# SUMMARY OF IMPORTANT INSTRUCTIONS FOR CANDIDATES

- 1. Admission is provisional; false/incorrect information will cancel candidature.
- 2. Locate centre in advance and reach at least **one hour before** exam time.
- 3. Carry Admit Card, Original Photo ID (Aadhaar/E-Aadhaar printout), and one photocopy of ID with Roll No., signature & date marked on it.
- 4. No entry without ID and photocopy; both must be submitted to Invigilator.
- 5. No electronic items allowed: mobiles, watches, calculators, Bluetooth, pen drives, etc.
- 6. Smoking, food, tea, or matchbox/lighter not allowed inside Exam Hall.
- 7. Be seated **30 minutes before** the exam; no entry after start time.
- 8. Maintain **complete silence** in the examination hall.
- 9. Use only blue/black ball point pen; bring your own.
- 10. Follow instructions on Admit Card, Question Booklet, and OMR Sheet.
- 11. Fill and darken Roll No., Booklet Series, and Serial Numbers correctly on OMR.
- 12. Multiple Response (Answers) for one question will be treated as incorrect, OMR Response sheet with wrongly filled Roll No. shall be rejected.
- 13. Candidate must sign attendance sheet and give **Left Thumb Impression** in presence of Invigilator.
- 14. Ensure Question Booklet/OMR Sheet has no missing/torn pages before starting.
- 15. Do not write name initials, or extra marks on OMR Sheet other than the instruction on it.
- 16. Do not fold, mutilate, or tear OMR; corrections/whitening not allowed.
- 17. Hand over **original OMR Sheet** to Invigilator before leaving exam hall.
- 18. Candidates may carry Question Paper Booklet and OMR candidate's carbon copy after the exam.
- 19. No one can leave before exam ends; no toilet uses in last 30 minutes.
- 20. Copying, impersonation or misconduct will invite cancellation & legal action.
- 21. Offences will be dealt under the Odisha Conduct of Examination Act, 1988.

#### N.B.

# Dear Candidate for CPSE 2024,

You are here by Cautioned not to involve yourself in any malpractice in examination process, getting involve in any bribery in any intermediary etc. which are punishable under law. Please contact our helpline number (9040493223) in case anybody approaches you for any such malpractice.

# **INSTRUCTIONS FOR CANDIDATES**

CANDIDATES MUST STUDY CAREFULLY THE FOLLOWING INSTRUCTIONS AND OBSERVE THE SAME METICULOUSLY WITHOUT FAIL. THEY SHOULD ALSO READ THE INSTRUCTIONS AS MENTIONED ON THE ADMISSION CERTIFICATE, TEST BOOKLET/QUESTION BOOKLET AND ANSWER SHEET.

#### Silence must be observed in the examination hall <u>ALWAYS</u>.

- The candidates must note that his/ her admission to the examination is strictly provisional. In the
  event of any information furnished by the candidate being found false or incorrect or ineligibility
  being detected at any stage after admission of the candidate to the examination, his/her
  candidatureshall be rejected.
- 3. (i) The candidate is advised to bring his/ her **Admit Card** to the examination hall/room to secure admission. He/ She must read the instructions printed on the admission certificate/ Admit Card.
  - (i) The candidate must also bring his/her Identity proof in original (i.e., **Adhaar Card/ E-Adhaar Printout)** and its photocopy. On the copy of Identity proof, the candidates should write his/her Roll No. on the top and put his /her full signature and date at the bottom. Candidates will not be allowed to enter the premises without original Photo ID Card and a photo-copy, which isto be handed over to the Invigilator.
  - (ii) The photo-copy of your identity proof will be collected at the end of the examination after second sitting and those who will appear for 3<sup>rd</sup> paper will hand over their photo copy of identity proof and admit card after the examination is over.
  - (iii) If you do not carry photo-copy of your identity proof, you will not be allowed to enter the Examination Hall.
  - (iv) The candidate is required to put his/her full signature in the attendance sheet in presence of the concerned Invigilator. Such signature of the candidate should tally with his/her signature already submitted earlier in his/ her application.
  - (v) The candidate is advised to bring his/her own ball point pen containing blue or black ink.
  - (vi) The candidate must handover the **admit card** and copy of the Identity Proof to the Invigilator after completion of the examination.
  - 4.The candidates should not take any article into the examination hall except the article(s) mentioned in Para-3 above. He/she should leave his/her books/notes or any article at the entrance of the premises at his/her own risk.
- 5. Any kind of digital and manual wrist watches shall not be allowed since there will be wall- clock installed in every room of examination Centre.
- 6. No SCRIBE shall be allowed to any candidate to mark answers, for reasons whatsoever.
- 7. **The candidates are required to occupy their seats in the Examination Hall** at least 30 minutes prior to **commencement of the examination and** 15 minutes prior to each sitting preparatory activities will commence.
  - No candidate shall be admitted into the Examination Hall after the scheduled time of commencement of the examination under any circumstances whatsoever.

