



पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय
Pandit Deendayal Upadhyaya Shekhawati University

**IMPORTANT ADVISORIES AND INSTRUCTIONS FOR CANDIDATES
APPEARING IN WRITTEN EXAMINATIONS BEING CONDUCTED ON
26TH MAY 2024 (SUNDAY) AND 27TH MAY 2024 (MONDAY)**

Dated: 24th May 2024

Dear Candidates,

1. We hope that you have downloaded the Admit Card and are now fully prepared to appear in the Written Examinations being conducted by the University for recruitment to various (i) Teaching; (ii) Non-Teaching (Officers); and (iii) Non-Teaching (Clerical); as per details given below:

Sl.	Name of the Post	Date of Written Examination	Shift
1.	Lower Division Clerk	26 th May 2024 (Sunday)	Paper I [11:15 AM to 01:15 PM]
			Paper II [03:15 PM to 05:15 PM]
2.	Assistant Professor in Commerce	27 th May 2024 (Monday)	[09:00 AM to 10:30 AM]
3.	Assistant Professor in Geography		
4.	Assistant Professor in English		
5.	Assistant Professor in Mathematics		
6.	Assistant Professor in Legal Studies		
7.	Assistant Librarian		
8.	Controller of Examinations	27 th May 2024 (Monday)	Paper I [12:00 Noon to 02:00 PM]
9.	Deputy Registrar		&
10.	Assistant Registrar		Paper II [03:00 PM to 06:00 PM]

2. The Written Examinations for recruitment to aforementioned positions will be held in following different Examination Centres in District – Sikar, Rajasthan:

- A. **Examination Centre 1:** Bhartiya Institute of Engineering & Technology, Near Sanwali Circle, Jaipur-Bikaner Bye-Pass, District - Sikar, Rajasthan - 332 021.
- B. **Examination Centre 2:** Bhartiya Public School, Near Sanwali Circle, Jaipur-Bikaner Bye-Pass, District - Sikar, Rajasthan - 332 021.
- C. **Examination Centre 3:** Bhartiya Girls PG College, Near Sanwali Circle, Jaipur-Bikaner Bye-Pass, District - Sikar, Rajasthan - 332 021.

Note: Detail regarding Examination Centre allotted to candidate has been given in the Admit Card of the respective candidate.

3. **The Date of Examination; Shift and Timings of Written Examination; Reporting Time at Examination Centre; and Gate Closing Time of Examination Centre shall be as per details given below:**

Date of Written Examination	Shift [Time of Written Examination]	Reporting Time at Examination Centre	Gate Closing Time of Examination Centre
26 th May 2024 (Sunday)	Paper I [11:15 AM to 01:15 PM]	10:00 AM	11:00 AM
	Paper II [03:15 PM to 05:15 PM]	02:00 PM	03:00 PM
27 th May 2024 (Monday)	[09:00 AM to 10:30 AM]	07:45 AM	08:45 AM
27 th May 2024 (Monday)	Paper I [12:00 Noon to 02:00 PM]	11:15 AM	11:45 AM
	Paper II [03:00 PM to 06:00 PM]	02:15 PM	02:45 PM

4. You should visit the Examination Centre, in advance and familiarize yourself with the location and means of reaching the venue of the Test on time.

5. On the day of the Examination, please reach the venue of the Written Examination at the Reporting Time as mentioned above. If you report beyond the Gate Closing time of the Centre, you will not be allowed to enter the Test venue. Instructions have been issued for strict compliance. Several pre-examination formalities need to be completed and therefore please arrive on time.

6. The Admit Card **MUST** be presented on the day of Written Examination for verification along with at least one Original (not photocopy or scanned copy) valid Photo Identification Card (*For Example: Voter ID/Aadhar Card/Driving License/Passport*). No candidate would be allowed to enter the Examination Centre, without an Admit Card, Valid ID Proof, and proper frisking. Frisking will be carried out through Handheld Metal Detector (HHMD).

7. The Written Examination will be conducted in a **Pen-Paper Mode**, to be answered on the specially designed machine gradable OMR Answer Sheet using **Ball Point Pen to be provided by the University** at the Centre/Venue of the Written Examination.

8. **IMPORTANT:**

Since the total number of applications received for each post is large in number, therefore, all the applicants are being allowed to appear in the Written Examination without declaring them eligible. The candidates must satisfy themselves about their eligibility, before appearing in the Written Examination. The onus of validity of eligibility of candidates shall rest solely with the candidates.

9. **IMPORTANT NOTE WITH RESPECT TO BIOMETRIC ATTENDANCE:**

The candidates are advised to report early on the day of Examination (at least one hour earlier before the commencement of the examination) to get their Biometric recorded and for proper frisking. This will facilitate a seamless and orderly conduct of the examination. **Candidates will be permitted to appear for the Written Examination, ONLY after their credentials are verified by Centre Officials.**

All female candidates are advised to avoid putting mehendi in their hands, since this may interfere with the biometric scanning procedure during the examination. In case you have applied mehendi, you should remove it (especially near the tip of your fingers) by using nail polish remover, soap, and water, to avoid any type of biometric verification problem arising before the examination. The candidate will not be allowed to take the examination if biometric verification fails.

Apart from the biometric attendance and frisking at entry, candidates will be frisked, and biometric attendance will be taken again on entry from bio-break/toilets break. Accordingly, all candidates are advised to avoid using toilet during the Examination.

10. Apart from the biometric attendance and frisking at entry, candidates will be frisked, and biometric attendance will be taken again on entry from bio-break/ toilets break.

