

INSTRUCTIONS TO FILL THE RESPONSES IN THE ANSWER/OMR SHEET FOR INVIGILATORS

1. Candidate must write his/her name in **BLOCK letters** in the box provided in the top of the answer/OMR sheet using **BLUE/BLACK BALL POINT PEN** only, for example:

MINAKSHI KUMARI

2. Candidate must write his/her roll number in the box printed on the top of Answer/OMR Sheet.
3. The booklet series A or B or C or D, as given on the question paper (to be provided in the examination hall) must be written in the prescribed box.
4. Candidate must put his/her **signature** in the box provided in the answer/OMR sheet.
5. Do not write anything in the box provided for invigilator signatures.
6. Each answer sheet must be signed by the invigilator in the space provided in the answer/OMR sheet and invigilator has to codify the booklet series i.e. either A or B or C or D as per the question booklet provided to each candidate.
7. Ensure that candidate has written his/her roll number in the prescribed rectangle, for example if roll number is 912008 or 910103 then candidate must write it as example given below.
8. Encoding of roll number must be in the provided format, for example

(a)

9	1	2	0	0	8
0	0	0	●	●	0
1	●	1	1	1	1
2	2	●	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	●
●	9	9	9	9	9

(b)

9	1	0	1	0	3
0	0	●	0	●	0
1	●	1	●	1	1
2	2	2	2	2	2
3	3	3	3	3	●
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
●	9	9	9	9	9

9. Only one response to be selected & marked. In case more than one response is marked for a single question or no response is marked for a question, no marks will be given for that question.
10. While marking the answer in the answer/OMR sheet candidate should darken the circle corresponding to the choice in full with blue or black ball pen only and no part of the circle should be left unfilled.
11. Erasing or changing of answer is not allowed.
12. Do not use HB pencil or Gel Ball Pen. Only blue or black ball point pen must be used for marking responses.
13. Rough work is not be done on the answer/OMR sheet.
14. There is no negative marking for wrong answers.
15. Candidate mark answer/responses only on the answer/OMR sheet given to the candidate in the examination hall. Responses marked on the test booklet or any paper other than the answer/OMR sheet shall not be examined for which the candidate himself/herself will be responsible.
16. Invigilator must ensure that candidate must have filled signed and entered the answer sheet serial number (for example: 261723, mention in the response sheet) on the attendance sheet.
17. Do not fold answer/OMR sheets or file them or tagged them or pin-up them or stapled them.
18. These answer/OMR sheets are to be properly packed into card board box and to be kept away from any kind of moisture etc. In case any sheet got damaged or torned it will not be evaluated at all in the OMR scanner.
19. After completion of written examination, a separate list of candidates (Roll number, Chest number, Candidate name) must be prepared by the invigilator and submit to the concerned district S.P. for further transmission to APT, HQ.

HIMACHAL PRADESH POLICE ANSWER / OMR SHEET

RECTANGLES AND CIRCLES TO BE FILLED IN BLUE / BLACK BALL POINT PEN ONLY.

NAME OF THE CANDIDATE (IN BLOCK LETTERS)

ROLL NUMBER

BOOKLET SERIES

CENTRE OF EXAMINATION / TEST

DATE OF TEST

10001



Answer Sheet No.

ROLL NUMBER

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

BOOKLET SERIES

A

B

C

D

CANDIDATE'S SIGNATURE

USE BLUE / BLACK BALL POINT PEN ONLY.

WRONG A B C D

WRONG A B C D

WRONG A B C D

CORRECT A B C D

BOOKLET SERIES
to be coded by invigilator
with Blue/ Black Ball Point Pen Only

INVIGILATOR'S SIGNATURE
(in Ink)

A B C D

1	A	B	C	D
2	A	B	C	D
3	A	B	C	D
4	A	B	C	D
5	A	B	C	D
6	A	B	C	D
7	A	B	C	D
8	A	B	C	D
9	A	B	C	D
10	A	B	C	D
11	A	B	C	D
12	A	B	C	D
13	A	B	C	D
14	A	B	C	D
15	A	B	C	D
16	A	B	C	D
17	A	B	C	D
18	A	B	C	D
19	A	B	C	D
20	A	B	C	D
21	A	B	C	D
22	A	B	C	D
23	A	B	C	D
24	A	B	C	D
25	A	B	C	D
26	A	B	C	D
27	A	B	C	D
28	A	B	C	D
29	A	B	C	D
30	A	B	C	D

31	A	B	C	D
32	A	B	C	D
33	A	B	C	D
34	A	B	C	D
35	A	B	C	D
36	A	B	C	D
37	A	B	C	D
38	A	B	C	D
39	A	B	C	D
40	A	B	C	D
41	A	B	C	D
42	A	B	C	D
43	A	B	C	D
44	A	B	C	D
45	A	B	C	D
46	A	B	C	D
47	A	B	C	D
48	A	B	C	D
49	A	B	C	D
50	A	B	C	D
51	A	B	C	D
52	A	B	C	D
53	A	B	C	D
54	A	B	C	D
55	A	B	C	D
56	A	B	C	D
57	A	B	C	D
58	A	B	C	D
59	A	B	C	D
60	A	B	C	D

61	A	B	C	D
62	A	B	C	D
63	A	B	C	D
64	A	B	C	D
65	A	B	C	D
66	A	B	C	D
67	A	B	C	D
68	A	B	C	D
69	A	B	C	D
70	A	B	C	D
71	A	B	C	D
72	A	B	C	D
73	A	B	C	D
74	A	B	C	D
75	A	B	C	D
76	A	B	C	D
77	A	B	C	D
78	A	B	C	D
79	A	B	C	D
80	A	B	C	D

DO NOT WRITE
IN THIS AREA

DO NOT WRITE
IN THIS AREA