

GENERAL INSTRUCTIONS

1. The candidates will be required to take their respective seats **30 (Thirty) minutes** before commencement of the Test. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator.
2. The candidates shall not be permitted to leave the Examination Hall without the permission of the Invigilator.
3. Candidates must bring a valid photo ID Proof to appear in the Written/Descriptive and Skill Test on scheduled date and time, i.e. Aadhar Card, Voter ID, Driving Licence, Pan Card, etc.
4. The candidates should not tear any sheet given to them.
5. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.
6. Silence must be observed in the Examination Hall (Skill Test/Written Examination).
7. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
8. The candidates must abide by any further instructions, which may be given to them by the Invigilator/Examiner. If any candidate fails to do so or indulges in disorderliness or improper conduct he/she will render himself/herself liable to expulsion from the Test/Exam or such other penalty as the University may deem fit.
9. Any request for change in time/date of the skill test or written examination will not be entertained by the University under any circumstances.
10. The candidates are strictly advised not to bring Mobile Phones, Ear Phones, Laptop, Electronic Watch with facility of calculation, Calculators, Pager, or any other communication device, bags etc., inside the examination hall for written examination. In case any candidate is found to possess the same, he/she will be prevented from continuing the examination for further tests and his/her candidature shall stand cancelled.
11. Mere appearance in the Written Test or qualifying in the Test does not entitle a candidate to be considered for appointment unless he/she fulfils the eligibility conditions. **APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN THE ADVERTISEMENT, BEFORE APPEARING IN THE TEST.** If an applicant is inadvertently allowed to appear at the Test who otherwise does not fulfil the minimum eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements.
12. The candidature of any candidate is purely provisional at every stage of selection process until he/she is offered the appointment letter.
13. Canvassing in any form may disqualify the candidate from appearing for Written Test/Skill Test.
14. **The candidates are requested to visit the University website (www.cusb.ac.in) for the results in written test, date of Skill Test and accordingly plan their travel. There will be no separate call letter/information/communication to the candidates who have qualified in the written test, to appear for the further Test.**
15. Travelling and other expenses must be borne by the candidates themselves
16. The University will provide the Computer System for Typing Test (for LDC/Hindi Typist).
17. Candidates are allowed to appear in the Written MCQ Test (for LDC/Hindi Typist), **provisionally**. The document verification i.e. Age / Mark sheets / Degrees / Certificates / Experience, etc. will be done before commencement of Typing Test, **for those candidates who have qualify the MCQ Test.**
18. The candidate must Mark the OMR Sheet (**for MCQ Test**) only in **Black ball point pen**.
19. The Written MCQ Test (**if any**) shall carry 1 (one) mark for each Question with negative marking of $\frac{1}{4}^{\text{th}}$ (**0.25**) mark for wrong answer.

Sd/-
Registrar