

INSTRUCTIONS FOR CANDIDATES APPEARING FOR EXAM AT VISAKHAPATNAM

1. **CAUTION:** This call letter is provisional and is subject to condition that you possess the essential qualifications prescribed for the post. You are advised to ensure that you possess the essential qualifications with regard to age, educational qualification prescribed for the post before reporting for examination. If subsequently, any ineligibility/suppression of material information is detected at any stage, your candidature will be summarily rejected and no correspondence will be entertained. Mere attending the written examination will not bestow any right for selection for appointment. Post Qualification & meriting the selection list, the Appointment is subject to the outcome of Hon'ble CAT/Court cases, if any. **Canvassing in any form or paying bribes directly or indirectly will lead to disqualification.**
2. The duration of examination is **Two hours** with 100 objective type questions. **The questions paper will be in English language only.** All questions will carry equal marks and will be from General Intelligence and Reasoning, Numerical Aptitude, General English, General Knowledge and General Awareness in relevant trade/field.
3. **Candidate should bring Original copy of this Call Letter and Original Photo ID issued by Govt. bodies (viz., Voter ID, PAN Card, Passport, Aadhar Card, Driving Licence, etc.) along with photocopies of call letter and original Photo ID proof.** The photocopies of call letter and ID proof copy are to be handed over to the Invigilator at the examination venue.
4. Candidates without original call letter and photocopies, as mentioned in the preceding paragraphs will not be allowed to appear in the written examination.
5. **Any type of luggage, Mobile phones of any model, Pagers, Calculators, Books and or any other electronic gadgets are strictly prohibited and not allowed in the Examination Centre.** Candidates are advised not to bring any such valuable/costly items to the Examination Centre, as safe keeping of the same cannot be ensured by the Administration and if found any by the invigilator the same would be confiscated and the candidate will be disqualified.
6. Candidate will be permitted to enter the examination hall one hour before the examination time for completion of formalities like (i) checking of Hall Ticket by the invigilator and (ii) filling in particulars on the OMR Sheet. **Candidates arriving late by more than 15 minutes to the scheduled examination time will not be permitted to enter the examination venue.**
7. Answers are to be provided on the OMR Sheet which will be provided for the exam. Candidate must check the OMR sheet and read the instructions on it as well as on the question booklet carefully. The candidate should write the details (viz Post applied, Roll No., Name, Date of Birth, Question Booklet code, Category etc.) on the OMR sheet as well as on the Question Booklet with Blue/Black ball pen (**Gel pens are not allowed**) at appropriate places only. Writing at wrong places will lead to invalidation of his/her OMR sheet and rejection of candidature.
8. Darken the circles corresponding to your Post, Roll No., Question Booklet code, Category against appropriate circles carefully. While darkening the circles, darken the chosen circles fully as given below:-
CORRECT METHOD: Ⓐ ● Ⓒ Ⓓ **WRONG METHOD:** Ⓐ ⊗ ⊙ ⊙
9. Candidate will not be permitted to leave the examination hall before the written examination is over and **without submitting the Question Booklet and OMR Sheet.** The Coordinating Supervisor/Invigilator will give permission after checking and counting the OMR sheets and Question Booklets which may take around 15 Minutes after the written examination is over.
10. Filling up of wrong information or attending the written examination which is not relevant to the candidate is not allowed in any case and the candidature will be disqualified by the Administration.
11. No request for change of date and place for written examination will be entertained.
12. Candidates are to bring **blue/black ball pen and writing pad for use in exam. Gel pens are not to be used.**
13. Impersonating by any person, resorting to any other illegal or improper means in connection with his/her candidature for the selection or using unfair means during the examination or writing irrelevant matter including obscene language or pornographic matter in the script(s) or misbehaving in any other manner in the examination hall or harassing or doing bodily harm by the candidate to the staff employed for the conduct of the examination will disqualify the candidate and he/she will be dealt with serious action including detention by the police.
14. Football ground in front of Sailors Institute, Samudrika, Visakhapatnam which can be reached by APSRTC Buses Route No. 400 from bus stop opposite to Greater Visakha Municipal Corporation (GVMC) near RTC Complex in Dwarakanagar and same by the Railway Station are available. Candidates appearing for the examination in their own vehicles are to park the same at the parking area outside Kakatiya gate and no parking space will be provided at the examination venue.
15. No travelling and other allowances will be paid to the candidates by the administration and candidates have to make necessary arrangements. However, unemployed SC/ST candidates will be paid travelling allowance of 2nd class rail/bus fare as per rules for onward and return journey performed by the shortest route on production of journey details as well as Rail/Bus tickets, unemployment certificate issued by Gazetted officer, attested photocopies of SC/ST caste certificate and this call letter, provided that the to and fro distance travelled is more than 30 KM.
16. **CANDIDATES ARE REQUESTED TO REFER INDIAN NAVY WEBSITE www.indiannavy.nic.in/content/naval-dockyard-visakhapatnam FROM TIME TO TIME FOR FURTHER INFORMATION PERTAINING TO THIS RECRUITMENT.**

