

**“GENERAL INSTRUCTIONS TO THE SHORTLISTED CANDIDATES
APPEARING FOR WRITTEN EXAMINATION”**

1. You must note that your admission to the Examination is strictly "Provisional".
2. The mere fact that an Admit Card has been issued to you does not imply that the candidature has been finally cleared by this office or that the entries made by you in your application for the Examination have been accepted by this office as true and correct.
3. You must note that the URO takes up the verification of eligibility conditions i.e. age, educational qualifications, community, experience etc. with reference to original documents only of those candidates who qualify in the written examination.
4. The candidate must also note that if subsequent to the issue of Admit Card, ineligibility is detected at any stage before or after the Examination or if the conditions prescribed in the Rules and Instructions given in the advertisement or any other additional information/documents called for at any stage are not complied with originals or within the time specified there in, your candidature would be rejected and disqualified.
5. You should be present in the Examination Hall **AT LEAST ONE-HOUR BEFORE THE EXAM** and you will not be allowed to leave the Examination Hall until the exam is over. Candidates will not be permitted to enter the Examination Hall 10 minutes prior commencement of the examination.
6. **AFFIX ONE COPY OF YOUR PHOTOGRAPH IN SPACE PROVIDED ON ADMIT CARD WHICH SHOULD BE IDENTICAL TO SAME AS THE ONE AFFIXED ON YOUR APPLICATION AT THE TIME OF APPLYING FOR THE POST. YOU MUST ALSO CARRY A PHOTO IDENTITY CARD SUCH AS AADHAR CARD/VOTER IDENTITY CARD/DRIVING LICENSE/PAN CARD ALONG WITH YOU, WITHOUT WHICH YOU WILL NOT BE PERMITTED TO ATTEND THE EXAMINATION.**
7. You should scrupulously follow the instructions given by the Invigilator throughout the examination. Books, slide rules, notebooks, mobile phones, written notes, calculators and other electronic/IT gadgets **will not be allowed** inside the examination hall. Candidate who is found either copying or receiving assistance will be disqualified. Candidate offering assistance to other candidates will also be disqualified.
8. Mobile phones are not allowed inside the examination Hall. Candidates who are found to possess Mobile or Cellular Phones and other unauthorized electronic gadgets/materials after commencement of the examination, whether in use or not, will be deemed to be using unfair means and would be debarred from appearing the examination.
9. Detailed information has been provided regarding filling of OMR sheet on the OMR sheet itself. Follow them meticulously. You may approach the invigilator, in case of any further doubts.

10. Answer sheets and question papers will be supplied in the Examination Hall .Please handle the answer sheet with extreme care and keep it dust-free. If mutilated, torn, folded, wrinkled or rolled, it may not be evaluated by the machine. After completing the examination, you should handover the OMR sheet and question paper along with admit card to the Invigilator before leaving the room. Any candidate who does not hand over question paper, OMR sheet and admit card or is found attempting to take out of the same from the examination hall will be disqualified.

11. You should do the necessary rough work on the question paper in the space provided for rough work. You SHOULD NOT do your rough work on the answer sheet or any other paper. If any rough work is done on the OMR sheet your answer sheet will not be assessed and you will be disqualified.

12. All your answers should be marked in the OMR sheet only.

13 You should furnish all information required on the OMR sheet such as Hall Ticket Number, Registered Number, Name, Question Booklet Number, etc., failing which the OMR sheet will not be evaluated. OMR sheet without signature of the candidate and Left Thumb Impression will also not be evaluated. It is the responsibility of the candidates to ensure that they sign in the space provided and also affix Left Thumb Impression in presence of Invigilator.

14 Travelling allowance will be reimbursed for SC/ST candidates for appearing the written examination as per the existing government orders in force on producing proof of journey along with the enclosed claim form duly filled in by the candidate.

15. You are advised to bring your **OWN CLIP BOARD, BLACK / BLUE BALL POINT PEN** for marking responses on the answer sheet.

16. Probable duration of stay for outstation candidates at Visakhapatnam will be one day (the day of written examination). However, candidates should come prepared to stay at Visakhapatnam for one more day, in case examination has to be extended due to unforeseen reasons.

***Ex-Service men / Employment Exchange Sponsored candidates**

The acceptance of candidature of Ex-Servicemen and Employment Exchange sponsored candidates, who qualify in the written examination is subject to verification of eligibility conditions i.e. age, educational qualifications, community, experience, trade proficiency etc. with reference to original documents. If ineligibility is detected at any stage after the Examination or if the conditions prescribed in the advertisement or any other additional information/documents sought for at any stage are not complied with/not produced within the time specified there in, the candidature would be rejected/disqualified.