

### **General Instructions for the Candidates**

1. The candidates are advised to reach centre as per the time slot indicated against Reporting/ Entry time in the admit card.
2. Candidates should note that no candidate will be allowed entry after the entry closing time in any circumstance or due to any reason. Gates will be closed strictly at Gate close time.
3. Candidates should invariably bring the following at the time of reporting for the examination:
  - (a) **Admission Certificate**
  - (b) Two copies of their **latest colour passport size photograph** (3 cm x 3.5 cm).
  - (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 10<sup>th</sup> 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) **Face mask.**
  - (f) **Transparent water bottle.**
  - (g) **Printout of COVID-19 Self Declaration Form provided with the Admission Certificate.**
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 well within time.
7. Candidature of candidates is purely provisional. It is advised that candidates should satisfy themselves that they fulfill all the eligibility conditions. If at any stage, it is found that a candidate does not fulfill any of the eligibility conditions, his/her candidature shall be cancelled.
8. 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.
9. 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.
10. 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.
11. Pen and paper for rough work would be provided in the examination lab.
12. All Exam Labs are under Video Surveillance.

13. Electronic watch (timer) will be available on the computer screen allotted to candidates.
14. 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.
15. Candidate shall have to undergo the process of Frisking through Handheld Metal Detector (HHMD).
16. Candidate must strictly abide by the instructions given by the Exam Functionaries (Centre Supervisor / Invigilator, etc).
17. 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 Certificate taking necessary precautions against Covid-19.
18. 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.
19. 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.
20. 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.
21. 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.
22. Eligible PwD candidates are entitled for compensatory time of 20 minutes per hours and assistance of scribe.
23. PwD candidates, other than those affected by visual impairment and cerebral palsy, who have opted for the facility of scribe and/or Compensatory time in their application form are required to produce certificate as per **Annexure-1** of the Notice of Examination for availing the facility of scribe.
24. Candidates opting for own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. Such candidates shall be required to submit details of the own scribe in proforma at **Annexure-II** of the Notice of Examination. In addition, the scribe has to produce a valid ID proof (as per list given at Para-3) in original. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe is required to be submitted along with proforma at **Annexure-II**.
25. Scribe arranged by the PwD candidate should not be a candidate of this examination otherwise candidatures of both the candidates will be cancelled.
26. One eyed candidates and partially blind candidates, who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass, will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.
27. If any candidate is found in inebriated state that candidate will not be allowed entry to the venue.
28. In case of any doubt or clarification, the candidates are advised to contact the Regional Office concerned of the Commission personally or through the Helpline Numbers as indicated in the Admission Certificate.

### **Advisory for Candidates regarding Covid-19**

Staff Selection Commission will implement social distancing norms during the conduct of its Computer Based Examinations in adherence to the Govt. of India guidelines in the present scenario of Covid-19 to ensure health and safety of the candidates. Appropriate precautionary measures have been taken by the Commission for fair and transparent conduct of the examination without compromising on the safety of examiners and examinees. Candidates are required to adhere to the guidelines for social distancing and hygiene in their own interest. Non-adherence of social distancing norms and the following guidelines may lead to strict action against the erring candidate. The candidates are required to note and follow the following instructions:

1. In light of Covid-19 pandemic, the candidates are advised to reach the venue of examination well before gate closure time so as to avoid last minute crowding at the entry gate.
2. On reaching the examination venue, candidates are advised to follow social distancing norms and maintain distance of 6 feet between two candidates.
3. Facility for hand sanitization will be available at entry gate and also inside the examination venue. All candidates are required to sanitize their hands.
4. Ball pen and rough sheets will be provided to the candidates. Rough sheets and a Ball pen will be placed at the candidate seats. Additional Rough sheets, when demanded, will also be provided to the candidates. Candidates will be required to drop the rough sheets in the drop box provided in the Lab.
5. Candidate may also use hand gloves at their discretion.
6. Candidates are required to undergo temperature checking using thermo gun and they will be directed towards the document verification desk. The exam functionaries will examine the Admission Certificate, ID Proofs etc. and candidates will then move towards Registration desk for registration.
7. Candidates will then be guided to his allocated seats. **To ensure social distancing norms, candidates may be assigned another seat in case two candidates are allotted adjacent seats.**
8. Candidates are advised to sanitize their hands before and after filling the Commission Copy and Attendance Sheet.
9. On completion of a shift, the candidates will be permitted to move out in an orderly manner – one candidate at a time.
10. Rough sheets will be dropped by the candidates in the designated box at the exit of the examination lab.

### **COVID-19 Self Declaration Form**

I hereby declare that I haven't been tested positive for Corona Virus or identified as a potential carrier of COVID-19 virus.

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

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

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

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

Exam Shift: \_\_\_\_\_

Exam Venue Name: \_\_\_\_\_

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