

DETAILED INSTRUCTIONS TO THE CANDIDATES APPEARING FOR COMPUTER BASED EXAMINATION TO BE HELD FROM 14.12.2022 TO 20.12.2022 FOR RECRUITMENT TO VARIOUS NON TEACHING POST

1. The exam will be conducted in 2 sessions. First session will consist of MCQs and the second session will consist of descriptive answer type questions. There will be break in between the two sessions. There shall no negative marking. No marks will be provided to questions not attempted.

For Objective MCQ Test: Candidates may note that for MCQ test, pen/rough sheet shall be provided at the examination center. No candidate shall be allowed to bring anything inside the examination center except the Admit Card issued by the University/ID Proof issued by the Government.

For Descriptive Test: Candidates may note that the descriptive test will be held in pen and paper based mode. Pen/Paper in this test will also be provided at the examination Centre. The questions for descriptive test will be displayed on the Computer Screen, and the same are to be answered on answer sheets to be provided at the Centre. No candidate shall be allowed to bring anything inside the examination center except the Admit Card issued by the University/ID Proof issued by the Government.

A mock link for the test is being provided to the candidates for familiarity with the system.

Link 1: <https://www.digialm.com:443//OnlineAssessment/index.html?1258@@M270>

Link 2: <https://www.digialm.com:443//OnlineAssessment/index.html?1258@@M271>

2. The candidate must bring print out of the E-Admit Card to the allocated examination center on the day and time mentioned along with at least one valid ORIGINAL PHOTO IDENTIFICATION CARD viz. Voter Identity Card, Driving License, PAN Card, Passport, Aadhaar Card, Employer ID (Government) issued by Government Authorities. **(NO COLOUR PHOTOCOPY / SCANNED COPY / SOFT COPY OF THE IDENTITY CARD SHALL BE ACCEPTED UNDER ANY CIRCUMSTANCES)**. No candidate will be allowed entry without valid E-Admit Card and Photo Identification Card (in original). Please retain this E-Admit Card carefully for future records.

In the case of post marriage or change in the name, the candidates must bring the original matriculation certificate along with original Identification Card. The identity of the candidate will be matched with the proofs to be provided by the candidates.

3. The candidates should check the particulars viz., Name, Date of Birth, Category, Sub-category, etc. mentioned in E-Admit Card carefully and also eligibility in all respects as per admission process in **Admission Brochure**. Your candidature in the whole admission process is **“PURELY PROVISIONAL”** pending scrutiny of your eligibility as mentioned in the **Admission Brochure** for the program. In case, it is found at any stage of selection that the candidate does not fulfill the eligibility criteria and any information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in the Admission Brochure including Age, Caste

Category, Sub-Category, Application Fee, Educational Qualification, etc. the candidature of such a candidate will be rejected at any stage of admission process and even after admission.

4. **NO REQUESTS FOR CHANGE IN EXAMINATION DATE/SESSION/CENTRE WILL BE CONSIDERED UNDER ANY CIRCUMSTANCES.**
5. The candidates are required to report at examination centre as per reporting time given above. Candidates are advised to reach their allotted examination centre before reporting time as mentioned in E-Admit Card so that entry formalities i.e. Thermal Scanning, Bar Code Scanning, bio-metric attendance and Photography can be done prior to allotment of computer node for appearing in examination. The entry gates of examination centre will be closed before half an hour before commencement of Computer Based Test. **NO LATE ENTRY IS ALLOWED UNDER ANY CIRCUMSTANCES.**
6. Candidates will not be allowed to go outside the Test Centre during the examination period.
7. **Candidates should check the particulars i.e., Name, Date of Birth, Photograph, Signature, Category, Sub-Category etc. mentioned in E-Admit Card carefully and also eligibility in all respects as per the recruitment advertisement.** For any queries kindly contact the helpdesk email id- or raise their technical query in the helpdesk tab of the login portal.
8. If religion/customs require you to wear specific attire, please visit Centre early for thorough checking and mandatory frisking.
9. Candidates are strictly advised not to carry any electronic devices viz., Electronic gadgets, earphones or microphones, all type of watches, electronic or non-electronic communication devices, hand bags, purse, calculator, log tables/pager, digital diary, book/notes and any type of metallic items etc. inside the Examination lab which are strictly prohibited. If any candidate is found in possession of any of these devices/documents, his/her candidature is liable to be disqualified. Candidates are also advised not to bring any valuable/ costly items or jewelry to the examination centre as arrangement of safe keeping of the same cannot be assured and exam centre will not be responsible for safe custody, loss or theft. You are advised to see 'Additional Instruction for Candidates due to COVID-19' for showing the risk factor through Arogya Setu App in your Mobile Phone at the entrance of the Examination Centre.
10. Once the Capturing of IRIS, biometric and Photograph is done at Registration Desk of exam centre, the Candidate should proceed to the allocated computer node and should not leave the Examination Hall/Room till the Computer Based Test is over. After the Computer Based Test is over, the candidates must appear for photography before leaving the computer lab.
11. The User ID and Password for the Computer Based Test (CBT) will be provided to the Candidate 10 minutes before the commencement of examination at their respective computer terminal. The Candidate will be required to enter Login ID and Password which will be provided at examination centre to appear for Computer Based Test. Please ensure that your name, photograph appearing on the computer screen are correct after Login.
12. Candidates belonging to PWD category shall be eligible for compensatory time of 20 minutes for every hour of the examination.
13. The questions will be both in English and Hindi language.
14. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means i.e., verbal or written, electronic or mechanical or taking away the rough papers supplied in the examination centre or found to be in unauthorized possession of test



