



THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)

ADMIT-CARD FOR COMPUTER-BASED TEST (CBT)

(Employment Notification No. 02/2024 dt. 15.05.2024)

NOTE: THIS ADMIT CARD PROVISIONALLY ALLOWS THE CANDIDATE TO APPEAR IN THE COMPUTER BASED TEST (CBT) ON THE BASIS OF THE PARTICULARS PROVIDED BY HIM/HER DURING ONLINE REGISTRATION/APPLICATION. MERE ISSUANCE OF THIS ADMIT CARD DOES NOT NECESSARILY MEAN ACCEPTANCE OF ELIGIBILITY OF THE CANDIDATE. DOCUMENTS REGARDING ELIGIBILITY WILL BE SCRUTINIZED SUBSEQUENTLY.



NAME OF THE CANDIDATE: MR/MS/MRS. :

SRIVANI KESHABOINA


POST : Management Trainee (Systems)

Computer Node No.
(To be filled by the candidate in
the examination centre)

DETAILS OF CANDIDATE

APPLICATION SEQUENCE NO.	SCCL02240005159	<p>Paste here recent passport size (450 mm x 300 mm) colour photograph (similar to that uploaded /submitted during application) and then self- attest. Do not sign on the face.</p>	 
ROLL NO.	221839200012		
GENDER	Female		
FATHER'S NAME	VENUGOPAL KESHABOINA		
DATE OF BIRTH	11-04-2002		
CATEGORY	BCD		
LOCAL STATUS	Local		

DETAILS OF EXAMINATION CENTER

CBT CENTER CITY	Warangal	
NAME & ADDRESS OF CENTER	Mokshith Computers 55-1-84/1,Near Podduturi Gardens, Ramaram, Bheemaram, Karimnagar Road, , Warangal, Telangana, India - 506009	
DATE OF EXAMINATION	07/08/2024	
TIME OF REPORTING	11:00 AM	 (Authorized Signatory)
TIME OF EXAMINATION	12:30 PM - 02:30 PM	
CENTRE GATE CLOSURE TIME	12:00 PM	

I, Son/Daughter of hereby declare and solemnly affirm that I have fully understood all the details provided in the Employment Notification and accordingly all the particulars stated/ submitted by me in the Online Application Form are true to the best of my knowledge and belief. If at any stage it is found that the information furnished in the Online Application Form is false/fake/misinterpreted/incorrect or fails to satisfy the prescribed eligibility criteria for the post applied, my candidature may be cancelled ab initio, even after appearing in the Examination. In addition, any other action may be taken as deemed fit by SCCL. I will not claim any refund of fee or compensation or any sort of damages. I have also read all the instructions given below and will abide by them.

Date:

Place:

.....
(Signature of Candidate)
(To be done in the presence of Invigilator)

Note: ADMIT CARD to be handed over to the Test Administrator/Invigilator in the examination hall. Please ensure reading the instructions provided and then put your signature

IMPORTANT INSTRUCTIONS TO CANDIDATE

Dear Candidate,

Please read the following important instructions carefully for appearing in **Computer Based Test**:

1. On the date of examination, the candidate must carry to the allocated Test Centre, a downloaded copy of E-Admit Card with one recent self-attested passport size colour photograph firmly pasted on it. Candidate should put signature on the declaration provided on the Admit Card in the presence of the invigilator. The printed E-Admit Card must be presented for verification along with at least one ORIGINAL (not photocopy or scanned copy) valid PHOTO IDENTIFICATION CARD, viz. Voter Identification Card, Driving License, PAN Card, Passport, Aadhaar Card or ID card issued by Government (for Govt employees). Candidates are advised to bring two recent colour passport size photograph(s) to the test centre.
No candidate will be allowed to enter at the Test Centre without valid E-Admit Card and Photo Identification Card as mentioned above.
In the case of post marriage or change in the name, the candidate must bring the original matriculation certificate along with original Identification Card. The identity of the candidate will be matched from the proofs to be provided by the candidates.
2. The E-Admit Cards are made available on SCCL website: <https://scclmines.com> for downloading and printing by candidate. In case the E-Admit Card is with photo mismatch, candidates are advised to bring two recent passport size photographs to the test centre along with original photo Identification proof.
3. The E-Admit Card is required to be handed over to the test administrator/room invigilator in the examination hall. Candidates are advised to keep a photocopy of the admit card for their future reference. Non-submission of E-Admit Card to the invigilator at the Test Venue may lead to cancellation of candidature.
4. **NO REQUEST FOR CHANGE IN TEST DATE/SESSION/TEST CENTRE WILL BE CONSIDERED UNDER ANY CIRCUMSTANCES.**
5. Each correct answer shall carry ONE mark. There shall be no negative marking.
Nobody shall be allowed to go outside the Classroom/Lab during the entire period of the examination.
6. Candidates are advised to locate the Test Centre and its accessibility at least a day before the test so that they can reach the test centre at the reporting time. Late-comers will not be allowed inside the Test Venue once the Centre Gate is closed.
7. Candidates must report to their allotted Test Centre at least one and a half hour before the commencement of test i.e., Reporting Time mentioned in E-Admit Card so that identity verification/other pre-examination formalities can be done prior to allotment of computer nodes for appearing in test. The entry gates of Test Centre will be closed half an hour before commencement of test. **NO LATE-COMERS ENTRY WILL BE ALLOWED THEREAFTER.**
8. Once the pre-examination formalities are done by the Test Administrators, the Candidate should not leave the Classroom/Lab till completion of Computer Based Test. No candidate shall be allowed to leave the Test Centre before the scheduled time for conclusion of Computer Based Test.
9. The LOGIN ID and PASSWORD for the Computer Based Test will be provided to the Candidates 10 minutes before commencement of test at their respective computer terminal by test administrators/invigilators. The candidate will be required to enter Login ID and PASSWORD for appearing in Computer Based Test. After Login, the candidate must ensure that particulars appearing on the computer screen are correct.
10. Candidates should check the particulars i.e., Name, Father's Name, Date of Birth, Photograph, Signature, Category, etc mentioned in E-Admit Card carefully.
11. Candidates appearing in the computer-based test should, in their own interest, check their eligibility for the applied post as per the detailed Employment Notification and ensure that he/she fulfils all eligibility criteria in all respects as mentioned therein for the post before appearing in Computer Based Test to avoid disappointment at any later stage as his/her candidature is liable to be cancelled, if found ineligible for the post at later stages of selection process. It will be the prerogative of the Candidate to ensure the eligibility for the post applied as prescribed in the Employment Notification.
12. The candidature for the computer-based test is **"PROVISIONAL"** subject to detailed scrutiny of eligibility as per the Employment Notification and recruitment rules of SCCL. In case, it is found at any stage of recruitment/selection process that the candidate does not fulfil the eligibility criteria and information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in Employment Notification including Age, Caste Category, Sub-Category, Educational Qualification, etc the candidature of the applicant/candidate will be rejected at any stage of recruitment/selection process and even after appointment.
13. At the Test Centre, the candidate should bring only E-Admit Card, valid Photo Identification Card, 02 recent colour passport-size photograph(s), ball-point pen, transparent water bottle.
Candidates are strictly advised not to bring any electronic devices, viz., electronic gadgets, pen drives, hard disks, earphones or microphones, electronic watches with computing facilities, electronic or non-electronic communication devices, hand bags, purse, calculator, log tables, pagers, digital diaries, books, note books, etc which are strictly prohibited in test centres. If any candidate found in possession of any of these devices/documents, his/her candidature is liable to be cancelled forthwith, even if he/she is not found using such device. Candidates are also advised not to bring any valuable costly items to the test centres as arrangement for safe keeping will not be provided and test centre will not be responsible for safe custody, loss or theft.

