

# RASHTRIYA SANSKRIT SANSTHAN

(Deemed University)

## Shree Ranbir Campus

(Established under the Auspices of the Ministry of Human Resource Development, Govt. of India)  
Village and Post Office Kot Bhalwal(Near Central Jail), Tehsil and District Jammu - 181 122.

### **GENERAL INSTRUCTIONS FOR CANDIDATES FOR WRITTEN EXAMINATION FOR THE POST OF**

### **LOWER DIVISION CLERK (LDC)**

1. Important information thereto is as following:

- I. Hall Tickets/Admit Cards for written examination shall have to be downloaded by the candidates from Sansthan's website <http://www.sanskrit.nic.in> or Campus website <http://www.rksjmu.ac.in> w.e.f. 15th August, 2019 at 11:00 A.M.
- II. Examination Date, Time and Reporting time for candidates at the examination centre etc., on the day of examination is as follows :-

Sl. No.	Post Applied for Written Examination	Date of Examination	Reporting Time of Examination	Time of Examination and Duration
1.	Lower Division Clerk	01.09.2019 (Sunday)	08. 15 A.M. to 09. 15 A.M.	9:30 A.M. - 12:30 P.M.

- III. No candidate will be allowed to enter the Examination Centre after Reporting time, as mentioned above, under any circumstances.
  - IV. Tentative Answer Key to the questions of the examination will be made available on Sansthan's website <http://www.sanskrit.nic.in> or Campus website <http://www.rksjmu.ac.in> within three days from the date of written examination. Details about submission of representation /objection, if any, to the answer given in key, fee and mode of payment will be displayed on Sansthan's website/Campus website, while releasing Tentative Answer Key.
  - V. Final Answer Key will be displayed on Sansthan's/Campus website in 3<sup>rd</sup> week of September, 2019.
  - VI. Results of written examination are likely to be displayed on Campus website <http://www.rksjmu.ac.in> in the last week of September, 2019.
  - VII. Examination Centre with complete address will be given at relevant space in Hall Ticket/Admit Card.
2. There will be 200 multiple choice questions carrying one mark each (see Scheme of Examination for further details).

3. **There will be negative marking for wrong answers. 0.25 mark will be deducted for each wrong answer.**
4. Hall Ticket / Admit Card will be sent to the eligible/provisionally eligible candidates by speed post. However, if any of such candidates does not receive the same, he may get it by downloading from Sansthan's website <http://www.sanskrit.nic.in> or Campus website <http://www.rsksjmu.ac.in> from 15<sup>th</sup> August, 2019 onwards till date of written examination.
5. **Candidates are also advised to regularly visit Campus website for schedule of Written/Skill test, any change of the date of written examination or further important announcement/information/corrigendum/notices and other details. Any communication will not be sent individually.**
6. 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.
7. It may be noted that candidates found Eligible/Provisionally Eligible will have to undergo Written Test in the first instance. Final list of candidates found eligible for Written Test will be displayed separately in due course. Candidates qualifying Written Test will be eligible for Skill Test. List of those qualified candidates and schedule of Skill Test will be displayed in Campus website in due course.
8. 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 last date of receipt of applications.
9. 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 Campus. **The Sansthan/ Campus will 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.
10. In case a candidate has applied for the post separately for different Campus/Headquarter of Sansthan 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 centre/place, as per his/her choice on the basis of his/her submission of application.

11. The Question paper booklet (objective) contains four options of answer against each question indicated as A, B, C & D. The candidates are required to read the question carefully and choose the correct answer by fully darkening/filling the correct option from A, B, C and D on OMR sheet.

Special instructions for making response in the OMR answer sheet are as under:

(a) Mark/write the name of the Examination, Subject, Examination venue, Roll Number and date of examination in the space provided for the particular item with Black or Blue Ball Point Pen. Don't write anything on the answer / OMR sheet except on the space provided.

(b) Should darken the choice of answer in the OMR Sheet neatly and clearly with Black or Blue Ball Point Pen which you will be marking as your response corresponding to choices of answers in the Question Booklet/ question paper.

(c) Illustration for marking the answer is given below:

Q No.1) Who is the Father of the Nation?

(A) Jawaharlal Nehru

(B) Lal Bahadur Shastri

(C) M. K. Gandhi

(D) Dr. S. Radha Krishnan

You will have four alternatives/choices in the OMR Sheet for your response corresponding to each question in the question Booklet/paper as below:

Q. No. 1:     A     B     C     D

In the above illustration, if you have chosen, response is alternative C i.e. M. K. Gandhi, then the same should be marked on the Answer Sheet (OMR) by darkening the relevant circle with a Black or Blue Ball Point Pen only as below:-

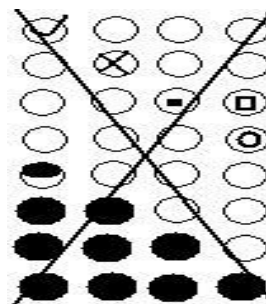
A     B     C     D

**THIS WILL BE THE ONLY CORRECT METHOD OF ANSWERING.**

- (i) In either of the following cases, the answer will be treated as invalid:

Darkening more than one circle or use of eraser/fluid/ any other device. Use of other method like tick mark, cross mark, dots mark, outside circle, half filled circle etc.

Example:-



- (ii) For the convenience of the candidates, few Sample Questions (from each section) are given at Annexure no. I for respective posts.
12. OMR Sheet will be collected back after completion of the exam by the invigilator immediately. Candidate will not be allowed to leave the examination hall in the first one hour and last half an hour of the examination time.
  13. The questions will be bilingual i.e. in Hindi & in English, wherever applicable, except for the test of language section (English) of the paper.
  14. The Sansthan/Campus 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 is offered appointment by the Headquarter Office or Campus to which the post belongs.
  15. 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.
  16. 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 and other electronic gadgets 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.
17. **It is compulsory to carry at least one original Photo ID such as Voter's ID, Aadhar Card, Driving License, ID cards or Passport issued by Government. Candidates without such ID cards and Admit Card will not be allowed to enter into the examination centre.**
  18. The decision of the Sansthan/Campus 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.
  19. In the question papers, where necessary, the Metric systems of weights and measures only will be used.
  20. **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.**
  21. OBC candidate shall belong to OBC Category of respective State as notified by Central Government.
  22. OBC non-creamy layer certificate should be valid at the time of appointment.
  23. Appointment of SC/ST/OBC/PWD/ESM non creamy layer category candidates (as the case may be), will be provisional, subject to verification.