



# SECURITIES AND EXCHANGE BOARD OF INDIA



## CALL LETTER FOR ONLINE EXAMINATION FOR RECRUITMENT OF OFFICER GRADE 'A' (PHASE-I)

ROLL NO./USER ID: 1261006905  
 PASSWORD: 66591639  
 STREAM: INFORMATION TECHNOLOGY  
 CATEGORY: SC  
 NAME AND ADDRESS:  
 SAURAV BHARTI  
 C 216  
 SECTOR P3  
 CITY GREATER NOIDA  
 GAUTAM BUDH NAGAR  
 UTTAR PRADESH  
 201308

REGISTRATION NO.: 1870003328  
 VENUE CODE: 11047  
 VENUE OF EXAMINATION:  
 AXIS TECHNOLOGIES PLOT NO-105  
 KHASRA NO - 106/11 MAIN ROAD  
 ABOVE AXIS BANK POOTH KALAN  
 NEW DELHI DELHI 110086

DATE OF EXAMINATION: 17/01/21 Sunday  
 REPORTING TIME\*: 09:00 AM

PLEASE AFFIX YOUR  
 RECENT PASSPORT  
 SIZE COLOUR  
 PHOTOGRAPH & SIGN  
 ACROSS



Madam / Sir,

With reference to your Application for the above recruitment, you are hereby admitted provisionally to the online examination on the date and time at the venue mentioned above. **Please bring this call letter with your recent photograph affixed thereon, photocopy of the ID proof stapled with call letter and same currently valid Photo identity proof in original. - THIS IS ESSENTIAL. This call-letter along with photocopy of photo identity proof duly stapled together are to be submitted at the end of exam by putting it in the designated drop-box. Currently valid photo identity proof may be PAN Card/Passport/ Permanent Driving Licence/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Photo Identity proof issued by a People's Representative on official letter head alongwith photograph/Valid recent Identity Card issued by a recognized College/ University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID in original/Bar Council Identity card with photograph. Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this purpose.** You must report at the examination venue 15 minutes before the time as printed on this call-letter. Candidates reporting later than the time mentioned above will not be allowed to appear for the online examination. The candidates will not be allowed to leave the examination hall without the permission of the test administrator.

### Handwriting Sample (to be copied from screen as instructed)

Candidate's Signature	(To be signed in the presence of the invigilator at the time of examination).	Invigilator's Signature	(Candidate's signature obtained in my presence and photograph verified by me).

**IMPORTANT:** Your photograph affixed on the call letter should match the one uploaded in the online application form, failing which you may not be allowed to appear for the examination. Registration at the exam venue will be done by photo capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the call letter). You must NOT change your appearance from the photo uploaded by you. Your signature should tally with the signature uploaded. In case of discrepancy, you will not be allowed to appear for the examination.

Candidates coming without stipulated currently valid photo ID card in original (bearing exactly same name as given above) and photocopy of the same ID proof stapled with the call letter will not be allowed to take the test. Photo ID should be valid as on the day of exam.

\* Taking into account the Social Distancing norms, email and sms will be forwarded to you a day prior to the examination specifying the exact time of reporting to avoid over-crowding at the venue. However, we are providing you the common reporting time in the call letter. If you do not get any intimation prior to the exam, you should follow the Reporting Time printed in the call letter. Late comers will not be allowed to take the test.

The examination will be conducted online. You will be required to enter USER ID and Password to enter the On-Line exam site. Please ensure that your name and other details which will subsequently appear on the screen are correct. Disclosure of User ID & Password to third party shall be at the risk & responsibility of the candidate.

Amit Kapoor  
 General Manager

➤ Please print and read the attached instructions from next page carefully.

**TWO PAGES INSTRUCTIONS + ONE PAGE DECLARATION**

Please note that in case you have registered for more than two streams, your candidature will be considered under only the latest two.

In case you have chosen General Stream along with any other Stream, you will have to appear separately for Paper 1 and Paper 2 of Other stream in Morning session & Paper 1 and Paper 2 of General stream in the Afternoon Session.

In case you have applied for two Streams (Other than General) you will be appearing for Paper 2 of both Streams in the same session. (However while issuing your call letter, only one registration number (latest) has been mentioned and only one Roll no. has been generated for administrative purpose.) Name of both the posts will be printed on the Call letter.

