



WOMEN AND CHILD WELFARE OFFICER (INCLUDING CHILD DEVELOPMENT PROJECT OFFICER ICDS, ADDL. CHILD DEVELOPMENT PROJECT OFFICER, ICDS AND MANAGER OF WAREHOUSE) IN WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT

NOTIFICATION NO. 13/2022, DATED: 05/09/2022

(GENERAL RECRUITMENT)

WEB NOTE

HALLTICKET INSTRUCTIONS TO CANDIDATES FOR CBRT MODE EXAM

1. The Hall Ticket must be presented for entry into the examination hall along with at least one original valid Photo identification card issued by Government i.e., Passport, Pan Card, Voter ID, Aadhaar Card, Government Employee ID or Driving License, etc.
2. This Hall Ticket is valid only if the printed images of the Candidate's Photograph and Signature are legible. To ensure this, bring the Hall Ticket printed on A4 sized paper with a laser printer, preferably a color printer. **A passport size photo of the candidate has to be pasted with gum at the designated place in the printed Hall Ticket before coming to the examination centre.** Otherwise, the application of the candidate is liable to be rejected.
3. **If the Hall Ticket downloaded has blurred/improper photo, the candidate should bring three (3) passport size photos duly attested by a Gazetted officer/Principal of the last studied institution** along with an undertaking (FORM-I) (format available in website www.tspsc.gov.in) and handover to the invigilator in the examination hall, failing which the candidate will not be admitted to the examination.
4. a) Candidates are allowed for forenoon session inside the test center from 8:30 AM onwards for identity verification. The test center gate will be closed at 9:30 AM. NO CANDIDATE WILL BE ALLOWED TO ENTER THE TEST CENTRE AFTER CLOSING THE GATE.
b) Candidates are allowed for afternoon session inside the test center from 1:00 PM onwards for identity verification. The test center gate will be closed at 2:00 PM. NO CANDIDATE WILL BE ALLOWED TO ENTER THE TEST CENTRE AFTER CLOSING THE GATE.
5. Candidate will be permitted to appear for the examination ONLY after verification of credentials by center officials & after frisking to ensure that no prohibited articles are carried.
6. **Candidate is advised to visit the examination centre at least one day before the examination and acquaint with the exact location of the examination centre. Change of examination center will not be entertained under any circumstances**
7. Candidates are not allowed to bring calculators, mathematical tables, log books, pagers, cell phones, tablets, pendrives, Bluetooth devices, watch, log tables, wallet, hand bags, writing pads, notes, charts, loose sheets or any other gadgets or recording instruments strapped on their body or pockets. Possession of the same will lead to invalidation of candidature for the Exam. Candidate is instructed to wear only Chappal and not shoes.
8. There would not be any Cloak facility for safe-keeping of phones, valuable devices or personal belongings outside the examination hall. Hence candidates are informed not to bring articles which are not allowed in the examination center.
9. The check-in procedure inside the test hall includes capturing of biometric information, photo and left hand thumb impression of candidates. Therefore, candidates are advised not to apply any external material like Mehandi, Ink, Tattoos etc. on their Hands/Feet.
10. The candidate should satisfy the authorities/ Officials of her identity with reference to the signature and photograph available on the Hall Ticket & Nominal Roll through valid photo identity documents like PAN Card, Aadhaar Card etc. In case of impersonation an F.I.R will be lodged with Police Station concerned apart from disqualifying the candidature.
11. Candidates can login and start reading the necessary instructions 10 minutes before the start of the examination.
12. **The candidates are instructed to Practice the MOCK TEST thoroughly using the MOCK TEST link <https://www.digialm.com:443/OnlineAssessment/index.html?1222@@M2> available in the Commission's website before coming to the Examination.**
13. The total duration of each examination is 150 minutes for both Morning session and After Noon sessions. The Examination shall be auto submitted after the expiry of 2 hours 30 mins time.
14. Paper-I General Studies and General Abilities will be in Telugu and English & Paper - II will be in Concerned subject Degree Level. (Common for All) in English & Telugu version will be considered as authentic version for valuation purpose., In case of any discrepancy between English & Telugu versions of the questions (only for bi-lingual paper), English version of the question shall be treated as final.

