



पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय
Pandit Deendayal Upadhyaya Shekhawati University

IMPORTANT INSTRUCTIONS

AND

TENTATIVE DATE, TIME, AND VENUE OF WRITTEN EXAMINATION FOR VARIOUS NON-TEACHING POSITIONS (CLERICAL)

[Ref.: Advertisement No. 03/2024 dated 10th March 2024]

Dated: 06 May 2024

1. This is in continuation to the Advertisement No. 03/2024 dated 10th March 2024 vide which the following Non-Teaching Positions (Clerical) were advertised by the University.

Sl.	Name of the Post	Total Number of Posts Advertised
1.	Lower Division Clerk	29

Note: Reservation (wherever applicable) to the PWD candidate's will be as per the norms of the Government of Rajasthan, as amended from time to time.

2. The Written Examination in Pen-Paper Mode for the post of Lower Division Clerk, tentatively will be held on **26 May 2024 (Paper I - From 11:15 AM to 1:15 PM & Paper II- From 3:15 PM to 5:15 PM) at SIKAR headquarter, Rajasthan.**

NOTE: The Date, Time and Venue of Written Examination is subject to change, in such event the new Date, Time and Venue will be notified through University Website only. Therefore, the candidates are advised to check the University Website regularly.

3. Final Selection to the post of Lower Division Clerk shall be on the basis of performance of candidate in Written Examination (Phase – I) and Computer Typing Test (Phase – II).
4. The Written Examination (in Pen-Paper Mode) and Computer Typing Test will be compulsory.

5. **PATTERN/SCHEME OF THE WRITTEN EXAMINATION (Phase – I):**

The Written Examination will consist of Two Objective Type Papers, as per composition given below:

A. **Question Paper - I:**

Particulars	Total Number of Questions	Total Marks	Duration
General Knowledge	33	99	2 Hours*
General Science	33	99	
Mathematics	34	102	
TOTAL	100	300	

* Compensatory time of 20 minutes extra per hour would be given to PwBD candidates in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy.

B. **Question Paper - II:**

Particulars	Total Number of Questions	Total Marks	Duration
General Hindi	50	150	2 Hours*
General English	50	150	
TOTAL	100	300	

* Compensatory time of 20 minutes extra per hour would be given to PwBD candidates in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy.

The Question Paper will be bilingual (i.e., both in English & Hindi) except the language paper. All questions will be of Objective-Type Multiple-Choice (MCQs). The level of questions in all the above components will be equivalent to 10+2 system of Secondary Examination of Rajasthan Board of Secondary Education.

6. **NEGATIVE MARKING IN WRITTEN EXAMINATION (Phase – I):** There will be negative marks for wrong answers. One mark will be deducted for each wrong answer.

7. **MINIMUM QUALIFYING MARKS IN WRITTEN EXAMINATION (Phase – I):**

The candidate who will secure minimum 40% Marks (*i.e., total 240*) in Written Examination (Phase – I) shall be considered to be called for Computer Typing Test (Phase – II) in the order of merit.

The top 03 (three) candidates per post (*i.e., for one post three candidates will be short-listed, for two posts six candidates will be shortlisted and so on*) in the order of merit in the Written Examination (Phase – I) will be short-listed to be called for Computer Typing Test (Phase – II). Provided further that all the candidates who will secure same marks in Written Examination (Phase – I) as secured by the third candidate in the order of merit in their respective category will also be eligible to be short-listed to be called for Computer Typing Test (Phase – II).

Merit List in respect of Written Examination (Phase – I) for each category will be prepared separately by the University.