**INSTRUCTIONS**

1. The examination will be conducted online. You will be required to enter Login ID and Password, as given above, to enter the On-Line exam site. Please ensure that your Name and other details which will subsequently appear on the screen are correct. You must maintain secrecy of the username & password.
2. Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity 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 in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.
3. A handout giving information/instructions about the type of examination is available on the website of SEBI ([www.sebi.gov.in](http://www.sebi.gov.in)). Please download the handout and study it carefully. The instructions for the Persons with Disability (PBD) is available in the detailed advertisement which is also available on the website of SEBI ([www.sebi.gov.in](http://www.sebi.gov.in)).
4. You must bring a ball point pen with you.
5. The mere fact that the call letter has been issued to you does not imply that your candidature has been finally cleared by SEBI or that the entries made by you in your application for examination have been accepted by SEBI as true and correct. It may be noted that SEBI will take up verification of eligible candidates, i.e., age, educational qualifications and category with reference to original documents, only at the time of interview of candidates who qualify on the basis of result of the online examination. You may therefore please note that if at any stage you do not satisfy the eligibility criteria as given in the advertisement or the information furnished by you in the application is incorrect, your candidature is liable to be cancelled forth-with with such further actions as SEBI may like to take.
6. You are called for the on-line examination **without verifying** your personal details viz age, qualification etc. with your certificates. Before appearing for the on-line examination, you must ensure that you fulfill the eligibility criteria stipulated by the SEBI in all respects.
7. **Your responses (answers) will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled and/or the result withheld.**
8. **You must report at the examination venue 15 minutes before the time as printed on this call-letter. Candidates arriving late will not be permitted to appear for the on-line examination.**
9. Use of books, notebooks, calculators, watch calculators, pagers, mobile phones etc. is not permitted in this examination. Candidates are advised not to bring any of the banned items including mobile phones/pagers to the venue of examination as safety arrangement cannot be assured. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the examination including giving/receiving help to/from any candidate during the examination will be disqualified. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers. **After displaying AarogyaSetu status at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.**
10. Any request for change of post/date/session/centre/venue will not be entertained.
11. You may please note that this call-letter does not constitute an offer of employment with SEBI.
12. Candidates should bear their own travelling and other expenses to attend online examination and the candidates have to make their own arrangements for boarding/lodging.
13. Any canvassing by or on behalf of the candidates or to bring any influence with regard to their selection/recruitment shall be considered as DISQUALIFICATION.
14. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
15. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
16. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process of the SEBI in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
17. 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 verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.

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**SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS**

- 1 Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report atleast 15 minutes before the Reporting time indicated on the call Letter.
- 2 Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue.
- 3 Items permitted into the venue for Candidates  
Candidates will be permitted to carry only certain items with them into the venue.
  - a. Mask (WEARING A MASK is COMPULSORY)
  - b. Gloves
  - c. Personal transparent water bottle (Candidate should bring his / her own water bottle)
  - d. Personal hand sanitizer (50 ml)
  - e. A simple pen
  - f. Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original.)
  - g. Call Letter should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter should be exactly the same.
  - h. In case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.No other Items are permitted inside the venue.
- 4 Candidate should not share any of their personal belonging/material with anyone
- 5 Candidate should maintain safe social distance with one another.
- 6 Candidate should stand in the row as per the instructions provided at venue.
- 7 If candidate is availing services of a scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and transparent water bottle. Wearing a mask is compulsory. Both candidate and Scribe will require to be wearing N95 Mask.
- 8 A Candidate must have AarogyaSetu App installed on his mobile phone. The AarogyaSetu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration is provided along with this Call Letter) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on AarogyaSetu App will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue. (If candidate is availing services of a Scribe, then Scribe should also follow the same instructions.)
- 9 After Aarogya Setu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
- 10 All candidates (and Scribe, if applicable) will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature ( $> 99.14^{\circ}\text{F}$ ) or displaying any symptoms of the virus, they will not be allowed entry into the venue.
- 11 In candidate registration :
  - a. Candidate registration will be done through photo capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the call letter). You must NOT change your appearance from the photo uploaded by you.
  - b. Photograph will be taken while candidate is standing.
  - c. Seat number will be given to the candidate.
- 12 Rough sheet, call letter and ID proof management
  - Rough sheet(s) kept at each candidate desk will be used by candidate.
  - Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place. Those candidates who avail the services of Scribe should submit Scribe form also along with the Call Letter and ID proof copy
  - Candidate must drop the rough sheets, call letter, ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials.
- 13 Post Examination Controls
  - On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

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**Self-Declaration**

We are concerned about your health, safety & hygiene. In the interest of your well-being and that of everyone at the venue, you are requested to declare if you have any of the below listed symptoms by using a ✓ (Yes, I have) or ✗ (No, I do not have).

Cough ☐

Fever ☐

Sore Throat / Runny Nose ☐

Breathing Problem ☐

Body Ache ☐

I have NOT been in close contact with a person suffering from Covid 19 and am NOT under mandatory quarantine

I may be subject to legal provision/ action as applicable for hiding any facts on Covid 19 infections related to me and causing health hazard to others.

I am aware SEBI has taken measures as per advisories of Government of India related to norms of social distancing and sanitization at the Examination Center.

I'm asked to fill this Self-Declaration, since I do not have "Aarogya Setu" App on my mobile phone.

I'm certifying that I've NOT tested Positive for the Corona virus or identified as a potential carrier of the COVID-19 virus.

Candidate  
Name : \_\_\_\_\_

Candidate  
Roll No : \_\_\_\_\_

Date of Exam : \_\_\_\_\_

Exam Center  
Name : \_\_\_\_\_

Signature of  
Candidate : \_\_\_\_\_

(In case candidate is using Scribe Services and Scribe does not have Aarogya Setu App, Self-Declaration Form is to be filled by the Scribe also)