15. After reading the instructions, candidate must select the preferred language of questions from the drop-down box given. The candidate has an option of viewing any question in other than chosen language at any point of time.
16. Wherever the candidate who has chosen Telugu as preferred language and has a doubt w.r.to a question in Telugu version, she can click on the drop-down box given at the right hand top corner (below the timer) to see the English version of the same question.
17. Candidates will not be permitted to leave the examination hall before the end of the examination.
18. Candidate should ONLY carry her hall ticket, Black/Blue Ball Point Pen and valid identification card(s) inside the test center and any other belongings strictly will not be allowed. Rough sheets will be provided at the examination hall by the invigilator.
19. Candidates should follow the instructions announced by the invigilator carefully. After login, go through the instructions displayed on the screen carefully and follow the list of symbols for answering online examination. No clarifications or doubts related to the questions of the examination paper will be entertained during the examination
20. In case you detect any hardware or software problem during the Examination with the computer provided, please raise your hand and talk to the Invigilator. The problem will be rectified. The time lost in rectification of any software / hardware / any other technical problem will be compensated automatically by the system.
21. Response sheets will be generated based on the language selected by the candidate for each question. The same will be available to the candidates on website few days after the examination.
22. The candidates must note that, those who applied under equivalence of qualification are admitted subject to verification of qualification and other eligibility criteria & satisfaction of the Commission, therefore, admission to this written Test is strictly "Provisional".
23. The mere fact that Hall Ticket has been issued does not imply that the candidature has been finally cleared by the Commission or that the entries made by the candidate in the online application for the Test have been accepted by the Commission as true and correct.
24. **PwD candidates may note the following:** -The facility of scribe and or compensatory time shall be allowed to any candidate with benchmark disability if claimed in the online application as defined under section 2 (r) of the Rights of persons with Disabilities Act, 2016 and has limitation in writing including that of speed, if so desired. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms effected) and cerebral palsy, the facility of scribe shall be given only if claimed in the online application.
The PwD candidates having less than 40% disability and having difficulty in writing would also be provided scribe and or compensatory time if they have difficulty in writing subject to production of a certificate in APPENDIX – III, if they have claimed Scribe / Compensatory time in online application. All PwD candidates on whose hall ticket Scribe / Compensatory time has been permitted have to mandatorily show SADAREM certificate / APPENDIX – III to Chief Superintendent to claim Scribe / Compensatory time.
25. Candidates are prohibited from communicating, consulting, conversing with other candidates or adopting agitation tactics in and around the Examination Hall such as raising of slogans, causing disturbance in any manner whatsoever during the Examination. Candidates are not permitted to borrow any item from other candidates in the Examination Hall. The candidates are expected to behave in orderly and disciplined manner while taking the examination. In case of disorder / rowdy behavior / trying to use Unfair Means during examination, an F.I.R will be lodged with Police Station concerned apart from disqualifying her candidature.
26. Any Infringement of the above instructions shall entail disciplinary action on the candidate which may include debarment from appearing for any other examinations of TGPSC & Other Public Service Commissions in the Country besides cancellation of candidature to this Recruitment. The Penal Provisions of Telangana Public Examinations (Prevention of Malpractice and Unfair Means) Act, 1997 (Act No.25/1997) will be invoked if malpractice or Unfair Means are noticed at any stage of the Recruitment.
27. Admission to the Examination is provisional, subject to the confirmation / satisfaction of conditions of Notification No. 13/2022, dated: 05/09/2022 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 any right for recruitment / selection.
28. Hall Ticket must be preserved by the candidate till the final conclusion of the process of Recruitment.
29. For further clarification please read the Notification No. 13/2022, dated: 05/09/2022 available at <https://www.tspsc.gov.in>

Date: 21-12-2024
Place: Hyderabad

Sd/- Dr. E. Naveen Nicolas, I.A.S.,
SECRETARY, T.G.P.S.C



TELANGANA PUBLIC SERVICE COMMISSION: HYDERABAD

WOMEN AND CHILD WELFARE OFFICER (INCLUDING CHILD DEVELOPMENT PROJECT OFFICER ICDS, ADDL. CHILD DEVELOPMENT PROJECT OFFICER, ICDS AND MANAGER OF WAREHOUSE) IN WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT

NOTIFICATION NO. 13/2022, DATED: 05/09/2022

WEB NOTE

PROCEDURE FOR CANDIDATES TO ENTER EXAMINATION LABS:

- a) *The candidate should carry ONLY the printout of the **Hall Ticket** downloaded from the TGPSC website along with any **valid Identity proof in original**.*
- b) After Candidate enters the Centre;**
- i) *Candidate goes through the Seating Plan displayed at the entrance and identifies the specific Examination Hall allocated to her.*
 - ii) *At the Document Verification Desk, the candidate shows her Hall Ticket and Valid Original Identity Proof.*
 - iii) *Candidate will be permitted to the examination Hall after verification of credentials by center officials and after frisking to ensure that no prohibited articles are carried.*
 - iv) *Post verification of documents, the candidate is directed to proceed to the Registration Desk for giving Photo and Thumb impression.*
 - v) *At the Registration Desk, the candidate to show her Hall Ticket and Identity Proof.*
 - vi) *The Registration Desk Manager at the Registration Desk will verify the Hall Ticket and the Identity Proof and checks the candidate's details in the list provided. Then Registration Manager will capture Candidate Photo and Left Hand Thumb Impression.*
 - vii) *If everything is found to be in order, then the candidate will be guided to the computer allotted.*
 - viii) *The candidate sits at the computer allotted to her and waits for further instructions from invigilators.*
 - ix) *Login to the system as per the specified timelines and read the instructions carefully.*
 - x) *After reading the instructions, candidate must select the preferred language of questions (only for bi-lingual exam) from the drop-down box given. The candidate has an option of viewing any question in other than chosen language at any point of time.*
 - xi) *In case of any discrepancy between English & Telugu versions of the questions (only for bi-lingual paper), English version of the question shall be treated as final.*
 - xii) *Wherever the candidate who has chosen Telugu as preferred language and has a doubt w.r.to a question in Telugu version, she can click on the drop-down box given at the right hand top corner (below the timer) to see the English version of the same question.*
 - xiii) *Response sheets will be generated based on the language selected by the candidate for each question. The same will be available to the candidates on website few days after the examination.*

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WELFARE DEPARTMENT

NOTIFICATION NO.13/2022, DT:05/09/2022

WEB NOTE

GENERAL INSTRUCTIONS FOR CANDIDATES REGARDING CBRT EXAMINATION

- 1) **Candidates shall be allowed entry into the venue one and half hours (90 minutes) before the Commencement of Examination as the candidates have to undergo certain procedural formalities required for CBRT examination. The entry gates will be closed 30 minutes before the start time of the examination.**
- 2) Date and Time of the Examination are mentioned in the Hall-Ticket
- 3) The examination link with the login screen will already be available on your system.
- 4) **The candidates are instructed to practice the MOCK TEST thoroughly using the MOCK TEST link <https://www.digialm.com:443/OnlineAssessment/index.html?1222@@M2> available in the Commission's website before coming to the Examination.**
- 5) 10 minutes prior to the exam, you'll be prompted to login. Please type the Login ID (H T No.) and the Password (Password for Candidate will be given on exam day) to proceed further.
- 6) Invigilator will announce the password at 09.50 AM and 02.20 PM in cases if Examination is at 10:00 A.M and 2:30 P.M respectively.
- 7) Copying or noting down questions and/or options is not allowed. Severe action will be taken if any candidate is found noting down the questions and/or options.
- 8) After logging in, the following will be displayed on your Computer screen:
 - Profile Information - Check the details & click on "I Confirm".
 - Detailed exam instructions - Please read and understand thoroughly.
 - Please click on the "I am ready to Begin" button.
- 9) After reading the instructions, you have to use the mouse to answer the multiple-choice type questions having FOUR alternative answer choices.
- 10) To answer any numerical answer type question, you need to use the mouse.
- 11) On the online exam question screen, the timer will display the balance time remaining for the completion of exam.
- 12) The question numbers are colour coded and of different shapes based on the process of recording your response:
 - White (Square) - For un-attempted questions.
 - Red (Inverted Pentagon) - For unanswered questions.
 - Green (Pentagon) - For attempted questions.
 - Violet (Circle) - Question marked by candidate for review to be answered later.
 - Violet (Circle with a Tick mark) - Question answered but marked by candidate for review.
- 13) After answering a question, click the SAVE & NEXT button to save your response and move onto the next question.
- 14) Click on Mark for Review & NEXT to mark your question for review, and then go to the next question.
- 15) To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.
- 16) A summary of each section, (i.e. questions answered, not answered, marked for review) is available for each section. You have to place the cursor over the section name for this summary.
- 17) You may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on your screen.
- 18) Your exam will be auto-submitted after 150 minutes. However, for PwD candidates eligible for compensatory time, SUBMIT button will be activated after 150 minutes and will continue for additional 50 minutes. Please keep checking the timer on your screen.
- 19) In case of automatic or emergency log out, all your attempted questions and their responses will be saved. And also, the exam will start from the time where it had stopped.

