


**Instructions to conduct the Written Test for the post of Accounts Assistant**

1	The "Written Test" of the shortlisted candidates is scheduled to be held on 07.09.2024 at 02:00 PM at SMVD University, Kakryal. However, all the shortlisted candidates are required to reach at venue by 11:00 AM without fail.
2	The "Written Test" shall be conducted on OMR based sheet.
3	The candidates shall be required to bring their valid <u>photo identity proof</u> (Adhaar Card, Driving License, PAN Card etc) for appearing in the Written Test, failing which, his/ her candidature shall be outrightly rejected.
4	The question paper comprises of Multiple Choice Questions, wherein, each question has 04 options with one correct option only.
5	The question paper shall be of 80 questions carrying 01 mark each and of 90 minutes duration. For each wrong answer 0.25 marks shall be deducted. The syllabus has already been uploaded on the official website of Shrine Board.
6	The candidate is required to use blue/ black ball point pen only for darkening the ovals on the OMR sheets in order to mention their answers. The ovals should be completely darkened so that letter inside the oval is not visible. The CORRECT and the WRONG method of dark sheet are given below: 
7	Make marks only in the spaces provided. Please do not make any stray mark on the answer sheet.
8	Mark your answer only in the appropriate oval against the number corresponding to the question number in the question booklet
9	Do not fold or crumple or staple the OMR Sheet. Do not use any white fluid, eraser, blade or any rubbing material or stray marks on the Answer Sheet.
10	Multiple markings will be treated as invalid response (i.e. negative marking)
11	Put your specimen sign with blue/ black ball point pen in the box.
12	Before submitting the answer sheet, the candidate should verify that all the entries are made correctly and it is duly signed by the invigilator.
13	Candidates are not allowed to carry any paper notes, books, calculators, cellular phones, scanning devices etc to the examination hall. Any candidate found using or in possession of such unauthorized material, indulging in copying impersonation or adopting unfair means, is liable to be summarily disqualified and may be subjected to penal action.
14	No candidate will be allowed to enter examination hall after 15 minutes from the start of examination and the candidate shall be allowed to leave the examination hall only after the culmination of examination
15	The candidates having any objection regarding their candidature are requested to approach this office personally by or before 31.08.2024 upto 03:00 PM along with supporting documents on working day, after which no request shall be entertained.
16	The candidature of all the shortlisted candidates is provisional, subject to production of original copies of relevant eligibility criteria as prescribed in the advertisement i.e. educational qualification certificates, experience certificate etc. at the time of Personal Interview, failing which their candidature shall be cancelled abinitio.

**Note:**

- i) In case, any deficiency/ forgery/ in-genuineness of document(s) found at any stage, candidates shall not be allowed to participate in the Written Test.
- ii) No TA/DA shall be admissible

Sd/-

(Satish Kumar Sharma), JKAS  
Joint Chief Executive Officer

No: CO/HRD/R--75/7398

Dated: 28.08.2024

Copy to the Dy. Manager (IT) for uploading the same on the official website of Shri Mata Vaishno Devi Shrine Board.