

Received Attendance Sheet

Signature of the receiver
(Authorised Official)

**GOVERNOR'S SECRETARIAT
RAJ BHAVAN: IMPHAL**

ADMIT CARD

FOR RECRUITMENT OF OFFICE ASSISTANT
OF THE GOVERNOR'S SECRETARIAT, RAJ BHAVAN, IMPHAL

Roll No.....
(to be filled in by the office)

Name of the candidate (in full):.....

Address:

Full signature of the candidate:

Date of Examination:, 2021(.....)

Scheme of Examination: General English, Precise Writing,
Drafting and Essay-100 marks.
General Knowledge-50 marks (Total 150 marks)
Time: Morning 10 a.m. to Evening 2.30 p.m.

Secretary

NB: Candidates should bring this Admit Card in the Examination Hall.
No admittance without the Admit Card.

RULES AND REGULATIONS

1. The Examination Hall will be opened 15 minutes before the time specified for commencement of the examination. Candidates should occupy their allotted seats. No candidate who is late by more than 15 minutes shall be admitted.
2. Before beginning his/her answer, each candidates shall write on the title page of the answer book, his/her name, roll no, etc. In the space provided on the title page and no where else in the answer book.
3. Candidates shall not be allowed to leave the examination hall during the first and the last 1 hour of the examination.
4. If a candidate wants to communicate with O.C/A.O.C./Invigilator he/she should stand up in his/her place and the officer will see to his/her requirements.
5. On the expiry to the allotted time the answer book must be handed over to the Invigilator.
6. Candidates are required to bring their own pen, pencil, Ink and mathematical instruments.
7. Answers shall be written on both sides of the paper except on the title page in the answer book supplied to the candidates. No additional paper will be supplied.
8. A candidate found guilty of any of the following shall be deemed to have used unfair means and his/her examination will be liable to be cancelled.
 - i) Writing name & Roll No. other than the space provided for it or putting any other identifying sign in the answer book.
 - ii) Having in possession of book(s), paper or any other materials connected with the examination.
 - iii) Receiving or giving assistance from to any person in writing answer.
 - iv) Smuggling of answer books, question papers etc. in or out of the examination hall.
 - v) Using abusive or obscene language in the answer book.
 - vi) Impersonation i.e. using some other person to take examination in his/her behalf.
 - vii) Communication with a person connected with the examination with the object of unduly influencing him/her in any way.
 - viii) Any other type of misconduct of a serious nature.
 - ix) Use of calculator, cellphones or any electronic devices in the examination is not allowed.
 - x) Issuance and receipt of Application Form/Admit Card do not mean that the candidate is eligible.
9. Candidates shall maintain Standard Operating Procedure (SOP) laid down by State Government in connection with COVID-19 pandemic within the premise of examination hall.
10. All candidates shall wear face mask and also bring their own hand sanitizer (small size) in transparent bottle. However, candidates will have to remove their masks for verification, whenever required by the Examination functionaries. Anyone without mask shall be denied entry in examination hall.
11. Candidates shall also maintain social distance while entry and exit examination hall.