14. Candidates must bring their own pen for the examination. No pens will be provided at the test centres.
15. For the posts PwBD candidates are allowed in Notification No. 02/2024, the following facilities are available for PwBD candidates.
 - a) 20 minutes extra time per examination hour will be given to all the PwBD candidates appearing for CBT.
 - b) Scribe will be allowed for the PwBD with blindness, locomotor disability (both arm affected-BA) and cerebral palsy. For other category PwBD persons on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution.
 - c) Candidates intending to avail scribe facility shall bring his/her own scribe by submitting Undertaking. The qualification of the scribe should be one step below the qualification of the candidate.
16. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means i.e., verbal or written, electronic or mechanical or taking away the papers supplied in the test centre or found to be in unauthorised possession of test content will be considered as engaging in serious misconduct and will be debarred/disqualified from selection process. SCCL will take disciplinary and legal action as per rules and such cases will be reported to the police, if necessary.
17. Any query/objection related to any question and its response(s) by the candidates will be addressed only through "ONLINE OBJECTION LINK" which will be provided at SCCL website and will be communicated to all appeared candidates on their registered Email ID followed by mobile alerts. Thereafter, no representation in this regard will be entertained. Objection/complaint received through any other mode of communication/channel will not be entertained under any circumstances.
18. The candidates should regularly visit SCCL website for latest updates through notices, instruction and circulars related to this recruitment/selection process.
19. The candidate must note down his/her Roll Number and Registration Number for future reference as this E-Admit Card will be collected in the examination hall for record.
20. The Candidate's Roll No and Lab Number will NOT be displayed outside the examination venue, but the same will be provided to the candidates individually at the time of entry to the exam venue after verification of their ID card and Admit Card.
21. The candidate's photograph will be captured prior to the commencement and at the end of the Computer-based Test.
22. The candidate is required to report at the examination venue strictly as per the reporting time.
23. The candidate will be under CCTV surveillance from entry to exit in the examination premises.
24. Violation of discipline at the Test Venue, in any form, will lead to cancellation of candidature.
25. The Admit Card does not constitute an offer of employment.
26. Canvassing in any form will disqualify the candidate.
27. SCCL Management reserves the right to change the test centre/time in case of any unavoidable circumstances.
28. The decision of the SCCL Management in the matters related to this recruitment process will be guided by the relevant Notification and existing provisions and rules of the Company which will be final and binding on the candidates.
29. For any queries with regard to recruitment process, candidates may get in touch with the helpline number +91-7669631162.


IMPORTANT:

- **THIS E-ADMIT CARD MUST NOT BE MUTILATED OR TAMPERED WITH.**
- **THE E-ADMIT CARD WILL HAVE TO BE SIGNED BY THE CANDIDATE IN FRONT OF THE INVIGILATOR.**
- **THE E-ADMIT CARD WILL BE COLLECTED FROM THE CANDIDATE AT THE TEST VENUE.**

COMPUTER-BASED TEST INSTRUCTIONS


1. The total duration of test is 120 minutes and for Electrician Trainee, Fitter Trainee duration will be 90 minutes.
2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for the candidate to complete the Test. When the timer reaches zero, the Test will end by itself. The candidate will not be required to end or submit the Test. Candidate will not be able to end the test before expiry of the entire examination session.
3. 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.

The Marked for Review status for a question simply indicates that the candidate would like to look at that question again. **If a question is answered and Marked for Review, your answer for that question will be considered in the evaluation.**

After the exam a complete status of the responses will be shown to the candidate on his/her terminal. The candidate can see section wise status of his/her responses during the examination on the right panel. The candidates are advised to refer to the static link for mock test for understanding the examination platform.

A candidate 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, the candidate can click on "<" which appears on the right side of question window.

Navigating to a Question:

4. To answer a question, a candidate requires to do the following:
 - a) Click on the question number in the Question Palette to go to that question directly.
 - b) Click on **Save & Next** to save the answer for the current question and then go to the next question.
 - c) Click on **Mark for Review & Next** to mark it for review for the current question, and then go to the next question.
 - d) **Caution:** Note that the answer for the current question will not be saved, if the candidate navigates to another question directly (**without saving the answer**) by clicking on its question number and the question will remain unanswered and not be considered for evaluation.

Answering a Question:

5. Procedure for answering a multiple-choice type question:
 - a) To select an answer, click on the button of one of the options.
 - b) To deselect a chosen answer, click on the button of the chosen option again or click on the **Clear Response** button.
 - c) To change a chosen answer, click on the button of another option.
 - d) To save an answer, candidate MUST click on the **Save & Next** button.
 - e) To mark the question for review, click on the **Mark for Review & Next** button. **If any answer is selected for a question that is Marked for Review, that answer will be considered for evaluation.**