

**ANDHRA PRADESH PUBLIC SERVICE COMMISSION: VIJAYAWADA**

**Qualifying test in proficiency in office automation with usage of computers and associated software” conducted by APPSC.**

**GENERAL INSTRUCTIONS**

1. The candidates have to report 20 minutes before commencement of qualifying test. They have to record their biometric impression on biometric system and then only they will be permitted to occupy their allotted seats.
2. The total duration of the test is 30 minutes and the candidates should not leave the examination hall till expiry of the full time.
3. Employees applied for Computer proficiency test (of Compassionate appointment on or after 12.05.2014) should bring their memo posted to them with attested photo on the memo and Employees I.D Proof for verification.
4. The candidates are not allowed to bring any electronic devices such as mobile / cell phones, calculators, tablets, IPAD, Blue tooth, pagers, electronic watches , pens, pencils etc., to the examination hall.
5. The candidates will be permitted to appear for the test, only after their credentials are verified by officials and on subjecting to frisking to ensure that no prohibited articles should be carried with him/her.
6. Candidates are expected to behave in orderly and disciplinary manner and are prohibited from communicating, consulting or conversing with others causing disturbance and adopting agitation tactics.
7. Candidates trying to use unfair means shall be disqualified. The penal provisions of public examinations Act 25/97 published in the AP Gazette no 35 part-IV-B Extraordinary Dt.21.08.1997 shall be invoked if malpractices and unfair means are noticed at any stage of examination.
8. Any infringement of the above instructions shall entail disciplinary action against the candidate which may include debarment from appearing any of future tests of APPSC.
9. Violation of any of the instructions may lead to invalidation besides penal action. Rules of punishment are governed by the Regulation PME notified vide G.O.Ms.No. 385 GAD (Ser-A) Dept., Dt.18.10.2016 with regard to Malpractice/Misbehavior in the examinations conducted by the APPSC is also applicable. For details, candidates shall refer to the G.O available on website of APPSC.
10. Vide G.O. Ms. No.133 &134 GAD (Ser-B), dt12/05/2014 & G.O. Ms. No.25 GAD (Ser-A), dt.12/03/2015, the employees appointed on compassionate grounds on or after 12/05/2014 should qualify the computer proficiency test.

**Sd/-**

**SECRETARY**