



DISTRICT LEGAL SERVICES AUTHORITY, DAKSHIN DINAJPUR AT BALURGHAT

GENERAL INSTRUCTIONS FOR THE CANDIDATE FOR WRITTEN EXAMINATION

1. Only scrutinized candidate will be called for written examination and admit card are issued.
2. Every candidate are requested to first check the given Roll and name list to find your admit card. **Admit Cards are arranged sequentially according to Roll number and name list.**
3. The candidate must print Admit Card from the official website as mentioned.
4. For any kind of problem related to admit card, you are requested to appear before the Office of the DLSA, Dakshin Dinajpur at Balurghat on 25.09.2024 and 26.09.2024 between 11 am to 5 pm with proper documents.
5. Every candidate are informed to bring 2 color passport size photographs of the same type as given previously with the application form.
6. The actual Date, Time and Place of written examination mentioned in their respective Admit Card issued by the Selection Committee.
7. Mobile phones, smart watch or any kind of electronic gadgets strictly prohibited in examination hall. If any candidate is found in the examination centre with the above mentioned prescribed electronic gadgets, his/her candidature is rejected immediately and necessary legal action will be taken against him/her.
8. Candidates should appear for written examination before one (01) hour of the time of examination with one original photo ID proof, downloaded Admit Card from the website, pen and transparent water bottle.
9. Candidate should use blue or black ball pen only.
10. There will be no negative marking.
11. The starting time of the written examination of all the candidates is from 12 noon and venue of the written examination at Balurghat High School, Balurghat, Dakshin .
12. Candidates who have applied for the post of Office Peon (Munshi/Attendant), the scheduled time of written examination is from 12 noon to 2 p.m.
13. Candidates who have applied for the post of Office Assistant/Clerks-cum-Receptionist-cum-Data Entry Operator (Typist), the scheduled time of written examination is from 12 noon to 2:30 p.m.
14. No candidate will be allowed to enter the examination center after fifteen (15) minutes from the commencement of the examination and will be treated as absent. No candidate will be permitted to leave the exam hall until the expiry of full allotted time.
15. The decision of the selection committee shall be considered final and the selection committee can take all kinds of decisions immediately on any special need.
16. Any disturbance in the examination center will not be tolerated and necessary legal action will be taken immediately against him/her or them.
17. The selection committee will not be liable/responsible for any kind of bags, electronic gadgets or any valuable items of the candidate.
18. The candidate must bring his/her Admit Card and One Original Photo Identity Proof to the examination hall, failing which he will not be allowed to sit in the examination.
19. During the examination, the candidate must sit in the seat allotted to him/her.
20. If the answer sheet is not filled correctly and the answer sheet is submitted without writing any answer, it will be considered as cancelled.