

OFFICE OF THE DISTRICT AND SESSIONS JUDGE
RI BHOI DISTRICT :: NONGPOH

General instructions for candidates appearing in the written examinations for Lower
Division Assistant-cum-Typist on 01.04.2023

Please read all the instructions carefully

All candidates are expected to take note of the examination instructions issued hereunder or mentioned on the question paper and answer sheet as well as the announcements made during examination. A candidate who breaches any of the Examination Regulations is liable to be disqualified.


Timings and Admission

- Examinations will be conducted during the allocated time.
- **Every candidate should carry the Call Letter with photograph for admission to the Examination Hall.**
- The Examination Hall will be open for admission **fifteen minutes** before the time scheduled for the commencement of the examination. The candidates are to find and sit at their allocated seat as per Roll Numbers.
- The candidates will not be admitted to the Examination Hall after **half an hour** of the commencement of the examination.

Personal Belongings

- All personal belongings (such as bags, pouches, ear/headphones, mobiles, laptops etc.) must be placed by the candidates at the designated area **outside** the Examination Hall. Please **do not bring any valuables except the essential materials required for the examination.**
- Any unauthorized materials such as books, documents, and electronic devices with communication and/or storage capabilities such as tablet PC, laptop, smart watch, portable audio/video devices etc. are **not to be brought** into the Examination Hall.
- **Mobile Phone and/or any other electronic device, if brought to the Examination Hall, must be switched off and deposited with the invigilator at the risk of the candidate.** If any device is found to be switched on in the Examination Hall, the same will be confiscated and retained for investigation.
- Photography is **NOT** allowed in the Examination Hall.
- All materials and/or devices which are found in violation of any Examination Regulations will be confiscated.

At the Start of the Examination

- The candidates are **NOT to** turn over or open the question paper placed on the desk until instructed to do so at the time of commencement of the examination.
 - The candidates should place their **identification documents at the top right corner** of the examination desk for the marking of attendance and verification of identity during the examination.
 - The candidates should check that they have the correct question paper and read the instructions printed on the question paper carefully.
 - The candidates **should write/mark their roll number and fill up other particulars on the answer sheet appropriately, correctly and legibly, in the space provided for the purpose.** Providing incorrect/illegible numbers or particulars could risk the answer sheet being considered void.
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During Examination

- The candidates are **not** allowed to communicate by word of mouth or otherwise by any gestures with other candidates.
- The candidates should raise their hand if they wish to communicate with an invigilator.
- Unless granted permission by an invigilator, a candidate is not allowed to leave the seat during examination hours.
- Once having entered the Examination Hall, a candidate will not be allowed to leave the Hall until **one hour and forty-five minutes** after the examination has commenced. If a candidate is permitted to leave the Examination Hall earlier than the appointed timing for any exceptional reason, he/she shall not be allowed to carry the question paper.
- If, for any reason, a candidate is given permission to leave the Hall temporarily, he/she must be accompanied by an invigilator or other authorized person.
- **All answers should be written/marked in black or blue ball point pen, unless otherwise specified.** Answers written/marked in pencil will not be evaluated.

At the End of the Examination

- Candidates will **NOT** be allowed to leave the Examination Hall during the last **5 minutes** of the examination and during the collection of the answer scripts/answer sheets. All candidates must remain seated throughout this period for invigilators to properly account for all answer sheets to be collected.
- Candidates shall **NOT** continue to write/mark after the examination has ended but shall be expected to **remain seated quietly** while the answer sheets are being collected and counted.
- No papers, used or unused, may be removed from the Examination Hall except that permitted by the invigilator.
- **The candidate shall be responsible to ensure that the answer sheet is submitted at the end of the examination.** If a candidate is present for the examination but does not submit the answer sheet, she/he will be deemed to have not taken the examination. Any unauthorised removal of answer sheet or part thereof from the Examination Hall would render the answer sheet as null and void.


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