8. **PATTERN/SCHEME OF THE COMPUTER TYPING TEST (Phase – II):**

The Computer Typing Test (Phase – II) be conducted/organized by the University as per composition given below:

Particulars	Total Marks	Minimum Qualifying Marks	Total Duration
Hindi Typing	100	36	10 Minutes
English Typing	100	36	10 Minutes
TOTAL	200	72	

Note:

- a) *In Computer Typing Test (Phase – II), the candidates belonging to Person with Benchmark Disabilities (PwBD) shall be awarded average marks secured by them in Written Examination (Phase – I).*
- b) **Minimum Qualifying Marks in Computer Typing Test (Phase – II):** *In order to qualify in the Computer Typing Test (Phase – II), the candidate will have to secure minimum 36 Marks in each (*i.e., both in Hindi and English separately*) Computer Typing Test.*

9. **MODE/CRITERIA OF FINAL SELECTION:**

The Final Merit List shall be drawn on the basis of total marks secured by the candidate in Written Examination (Phase – I); and (ii) Computer Typing Test (Phase – II), as per composition given below:

Phase	Particulars	Total Marks	Minimum Qualifying Marks
Phase - I [<i>Written Examination</i>]	Question Paper - I	300	240
	Question Paper - II	300	
Phase - II [<i>Computer Typing Test</i>]	Hindi Typing	100	36
	English Typing	100	36
	TOTAL	800	312

Note: *Separate Final Merit List shall be prepared for each category.*

The Offer of Appointment in each category shall be issued to only such candidates (*who are eligible as per the eligibility criteria applicable to particular category as mentioned in the advertisement and recommended by the Selection Committee to be constituted for the purpose*), subject to number of posts available/advertised in the respective category, in the order of final merit list.

10. **RESOLUTION OF TIE CASES:**

In case of equal marks in the final merit list, the one who has secured higher percentage of marks in 10+2 Examination will be considered higher in merit. In case of equal marks in the final merit list and equal percentage in 10+2 Examination, the one who born earlier will be considered higher in merit.

11. **CANDIDATES CALLED FOR WRITTEN EXAMINATION:**

- i. All applicants who have successfully submitted application through ONLINE mode before last date of receipt of application i.e., 10th March 2024 have been called for Written Examination.
- ii. The candidature/applications of such applicants who have not filled the form completely and have not submitted it finally (*as per the terms and conditions of the Advertisement*), have been rejected and they have already been informed separately.
- iii. The eligibility of the applicants shall be determined as on the **last date of receipt of applications** as per the Advertisement for the posts.

12. **IMPORTANT INSTRUCTIONS:**

Since, the total number of applications received for each post is large in number, therefore, all the applicants are being allowed to appear in the Written Examination without declaring them eligible. The candidate must satisfy themselves about the eligibility, before appearing in the Written Examination.

Each short-listed candidate will be required to bring all original documents/testimonials at the time of documents verification in support of his/her eligibility. In case, the candidate is employed in Government/Semi-Government/Public Undertaking etc., he/she will be required to produce No Objection Certificate (NOC) from present employer at the time of documents verifications (if not applied Through Proper Channel).

Please note that NO TA/DA or local conveyance shall be paid to the applicants for appearing in the Written Examination/ Computer Typing Test. **The Date, Time and Venue of Computer Typing Test will be intimated separately.**

13. **ADMIT CARD:**

The Candidates who successfully submitted their application **ONLINE** can download their **Admit Card** from the link provided on the University Website from **22 May 2024** onwards.

IMPORTANT NOTE:

- i. The candidate will be issued only one Admit Card for Written Examination.
- ii. Immediately, after taking the print of the Admit Card, every candidate is advised to carefully verify all the particulars mentioned in her/his Admit Card, i.e., her/his Name, Photograph, Signature, Roll Number, Name & Address of the Examination Centre, Date and Timing of Written Examination etc.

In case of any discrepancy, the same may please be brought to the notice of the University immediately at **Email: recruitmentpdusu2024@gmail.com**
- iii. In case, due to any reason, the downloaded Admit Card does not bear the photograph of the candidate, the candidate should affix her/his self-attested latest photograph on the space provided on the Admit Card and also carry one identical photograph for submitting the same to the Centre Superintendent/Invigilator on the date of Written Examination.
- iv. Candidates are advised to locate and visit the venue of the Examination Centre beforehand to avoid any inconvenience on the day of the Written Examination.
- v. **The Admit Card is issued provisionally subject to her/his satisfying the eligibility criteria. If it is found that false/wrong information has been furnished at any stage of the process, the candidature of the candidate will be cancelled/rejected even after appearing for the exam and securing a position in the merit list or after final selection and appointment. The scrutiny will be made as regards to successful candidates only.**
- vi. The candidate shall be responsible for the safe custody of the Admit Card and in the event of any other person using the Admit Card, the onus lies to the candidate to prove that he/she has not used the service of any impersonator.

