

## INSTRUCTIONS TO CANDIDATES

1. Candidates admitted to the Examination will be required to produce their official identity card at the time of appearing in the Examination along with the admit card issued by HIPA.
2. After entering the Examination Hall, the candidate should sign the Attendance Sheet in the presence of invigilator on duty and then hand it over to him/her. The candidate should exercise due care and append identical signatures in relevant column of all the forms viz. Application Form and Attendance Lists.
3. Please note that entry into the Examination Venue shall be closed 10 minutes after the schedule commencement of the. No candidates shall be allowed the entry into the Examination Venue after closure of the entry.
4. No candidate would be permitted to leave the Examination Hall **without prior permission** of the invigilator for any purpose whatsoever. Before going to the toilet, the candidate must close his/her answer book and not carry any examination material Question paper/Answer sheet/Admit Card to the toilet. No candidate would be allowed to go to the toilet during the first 30 minutes and last 30 minutes of Examination in each session.
5. Discipline and silence must be observed in the Examination Hall for smooth conduct of the Examination. Loaning or interchanging of any article of stationery by the candidate is not permitted in the Examination Hall.
6. No other article except Clip Board or Hard Board or Card Board on which nothing is written, HB Pencil, eraser, pencil sharpener and Pen/ ball point pen are allowed inside Examination Hall/Room. Calculator will also be allowed.
7. **The candidates should not be possession of or using any Mobile Phone (even in switched off mode), Pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc., or Cameras or Bluetooth device, or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the Examination. Any infringement of**



**these instructions shall entail disciplinary action under Conduct/Service Rules, rendering candidate liable for departmental administrative action.**

8. Use of normal or simple wrist watches by candidates is allowed inside the Examination Rooms/Halls. However, use of watches fitted with any special accessory that might be used as communication device or smart watches is strictly prohibited and candidates are not allowed to take such watches in the Examination Rooms/Halls.
9. Candidates are advised not to bring any valuables/costly items to the Examination Halls, as safe keeping of the same will not be available. HIPA/Exam Venue will not be responsible for any loss in this regard.
10. Seating plan displayed is in Roll Order. Candidate, before proceeding to the Examination Halls/Rooms is to check the exact location of their seat. In case of difficulty, they should contact the Examination functionaries on duty.
11. The candidate should not write his/her Roll Number or Name anywhere in the Answer Book sheets except in the particular space provided for the purpose. The candidate should not write any irrelevant matter i.e. anything other than the actual answers to questions in the Answer Book.
12. Candidates are on no account to put their names or initials in the answer sheet or write any symbols like Om, EK Onkar, Allah-u-Akbar etc., indicative of the religion of the candidate or the likely examiner, no distinction marks designed to show the religion or community of the candidate or any other mark indicating the recognition should be displayed.
13. The candidates are required to write on both sides of the answer sheets. No page should be left blank in between.
14. The candidate should attempt questions in accordance with the directions given in each question paper. **Candidates may note that they should complete all parts of any question that they are attempting before moving onto the next question.**

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15. Immediately on receipt of the Answer Book the candidate must check whether the same is complete. In case, an Answer Book is short of any leaf or leaves or does not bear the serial number on cover page, the fact should be brought to the notice of Invigilator immediately for replacement. If the candidate uses more than one Answer Book, he/she should indicate the total number of Answer Book(s) used on the cover page of the first Answer Book. The candidate should not temper with or take away the Answer sheet with him. He will be penalized for any attempt to do so.
16. The candidate should place all loose sheets such as Performa etc. which may be supplied to him/her for answering questions whether used or not inside the Answer Book and securely fasten them and the additional Answer Book(s), if any and mention in sheet supplying by the Invigilator..
17. Smoking or Eating and taking tea, juices, snacks etc. in the examination hall/room are strictly prohibited.
18. All corrections and changes effected in writing Roll Number on the answer book should be initialled by the candidate as well as by the invigilator and countersigned by the Supervisor.
19. The candidate must write the answers in his/her own hand with Black/Blue pen. Under no circumstances help of a scribe will be allowed.
20. No candidate should leave the Examination Hall till completion of the time allotted for the papers.
21. The candidate should remain seated until the Answer Books Sheets of all the candidates in the Examination Hall/Room have been collected and accounted for by the invigilator(s).
22. The decision of the Supervisor would be final regarding the time prescribed for admission to or leaving the Examination Hall and also regarding completion of the allotted time for the Examination.
23. Candidates are not entitled to receive any travelling allowance from HIPA or concerned Department for attending the Examination.





24. The candidate must abide by such further instructions as may be specified on the cover of the Answer Book/Question Paper or any other instructions which may be given by the Supervisor of the Examination. If the candidate fails to do so or indulges in disorderly behavior or improper conduct, he/she will render himself/herself liable to expulsion from the Examination Hall and disciplinary proceedings against the concerned candidates.
25. Candidate will not be provided any extra sheets for rough work. Last page(s) of the Answer sheet booklet can be used for rough work.
26. Candidates using unfair means will be debarred for this exam and the next exam and disciplinary proceedings will be initiated against the concerned candidates as per rules.
27. Any candidates try to undue advantage from HIPA examination branch/Invigilators/examiners. He/she may be disqualified from this exam and disciplinary proceedings must be initiated against the concerned candidates as per rules.
28. Candidate must ensure that last page of answer sheet stamped as " Last Page"
29. HIPA will charge Rs. 1000/- per paper for re-checking of uncheck answer if ,any or re-totalling of marks awarded in the answer sheets as per guidelines issued by the Department.
30. **Any candidate disregarding these instructions will be liable to be disqualified.**

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Examination Branch  
**Haryana Institute of Public  
Administration, Gurugram**