offence. Any examinee using unfair means shall be dealt with under the provisions of relevant law in addition to debarring him/her from the present Written Objective Type Examination as well as future examinations.
23. The Answer key of this Objective Type Examination /Test shall be displayed/uploaded on the official website of the Home Guards Department at the earliest possible after the conduct of this examination.
24. Re-checking & re-evaluation of OMR answer sheets of the candidates appeared in the offline screening test will not be allowed in any case.
25. Taking Tea is prohibited inside the examination hall/room. Smoking in the examination hall or in the premises is a punishable offence.
26. No TA/DA will be paid by the Home Guards Department for taking this examination.

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