14. **NOT ABLE TO DOWNLOAD ADMIT CARD:**

In case of the candidates who are not able to download their **ADMIT CARD** from the University Website latest by 22 May 2024 till 11:00 AM due to technical problems, such candidates are advised to bring the same to the knowledge of the University by writing an Email at **recruitmentpdusu2024@gmail.com** positively for the smooth conduct of the Written Examination.

15. **PRODUCTION OF ADMIT CARD AND IDENTITY PROOF:**

A Candidate will be allowed to appear in Written Examination only on the production of Admit Card along with at least one Original (not photocopy or scanned copy) valid Photo Identification Card (For Example: Voter ID/ Aadhar Card/Driving License/Passport). **No candidate would be allowed to enter the Examination Centre, without Admit Card, Valid ID Proof, and proper frisking.**

Candidate must carry valid Identity proof, preferably, Aadhaar Card (with photograph)/E-Aadhaar/ Ration Card/Aadhaar Enrolment No. with Photo to the center. However, other valid Identity proof issued by the government – PAN Card/Driving License/Voter ID/12thClass Board Admit or Registration card/Passport/Original School Identity card with Photo will also be considered **ONLY** in case of non-availability. All other ID/Photocopies of IDs even if attested/scanned photo of IDs in mobile phone **will NOT** be considered valid ID Proof.

16. **CHANGE OF DATE, TIME, AND VENUE OF WRITTEN EXAMINATION:**

Any request for change of Date, Time and Venue of Written Examination in the Examination Hall will not be entertained.

17. Candidates are **NOT** allowed to carry any personal belongings i.e., Pencil, Pen, Instruments, Geometry or Pencil box, Handbag, Purse, any kind of Paper/Stationery/Textual material (printed or written material), Eatables and Water (loose or packed), Mobile Phone/Earphone/Microphone/Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/devices in the Examination Hall/Room. Possession of these items, whether in use or not, will be considered as “use of unfair means” in the Examination and appropriate action will be taken by the University against such candidates.

Note: Examination Officials will not be responsible for the safe keep of personal belongings and there will be no facility at the center.

18. Success in the examination confers no right for selection unless the University is satisfied after such verification, as may be considered necessary about the candidate, having regard to his/her conduct in service, that he/she is eligible and suitable in all respects for appointment to the post for which the examination is conducted.

19. **PROVISIONS RELATING TO PERSONS WITH BENCHMARK DISABILITIES (PwBD):**

Detailed provisions relating to Persons with Benchmark Disabilities is given at **ANNEXURE – II**.

20. **IMPORTANT INSTRUCTIONS TO THE CANDIDATES:**

The Important Instructions to the Candidates who are appearing for Written Examination are given below at **ANNEXURE – I [Page No. 10 to 15]**. However, some main points to be kept in mind by the candidates while appearing for Written Examination are given below:

- i. The instructions given on the Question Booklet and OMR Answer Sheet should be read carefully. All the entries in the Question Booklet and OMR Answer Sheet should be carefully filled with a Ball Point Pen (*to be provided by the University at the Examination Centre*) only. The Question Paper will be bilingual (i.e., both in English & Hindi) except the language paper.
- ii. The Question Paper Booklet will consist of 100 Multiple Choice Questions (MCQ's) in both Question Papers (viz. Question Paper - I and Question Paper - II). Each question will be of three mark and for every question, four answer options designated as (A), (B), (C) and (D) will be given in the Question Booklet. The candidate is required to select one amongst the options corresponding to the question as his/her right answer and darken the circle i.e. (A) or (B) or (C) or (D) as the case may be, to be the answer in the OMR with Ball Point Pen (*to be provided by the University at the Examination Centre*) only.