- 8. (i) ELECTRONIC OR ANY OTHER TYPE OF CALCULATORS, CELLULAR/MOBILE PHONES, PAGERS, PENDRIVE OR ANY OTHER ELECTRONIC EQUIPMENT OR DEVICEOR ANY OTHER EQUIPMENT CAPABLE OF BEING USED AS A COMMUNICATION DEVICE ARE **NOT** ALLOWED INSIDE THE PREMISES WHERE THE EXAMINATION IS BEING CONDUCTED. ANY INFRINGEMENT OF THE ABOVE INSTRUCTION SHALL ENTAIL DISCIPLINARY ACTION INCLUDING BAN/ EXPULSION FROM THE PRESENT AND FUTURE EXAMINATIONS.
  - (ii) CANDIDATES ARE ADVISED IN THEIR OWN INTEREST **NOT TO** BRING ANY OF THE BANNED ITEMS INCLUDING MOBILE PHONES TO THE VENUE OF THE EXAMINATION, AS ARRANGEMENTS FOR THEIR SAFE KEEPING CANNOT BE ASSURED.
- 9. The candidate must not write anything on his/her admission certificate/ Admit Card or identity proof document (either original or photo-copy).
- 10. The candidate should carefully read and follow the instructions printed on the cover of the Test Booklet/ Question Booklet and on the back page of Answer Sheet, which will be provided to him/ her in the examination hall.
- 11. As soon as the candidate receives the Answer Sheet, he/ she should check that it is numbered. If it is found un-numbered, he/she should at once get it replaced by a numbered one.

WARNING:-The candidates are required to fill-up and darken Roll No., Test Booklet/QuestionBooklet Set in the Answer Sheets carefully as well as fill up Test Booklet/ Question Booklet Serial No. and Answer Sheet Serial No. in the Attendance Sheet on each sitting in blue/ black ball point pen carefully.

Wrongly filled up Roll Number and Test Booklet/Question Booklet Set will lead to rejection of the OMR Sheet and Zero will be awarded.