content will be considered as serious misconduct and will be debarred/disqualified from examination. Dr.B.R.Ambedkar University Delhi will take disciplinary and legal action as per rules and such cases will be reported to police, if necessary. Candidates must also refrain from creating any obstruction during the conduct of examination. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily cancelled. Such candidate shall also be liable to be debarred from future examinations of the AUD and legal proceedings could be initiated against him/her.

15. **Persons with disability of 40% or more opted for his or her own scribe for marking responses (answers) on their behalf, has to produce original medical certificate issued by competent medical authority regarding such disability at the time of entry to the examination centre. All the candidates with disabilities will be allowed “compensatory time” of 20 minutes per hour. A scribe declaration form will be provided on the Dr.B.R.Ambedkar University Delhi website, which is to be downloaded, filled and brought to the examination centre along with admit card on the day of examination.**
16. The candidate should regularly visit AUD website <https://aud.ac.in/> for latest updates through notifications, instructions, circulars related to this admission process. The candidate should retain the E–Admit Card carefully for future records as the same is required to be produced at the time of counseling and verification of documents
17. No travelling expenses will be admissible for appearing in Computer Based Test.
18. Candidate must go through all the instructions and guidelines regarding eligibility, qualifications, reservations policies etc.as mentioned in the Advertisement No.AUD/01/HR/2021 dated 11.04.2021 and No.AUD/02/HR/022 dated 29.01.2022, before appearing in the examination. They must ensure that they fulfill their eligibility as on the closing date of online application. As regards to the reservation policies, the same will be available to the SC/ST/OBC/EWS/PwD candidates in accordance with the extant Instructions/Orders/Circulars issued from time to time by the Govt. of NCT of Delhi/DOP&T, Govt. of India.
19. ***It is further clarified that Other Backward Classes(OBCs) for the purpose of employment under the University shall be the Castes, as notified by the Central Government in the Central List for Delhi and Castes defined as OBCs by the OBC Commission of Delhi and notified by the Government of NCT of Delhi from time to time. Further, as per the guidelines issued by the Govt. of NCT of Delhi vide Notification No.F.19(10)/2001/S-III/Pt.File/2278-2285 dated 27.07.2007, it is clarified that the Central list for OBCs qua Delhi and castes defined as OBCs by OBC Commission and accepted so by the Government will be extended the benefit of reservation in Delhi. Further, the reservation policies pertaining to the OBC reservation shall be applicable as per the guidelines issued by the Govt. of NCT of Delhi from time to time (Govt of NCT of Delhi Notification No.F.19(10)/2001/S-III/Pt.File/2278-2285 dated 27.07.2007, No.19(01)/2012/S.IV/1241-1258 dated 28.7.2016 and No.F.19(02)/2011/S.IV/Vol.I/856 dated 31.05.2021).***
20. Mere appearing in the online CBT shall not constitute an offer of employment.
