

GENERAL INSTRUCTIONS FOR CANDIDATES FOR WRITTEN EXAMINATION / DESCRIPTIVE TEST FOR THE POSTS OF ASSISTANT DIRECTOR (CORRESPONDENCE COURSE), ACCOUNTS OFFICER (INTERNAL AUDIT), SECTION OFFICER, STENOGRAPHER GRADE.I AND STENOGRAPHER GRADE.II

1. The schedule of written examination (Objective & Descriptive) will be as under:-

Sl. No.	Name of the Post	Venue of Written Exam (Objective & Descriptive)	Date of Written Exam (Objective & Descriptive)	Time schedule for Written Exam	
				Objective (03 Hrs. duration)	Descriptive (02 Hrs. duration)
1.	Accounts Officer [Internal Audit]	Kendriya Vidyalaya Block E, Tagore Garden Tagore Garden Extesnion New Delhi, Delhi – 110 027	01 st September, 2018 (Saturday)	10:00 AM to 01:00 PM	02:30 PM to 04:30 PM
2.	(i) Assistant Director [Correspondence Course] (ii) Section Officer	Kendriya Vidyalaya Block E, Tagore Garden Tagore Garden Extesnion New Delhi, Delhi – 110 027	02 nd September, 2018 (Sunday)	10:00 AM to 01:00 PM	02:30 PM to 04:30 PM
3.	(i) Stenographer Gr. I (ii) Stenographer Gr. II	Kendriya Vidyalaya Block E, Tagore Garden Tagore Garden Extesnion New Delhi, Delhi – 110 027	02 nd September, 2018 (Sunday)	10:00 AM to 01:00 PM	---

Note:

- Candidates are required to report for Written Exam. (Objective/Descriptive) One hour (60 minutes) before the starting time of Examination, compulsorily.
 - Candidates will not be allowed to leave the examination hall in the first one hour and last half-an-hour of the respective examinations.
 - For scheme of Written Examination, Syllabus, Qualifying Criteria, Qualifying marks etc., candidates may refer to Selection Criteria and Scheme of Examination for respective posts already uploaded on Sansthan's Website.
2. **There will be negative marking for wrong answers in respect of Objective part of examination. 0.25 mark will be deducted for each wrong answer.**
3. Admit Card shall be provided to the eligible/provisionally eligible candidates by speed-post. The Sansthan is not responsible for any postal delay/loss. If any candidate does not receive the admit card by the date specified in the prescribed schedule of examination, he/she may collect the same by downloading from Sansthan's Website (www.sanskrit.nic.in). The candidate who is declared eligible/provisionally eligible must bring with him/her any valid proof of identity, such as Aadhar Card/Voter ID/Driving Licence/ Passport or any Government issued Photo ID alongwith self attested two photographs (signature only on backside of photographs).

4. Admit card is being issued, provisionally, on the basis of information furnished by the candidate in his/her application. The Sansthan has not verified/scrutinized this information and therefore, mere qualifying/appearance at the examination does not, in any way, entitle him/her to claim for the post.
5. The candidature will be treated as **invalid**, ab-initio, in case he/she does not fulfil the eligibility criteria. Candidate should satisfy himself/herself regarding the possession of the required qualifications, age, caste etc., as stipulated for the post, he/she has applied for, as on cutoff date.
6. If any candidate appearing for any examination finds that his/her name, reservation category, post name, post code, photo, signature or any necessary data is missing or is incorrect in his/her Admit Card, he/she should get it rectified by visiting the office of the Sansthan. **The Sansthan does not make any kind of corrections in admit cards received by post.** Modification, whatsoever, in the admit card at the examination centre will not be allowed.
7. All objective type questions to be answered/marked on OMR sheets only; marking/answering on question booklet will be treated as invalid. All descriptive type questions to be answered, either in English OR in Hindi in the space provided in the question booklet itself.
8. Answer Sheet and question booklet will be taken back after completion of the examination by the invigilator immediately.
9. The questions will be bilingual i.e. in Hindi and English, wherever applicable, except for the test of language section (English) of the paper.
10. The Sansthan reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment. Further, candidature of all candidates is purely provisional, at every stage until he/she is offered appointment by the Sansthan.
11. The candidature of the candidate to the written examination is entirely provisional and mere issue of Admit Card or appearance in Examination does not entitle him/her to any claim for the post.
12. Without prejudice to criminal action/debarment from Sansthan's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates who are found to have indulged in any of the following:-
 - i. In possession of mobile phone & accessories, other electronic gadgets and books/guides etc. within the premises of the examination hall, whether in use or in switched off mode.
 - ii. Using unfair means in the examination hall.
 - iii. Obtaining support for his/her candidature by any means.
 - iv. Impersonate/Procuring impersonation by any person.
 - v. Submitting fabricate documents or documents which have been tampered with.
 - vi. Making statements which are incorrect or false or suppressing material information.
 - vii. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
 - viii. Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Sansthan's representatives/Examination Personal.

- ix. Intimidating or causing harm to the staff employed by the Sansthan/Examination Centre for the conduct of examination.
- x. Not fulfilling the eligibility condition mentioned in the Advertisement.
- xi. Any other ground which the Sansthan considers to be sufficient cause.

13. It is compulsory to carry at least one original Photo ID such as Voter's ID, Aadhar Card, Driving License, Passport or Photo ID Cards issued by Government. Candidates without such ID cards and Admit Card will not be allowed to enter into the examination centre.

14. The decision of the Sansthan is final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and selection, as per the rules.

15. For VH candidates of 40% and above visual disability/cerebral palsy affected candidates and opting for scribe, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness Paper. Total duration of written examination for VH candidates will be 3 hours and 40 minutes. In order to avail benefit (if already mentioned in the application form), such candidates will have to bring valid document/certificate at the time of examination declaring their candidature under VH Category issued by the competent authority.

16. OBC candidate shall belong to OBC Category of respective State as notified by Central Government. OBC non-creamy layer certificate should be valid at the time of appointment.

17. Appointment of reserved non-creamy layer category will be provisional and subject to verification.

18. Out of the merit list of qualified candidates, only 10 candidates will be called for Skill Test against one vacant post in respect of Stenographers. As such, the ratio of meritorious candidates to be called for Skill Test vis-a-vis vacancy position will be 10:1.

19. For the posts of Assistant Director (Correspondence Course), Accounts Officer (Internal Audit) and Section Officer, the minimum qualifying marks shall be 50 percent in Objective Test and Descriptive Test separately i.e.

<u>Test Type</u>	-	<u>Max. Marks</u>	-	<u>Qualifying Marks</u>
Objective Test	-	200	-	100
Descriptive Test	-	100	-	50

20. For the posts of Stenographer Grade. I and II, the minimum qualifying marks shall be 40 percent in Objective Test i.e.

Objective Test	-	Max. 200 marks	-	Qualifying 80 marks.
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21. Venue and relevant dates for written examination are also given in the Admit Card. However, Programme and Venue, Interview of eligible candidates (as per syllabus) and of Skill Test in respect of Stenographer Grade.I and Grade.II will be informed separately in due course in Sansthan's Website.

22. Candidates may refer to the Written Examination model paper in Sansthan's Website for their convenience.

23. Disputes, if any, shall be limited to jurisdiction of Delhi Courts.

Note: Any change in these general instructions or additions thereto will be uploaded on Sansthan's Website and will also be displayed at the Examination Centre. Candidates are advised to read Sansthan's Website regularly.