#### **INSTRUCTIONS FOR FILLING OF OMR:-**

- 01. PLEASE FOLLOW DETAIL INSTRUCTIONS TO CANDIDATES UPLOADED IN THE ODISHA POLICE PORTAL.
- 02. USE BLACK OR BLUE BALL POINT PEN ONLY.
- 03. PLEASE FOLD AT PERFORATION LINE AND SEPARATE THE ORIGINAL CANDIDATE'S COPY AFTER COMPLETION OF ANSWERING CAREFULLY WHEN ASKED TO DO SO BY THE INVIGILATOR, WHICH WILL BE ONLY AFTER END OF EXAMINATION.
- 04. THIS ANSWER SHEET CONSISTS OF TWO COPIES: THE ORIGINAL COPY AND CANDIDATE'S COPY.  $\underline{DO}$  NOT ATTEMPT TO SEPARATE OR DISPLACE THEM WHILE ANSWERING.
- 05. YOU HAVE TO FILL AND DARKEN THE CIRCLES IN RESPECT OF YOUR ROLL NO., QUESTION BOOKLET SET AND QUESTION BOOKLET NO., BECAUSE THESE INFORMATION ARE ESSENTIAL FOR EVALUATION OF THE ANSWER SHEET.
- 06. DARKEN THE CIRCLE COMPLETELY SO THAT THE LETTER INSIDE THE CIRCLE IS NOT VISIBLE.
- 07. DARKEN ONLY ONE CIRCLE FOR EACH ANSWER AS SHOWN IN THE EXAMPLE BELOW. IF YOU DARKEN MORE THAN ONE CIRCLE YOUR ANSWER WILL BE TREATED AS WRONG.
- 08. NO ALTERATION/OVER WRITING IS PERMITTED. CORRECTION FLUID OR BLADE MUST NOT BE USED.
- 09. MARK ANSWER ONLY IN THE SPACE PROVIDED. DO NOT MAKE ANY OTHER MARK ANYWHERE ON THE OMR ANSWER SHEET. DO NOT FOLD OR WRINKLE THE OMR ANSWER SHEET.
- 10. ONE (1) MARK WILL BE AWARDED FOR EACH CORRECT ANSWER. THERE WILL BE NEGATIVE MARKING OF 0.25 MARK FOR EVERY WRONG ANSWER. NO MARK WILL BE AWARDED OR DEDUCTED FOR NOT ANSWERING A QUESTION.
- 11. ROUGH WORK MUST NOT BE DONE ON THE OMR ANSWER SHEET. USE YOUR QUESTION BOOKLET FOR THIS PURPOSE.
- 12. THE ORIGINAL OMR ANSWER SHEET WILL HAVE TO BE HANDED OVER TO THE INVIGILATOR AFTER THE TEST. CANDIDATE CAN CARRY THE CANDIDATE'S COPY OF THE OMR ANSWER SHEET AND QUESTION BOOKLET WITH THEM.

The candidate should write clearly his/ her Roll No. in Ball Point Pen and darken the Roll No. in Ball Point Pen (Blue/Black) at the appropriate space provided for the purpose on the Answer Sheet. Correction/Changes on OMR Sheet by the candidate is not permitted as it may lead to rejection during evaluation /scanning of OMR sheet by Computerized method. There will be no human interference during evaluation /scanning of OMR sheet.

- (i) The candidate is required to make entries for serial numbers of Answer Sheet and Test Booklet/Question Booklet and Set/Series No. of Test Booklet/Question Booklet issued to him/her in the Attendance Sheet in each sitting against his/her name and Roll Number. Any change in the above particulars owing to replacement of defective Test Booklet/Question Booklet / Answer Sheet should be reflected correctly by the candidates.
- (ii) The candidate is also required to put his/her full signature in Ball Point Pen and to put his/her **Left Thumb Impression** in stamp pad ink at the appropriate spaces provided in the Attendance Sheet.
- (iii) The candidate is required to encode in Ball Point Pen series of the Test Booklet/Question

  Booklet at the appropriate spaces provided for the purpose on theAnswer Sheet soon after the Test

  Booklet/Question Booklet is supplied to him/her.
- (iv) The Answer Sheet contains 100/200 slots having 4 (Four) ovals each. Candidate will darken the oval, which is the correct answer.
- (v) The Invigilator is also required to enter the Test Booklet/Question Booklet Set/Series in BallPoint Pen at the appropriate space in the Answer Sheet of the candidate. Candidate should ensure that this requirement has been complied with by the concerned Invigilator.

The encoding of Test Booklet and Roll Number by each candidate at appropriate spaces should tally with entry of Roll Number and Test Booklet series made by the Invigilator with reference to the Set/Series printed on the cover page of the Test Booklet/Question Booklet.

- (vi) As soon as the Test Booklet/Question Booklet is supplied to the candidate, he/she should verify that the Test Booklet/Question Booklet relates to the examination to which he/she has been admitted and Test Booklet/Question Booklet series, viz. 'A' or 'B' or 'C' or 'D' has been indicated on top right-hand corner of the Test Booklet. He /She should then write his/her Roll number (not his/her name) clearly in **Ball Point Pen** in the space provided for the purpose on the cover of the Test Booklet/Question Booklet.
- (vii) Immediately after the commencement of the examination, the candidate should check that the Test Booklet/Question Booklet supplied to him/her does not have any unprinted or torn or missing pages or items etc. If so, he/she should bring it to the notice of the Invigilator and get it replaced by a complete Test Booklet/Question Booklet of the same series. This must be done before starting to answer.
- (viii) The candidate to darken the right box completely without leaving portion of it un blacked.
- (ix) Failure to observe any of the aforesaid instructions may entail loss of marks for the Paper.
- 12. The candidate **must not write on the Answer Sheet, his/her name** or anything else except

the specific items of information asked for. He / she must not put any distinguishing marks/signature/initial on the Answer Sheet. If he / she does so, he / she will be debarred from the present recruitment and future recruitment as may be decided by the OPRB.

