

Staff Selection Board, DD & DNH.

Instructions for candidates for appearing in Typing and Computer Based Examination for the post advertised vide Advertisement No.1

1. Candidates to Ensure their Eligibility for the Examination:

The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Board.

2. The selection will be made on the basis of qualifying Skill / typing Test and Computer based Test (CBT) only. The typing test will be of qualifying nature only. No external keyboard shall be allowed for the typing test in the examination centre.
3. There will be 80 questions for the CBT carrying 01 Mark each. There will be negative marking. For each wrong answer, 0.25 marks will be deducted. 33% will be the passing cut- off in the written examination. The Merit List will be prepared from 100 marks i.e. 80 marks of CBT and 20 marks of Domicile of Daman & Diu / Dadra & Nagar Haveli, as the case may be. The marks for preparation of Merit List will be awarded only for CBT and Domicile. No other marks will be awarded. 20 marks for domicile will be added for only those candidates who secure minimum 33% in CBT.
4. The candidates who have applied for posts in both UTs of Daman & Diu and Dadra & Nagar Haveli, such candidates will be issued only one Admit Card with the same Roll No. for both the UTs. and have to appear for the typing and CBT only once. The marks secured by such candidates in the CBT will be counted for preparation of Merit List for both the U.T's. If such candidate is selected in both the UTs, the candidate will be given preference in the selection of the post in which he / she desires to join and the decision taken by the applicant shall be final and irreversible in any circumstances.
5. The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability. Relaxation of age limit would be permissible to such persons who have a **minimum of 40% disability.**
6. INSTRUCTIONS FOR THE PH CATEGORY CANDIDATES FOR THE POST OF LDC
 - a. The Following Categories of Physical Handicapped Candidates are identified suitable for applying for the post of Lower Division Clerk advertised vide advertisement no 1 dated : 28/08/2017.
 - i) O.A. = One Arm
 - ii) O.L.=One Leg
 - iii) B.L. = Both Legs
 - iv) O.A.L. = One Arm & One Leg
 - v) B.= Blind
 - vi) L.V. = Low Vision
 - vii) H.H. = Hearing Impaired

- b. All PHYSICAL HANDICAPPED candidates will bring their PHYSICAL HANDICAPPED (Disability) certificate issued by Medical authority on the date of the Examination i.e. 18-01-18. at the examination centre in original and a self attested photocopy of the same certificate. which be kept by the centre incharge. Only the PHYSICAL HANDICAPPED Candidates who bring the disability certificate and a self attested photocopy of the same certificate will be allowed to avail the provisions applicable to PHYSICAL HANDICAPPED candidates for the LDC typing & Computer Based test.
- c. Any candidate who has filled up in PHYSICAL HANDICAPPED category in application form and e-admit card, but not producing his/her disability certificate and self attested photocopy of the same at the examination centre will not get the extra time benefit for the exam, applicable to PHYSICAL HANDICAPPED candidates only.
- d. It may be noted that ONLY Blind and low vision category PHYSICAL HANDICAPPED should bring along a scribe/reader/assistant with them for the computer based MCQ exam on 18.01.18. at their respective centers.
- e. The typing test only for Blind and Low Vision PHYSICAL HANDICAPPED will be held on 13/01/18 at 12:00 pm at NIC Center, Secretariat , Moti Daman. The Blind / Low Vision PHYSICAL HANDICAPPED candidates clearing the typing test on 13/01/2018 will be allowed to appear for the computer based MCQ test on 18/01/18 at their respective centre as given in the E-admit card. The Blind / Low Vision candidates coming for typing test on 13/01/18 should bring along their original e-admit card, original photo identity card, disability certificate. They may also bring along a reader / assistant.
- f. For All other PHYSICAL HANDICAPPED Candidates, Except blind/low vision ,the typing and computer based test will be held on 18/01/2018 at the time and Centre mentioned on their e-admit card.
- g. Only the PHYSICAL HANDICAPPED categories not identified as suitable to apply for the post of LDC (as given in instruction no.1) may seek re-imbursement of their application fees.
- h. for All NON-PHYSICAL HANDICAPPED Candidates there is no change in Instructions as issued earlier.

7. The Date of Birth (DoB) submitted by the applicant in their online application will be verified and accepted by the Board with that of Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University which extract must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate. No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, Service records and the like will be accepted.

8. Extra sheet for rough work shall be provided at the examination centre.

9. **Mobile phones Banned:**

- a. Mobile phones, smart watches, pagers or any other communication device are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
- b. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe- keeping cannot be assured.

10. **Admission of the candidate to examination centre.**

The decision of the Board as to eligibility or otherwise of a candidate for admission shall be final.

11. Candidate must bring the admit card with the photo identity proof (such as Passport/PAN Card/Driving License/Voter's Card/Bank Passbook) with duly attested photograph/Identity Card issued by College or Institute/Identity Card issued by Gazetted Officer in the official letterhead in original/ Unique Identification Card (Aadhar) in original. Please note that your name as appearing on the Admit Card (provided by you during the process of applying) should exactly match the name as appearing on the photo identity proof. If there is any mismatch between the name indicated in the Admit Card and Photo Identity Proof you will not be allowed to appear for Examination. The admit card should be submitted, to the invigilators in the examination hall failing which he/she will not be permitted to appear for the test. In case of female candidates who have changed their name after marriage and their name appearing on photo ID proof is different will be allowed only if they produce original Gazette notification/their original marriage certificate/affidavit in original along with ID proof.
12. Biometric data (Right thumb impression) and photograph will be captured twice at the examination venue i.e. before the start of exam and after completion of exam. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following :
1. If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam day.
 2. If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured. Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
 3. If the primary finger (Right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. (Any failure to observe these points will result in non-admittance for the examination)

13. **Penalty:**

A candidate who is or has been, declared by the Board to be guilty of-

1. Obtaining support for his candidature by any means; or
2. Impersonation; or
3. Procuring impersonation by any person; or
4. Submitting fabricated documents or documents which have been tampered with; or
5. Making statements which are incorrect or false or suppressing material information; or
6. Resorting to any other irregular or improper means in connection with his candidature for the examination; or
7. Adopting unfair means during the examination; or
8. Writing obscene language or pornographic matter, in the scripts; or
9. Misbehaving with fellow examinees or the invigilators in any manner in the examination hall; or
10. Harassing or causing bodily harm to the staff employed/engaged by the Board for the conduct of the examination; or will be proceeded against as per the available penal and disciplinary provisions. The candidate will also be debarred from giving the examination.