

KERALA PUBLIC SERVICE COMMISSION

Instructions to candidates

1. Candidates shall occupy their seats allotted in the exam centre half an hour prior to the commencement of examination for verifying their identity with respect to the Identity Certificate.
2. Candidate should produce a photo affixed original Identity Card and its self attested copy to prove their identity. [Voters ID, Driving Licence, Passport, Identity cards issued by Social Welfare Department to Physically Handicapped candidates, photo affixed pass books issued by Nationalized Banks, PAN card, Identity cards issued to Government Employees by the concerned departments are accepted for this purpose.]

Candidates without Identity card and it's self attested copy will not permitted to attend the examination.

Candidates should not bring with them any electronic/communication device such as Mobile Phone, Digital Diary etc. in the examination campus.

3. Candidates should enter their name, address, register number and other relevant details in the space provided in the identification certificate. They should also affix their **passport size photo** taken within a period of past six months (colour/black and white) in the appropriate place.

The photo should be of 4.5 cms x 3.5 cms in size, face and shoulders should be clear, background should be white or light coloured, face centrally focussed and eyes open and vivid. Photograph not in passport size, unclear face, with side view of face etc. should not be affixed in the Identification Certificate.

The candidates who produce Identification Certificate without affixing photo or affixing a photo not in the prescribed size and model will not be permitted to attend the examination.

4. The candidates should put their signature in the photo affixed in the Identification Certificate in the presence of Assistant Superintendent in such a way that part of the signature in the photo and part in the paper and also beneath the declaration therein. They should also put their signature against their names in the address list provided in the examination hall.
5. Candidates should enter their register number, date of birth in the appropriate boxes in the A-part of OMR sheet and blacken the relevant bubbles. The name and date of the examination should also be entered in the appropriate places. The candidate should blacken the appropriate bubble pertaining to Question booklet alphacode on B-part. They should ensure that the alpha code entered in the Answer sheet is same as that one in the Question booklet. Answers should be marked in B Part. Darken completely only the bubble corresponding to the right answer against each question. No other markings should be entered any where else in the answer sheet .
6. **Fresh OMR sheet / Question booklet will not be supplied for any reason except printing /manufacturing defect.**
7. Candidates should use only Blue/Black ink ball point pens to mark the bubbles in the answer sheet.
8. No candidate is allowed to enter into the hall after the commencement of the examination and not permitted to leave the hall until the examination is over.
9. **At the end of the test Part A and Part B of the answer script should be separated along the perforated line and both parts should be handed over to the Assistant Superintendent in the examination hall itself. No candidate should leave the examination hall without handing over the answer scripts. A and B parts should never be separated before completing the examination.**
10. Candidates who misbehave to the officials engaged for examination duty and those who commits any malpractice /unfair means in the examination would be expelled from the examination hall.

The Answer Scripts of the candidates who violates the above instructions, will be invalidated and legal action will be proceeded against them.

11. Those candidates eligible for T.A. should get attendance certificate from the Chief Superintendent on the day of the examination itself.
12. No change of centre will be allowed on any circumstances.
13. Applications are admitted provisionally since the detailed scrutiny is not completed. On detailed scrutiny the applications with discrepancies, if any, found are liable to be rejected.
14. **If the examination is postponed due to any reason whatsoever the renewed date will be intimated through mass media and the website of Kerala Public Service Commission (www.keralapsc.org). No individual intimation will be served. Candidates should honour the same admission tickets in the renewed date.**