- 13. The candidate must not write anything either in the Test Booklet/Question Booklet (except his/ her Roll No.) or on his/ her Admission Certificate.
- 14. The candidate must use only **Ball Point Pen (Blue or Black)** for marking his/ her responses (Answer) on the Answer Sheet. The candidate should take due care, so that there is no smudging while answering the questions in the Answer Sheet.
- 15. The Answer Sheet must be handled very carefully. It should not be folded, mutilated or torn during handling. There should not be any extraneous marking on the Answer Sheet nor should anything be written on the reverse thereof.
- 16. NO CANDIDATE SHALL BE PERMITTED TO LEAVE THE EXAMINATION HALL/ ROOM TILL THE EXPIRY OF THE FULL TIME ALLOTTED FOR THE PAPER. NO CANDIDATE SHOULD LEAVE THE EXAMINATION HALL/ROOM WITHOUT THE EXPRESS PERMISSION OF THEINVIGILATOR. BEFORE LEAVING, HE/SHE MUST HAND OVER THE ORIGINAL ANSWER SHEET TO THE INVIGILATOR.
- 17. HE/SHE SHOULD NOT TAMPER WITH OR MUTILATE OR TAKE AWAY THE ANSWER SHEET WITH HIM/HER. HE/SHE WILL BE PENALISED FOR ANY SUCHATTEMPT.

The candidates are allowed to take with them the candidate's copy/ second page of the Answer Sheet drg with the Test Booklet/ Question Booklet after completion of the examination, for the reference. The detaching of the copy must be done very very carefully. If the OMR Sheet is torn, even on the edges, the answer sheet may not get scanned as the process is automatic.

- 18. No candidates will be allowed to go to the toilet during the last 30 minutes of the examination. He/she must not carry any examination material, e.g. Test Booklet/Question Booklet or Answer Sheet with him/her to the toilet or outside the examination hall/room. Before going to toilet, the candidate must turn his/her Answer Sheet/Rough Sheet upside down on his/her table/desk. If a candidate slips away from the toilet, he/she will not be allowed to re-enter the examination hall.
- 19. NO CANDIDATE WILL STAND NEAR OR LOITER IN AND AROUND THE EXAMINATION HALL / ROOM AFTER PERMITTED TO LEAVE ON THECONCLUSION OF THE EXAMINATION.
- 20. No candidate shall copy from the paper of any other candidate, nor permit his/her own papers to be copied, neither give nor attempt to give, neither obtain nor attempt to obtain irregular assistance of any description.
- 21. Candidate, on any account, is not allowed to speak to or communicate with others in any manner, while he/she is in the examination hall/room/place.
- 22. The candidate should carefully note that copying or making extracts of any item or page of the Test Booklet/Question Booklet by him/her for any purpose, whatsoever, is strictly prohibited while the examination is in progress. He/she will be penalized for any such attempt.
- 23. Smoking or taking tea etc. in the examination hall/room is strictly prohibited. Match Box or

- Cigarette lighter is not allowed in the examination hall/room.
- 24. The Candidate must abide by the instructions given above and such further instructions as may be given by the Invigilator during the examination.
  - If a candidate fails to do so or indulges any disorderly or improper conduct, he/she will render himself/herself liable for expulsion from the present and/or future examinations and/or such other punishment as the OPRB may deem fit to impose.
- 25. The candidate will furnish such necessary and correct information as may be asked for from him/her in the examination hall by the Invigilator / Centre Superintendent. Failing to do so can lead to disqualification.
- 26. Travelling and other expenses shall be borne by the candidate.
- 27. The provisions of the Odisha Conduct of Examination Act, 1988 (Odisha Act 2 of 1988) are applicable to the examinations conducted by the Odisha Police Recruitment Board.
- 28. It is pertinent to note that as per Section 9 of the Act, whoever contravenes any of the provisions of Sections 3 to 8 shall, on conviction, be punished with imprisonment for a term which may extend to three months or with fine which may extend to three thousand rupees, but shall not be less than five hundred rupees or with both.
- 29. Any misconduct on the part of candidate during the examination will be seriously viewed by the OPRB and his/her candidature will be liable for rejection.

