

ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: VIJAYAWADA

**Recruitment to the post of FOREST RANGE OFFICER in A.P. Forest Service
Notification No.10/2018, Dt:04/12/2018**

**PROFICIENCY IN OFFICE AUTOMATION WITH USAGE OF COMPUTERS AND
ASSOCIATED SOFTWARE**

1. please attend examination with **Hall Ticket and Strictly follow the COVID Rules.**
2. While coming to the examination hall, please bring your Hall Ticket, without Hall Ticket admission will not be granted.
3. If you received the Hall Ticket without photo/blurred photo/too small/photo without signature, you should bring 3 passport size photos duly attested by Gazetted Officer and hand over the same to the Invigilator in the examination hall, failing which you will not be admitted to the examination
4. The Hall Ticket must be presented for verification along with at least one original valid photo identification card issued by Govt. i.e., Passport, Pan Card, Voter ID, Aadhar Card, Govt. Employee ID or Driving License etc.,
5. Candidates are allowed inside the test centre from 2:00 pm for the Afternoon Session and from 03:00 PM onwards for the Evening Session as the candidates have to undergo certain procedural formalities required for Computer Based Test. Candidates are advised to check the location of examination centre in advance and also reach the examination centre early to avoid late minute rush.
6. The total duration of the examination for each session is 30 minutes. The question Paper will be in English only.
7. Candidates are not allowed to bring any Electronic devices such as mobile/Cell phones, Calculators, Tablets, I-Pad, Bluetooth, Pagers or any other device capable of interacting/programming to the examination centre. Any violation of the above leads to disqualification of candidature.
8. Candidates will be permitted to appear for the test, only after their credentials are verified by centre officials and after frisking to ensure that no prohibited articles are carried (writing pads and hand bags are also not allowed). APPSC will not make any arrangements for safe custody of any material brought by the candidates and the candidates shall make their own arrangements.
9. The check-in procedure inside the test hall includes capturing the image and left thumb print. This is a security feature which will allow APPSC to crosscheck the identity and also to prevent impersonation cases. Therefore, they are advised not to apply any external matter like mehendi, ink etc., on their Hands/Feet. In case the Bio-Metric could

not be obtained due to technical reasons in the beginning of examinations, it would be taken at the end of the exam.

- 10.** Candidates will be permitted to occupy their allotted seats as and when they complete the Bio-Metric procedure before the scheduled start of the Examination. After the completion of the Bio-Metric, no candidate is allowed to leave the allotted room/Hall till the expiry of examination time.
- 11.** Candidates are prohibited from communicating, consulting or conversing with other candidates in the Examination hall or causing disturbance in any manner whatsoever, Candidates are prohibited to borrow any item from other candidates in the Exam – Hall. In case of any disturbance, such candidates would be disqualified.
- 12.** Candidates are expected to behave in orderly and disciplined manner while taking the examination. The candidature will be rejected in such cases, in case of impersonation/disorder/Rowdy behavior during examination; necessary FIR for the incident will be lodged with concerned Police Station apart from disqualifying the candidature. The centre Superintendent/Chief invigilator is duly authorized to take spot action in such cases.
- 13.** Admission to the examination is provisional subject to the confirmation/satisfaction of conditions laid down in Notification No.10/2018 and also subject to satisfying the eligibility criteria and verification of required certificates at a later stage. Admission/Appearing to the Examination does not confer ipso facto right for recruitment/selection.
- 14.** Frequent visits to toilet are not permitted. Candidates are advised to use the toilet facility only in case of extreme necessary. If any candidates are found to be indulging in discussions or malpractice near the toilets or corridor or any other places after going out of the hall under the place for going to toilet or otherwise they would be disqualified.
- 15.** Candidates will not be permitted to leave the examination hall till the expiry of full time. If any candidate leaves the examination hall in the middle, he would be disqualified. If there is any problem with computer system, the candidates have to wait without talking to other till the system is restored. In case of any violation, the candidate will be disqualified.
- 16.** Candidates are requested to remain in their seat and not to glance in to the computer other than the one allotted to the candidate. If any candidate or candidates are found to be peeping or glancing in to computer of other candidates, they would be disqualified.

- 17.** Violation of any of the instructions may lead to invalidation of Answer Sheet besides penal action. Rules of punishment are governed by Regulation PME notified vide G.O.Ms.No.385, GAD (Ser-A) Dept., dated 18-10-2016 with regard to Malpractice/Misbehavior in the examination conducted by the APPSC. For details candidates shall refer to the G.O available on website of APPSC.
- 18.** Any violation of the above instructions shall entail disciplinary action on the candidate which may include debarment from appearing any of future tests of APPSC and other Public Service Commission in the Country, besides taking criminal action or any other action as deemed fit by the Commission.
- 19.** For any further clarification, please read the Notification No.10/2018, Dt:04-12-2018 available at <http://psc.ap.gov.in>.