

INSTRUCTIONS FOR CANDIDATES APPEARING IN THE OMR-BASED WRITTEN EXAMINATION FOR THE POSTS OF JUNIOR STENOGRAPHER AND JUNIOR SECRETARIAT ASSISTANT (GEN./F&A/S&P) SCHEDULED ON 03.07.2025 AT RRL HIGH SCHOOL, IIM RESIDENTIAL COMPLEX, CANAL ROAD, JAMMU:

1. The candidates are advised to reach the examination centre as per the Reporting/Entry time, i.e. **9:00 AM**, as indicated in the admit card.
2. Candidates should note that no candidate will be allowed entry after the entry closing time, i.e. **09:40 AM**, on the day of examination. No entry shall be permitted under any circumstance or due to any reason after closure of entry.
3. The examination for the post of **Junior Stenographer** shall be held in a single shift from **10:00 AM to 12:00 PM** (Exam duration - 2 hours). Each question will carry **1 mark** and **0.25 mark** will be deducted for every wrong answer.
4. The examination (Paper-I and Paper-II) for the post of **Junior Secretariat Assistant (Gen./F&A/S&P)** shall be held in a single shift. **Paper-I** will be held from **10:00 AM to 11:30 AM** (90 minutes), after which there shall be a break of **20 minutes**. Candidates will not be allowed to leave the examination hall during this break. **Paper-II** shall be held from **11:50 AM to 12:50 PM** (1 hour). Separate OMR sheets shall be provided for both papers. In Paper-I, each question will carry **2 marks** and there will be **no negative marking**. In Paper-II, each question will carry **3 marks** and **1 mark** will be deducted for every wrong answer. Paper-I will be of qualifying nature; Paper-II will be evaluated only for those who secure the minimum threshold marks in Paper-I, as decided by the Selection Committee.
5. Candidates must bring a printout of the Admit Card with a recent passport-size colour photo pasted on it, along with an original Photo Identity Card, to secure admission to the Examination Hall. Candidates will sign the Admit Card in the presence of the Invigilator, and it will be collected by the Invigilator.
6. Candidature of candidates is purely provisional. Candidates should satisfy themselves that they fulfil all eligibility conditions. If at any stage it is found that a candidate does not fulfil any eligibility condition, his/her candidature shall be cancelled.
7. No candidate will be allowed to leave the examination hall before the completion of the examination.
8. Prohibited items such as wristwatches, smartwatches, books, chits, magazines, electronic gadgets (mobile phones, Bluetooth devices, headphones, spy cameras, scanners, calculators, storage devices, etc.), geometry instruments, plastic pouches, etc., are strictly not allowed. Possession of such items may lead to cancellation of candidature, legal/criminal proceedings, and debarment from future exams.

9. Candidates are advised not to bring bags or prohibited items into the venue. If brought, candidates must arrange for safe custody themselves; the Institute will not be responsible for the custody of their belongings.
10. Candidates may leave the hall only after handing over their OMR sheet to the invigilator after conclusion of the test.
11. Candidates must read the instructions given on the OMR sheet before answering.
12. All questions are multiple-choice questions (MCQs), and answers must be marked on the OMR sheet only.
13. Any omission, mistake, or discrepancy in encoding/filling details on the OMR sheet (especially Roll Number) will render the sheet liable for rejection. Candidates must fill the OMR sheet carefully.
14. Use only **Black/Blue ball-point pen** on the OMR sheet. Answers marked otherwise will not be evaluated.
15. Candidates shall affix their **LEFT thumb impression** and signature, wherever required, in front of the invigilator.
16. Use of unfair means will lead to cancellation of candidature and possible legal action. Impersonation will result in strict action against both impersonator and candidate.
17. Any candidate found obstructing the exam or creating disturbances shall have their candidature summarily cancelled. Such candidates may also be debarred from future examinations of CSIR/Government of India, and legal/criminal proceedings could be initiated against those responsible.
18. Candidates will not be allowed to take toilet breaks during the conduct of the examination. However, with the permission of the Invigilator, a toilet break may be allowed during the gap between the two papers in case of JSA.
19. If the examination does not commence at the scheduled time or is interrupted midway due to any reason whatsoever, candidates should follow the instructions of the exam functionaries. They may have to wait patiently until the issue is suitably addressed and resolved. The Institute will take an appropriate decision in the matter, which shall be final and binding.
20. If any candidate is found in an inebriated state, they will not be allowed entry to the venue.
21. Candidates are advised to check the Admit Card carefully and report any discrepancies immediately to the Institute via email at rectt.assmt.iim@csir.res.in.