Illustration:

Marking the answers	
Correct Method:	Wrong method:
For Question No. 10, if the candidate considers the correct answer to be C, he/she has to mark as shown below:	Do not mark as shown below:
10 (A) (B) ● (D)	10 (A) (B) (✓) (D)
	10 (A) (B) (x) (D)
	10 (A) (B) (C) (D)
	10 (A) (B) (●) (D)
	10 (A) ● ● (D)

- iii. Half filled, ticked (√) or Crossed (x) circle will be read as Wrong answers. Faintly filled circle will be rejected by the Optical Scanner.
- iv. **The Question Booklet and OMR Answer Sheet must be handed over to the Invigilator before one leaves the Examination Hall.**
- v. All questions will be compulsory and carry equal marks.
- vi. Multiple darkened circles for a question will be treated as wrong answer. For question(s) not answered (i.e., blanks), no marks will be given or deducted.
- vii. Candidate has no option to change/alter/erase the answer once she/he has answered the question by darkening the circle. Therefore, before darkening the circle corresponding to the question number, she/he is advised to ensure the correctness/authenticity of the answer. Use of white/correction fluid, eraser, blade, etc. is not allowed on the OMR Answer Sheet.
- viii. Any candidate attempting to copy or found copying or referring to any printed/handwritten material, notes, books, etc., or exchanging notes or answer scripts with any other person or copying from the work of another candidate or allowing any other candidate to copy/refer to her/his work, helping or asking help from any other person in any manner or communicating by means of words, signs, gestures, codes, and other similar acts to exchange, impart or acquire relevant information in the examination will be viewed as misconduct in the examination. Similarly, any candidate found consulting, talking, whispering with any person in the Examination Hall/Room or in the corridor/toilet within the premises of examination centre during the course of examinations shall be dealt with severely and punished sternly under the rules and regulations.
- ix. The University Observer/Centre Superintendent of Examination Centre has absolute power to expel a candidate from the Examination Hall/Room if in her/his opinion the candidate has resorted to unfair means for the purpose of answering the examination or behaves in a disorderly manner in and around the Examination Hall/Room or obstructs the Superintendent or Invigilating Staff in carrying out her/his duties or attempts to offer illegal gratification or attempted to apply undue influence or threatens or blackmail any person connected with conduct of examination. A candidate so expelled, must before leaving the Examination Hall, should submit to the Institute her/his explanation in writing through the University Observer/Centre Superintendent of Examination Centre. Over and above, for any such misconduct of grave nature, the candidate shall be subject to disciplinary action under the provisions of the rules of the University and/or other appropriate legal action under the laws of the country and particulars of such candidates or cases will be suitably notified on the University Website.

21. **UNIVERSITY DECISION FINAL:**

The decision of the University 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 preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

22. **INTERPRETATION:**

In case of any ambiguity or lack of clarity with regard to any clause or the Rules, the decision of the University shall be final.

Registrar
Pt. Deendayal Upadhyaya Shekhawati University
Sikar, Rajasthan

**IMPORTANT INSTRUCTIONS
TO THE CANDIDATES APPEARING IN WRITTEN EXAMINATION****1. INTRODUCTION**

These instructions contain details pertaining to various aspects of the examination the candidates are going to take and important instructions about the related matters. **The assessment of OMR Answer Sheet will be done by a computerized machine. Hence, you should carefully read the instructions regarding handling of the OMR Answer Sheet and the method of marking answers as given on the OMR Answer Sheet.**

