



24. 6:20 PM



(c) At least one valid **photo bearing identity proof in ORIGINAL** with clear photograph (Eligible photo identity proofs such as 1. Passport, 2. Aadhaar Card/Print out of e-Aadhaar, 3. Driving License, 4. Service ID Card issued to employees by Central Govt./State Govt./ PSUs, 5. ID Card issued by University/College/School 6. Voter's ID Card, 7. PAN Card, 8. Ex-Servicemen Discharge Book issued by Ministry of Defence, 9. Any other Photo Identity Proof issued by Central Govt./ State Govt.).

(d) If the Photo Identity Card does not contain the complete Date of Birth, then the candidate must carry an additional original document having the Date of Birth as printed on the Admission Certificate (e.g. Admit Card/ Pass Certificate/ Marks Sheet of 10th Class issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate etc. issued only by Central Govt. / State Govt. / PSUs). **In case of a mismatch in the Date of Birth mentioned in the Admission Certificate and Photo ID Proof/ the Certificate brought in support of Date of Birth, the candidate will not be allowed to appear in the examination.**

(e) **Transparent water bottle.**

  4. No candidate will be allowed to leave the examination lab before the completion of the examination time for any reason without permission from the exam Functionaries. Once a candidate leaves the lab without the permission of the exam functionaries, he/she shall not be allowed to re-enter the examination lab and his/her candidature shall be cancelled.
  5. Candidates shall be permitted to appear in the exam only at the venue as specified in the Admission Certificate.
  6. Candidates are advised to visit the exam venue at least one day in advance so that they can reach the examination venue on the date of exam in time.
  7. Candidates must ensure that they do not appear in the examination more than once. Otherwise candidature of such candidates would be cancelled and appropriate action will be taken against them.
  8. Candidature of candidates is purely provisional. It is advised that candidates should satisfy themselves that they fulfil all the eligibility conditions. If at any stage, it is found that a candidate does not fulfil any of the eligibility conditions, his/her candidature shall be cancelled.
  9. Prohibited items such as watches, books, pens, paper chits, magazines, electronic gadgets (mobile phones, Bluetooth devices, head phones, pen/ buttonhole/ spy cameras, scanner, calculator, storage devices etc) are strictly not allowed in the examination lab. If any such item is found in the possession of a candidate in the examination lab, his/her candidature is liable to be cancelled and legal/criminal proceedings could be initiated against him/her. He/she would also be liable to be debarred from appearing in future examinations of the Commission as per extant rules.
  10. Candidates should avoid wearing items like nose pins, bracelets, earrings, charms, kadas etc. In case, religion/ customs require candidates to wear specific attire, the frisking may take more time and therefore candidates should report at the venue of examination early.
  11. Candidates are advised not to bring bags and prohibited items into the examination venue. In case they bring any such item, they would have to make their own arrangements for safe custody of such items. The Commission will not be liable to make any arrangement for safe custody of any such item.
  12. Pen and paper for rough work would be provided in the examination lab.
  13. All Exam Labs are under Video Surveillance.
  14. Electronic watch (timer) will be available on the computer screen allotted to candidates.
  15. Candidate should ensure that they do not indulge in any unfair means and shall also not talk to each other after commencement of the exam and during its entire duration.
  16. Candidate shall have to undergo the process of contactless Frisking through Handheld Metal Detector (HHMD).
  17. Candidate must strictly abide by the instructions given by the Exam Functionaries (Centre Supervisor / Invigilator, etc).
  18. Candidate should ensure that they provide clear Left Thumb Impression (LTI), Certification Statement in their running handwriting and signature on Commission's Copy of Admission.
  19. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily cancelled. Such candidate shall also be liable to be debarred from future examinations of the Commission and legal/criminal proceedings could be initiated against him/her. It may be noted that no re-examination would be conducted if it is found that the examination was disrupted on account of instigation by the candidates.
  20. If the examination does not commence at the scheduled time or is interrupted midway due to any technical snag or for any other reason, candidates should follow the instructions of the exam functionaries. They may have to wait patiently till the issue is suitably addressed and resolved. The Commission would take an appropriate action and decision in the matter which would be final and would be binding on candidates in case the exam could not be completed.
  21. Candidates are assured that in case of disruption of examination for any reason such as major/minor technical snag or slow speed of server/breakdown of server etc., they will not, under any circumstances, lose the examination time to which they are entitled.
  22. Candidates are advised to report to the concerned Regional Office/ Commission, in case they notice any irregularity during conduct of examination. The identity of such candidates will be kept confidential.
  23. If any candidate is found in inebriated state that candidate will not be allowed entry to the venue.
  24. In case of any doubt or clarification, the candidates are advised to contact the concerned Regional Office of the Commission personally or through the Helpline Numbers as indicated in the Admission Certificate.
  25. **After completion of exam exit verification will be conducted. During the exit verification process, biometric data of the candidates (Photograph and Left Thumb Impression(LTI) etc.) will be collected..**
  26. Candidates are supposed to leave the Examination hall peacefully after completing their exam and subsequent self-verification test and Biometric Exit verification. They will be asked to show admission certificate while leaving.

-----Please See Next Page -----

2. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols.
- 1 You have not visited the question yet.
  - 2 You have not answered the question.
  - 3 You have answered the question.
  - 4 You have NOT answered the question, but have marked the question for review.
  - 5 The question(s) "Answered and Marked for review" will be considered for evaluation.
3. The Marked for Review status for a question simply indicates that you would like to look at that question again.
4. You can click on the ">" arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, you can click on "<" which appears on the right side of question window.
5. You can click on your **"Profile"** image on top right corner of your screen to change the language during the exam for entire question paper. On clicking of Profile image you will get a drop-down to change the question content to the desired language.
6. You can click on  to navigate to the bottom and  to navigate to the top of the question area, without scrolling.

**Navigating to a Question:**

7. To answer a question, do the following:
- a. Click on the question number in the Question Palette at the right of your screen to go to that numbered question directly. By selecting answer to this question and thereafter going to the next question directly from question palette does NOT save your answer to the current question.
  - b. Click on **Save & Next** to save your answer for the current question and then go to the next question.
  - c. Click on **Mark for Review & Next** to save your answer for the current question, mark it for review, and then go to the next question.

**Answering a Question:**

8. Procedure for answering a multiple choice type question:
- a. To select your answer, click on the button of one of the options
  - b. To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button
  - c. To change your chosen answer, click on the button of another option
  - d. To save your answer, you MUST click on the **Save & Next** button
  - e. To mark the question for review, click on the **Mark for Review & Next** button.
9. To change your answer to a question that has already been answered, first select that question for answering and then follow the procedure for answering the question.

**Navigating through sections:**

10. Sections in this question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you are currently viewing is highlighted.
11. After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the next section.
12. You can shuffle between sections and questions anytime during the examination as per your convenience.
13. Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.