

## RASHTRIYA SANSKRIT SANSTHAN (DEEMED UNIVERSITY)

Established under the Ministry of Human Resource Development, Govt. of India  
Janakpuri, New Delhi-58

\*\*\*\*\*

### **GENERAL INSTRUCTIONS FOR CANDIDATES FOR WRITTEN EXAMINATION FOR THE POST OF LOWER DIVISION CLERK**

1. Reporting time for candidates at the examination centre, on 01.04.2018 - the day of examination, is between 09.00 A.M. to 10.00 A.M. The examination will commence at 10.30 A.M. sharp. Entry to the Examination Centre will be closed at 10.00 A.M. for candidates. No candidate will be allowed to enter the Examination Centre after 10.00 A.M., under any circumstances.
2. The duration of examination is of 3 hours from 10.30 A.M. to 1.30 P.M. on First April, 2018. There will be total 200 multiple choice questions in four Sections (50x4) carrying one mark each (see Scheme of Examination for details).
3. **There will be negative marking for wrong answers. 0.5 mark will be deducted for each wrong answer.**
4. Admit Card shall be provided to the eligible/provisionally eligible candidates by post. The Sansthan is not responsible for any postal delay/loss. If any candidate does not receive the admit card by the date specified in the prescribed schedule of examination, he/she may collect the same by downloading from Sansthan's Website ([www.sanskrit.nic.in](http://www.sanskrit.nic.in)). The candidate who is declared eligible/provisionally eligible must bring with him/her any valid proof of identity, such as Aadhar Card/Voter ID/Driving Licence/ Passport or any Government issued Photo ID alongwith self attested two photographs.
5. Admit card is being issued, provisionally, on the basis of information furnished by the candidate in his/her application. The Sansthan has not verified/scrutinized this information and therefore, mere appearance at the examination does not, in any way, entitle him/her to claim for the post.
6. The candidature will be treated as **invalid, ab-initio**, in case he/she does not fulfil the eligibility criteria. Candidate should satisfy himself/herself regarding the possession of the required qualifications, age, caste etc., as stipulated for the post, he/she has applied for, as on cutoff date.
7. If any candidate appearing for any examination finds that his/her name, reservation category, post name, post code, photo or signature is missing or is incorrect in his/her Admit Card, he/she should get it rectified by visiting the office of the Sansthan. **The Sansthan does not make any kind of corrections in admit cards received by post.** No modification, whatsoever, in the admit card at the examination centre will be allowed.
8. In case a candidate has applied for the post of L.D.C. (two different Campuses), his/her candidature for the post will be acceptable only for one place, for which, he/she appears

for the examination. It means that candidates will have the option to compete only for one place, already as per his/her choice on the basis of his/her submitted application.

9. Wherever applicable, the candidates must mark/indicate/write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English or vice versa, the Answer script will not be evaluated.
10. Answer Sheet and question booklet will be taken back after completion of the examination by the invigilator immediately. Candidate will not be allowed to leave the examination hall in the first one hour (10.30 A.M. to 11.30 A.M.) and last half hour (1.00 P.M. to 1.30 P.M.) of the examination time.
11. The questions will be bilingual i.e. in Hindi & in English, wherever applicable, except for the test of language section (English) of the paper.
12. The Sansthan reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment. Further, candidature of any candidate is purely provisional, at every stage until he/she is offered appointment by the Headquarter Office or Campus to which the post belongs.
13. The candidature of the candidate to the written examination is entirely provisional and mere issue of Admit Card or appearance in Examination does not entitle him/her to any claim for the post.
14. Without prejudice to criminal action/debarment from Sansthan's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates who are found to have indulged in any of the following:-
  - i. In possession of mobile phone & accessories, other electronic gadgets and books/guides etc. within the premises of the examination hall, whether in use or in switched off mode and on person or otherwise.
  - ii. Using unfair means in the examination hall.
  - iii. Obtaining support for his/her candidature by any means.
  - iv. Impersonate/Procuring impersonation by any person.
  - v. Submitting fabricate documents or documents which have been tampered with.
  - vi. Making statements which are incorrect or false or suppressing material information.
  - vii. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
  - viii. Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Sansthan's representatives.
  - ix. Intimidating or causing harm to the staff employed by the Sansthan/Examination Centre for the conduct of examination.
  - x. Not fulfilling the eligibility condition mentioned in the Advertisement.

- xi. Any other ground which the Sansthan considers to be sufficient cause.
15. **It is compulsory to carry at least one original Photo ID such as Voter's ID, Aadhar Card, Driving License, Passport or Photo ID Cards issued by Government. Candidates without such ID cards and Admit Card will not be allowed to enter into the examination centre.**
  16. The decision of the Sansthan is final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and selection, as per the rules.
  17. **For VH candidates of 40% and above visual disability/cerebral palsy affected candidates and opting for scribe, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness Paper. Total duration of written examination for VH candidates will be 3 hours and 40 minutes. In order to avail benefit, such candidates will have to bring valid document/certificate at the time of examination declaring their candidature under VH Category issued by the competent authority.**
  18. OBC candidate shall belong to OBC Category of respective State as notified by Central Government. OBC non-creamy layer certificate should be valid at the time of appointment.
  19. Appointment of SC/ST/OBC non creamy layer category will be provisional and subject to verification.
  20. Qualifying/Pass marks will be 30% of marks in each Section i.e. minimum 15 marks out of maximum 50 marks in each of the four Sections. Apart from it, the candidates will have to secure at least 40% marks in aggregate i.e. at least total 80 marks out of maximum 200 marks.
  21. Out of the merit list of qualified candidates, only 10 candidates will be called for Skill Test against one vacant post. As such, the ratio of meritorious candidates to be called for Skill Test vis-a-vis vacancy position will be 10:1.
  22. Venue and relevant dates for written examination are given in the Admit Card. However, Programme and Venue of Skill Test will be informed separately in due course.
  23. Disputes, if any, shall be limited to jurisdiction of Delhi Courts.

**Note: Any change in these general instructions or additions thereto will be uploaded on Sansthan's/Campuses' Website and will also be displayed at the Examination Centre. Candidates are advised to watch Sansthan's/Campuses' Website, regularly.**

**Registrar I/c**