2. GENERAL INSTRUCTIONS:

- i. No candidate shall be allowed to appear in an Entrance Examination Centre other than that allotted to him/her unless permitted by the University in writing.
- ii. Candidates will be thoroughly frisked at the entrance gate itself before they are allowed to enter the examination hall.
- iii. Candidates are not permitted to bring books, papers, or reference material of any kind in connection with the entrance examination into the Examination Hall/Room.
- iv. Any unauthorised materials, such as books, paper, documents, pictures, and electronic devices with communication (cell phones) and/or storage capabilities such as tablet PC, laptop, smart watch, portable audio/video/gaming devices etc. are not to be brought into the examination hall.
- v. Mobiles are not to be brought into the Examination Hall. In case a candidate carries a mobile, it will be confiscated, and her/his examination will be cancelled.
- vi. **Photography is NOT allowed in the examination hall/room.**
- vii. All materials and/or devices which are found in violation of any examination regulations will be confiscated.
- viii. The University will not be responsible for the loss or damage of any belongings in or outside the examination hall.
- ix. **The Examination Hall/Room will be opened 15 minutes before the time specified for the commencement of the examination.**
- x. Candidates will be required to find out and occupy their allotted seats.
- xi. **A candidate who is late by more than 10 Minutes shall NOT be allowed to appear in the entrance examination.**

- xii. No candidate would be allowed to go to the toilet during the first 30 minutes and last 30 minutes of Examination.
- xiii. Smoking or chewing tobacco or use of alcohol is strictly prohibited at the Entrance Examination Centre. Any candidate found doing so during the course of the Examination shall be liable to be expelled from the Examination Centre by the Centre Superintendent. Any candidate found under the influence of alcohol, or any intoxicating substance will not be allowed into the examination hall / room.

3. **AT THE COMMENCEMENT OF THE WRITTEN EXAMINATION:**

- i. Candidate **MUST NOT** open the seal of Question Booklet until instructed by the Invigilator at the time of the commencement of the Examination.
- ii. Candidates should place their Admit Card and Identification Document at the top right corner of the examination desk for the marking of attendance and verification of identity during the examination.
- iii. The candidate, within 10 Minutes of the issue of the Question Booklet, shall check the Question Booklet to ensure that it contains all the pages in correct sequence and that no page/question is missing. In case of faulty Question Booklet, the candidate shall immediately bring it to the notice of the Centre Superintendent/Invigilators to obtain a fresh Question Booklet. No claim in this regard will be entertained after 10 Minutes of start of Examination.
- iv. Candidate is required to write her/his Name/Roll Number/Name of the Post on the Question Booklet and OMR Answer Sheet clearly in the space given and put her/his signature at the place provided for the purpose. Candidate should write only the required details in the space provided on the cover of Question Booklet and OMR Answer Sheet. **Providing incorrect/illegible details could risk your OMR Answer Sheet being considered void.**

4. **DURING THE EXAMINATION:**

- i. Once a candidate has entered the examination hall, he/she will not be allowed to leave the Examination Hall till the end of the examination.
- ii. No candidate, without the permission of the Invigilator shall leave his/her seat during the entrance examination.
- iii. Candidates are not allowed to communicate by word of mouth or otherwise with other candidates (this includes the time when Question Booklet and OMR Answer Sheet are being collected). If it is necessary for the candidate to communicate with the Invigilator, he/she shall raise his/her hand and the Invigilator will see to his/her requirement.

- iv. Candidate is required to write his/her Roll Number in the **(i)** Question Booklet and **(ii)** OMR Answer Sheet supplied separately; and also put his/her signature at the places provided for the purpose.
- v. Candidates are warned not to fold or make any stray marks on the OMR Answer Sheet. Use of Eraser, Nail, Blade, White Fluid/ Whitener etc. to smudge, scratch, or damage in any manner on the OMR Answer Sheet during Examination is strictly prohibited. Candidature/OMR Answer Sheet of candidates using Eraser, Blade, Nail or White Fluid/Whitener to smudge, scratch, or damage in any manner the OMR Answer Sheet shall be cancelled.
- vi. **ROUGH WORK:** The blank pages provided at the end of the Question Booklet only are to be used for rough work by the candidates.
- vii. If a candidate writes his/her Roll No. or puts any special mark in any part of the OMR Answer Sheet, which may disclose, in any way, the identity of the candidate, other than in the space provided for the purpose, he/she will render himself/herself liable to have his/her paper cancelled.
- viii. The Candidates shall be checked for any resource materials frequently and at random by the Invigilators and other staff conducting the Test, routinely and on the slightest doubt.
- ix. The scanned photograph of the candidate on his/her duly filled ONLINE Application Form or attendance sheet will be tallied with the candidate appearing in the examination by the Invigilator. In the event of any discrepancy in the identification and verification of the candidate and photographs, the candidate shall not be allowed to appear in the examination and be liable for criminal prosecution.

