



CALL LETTER FOR ONLINE EXAMINATION FOR RECRUITMENT OF JR. ASSISTANT 2024

ROLL NO./USER ID : 1951000195
 PASSWORD : 73893077
 POST : JUNIOR ASSISTANT
 NAME AND ADDRESS :
 THAMILKUMARAN K
 NO.8 APPAVU AMSA NAGAR
 PULIYANTHOPPU VILLAGE
 NEAR BEST SCHOOL
 THANJAVUR
 TAMILNADU 613501

REGISTRATION NO. : 504024914
 VENUE CODE : 13095
 VENUE OF EXAMINATION :
 ARASU ENGINEERING COLLEGE
 CHENNAI MAIN ROAD KUMBAKONAM
 THANJAVUR TAMIL NADU 612501

DATE OF EXAMINATION: 15/09/24 Sunday
 REPORTING TIME : 03:30 PM

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 photograph affixed thereon, currently valid Photo identity proof in original and a photocopy of the same ID proof which you bring 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 handing it over to invigilator. 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 letterhead/Valid recent Identity Card issued by a recognised College/University/Aadhar/E-Aadhar Card with a photograph/Employee ID/Bar Council Identity card with photograph. Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.** You must report at the examination venue 30 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)

I have brought and attached my _____ (Aadhar/ PAN/ DL etc.) ID bearing number _____

Left Thumb Impression (in the presence of the invigilator at the time of examination) (You must bring your own ink stamp pad for this purpose)	Candidate's Signature (To be signed in the presence of the invigilator at the time of examination)	Invigilator's Signature (Candidate's signature and left thumb impression 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 & biometric 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** (containing **exactly** same name as above) and photocopy of the same ID proof which is brought in original will not be allowed to take the test. Photo ID should be valid as on the day of exam. 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 Online 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.

General Manager (HR)

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

INSTRUCTIONS

1. The examination will be conducted online. You will be required to enter Login 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.
2. **You are required to bring this call letter along with photo affixed thereon and currently valid photo identity proof in original and photocopy of the photo identity proof. 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 only be allowed if they produce Gazette notification/their marriage certificate/affidavit.**
3. A handout giving information about the type of examination is available on the website of LICHFL. Please download the handout and study it carefully.
4. Candidates should put their Left Thumb Impression clearly and sign in the respective space provided on the call-letter in the presence of the invigilator.
5. Biometric data (thumb impression) will be captured at the examination venue. With regards to the same, please note the following :
 - (a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam day.
 - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
 - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
 - (d) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.
 (Any failure to observe these points will result in non-admittance for the examination)
6. You must bring a ball point pen with you. You may bring your own ink stamp pad (black /blue) with you. A Sheet of paper will be provided, which can be used for rough work, After the exam is over you must handover this sheets along with the call letter to the invigilator
7. **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 LICHFL in all respects. However, LICHFL will take up the verification of eligibility conditions i.e. Educational qualification, experience etc. with reference to original documents only at the time of interview on the basis of their performance in the online examination.**
8. Candidates will have to appear for the online examination at their own cost.
9. **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.**
10. **You must report at the examination venue 30 minutes before the time as printed on this call-letter. Candidates arriving late will not be permitted to appear for the on-line examination.**
11. 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.
12. Any request for change of post/date/session/centre/venue will not be entertained.
13. You may please note that this call-letter does not constitute an offer of employment with LICHFL.
14. If any candidate has received more than one call letter, he/she can appear only once and will be required to surrender all the other call letters.
15. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as DISQUALIFICATION.
16. The possibility for occurrences 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 the conduct of another examination if considered necessary. Decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall loose his/her candidature for this exam.
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.

INSTRUCTIONS WITH REGARD TO SOCIAL DISTANCING

1. Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter. Late comers will not be allowed to take the test.
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 following items with them into the venue:
 - a. Mask
 - b. Personal hand sanitizer (50 ml)
 - c. A simple pen and ink stamp pad (blue/black)
 - d. Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original)**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. On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

WISH YOU GOOD LUCK!