- 20) You will be provided a blank sheet for rough work. Do write your Login ID and Password on it. Please ensure that you return it to the invigilator at the end of the exam after tearing ONLY the password from it.
- 21) Please don't touch the key board as your exam ID will get locked. If your ID gets locked, please inform your invigilator who will help in unlocking your ID and then you can continue with the exam.
- 22) Please inform the invigilator in case of any technical issues.
- 23) Please do not talk to or disturb other candidates.
- 24) In case you are carrying articles other than the admit card, photo identity proof and pen, please leave them outside the exam room.
- 25) These are model instructions and candidates have to follow latest instructions issued along with Hall tickets

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NOTIFICATION NO.13/2022, Dt. 05/09/2022

WEB NOTE

DO's AND DON'T's BEFORE/DURING THE EXAMINATION

DO's	Don'ts
The candidates are instructed to practice the MOCK TEST thoroughly using the MOCK TEST link https://www.digialm.com:443//OnlineAssessment/index.html?1222@@M2 available in the Commission's website before coming to the Examination.	-
Closure of Candidate entry into the Examination Centre is 9.30 AM for FNSession and 2.00 PM for AN Session.Candidate has to report to the test center before GATE closure time	Candidates should not be late as they willnot be allowed to test center after GATE Closure time.
Candidate has to Bring Black/Blue Ball Point Pen, Hall ticket for verification alongwith at least one original (no photocopy or scanned copy) valid identification card (for example: Passport, PAN Card, Voter ID, Aadhaar-UID, Government Employer ID and Driving License) to enter to examination Hall.	Candidates Without having Hall Ticket and Original Identification Proof will not be allowed to the examination center.
The check-in procedure inside the test hall may include capturing your image and left thumbprint. This is a security feature which will allow TGPS C to verify your identity and also to check impersonation by any candidate.	Candidates not allowed to carry any electronic or any other gadgets, Pens, mobile/cellular phone, tablets, pen drives, Bluetooth devices, watch, calculator, log tables, wallet, purse, notes, charts, loose sheets or recording instruments strapped on your body or in your pockets to exam room.
You have to use the mouse to answer the multiple choice type questions.	Do not bring your valuable devices or personal belongings. There may not be a guaranteed security facility for safe-keeping of outside the examination hall
Candidate has to sit for 150 mins of exam time. No candidate is allowed to leave theExamination Hall till the end of the examination. Submit the Rough sheets to the invigilator before you leave the hall.	Candidates are advised not to apply any external matters like Mehandi, Ink etc. on their Hands/Foot. Because of this your Thumb impression/biometric may not be captured at examination center.
If Candidate Photo is not appearing properly in Hall Ticket, such Candidate has to bring three passport size photographs along with Authentication Form-I available in Commission's website.	Do not touch the Key board during the exam.
Candidate should sit only on the system allotted to them as per the system numbers given at the examination hall. The system allotted to Candidate, displays the personal details (photo and name) on the login screen. To go through them carefully and contact the invigilators in case of any discrepancy	Candidates should not sit on the system other than the system allotted to them.They should not Violate Instructions / misbehave during the examination.
Login ID and Password will be announced 10 min before the commencement of the examination in the Test center	

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