5. AT THE END OF THE EXAMINATION:

- i. Candidate must stop writing when the examination is over. He/she must remain seated quietly while the Question Booklets and OMR Answer Sheets are being collected and counted.
- ii. A candidate will **NOT** be allowed to leave the examination hall/room during the collection of the duly filled Question Booklets and OMR Answer Sheets. All candidates must remain seated throughout this period for invigilators to properly count the Question Booklets and OMR Sheets.
- iii. The candidates must leave the entrance examination hall/room only after they are instructed by the Invigilator to leave the hall/room after the completion of the examination. Candidates should not talk until they are outside the examination hall.
- iv. Once dismissed, the candidates should leave the examination hall quickly and quietly and remember to take their personal belongings.

- v. Candidates should not remove any papers, used or unused from the Examination Hall.
 - vi. **AFTER THE EXAMINATION IS OVER, THE CANDIDATE ARE REQUIRED TO HAND OVER THE QUESTION BOOKLET & OMR SHEET OF THE WRITTEN TEST TO INVIGILATOR IN THE EXAMINATION HALL.**
6. **The Written Examination of a candidate shall be cancelled in case of any of the following actions by a candidate:**
- Relevant or irrelevant resource material or loose paper found on his/her possession, or, lying on or around his/her seat; Possession of any unauthorized instrument or equipment/ document/paper/information materials or any resource materials; Communication of information in writing or verbally or exchange of Question Booklet/OMR Answer Sheet to and from any other person during the Test period and any other malpractice amounting to obtaining undue advantage; Any alterations or corrections in the entries made by a candidate in Question Booklet and OMR Answer Sheet but not duly verified by the Invigilator concerned, Non-matching of signature made at the time of Test with that already done at the time of filling of Online Application Form.
- Tampering with the photograph; Face not resembling the photograph in the Application Form; Not occupying the allotted seat; Tampering/disturbing the seating arrangements; Smuggling-out or smuggling-in Question Booklet in part or in full, or Test material, or any resource material connected with the Test; Making any attempt to influence the University Authorities directly or indirectly; misbehaving with invigilation staff, disturbing or trying to disturb the Test; noting down the questions; Shouting of slogans or creating unruly scene at the Examination Hall/Examination Centre.
7. Nobody other than the University authorized personnel are permitted to move around the Test Venue. Any unauthorized person loitering around the Test Venue shall be handed over to the police under an FIR lodged by the University.
 8. The decision of the University regarding Question/Key will be final. **No scrutiny /re-evaluation of OMR ANSWER SHEET is allowed in any case at any stage.**
 9. Any request for change of date of Written Examination/Seat in the Examination Hall will not be entertained.
 10. The University reserves the right of cancelling the candidature of any candidate found indulging in any malpractice i.e., hiding any material information, misrepresentation of facts or canvassing for candidature. All such candidates are liable to be debarred from this examination as well as future examinations, in addition to appropriate legal action as may be decided by the University.
 11. The Written Examination will be supervised by doing frisking before allowing entry into Examination Centre, using CCTV Cameras and Photograph of the candidates during Examination.

12. If a candidate does not comply with the instructions as mentioned above or creates any kind of indiscipline, the University shall take action as per instructions and in addition can also debar the candidate from appearing in the Examination, to be held in future by the University and can also file criminal proceedings.

13. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them, nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate found committing any of the following acts shall be declared by the University to be guilty:

- a. Obtaining support of his/her candidature by any means; or
- b. Impersonating; or
- c. Procuring impersonation by any person; or
- d. Submitting fabricated documents or documents which have been tampered with;
or
- e. Making statements which are incorrect or false or suppressing material information; or
- f. Resorting to any other irregular or improper means in connection with his/her candidature for the selection; or
- g. Using unfair means during the test; or
- h. Writing irrelevant matter including obscene language or pornographic matter, in the script(s); or
- i. Misbehaving in any other manner in the examination hall; or
- j. Harassing or doing bodily harm to the staff employed by the University for the conduct of their test; or
- k. Bringing mobile Phone/communication device in the Examination Hall/Interview Room; or
- l. Attempting to commit or, as the case may be, abetting the University of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - i. to be disqualified by the University from selection for which he/she is a candidate; and/or
 - ii. to be debarred either permanently or for a specified period by the:
 - University from any Examination or Selection held by them.
 - University from taking admission under the courses offered by them.

- iii. if he/she is already in service under Government, disciplinary action under the appropriate rules will be taken.

14. UNIVERSITY DECISION FINAL:

The decision of the University 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 preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

15. COURTS' JURISDICTION:

In case of any disputes, any suites, or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be restricted to the Courts in Rajasthan at District Court at Sikar and High Court at Jaipur.

IMPORTANT

CANDIDATES TO NOTE THAT SINCE ANSWERS ARE TO BE MARKED IN INK, IT WILL NOT BE POSSIBLE TO CHANGE ANY ANSWER AFTER MARKING IT (USE OF WHITENER FOR CHANGE IN ANSWER IS NOT ALLOWED).

***** END OF ANNEXURE – I *****

PROVISIONS RELATING TO PERSONS WITH BENCHMARK DISABILITIES (PwBD)

A. Guidelines for conducting Written Examination for Persons with Benchmark Disabilities above 40% vide letter dated 29 August 2018 from Ministry of Social Justice and Empowerment Provisions relating to Persons with Disability (PwBD):

As per Section 2(t) of the RPwD Act, “Persons with Disability (PwBD)” means a person with long-term physical, mental, intellectual, or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

According to Section 2(r) of the RPwD Act, 2016, “**persons with benchmark disabilities**” means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

Facilities for PwBD candidates to appear in the Exam:

As per the guidelines issued by the Department of Empowerment of Persons with Disabilities (Divyangjan) under the Ministry of Social Justice and Empowerment issued from time to time on the subject: “Written Examination for Persons with Benchmark Disabilities”, for the candidate with one of the benchmark disabilities [as defined in Section 2(r) of RPwD Act, 2016], holding a Disability Certificate in the prescribed format [APPENDIX – ‘A’] in the Rights of Person with Disabilities Rules, 2017.

- a. The facility of Scribe, in case he/she has a **physical limitation, and a scribe is essential to write the examination on his/her behalf**, being so certified in the format [APPENDIX – ‘B’] by a CMO/Civil Surgeon/ Medical Superintendent of a Government Health Care Institution. However, as a measure of caution and due to the prevailing circumstances of COVID-19 pandemic, such candidate is required to bring his/her own Scribe along with a **Letter of Undertaking** given at APPENDIX – ‘C’, for using own scribe. Hence, the concerned candidate has to indicate the requirement of Scribe at the time of downloading the Admit Card.
- b. Compensatory time of **thirty minutes** for examination of **ninety minutes** duration, whether such candidate uses the facility of Scribe or not.

Services of a Scribe:

*As per the office memorandum of the Ministry of Social Justice and Empowerment (Reference: F.No. 34-02/2015-DDIII dated August 29, 2018), **the PwBD candidates who are visually impaired OR have a disability in the upper limbs OR have lost***

fingers/hands thereby preventing them from properly operating the Computer Based Test platform may avail the services of a scribe (amanuensis).

The scribe will help the Candidate in reading the questions and/or keying in the answers as per the directions of the Candidate. A scribe will NEITHER explain the questions NOR suggest any solutions.

If it is found at any stage that a candidate has availed the services of a scribe and/or availed the compensatory time but does not possess the extent of disability that warrants the use of a scribe and/or grant of compensatory time, the candidate will be excluded from the process of recruitment.

