

**3rd RLST (NON-TEACHING STAFF), 2016 (CLERK)
DIRECTIONS TO BE STRICTLY FOLLOWED BY THE CANDIDATES
DURING EXAMINATION AT EXAMINATION VENUE**

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1. If no photograph is present in Admit Card, then the candidates should bring three stamp size photographs with them.
2. No Candidate shall be allowed to enter the Examination Venue without the Admit Card and original photo I- card. The examination hall / room shall be opened 30 minutes before the time specified for the commencement of the examination. No Candidate who is late by more than 20 minutes shall be admitted to the examination hall / room.
3. No Candidate shall be allowed to leave the examination hall for any purpose (Toilet, Drinking water etc.) before completion of the examination.
4. Before beginning to answer the papers, the Candidate should write/ Shade, his/ her Roll number in the space provided in the Test booklet / OMR Answer sheet and nowhere else. The Candidate should read carefully the instructions appearing on the cover page of the test booklet, OMR Answer Sheet and check that the booklets supplied to him / her is not defective and if so, may procure another copy from the Invigilator in lieu of first one. The test booklet should be checked with reference to page number, serial number of the questions and the subject offered by the Candidate in the front page of his / her admit card. Candidate should sign Attendance Sheet and Admit Card and also confirm the presence of full signature of the Invigilator in respective places.
5. Candidates should check whether Items No. 1 to 4 of the Answer Sheet (OMR) have been filled in correctly; otherwise the OMR sheet cannot be evaluated by the system of WBCSSC. A sample of OMR Answer Sheet is given in the official website of the Commission.
6. The candidate is instructed not to answering till the bell for commencement of the examination rings.
7. After signing OMR and Admit Card by the Invigilator & candidate, candidate has to submit the admit card to the Invigilator. The candidate shall get back his/ her portion of the Admit Card after submission of the OMR Answer Sheet to the Invigilator at the end of the Examination.
8. Calculators, mobile phones or any other electronic device are not allowed in the Examination hall. Any candidate found using or in possession of such device will be immediately disqualified. The devices are to be handed over to the Invigilator.
9. The bell would be rung as indicated below:
(i) 15 minutes before commencement of the Examination. (ii) at the commencement of the Examination, (iii) 5 minutes before conclusion of the examination. (iv) 60 minutes after the commencement of the Examination i.e. at the end of examination. Before completion of the examination no candidate will be allowed to leave the examination hall.
10. Filled in OMR Answer Sheet must be handed over to the Invigilator by 01:00 pm except the **visually handicapped candidates (with or without scribes)** who shall hand over the same at 01:20 pm.
11. Candidate should not take away the OMR Answer Sheet with him/ her.
12. No candidate is allowed to take the help of a scribe in the Examination Hall **without prior permission from the Commission/Concerned Venue-in-Charge at least three(3) days before date of examination.** Scribe form (amanuensis) is available in website. The writer would be of qualification of class IX Pass / Class X appearing.
13. Smoking, taking tea / refreshment in the examination hall / room is prohibited.
14. Any Candidate found guilty of using unfair means of any nature in the examination hall / room shall be disqualified.
15. Each Candidate shall have to produce his / her Admit Card on demand by the Invigilator / Venue-in-Charge of the Venue any time during the examination.
16. The Candidate shall have to abide by any instruction that may be announced by the Venue-in-Charge / Invigilator in the examination hall / room.
17. No T.A./ D.A. will be paid to the Candidates.
18. Time of the Examination:
12:00 noon – 01:00 pm. 12:00 noon – 01:20 pm [for visually handicapped candidates (with or without scribes)]

IMPORTANT:

1. Use **Black/ Blue Ink Ball Pen** for writing Roll No., Booklet Serial No., shading the circles etc. for answering questions in OMR Sheet.
2. Example for writing Roll No. using **Black/ Blue ink Ball Pen** and shading the corresponding circles as in website.
3. Candidate shall only bring his/ her pen, photo Identity card (in original) & web enabled print copy of Admit Card with him/ her.

N.B. This instruction copy will not be allowed inside the examination hall.