

**KERALA PUBLIC SERVICE COMMISSION**  
**SPECIAL INSTRUCTIONS TO CANDIDATES REGARDING**  
**OBJECTIVE TYPE (OMR VALUATION) TEST**

1. Enter the examination hall 30 minutes before the commencement of the test.
2. The only materials allowed inside the examination hall are the admission ticket, identification certificate, ball-point pen with blue or black ink and writing board.
3. OMR answer sheets which can be evaluated using an Optical Mark Reader (OMR) will be supplied for the test.
4. Keep the answer sheet on a writing board and mark your answers.
5. Fresh OMR sheet/question booklet **will not** be supplied for any reason except printing/manufacturing defect of some kind.
6. Avoid perforation, dampening or soiling of the answer sheet.
7. Read the instructions on the reverse of the OMR sheet. Do not tamper with the barcode in the centre of the OMR answer sheet or your answer sheet will be invalidated.
8. Part A of the answer sheet is for entry of register number, date of birth, name of post and date of test and Part B is for marking your answers.
9. In the column provided in Part A for register number, write your register number in the boxes and fully darken the corresponding bubbles.
10. In the case of common test for two or more posts, write your register numbers and darken the bubbles as directed above in separate columns provided for the purpose.
11. Errors in making entries in Part A of the answer sheet will lead to invalidation; **fresh OMR sheet will not be supplied.**
12. In the column provided in Part A for date of birth, write your date of birth in the boxes and fully darken the corresponding bubbles if provided.
13. Your question booklet alpha code (A/B/C/D) will be marked next to your register number on your seat.
14. In Part B, in the column provided, darken completely the bubble corresponding to the alpha code of the question booklet you received.
15. The answer script will be invalidated if the alpha code bubble is not darkened or partially darkened. The candidate is entirely responsible for the same.
16. In Part B, for each question, darken only the bubble corresponding to the right answer. E.g. if the right answer is C, (A) (B) (C) (D)
17. Each correct answer will fetch 1 mark. Each wrong answer will lose  $\frac{1}{3}$  mark (negative mark).
18. Marking more than one answer or making alterations after marking an answer will result in negative marks.
19. Use the blank sheet at the end of the question booklet in order to make calculations, if any – do not use the answer sheet.
20. No candidate will be permitted to leave the examination hall during the duration of the test.
21. **After** the time allotted for the test is over, separate Part A and Part B of the answer sheet along the dotted line and hand over **both parts** to the Assistant Superintendent. **Failure to do so will result in invalidation.**
22. A specimen OMR sheet illustrating items 9, 12 and 14 above is given for your assistance.

## KERALA PUBLIC SERVICE COMMISSION

### INSTRUCTIONS TO CANDIDATES

1. Enter your name, address, register number and other relevant details in the space provided in the Identification Certificate and affix your passport size photograph taken within the past six months and of the following specifications.
  - a) It should be of size 4.5cm x 3.5cm. Stamp size photo will not be accepted.
  - b) You should be wearing light coloured clothes in the photograph.
  - c) Your face in full should be centred in the photograph.
  - d) The photo (in black & white or colour) should be printed on white paper with matte finish.

You should put your signature in the Identification Certificate in the presence of the Assistant Superintendent, both on the photograph and beneath the declaration therein, failing which you will not be permitted to write the examination or if permitted your answer script will be invalidated. Inside the examination hall during the course of examination you will also be required to put your signature against your name in the address list. Answer scripts of candidates who do not affix their signature as instructed above will be invalidated. You will not be permitted to write the examination if the photo as per the specifications is not affixed to the Identification Certificate or if no photograph is affixed.

