

DETAILS ABOUT THE EXAMINATION CENTER, DATE OF EXAMINATION, PROGRAMME OF EXAMINATION AND GUIDELINES FOR THE CANDIDATES WHO ARE ELIGIBLE TO APPEAR COMPUTER (PRACTICAL) AND TYPE TEST (ON COMPUTER) FOR RECRUITMENT TO THE POST JR. CLERK/ JR. CLERK-CUM-TYPIST IN DLSA & TLSCs, GANJAM-2016


CENTRE : PARALA MAHARAJA ENGINEERING COLLEGE,
SITALAPALLI, BERHAMPUR-761003

PROGRAMME OF EXAMINATION

| DATE | SITTINGS | SUBJECT | TIME |
|------------|-------------------------|--------------------------------------|--------------------------|
| 20.11.2016 | 1 st sitting | Computer Test (practical) | 10.00 A.M. To 11.00 A.M. |
| | 2 nd sitting | Typing Test in English (on computer) | 12.00 Noon To 12.10 P.M. |
| | | Typing Test in Odia (on computer) | 12.30 P.M. To 12.45 P.M. |

GUIDELINES FOR THE CANDIDATES

- The candidate has to produce this call letter and the admit card earlier issued to him/her failing which he/she shall not be allowed admission to the examination hall.
- His/ Her admission to this examination is provisional and subject to the condition that in case any defect is noticed in his/her application subsequently regarding his or her eligibility for the purpose, his/her candidature will be rejected.
- He/she is required to report himself/herself in the Examination Centre **One Hour** prior to commencement of the examination.
- The candidates are instructed not to bring to the Examination center any electronic devices including Pen Drive, Hard Disk, C.D. etc.
- **The candidate must hand over the signed hard copy of the answer sheet of Computer (Practical) and Type Test before leaving examination hall, failing which his/her candidature shall stand automatically cancelled.**
- The standard of examination shall be as per the detailed syllabus prescribed in the "Scheme of examination" for recruitment of Jr. Clerk/ Jr. Clerk-cum-Typist in the DLSA/TLSCs.
- Candidates arriving ten minutes after the commencement of the 1st sitting shall not be allowed to appear in the Computer test (Practical) and Type Test.
- Candidates shall not be allowed to leave the examination hall during the break between the sittings.
- If any candidate skips any of the sitting he/she shall be disqualified and his/her answer sheet shall not be evaluated.
- The period of temporary absence of a candidate should only be allowed in the 1st sitting which shall not ordinarily exceed five minutes.
- Candidates are required to behave properly and to maintain discipline in all respect.
- Infringement of any of the above rules by a candidate will render him/her liable for expulsion from the examination hall by the Superintendent and his/her paper shall be scratched.
- No candidate shall be allowed to speak or to communicate with one another in any manner.
- A candidate who is or has been declared by the Committee guilty of impersonation or of submitting fabricated documents is liable for criminal prosecution.


Secretary,
DLSA, Ganjam, Berhampur