

CBT INSTRUCTIONS TO CANDIDATES - Date of Examination – 31 July 2022

ABOUT THE QUESTION PAPER:

Sr. No.	Exam Name	No. of Questions	Language of Exam	Exam Duration	Time of Exam
1	Computer Based Test	80	English	120 minutes	10:00 am -12:00 pm

1. All questions are in Multiple Choice Questions (MCQ) pattern. There is only **one** most appropriate correct answer for each question.
2. Only one question will be displayed on the computer screen at a time and each question will have 05 answer options.
3. There will be no negative marking in this exam. Each correct answer will carry 01 mark in Part A & 2 marks in Part B.
4. The questions can be answered in any order the candidate may wish to.
5. The candidates may ask the invigilator their doubts or queries before the commencement of test. No queries shall be entertained after the commencement of the examination.
6. Rough Sheet will be provided to the candidates for carrying out rough work, calculations, *etc.* during the examination.
7. Candidates are not allowed to leave the examination hall until completion of the test and handing over the Rough sheets to the Invigilator.

ABOUT ANSWERING THE QUESTIONS:

1. In order to answer a question, you have to "click" the option (**Radio Button**) **which** you consider appropriate / correct. The option which has been clicked on will be highlighted and shall be treated as the answer given by you for the question.
2. In case you want to change your answer, you can click at the new answer option (**Radio Button**).
3. If you do not wish to attempt the question then you should not click on any option for that question and may click "Next".
4. You can "Bookmark" questions to review before submitting.
5. You can navigate between questions either by clicking on "Previous"/ "Next" or by directly clicking on the question numbers which are displayed as "Attempted" / "Not Attempted" / "Attempted & Bookmarked" / "Not Attempted & Bookmarked" in the Section-wise Summary panel.

ABOUT THE PREVIEW AND SUBMISSION:

1. The answers are saved whenever the candidate navigates e.g., by clicking on Next/Previous button.
2. The candidates can make changes in their answer option during the examination.
3. Candidate can switch to any of the question by clicking on summary panel shown at the left hand side of the screen. For example: “**Attempted**”, “**Not Attempted**”, “**Attempted & Bookmarked**”, “**Not Attempted & Bookmarked**”.
4. After the expiry of **120 minutes**, the candidates will not be able to attempt any question or check their answers. The answers of the candidate would be saved automatically by the computer system.
5. **At the end of the test, Questions which are marked “Attempted” and “Attempted & Bookmarked” shall be considered as answered and accordingly evaluated.**

Candidates can be debarred/disqualified by the Test Centre Administrator of the Exam Centre for any of the following reasons:

1. Creating a disturbance.
2. Impersonation - Attempting to take the examination for someone else.
3. Giving or receiving assistance of any kind during the examination and communication in any form between candidates or with outsiders.
4. Smoking or eating in the Examination Hall.
5. Attempting to tamper with the operation of the computer or meddling with the system.
6. Exchanging any papers, documents or any other material with other candidates.
7. Leaving the test centre without the permission from the invigilator.
8. Using prohibited aids or items that are not allowed, such as: Calculators, Mobile Phones, Pagers, Pieces of Paper (except his/her Admit Card and Identity Card), Digital Diaries, Watch/Alarms, Listening Devices, Recording or Photographic Devices and any other Electronic Gadgets/Device.
9. Attempting to copy examination questions and/or examination responses (in any format) from the examination centre.
10. Attempting to access any unauthorized software/program during the examination.
11. Failing to follow invigilators’ directions.
12. Manhandling of invigilators or test centre staff.
13. Resorting to unfair means or trying to influence in any way for examination results shall be considered as a serious offence and any candidate found

guilty of such offence on the report of any person duly authorized to conduct the examination, shall be liable to have his/her name removed from the list of candidates entered for the Examination and may also be further dealt with in such manner as OIL may deem fit.

14. Candidates shall maintain silence while appearing for the exam. Any conversation or gesticulating or disturbance or attempt to change seats/question paper in the Examination Hall shall be deemed as unfair means.
15. If a candidate is found indulging in unfair means or impersonating, the candidature of such candidate shall be cancelled. The candidate shall be expelled from the examination by the Test Centre Administrator and such matter shall be reported to concerned authorities for appropriate action.
16. The Test Centre Administrator at the Exam Centre is authorized to debar the candidate/s from the examination centre for any misconduct.

I have read and understood the instructions. I agree that I am not carrying any prohibited item as stated above such as mobile phone, calculator, pager, other electronic devices/gadgets, pieces of paper (except those that are allowed) etc. with me into the exam hall. I agree that in case of not adhering to the instructions or adopting any unfair means, I will be disqualified from taking the examination and my candidature shall be rejected subsequently.