

## Instructions for Written Test of Clerk cum Computer Operator and Junior Scale Stenographer

Post	Exam Date	Exam Time
Clerk cum Computer Operator (CCO)	07-Nov-2015	10:00 am to 11:00 am
Junior Scale Stenographer (JSS)	07-Nov-2015	12:00 noon to 01:00 pm

1. The candidates should reach the examination center 45 minutes before the start of the examination & take their seats 30 minutes before the scheduled start. **Candidates not taking their seats 15 min. before start of examination will not be permitted to appear in the examination.**
2. Please bring two copies of your Admit Card. You need to submit one copy at the exam centre. Additional identity proof will be asked. Candidate should carry any identity proof such as the : Driving License/Voter ID Card/Passport/PAN Card/Aadhaar Card etc. The exam administrator reserves the right to disallow the candidate from taking exam in absence of required documents/mismatch.
3. Calculators, Mobile phones or any type of electronic gadgets are not allowed for the exam.
4. Write your Roll Number in your Question Booklet and Response Sheet exactly as given in the Admit Card and only at the space provided for the purpose.
5. **Change of Centre/ Seat is not allowed.**
6. Impersonation and/or possession of any material, electronics equipment even remotely connected or adverse to proper conduct and performance of the examination shall render the Candidate liable to expulsion from the Examination hall and/or cancellation of candidature apart from any other punishment/penalty that may be imposed upon him/her. In this regard, the decision of Centre Incharge shall be final. Conduct unbecoming of a candidate within the examination hall shall invite expulsion and/or cancellation of the candidature.
7. The Question Paper will be of objective type with multiple choice on OMR sheet with one correct answer of each question. You must use black or blue ball-pen to fill in the bubbles in OMR sheet. The duration of the paper will be One Hour only comprising of 50 questions. **There will be NEGATIVE MARKING.** Each right answer will carry one mark and ¼ marks will be deducted for each wrong answer.
8. Mere issue of Admit card does not imply that the qualifications specified by the candidate in the application form have been accepted as having met the qualification requirements specified in "Detailed Notice inviting Recruitment." The Admit card only provisionally allows candidate to take examination. In case, at any stage, it is found that candidate has not fulfilled the essential eligibility criteria, his/her candidature will be immediately cancelled without assigning any reason or notice besides taking such other action deemed appropriate by the Govt. No claim/ compensation shall be admissible. No T.A./ D.A. for Appearing in the Exam will be given.
9. Candidate shall be responsible to ensure that the University / Institute/ Authority granting the academic qualification is duly approved by Competent Authority.
10. Merely appearing in the entrance exam does not entitle you for the right to selection unless you fulfill the prescribed eligibility criteria and other terms and conditions of the advertisement. Thereafter selection will be on the inter-se merit of the entrance test subject to reservation prescribed. Candidates are advised to please ensure that they fulfill all the eligibility requirements for the post applied. In case you feel that you are not fulfilling any of the essential eligibility criteria due to which your candidature may be cancelled at any stage, you are advised not to appear for the test.