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 entry closing 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 colored 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.), **which should contain complete date of birth and the photograph appearing on such ID card should also completely match with the candidate appearing in the exam, failing which the candidate will not be allowed to appear in the exam.**

4. If the candidate brings his/her water bottle, then it must be ensured that the bottle is transparent.
5. Candidates should not talk among them. Clarification if any, should be sought from invigilator/centre supervisor only.
6. 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.
7. Candidates shall be permitted to appear in the exam only at the venue as specified in the Admission Certificate.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. Pen and paper for rough work would be provided in the examination lab.
15. All Exam Labs are under Video Surveillance.
16. Electronic watch (timer) will be available on the computer screen allotted to candidates.
17. 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.
18. Candidate shall have to undergo the process of contactless Frisking through Handheld Metal Detector (HHMD).
19. Candidate must strictly abide by the instructions given by the Exam Functionaries (Centre Supervisor / Invigilator, etc).

20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. Eligible PwD candidates are entitled for compensatory time of 20 minutes per hours and assistance of scribe.
26. PwD candidates, other than those affected by blindness 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.
27. 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.
28. Scribe arranged by the PwD candidate should not be a candidate of this examination otherwise candidatures of both the candidates will be cancelled.
29. 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.
30. If any candidate is found in inebriated state that candidate will not be allowed entry to the venue.
31. 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.

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