NB: Candidates are advised to take care that there is no palpable discrepancies in their appearance with the photos and signature already submitted.

Impersonation is a criminal offence. Any effort may result in serious consequence including immediate arrest of the candidate by the police as well as the person who tries to impersonate.

Candidates are advised to locate the Test Centre and its accessibility at least a day before thetest so that they can reach the test center on time for the test. OPRB will not be responsible for late coming because of any transportation delay or any other issue whatsoever. It shall be the responsibility of the candidate to reach the examination Centre one hour before the commencement of the examination.

# Standard Operating Procedure (SOP) for Downloading Admit Card

#### Instruction

The Admit Card will be released in two phases:

#### 1. Provisional Admit Card

- Available for download from 20th September 2025 onwards.
- This is a provisional document; candidates must verify the details mentioned and confirm their examination district. However, the exam center will not be mentioned in the Admit Card.
- Please note, this provisional admit card **is not valid for entry into the examination hall**. Candidates must download the final admit card before the exam.

#### 2. Final Admit Card

- Available for download from 2nd October 2025 onwards.
- Candidates must check the admit card carefully and locate **Their Examination Center** details.
- Only the **final admit card** will be accepted for entry into the examination hall.
- Do not fold the admit card, as a barcode is printed on it.

## **Procedure To Download Admit Card**

#### 1. Visit the Official Website

Open a web browser and go to the official examination portal: <a href="https://oprb-recruitment.com">https://oprb-recruitment.com</a> Ensure that you are visiting only the official website. Do not use third-party links.



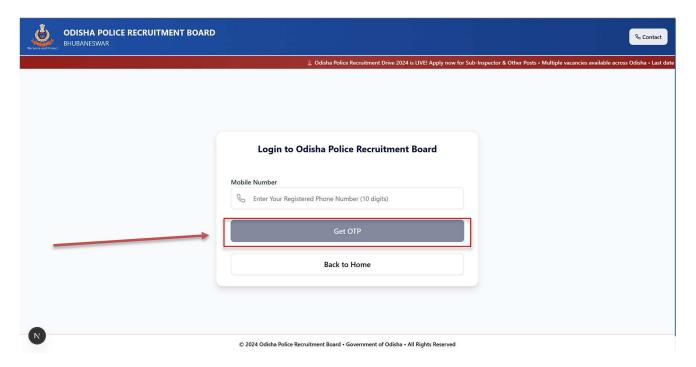
#### 2. Login to Candidate Dashboard

Click on the "Continue Existing Application "Button to continue with login procedure.

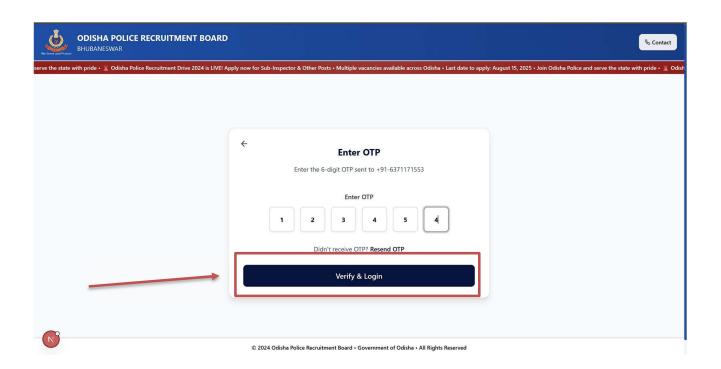


## 3. Login using Phone OTP.

Enter your 10-digit mobile number and Click On "Get OTP".