Candidates must note that the benefit of reservation will be given to them subject to verification of documents. If it is discovered at any stage that a candidate has used a false/fake/incorrect document, or has furnished false, incorrect, or incomplete information, in order to avail the benefit of reservation, then such a candidate shall be excluded from all recruitment processes. In case such a candidate has already been selected, the selection shall stand cancelled.

Note:

1. *The minimum degree of disability should be 40% (Benchmark Disability) in order to be eligible for availing reservation for persons with specified disability.*
2. *The extent of "specified disability" in a person shall be assessed in accordance with the "Guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 (49 of 2016)" notified in the Gazette of India by the Ministry of Social Justice and Empowerment [Department of Empowerment of Persons with Disabilities (Divyangjan)] on 4th January 2018.*
3. *No change in the category will be entertained after the last date specified by the University.*

B. Guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing.

- i. *These guidelines may be called as Guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing.*
- ii. *The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution.*
- iii. *The medical authority for the purpose of certification as mentioned in point (ii) above should be a multi-member authority comprising the following:*

- a. Chief Medical officer/Civil Surgeon/Chief District Medical Officer Chairperson
- b. Orthopedic/PMR specialist
- c. Neurologist, if available*
- d. Clinical Psychologist/Rehabilitation Psychologist/ Psychiatrist/Special Educator
- e. Occupational therapist, if available*
- f. Any other expert based on the condition of the candidate as may be nominated by the Chairperson.

(the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the district)"*

- iv. Compensatory time **not less than 20 minutes** per hour of the examination should be allowed for persons who are eligible for getting scribe. In case the duration of the examination is less than an hour, then the duration of the compensatory time should be allowed on pro-rata basis. Compensatory time should not be less than 5 minutes and should be in the multiple of 5.

APPENDIX – ‘A’

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

Latest
Photograph of
Candidate
(Showing face
only) duly
Attested by
undersigned
medical officer

1. This is to certify that we have examined Mr/Ms/Mrs
(name of the candidate), S/o /D/o, a resident of(Vill/PO/PS/District/State), aged yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.
2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe:
.....
3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopaedic/ PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Ps ychiatrist / Special Educator	Neurologist (if required)	Occupational therapist (if required)	Any other Expert based on the condition of the candidate, as nominated by the Chairperson
(Signature & Name) Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr/Ms/Mrs _____ (*name of the candidate with disability*), a person with _____ (*nature and percentage of disability as mentioned in the certificate of disability*), S/o / D/o _____, a resident of _____ (*Village/District/State*) and to state that (s)he has physical limitation which hampers his/her writing capabilities owing to his/her disability.



Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

[Note: *Certificate should be given by a specialist of the relevant stream/disability (e.g., Visual Impairment – Ophthalmologist, Locomotor disability – Orthopedic Specialist/PMR)*]

UNDERTAKING FOR USING OWN SCRIBE

1. I _____, a candidate with _____ (*name of the disability/condition*) appearing for the _____ (*name of the examination*) bearing Roll No. _____ at _____ (*name of the Center*) in the District Sikar, Rajasthan. My educational qualification is _____.
2. I do hereby state that _____ (*name of the Scribe*) S/o D/o _____ a resident of _____ (*Village/District/State*) will provide the service of scribe for the undersigned for taking the aforementioned examination.
3. I do hereby undertake that Scribe's educational qualification is _____. In case, subsequently it is found that his/her educational qualification is not as declared by the undersigned and as decided by the University, I shall forfeit my right to the post and claims relating thereto.
4. I am not debarred in any examination from the University or any other examination body.
5. In case any of the above information is found wrong then I will be responsible for all consequence as per rule.

(Signature of the Candidate)

VERIFICATION

I _____ verify that the information provided by the candidate has been checked as per the original document of the candidate.

(Signature of Center Superintendent)

Place:

Date:

Note: *Kindly attach self-attested copies of Medical Certificate and scribe qualification with this Undertaking*