

IMPORTANT INSTRUCTIONS TO THE CANDIDATE

1. Hall Ticket should be produced for verification at the examination centre along with a valid original photo ID proof (AadhaarCard/E-Aadhaar Card/Voter ID Card/Driving License/Passport/PAN Card/Ration Card), failing which the candidate will not be allowed to write the exam. **Please note that your name as appearing on the hall ticket (provided by you during the process of registration) should exactly match the name as appearing on the photo ID proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated on the hall ticket and photo ID proof, you will not be allowed to appear for the exam.**
2. **Reporting Time for Shift 1: 7:00 AM and Shift 2: 10:30 AM**
3. In case of candidates who have changed their name will be allowed only if they produce original Gazette notification/their original marriage certificate/affidavit in original.
4. If the candidate photo is not present or clearly visible on the hall ticket then the candidate has to bring his/her 2 recent passport size photographs along with the hall ticket to the exam centre.
5. Candidates are advised that they bring the individual hall tickets for the different posts that they have applied for. Check the "Post Applied" section before coming to the examination centre, failing which they will not be allowed to write the exam.
6. The examination will consist of multiple choices questions. The question paper will be in English.
7. No request for change in the examination centre will be considered under any circumstances.
8. All candidates should be seated in the examination hall 30 minutes before the commencement of the exam to complete the pre-examination formalities.
9. **No candidate will be allowed inside the examination hall after 8:30 AM for the First session / 11:30 AM for the second session.**
10. The candidates who need a scribe should bring their own scribe. The scribe should be from a different educational background as that of the candidate and should not in any way be related to the post for which they have come as a scribe. The scribe should bring his/her original ID proof at the time of examination.
11. Candidates will not be allowed to leave the examination hall till the time of completion of the exam.
12. Candidates should sign the Hall Ticket in the presence of the invigilator.
13. Candidates are allowed to carry into the examination hall only the following: (I) **Blue/Black ball point pen** (ii) a valid photo ID proof (Aadhaar Card/E-Aadhaar Card/Voter ID Card/Driving License/Passport/PAN Card/Ration Card).
14. The check-in procedure inside the examination hall includes capturing of biometric data (photo and right thumb impression). Therefore, candidates are advised to avoid applying any external matters like Mehendi, Ink etc. on their hands and keep their hands clean and neat. Any non-participation/refusal in the mandatory biometric check-in procedure will result in cancellation of candidature.
15. Carrying calculators, mathematical calculators/log tables, pagers, cell phones, watches, ornaments (loketts, bracelets, etc) or any other electronic gadgets and loose sheets of papers into the examination hall is strictly prohibited.
16. Adoption of any kind of unfair means and any act of impersonation at the time of the exam will render the applicant's performance invalid. He/She will forfeit the claim for appearing for the examination. Further, he/she will be liable for criminal action.
17. Candidates are advised to avoid bringing valuable devices or personal belongings to the examination hall as there may not be a guaranteed security facility for safekeeping outside the examination hall.
18. No travelling expenses will be paid for the journey to appear for the examination.