2. The question booklet distributed to you will contain an alphabetical code (A, B, C or D). You should make sure that the Register Number and Question Booklet Alpha Code are written correctly in your answer script. Answer scripts in which these are entered incorrectly shall be invalidated. In the answer sheet six square boxes are provided in order to enter your register number. Your register number is prefixed with a letter in the English alphabet. A separate square is provided just before the six squares for entering the prefixed letter.
3. Enter your register number, date of birth, the caste/community/group to which you belong, name of the test, date of examination and the Question Booklet Alpha Code in the appropriate boxes in the answer sheet. You are prohibited from noting your name, address, register number or any other details anywhere else. Violation of this instruction will result in summary invalidation of your answer script. Use only a ball-point pen (blue/black ink) in order to darken the bubbles in the answer sheet.

26. **Mobile Phones, Digital Diaries, Pagers, Walkman, Calculators etc. are prohibited inside the examination centre.**

27. Misbehavior with the Assistant Superintendent or other officials in the examination hall of any kind on your part in the course of the examination will result in your dismissal from the examination hall. In addition, your answer script will be invalidated and you will be debarred from appearing the examinations conducted by the Commission for such period as the Commission shall deem fit.
28. Take your seat in the examination hall punctually, half an hour prior to the commencement of the examination, to enable verification of your admission ticket. No candidate who fails to produce his/her Admission Ticket will be permitted to attend the examination under any circumstances.
29. This being an objective test, you will not be permitted to write the test if you report late even by one minute after commencement of the test. Once the test has commenced, you will not be permitted to leave the examination hall till the duration of the test is over. This prohibition applies also to those who finish writing the test before the expiry of the designated time.
30. The correct method of marking your answers is given in detail in the General Instructions enclosed. Once the test is over, hand over the answer script to the

Assistant Superintendent before leaving the examination hall. Part A and Part B of the answer script should be separated along the perforated line and both parts handed over to the Assistant Superintendent inside the examination hall itself, failing which your answer script will be invalidated.

31. Candidates who belong to SC/ST/OEC/converts from such categories/Kudumbi should obtain their attendance certificate on the day of the test itself from the Chief Superintendent of the examination centre.
32. Since applications have not been subjected to detailed scrutiny, applicants have been admitted on provisional basis, to the examination. If defects are found on detailed scrutiny, such applications are liable to be rejected.
33. Change of examination centre will not be allowed on any grounds.
34. In case the test is postponed, revised date and related details will be announced subsequently through print and electronic media. Appear at the test venue on the revised date with this admission ticket itself as new one will not be issued.

**KERALA PUBLIC SERVICE COMMISSION**  
PART A - REGISTER NUMBER CODING SHEET

INVIGILATOR'S SIGNATURE (WITHOUT NAME)

Write Register Number and Date of Birth in the columns provided for and darken the corresponding bubbles completely. Incorrect or incomplete darkening of the bubbles leads to invalidation. Do not forget to write the alphabet prefixed to the Register Number in the column provided for. No bubble is provided for darkening the alphabet prefixed to the Register Number.

**TO AVOID INVALIDATION ENSURE THAT YOUR REGISTER NUMBER IS BUBBLED CORRECTLY**

REGISTER NUMBER						DATE OF BIRTH								
						DAY	MONTH	YEAR						
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NAME OF POST FOR WHICH EXAMINATION IS CONDUCTED

DATE OF EXAMINATION :    DAY    MONTH    YEAR

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**KERALA PUBLIC SERVICE COMMISSION**  
PART B - OMR ANSWER SHEET

Please read carefully all the instructions on the back side.  
Strict compliance of instructions is essential.

Darken the Question Booklet Alpha Code bubble without fail. Incorrect or incomplete darkening leads to invalidation. Do not write your Register Number on this half (Part B) of the sheet. Mark your Answers by darkening the appropriate bubbles with blue or black ball point pen only.

QUESTION BOOKLET ALPHA CODE

(A) (B) (C) (D)

IMPORTANT :

- ENSURE THAT QUESTION BOOKLET ALPHA CODE IS BUBBLED CORRECTLY.
- NEGATIVE MARK FOR WRONG / MULTIPLE ANSWERS.
- FOR MARKING A BUBBLE, DARKEN THAT BUBBLE COMPLETELY.

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