4. Enter One Time Password - Enter your 6-digit OTP for Login



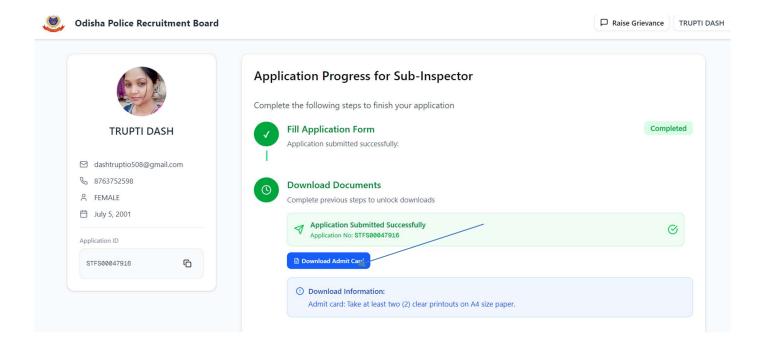
#### 5. Download Your Provisional Admit card

Carefully check the details printed on the admit card:

- Candidate's Name, Photograph, Signature, Date of Birth, Father's Name
- Roll Number / Registration Number
- Exam Date, Time, and Venue
- Reporting Time and Instructions

If there is any discrepancy in Candidate's Name, Photograph, Signature, Date of Birth, Father's Name, immediately contact the Helpdesk / Exam Authority/Click on Grievance Link:

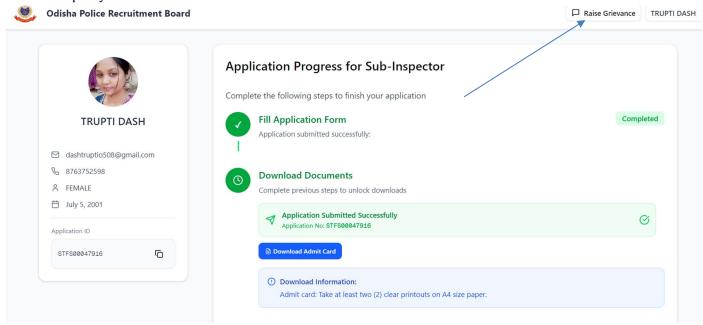
-- Download your Final Admit Card from  $2^{nd}$  of October, 2025 onwards.



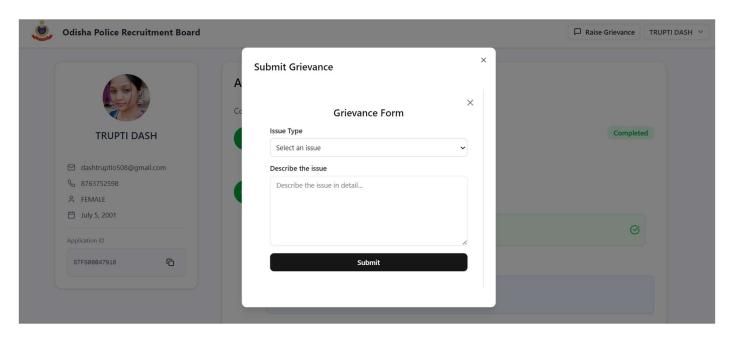
#### 6. Download the Admit Card



## 7. Discrepancy in Admit Card



Click on Raise Grievance button, if there is any mismatched or blank data.



Select your Issue Type. Describe it properly with **Actual Data** then Submit.

#### 8. Download and Print



#### 9. Download the admit card in PDF format

Take at least two (2) clear printouts on A4 size paper.

Ensure the photograph and barcode/QR code (if present) are clearly visible.

#### 10. Keep for Examination

Preserve the printed admit card safely.

Bring the admit card along with a valid Photo ID proof (Aadhar Card, Voter ID, Passport, Driving License, etc.) on the exam day.

Follow the instructions mentioned on the admit card.

#### **Important Instructions**

- Admit cards will not be sent by post/email.
- Candidates must carry the printed admit card and valid photo ID proof to the examination center.
- No candidate will be allowed to enter the exam hall without the admit card.
- Keep a soft copy backup of the admit card on your phone/email for emergencies.