11. There are four alternative answers to each Question marked as **(A), (B), (C), and (D)**. The candidate will select one of the answers that is considered to be correct by him/her. He/She will mark the answer considered to be correct by filling the circle.

12. **The candidates should ensure that the OMR Answer Sheet is not folded.** Do not make any stray marks on the OMR Answer Sheet. Do not write your Roll Number anywhere else except in the specified space in the Question Booklet/OMR Answer Sheet.
13. Use of white fluid for correction is **NOT** permissible on the OMR Answer Sheet. Each candidate must show on-demand his/her Admit Card to the Invigilator.
14. The candidate, within **10 (Ten) Minutes** of the issue of the Question Booklet, shall check the Question Booklet to ensure that it contains **(i)** OMR Answer Sheet; and **(ii)** all the pages in correct sequence and that no page(s)/question(s) is missing. In case of discrepancy, the candidate should immediately report the matter to the Invigilator for replacement of both the Test Booklet and the Answer Sheet. **No claim in this regard will be entertained after 10 (Ten) Minutes of Start of Examination.**
15. When you are directed to open the Question Booklet, take out the OMR Answer Sheet and fill the particulars carefully. **Use Ball-Point Pen only** (*provided by the University*) for writing particulars on this Question Booklet and for marking responses on OMR Answer Sheet.
16. The assessment of OMR Sheets of '**Objective-Multiple Choice Type**' will be done by a Computerized Machine. Hence, you should carefully read the instructions regarding handing of the OMR Answer Sheet and the method of marking answers as given on the OMR Answer Sheet.
17. **Rough work** is to be done in the space provided for this purpose in the Question Booklet only. You **SHOULD NOT** do your rough work on the OMR Answer Sheet or any other paper. If any rough work is done on the OMR Answer Sheet, your OMR Answer Sheet will not be assessed.
18. **MOST IMPORTANT:**

AFTER THE EXAMINATION IS OVER, THE CANDIDATE ARE REQUIRED TO HAND OVER THE QUESTION BOOKLET & OMR ANSWER SHEET OF THE WRITTEN TEST TO INVIGILATOR IN THE EXAMINATION HALL.

It will be the responsibility of concerned candidate to ensure that the Question Booklet along with OMR Answer Sheet are submitted to the Invigilator at the end of the Written Examination. If you are present for the examination and **DO NOT** submit the Question Booklet and OMR Answer Sheet, you will be deemed to have appeared for the examination and failed the examination concerned.

The PwBD candidates must bring a valid PwBD Certificate issued by the Competent Authority if claiming relaxation under the PwBD category. The facility of a Scribe will be

allowed, in case he/she has a physical limitation, and a scribe is essential to write the examination on his/her behalf, being so certified in the authorized format as per RPwD Act, 2016 by a CMO/Civil Surgeon/Medical Superintendent of a Government Health Care Institution. Compensatory time not less than 20 minutes per hour of the examination shall be allowed to such candidates who are eligible for getting scribe, whether such candidate (having a physical limitation to write) uses the facility of Scribe or not.

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20. **Barred Items:**

The candidates will be subjected to extensive and compulsory frisking before entering the Examination Centre with the help of highly sensitive metal detectors. The **candidates are not allowed to carry the following items inside the Examination Centre** under any circumstances. **Possession of these items, whether in use or not, will be considered as “use of unfair means” in the Examination and appropriate action will be taken by the University against such candidates.**

- i. Any item like textual material (*printed or written*), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Pen, Pencil, Scale, Writing Pad, Pen Drives, Eraser, Calculator, Log Table, Electronic Pen/Scanner, etc.
- ii. Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band, etc.
- iii. Other items like Wallet, Sunglasses, Handbags, Belt, Cap, etc.
- iv. Any Watch/Wristwatch, Bracelet, Camera, etc.
- v. Any ornaments/metallic items.
- vi. Any food items opened or packed, water bottle, etc.
- vii. Any other item is prohibited like hidden communication devices i.e., a microchip, camera, Bluetooth device, etc., which could be used for unfair means.

Note: No arrangement will be made at the Centres for keeping any articles/items belonging to the candidates.

21. **Candidates will NOT be permitted to leave the Examination Hall before the End of the Examination.**

22. No travelling allowance or daily allowance will be given for attending the Written Examination. Travelling and other expenses must be borne by the candidates themselves.

23. Candidates are advised **NOT** to indulge in use of Un-Fair Means, impersonation etc. Candidates found using Un-Fair Means are liable for strict action including debarment from appearing in all the examinations conducted by the University.
24. No candidate would be permitted to leave the Examination Hall without prior permission of the Invigilator for any purpose whatsoever. Before going to the washroom, the candidate must close his/her Question Booklet/OMR Answer Sheet and not carry any examination material to the toilet. No candidate would be allowed to go to the toilet **during the first 30 (Thirty) minutes and last 30 (Thirty) minutes of Examination.**
25. Candidates must enter the required details in the Attendance Sheet in legible handwriting, put their signature, Left Hand Thumb Impression at the appropriate place. They should ensure that their Left-Hand Thumb Impression is clear and not smudged.
26. Candidate should also go through all Instructions given in the Admit Card and the Important Instructions already uploaded on the University Website.
27. In case of any doubt/clarification related to Written Examinations, the candidates can write to us at **recruitmentpdusu2024@gmail.com**.

Looking forward to your kind co-operation.

We wish you the very best and Good Luck to you.

[DR ARINDAM BASU]

Nodal Officer: Recruitment - 2024

Email: recruitmentpdusu2024@gmail.com