

Advertisement No.IIE-224/2017/4461/OSSC; Date: 30.12.2017 Recruitment for one post of Technical Assistant, on contractual basis under Director of Teacher Education & SCERT Odisha, Bhubaneswar

Post code- (TA/145) (Website: www.ossc.gov.in)

IMPORTANT:

- Online application form will be available from Dt. 14.08.2019 to Dt.13.09.2019 by 11.55 P.M.
- There is no <u>Edit option</u>, the candidates are to be extra vigilant while filling the information. Furnishing of Wrong / False information will be liable for cancellation of their candidature for the post.
- Candidates are required to apply for the post through online mode only. The on line application submitted if found to be incomplete in any respect is liable for rejection and no correspondence in this regard will be entertained.
- Candidates should not send the Detailed Application Form (DAF), copies of the certificates/documents or the originals to the Odisha Staff Selection Commission.
- The candidates should upload the documents as listed at clause 7(From Sl. No-i to x as applicable) of this advertisement while applying online. They have to produce the originals of the same and a set of self attested Photo Copy of the uploaded certificates/documents at the time of certificate verification after the written examination.
- The certificates / documents uploaded as per clause-7 of this advertisement must be within validity period on the date of submission of the Online Application Form.
- The documents uploaded must be in pdf format in prescribed file size & clearly visible/ identifiable failing which the application will be rejected out-rightly.
- The minimum educational qualification for the post is BCA/B.Tech in Computer Science having minimum 55% Marks from a recognised University.
- The prescribed age limit for the post is from 21 years to 32 years as on01.01.2017 with as usual age relaxation for SC, ST, SEBC, Women, PWD, Ex-Serviceman & In-service contractual employees.
- The appointment will be initially on contractual basis carrying a consolidated pay comprising of initial pay+ grade pay in the scale of pay of Rs. Rs.9300/- to 34,800/- and G.P. of Rs.4200/- (Pre-revised) as per Odisha Group-B posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17.01.2014. The pay is subject to revision as per decision of the Government from time to time.



- The candidates applying for the post must go through this detail advertisement and ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in this advertisement. Admission of a candidate for the written examination & other tests shall be provisional and would be on the basis of the information furnished by him/her in the on-line application form.
- If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her on line application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature for the examination will be cancelled forthwith and he may be debarred from appearing any further recruitment examination conducted by OSSC either temporarily or permanently.
- Candidates should possess a valid E-mail address & Mobile phone number which should remain active till publication of the final result pursuant to the Advertisement. The Commission shall not be responsible for any loss/ non receipt of message/information sent on the wrong /invalid e-mail address/ mobile number provided by the candidate in the on-line registration form or for delay/non-receipt of information if a candidate fails to access his/her E-mail or Mobile phone in time.
- Candidates will be allowed in the examination only if they possess a valid admission letter for the particular examination and a valid Photo Identity proof issued by any Govt. Authority.
- No Call letter/Admission letter for the recruitment at any stage shall be sent to candidates by post. The candidates are therefore advised to access to Commission's website www.ossc.gov.in at regular interval to know about the status of their applications and date of test.

Online Applications are invited from intending candidates for selection of 01(one) post of Technical Assistant on contractual basis under Director of Teacher Education and SCERT, Odisha, Bhubaneswar on contractual basis carrying a consolidated pay of Rs.9300/-+ Grade Pay Rs.4200/-in the scale of pay of Rs.9300/- to 34800/- (pre-revised) subject to revision as per orders of Government from time to time.

1. How to apply:

The applicants required to go through the detail advertisement before filling up the online application.

1. (a) Aspirants have to apply online using the website of the Commission www.ossc.gov.in. The applicants other than the category of S.C., S.T. & PWD candidates are required to deposit non-refundable examination fee of Rs.100/- (Rupees One hundred) only through online mode using the SBI collect portal following the procedure as detailed at clause-2 of this advertisement to apply for the post. By clicking on the tab 'online application' in the home page of the website, different advertisement for online application along with different useful details will be displayed on the computer screen. The instructions provided in this Advertisement are required to be read carefully before proceeding to complete the application process.

1.(b) There will be 2 links as follows under "Form Links" column for each advertisement.



- (1) For Registration
- (2) For registered user login

All the Applicants first need to complete the **Registration process** before filling the Application Form.

For Registration: The candidate needs to click the link "For Registration" present in the Form Link section.

On clicking the link mentioned, he/she will be redirected to the **Registration Form**, where few basic Details will be required like:-

- i. Nationality
- ii. Applicant's Full Name
- iii. Applicant's Father's Name
- iv. Applicant's Mother's Name
- v. Name of the Husband (In case of Married female applicant)
- vi. Gender
- vii. 10th Standard Roll Number (As Mentioned in the Certificate)
- viii. 10th Standard Year of Passing
- ix. 10th Standard Board
- x. 10th Standard Passed Exam Type
- xi. Whether passed minimum Seventh class exam. in Odia
- xii. Mobile Number
- xiii. Email Address

All the above fields need to be filled in mandatorily by the candidate.

Caution: The candidate must submit the correct data in this section as the subsequent section will be automatically populated with the data filled in this section. No change in the section will be allowed after the candidates submit the 'I Agree' box.

Once the above details are filled in by the candidate, 1(one) CAPTCHA image will be shown to the candidate which he/she needs to enter correctly in the field given below and then need to check the box "I Agree" for declaration and submit the registration form.

On Submitting the registration form a unique **Application Sequence No.** will be generated and will be shown to the candidate.

Application Sequence No. generated will act as the user id for the candidate.

Email and SMS will be sent to the candidates through his registered **email id** and **mobile number** intimating the 'User id' and 'password'.

Note:

The details submitted by the candidate for 10th Standard Roll Number (As Mentioned in the Certificate), 10th Standard Board, 10th Standard Year of Passing & 10th Standard Passed Exam Type (Annual or Supplementary) need to be furnished correctly.

<u>Furnishing of any wrong information may lead to rejection of the application and no request in this regard for correction of the same will be entertained.</u>

User registration is required only once during applying for a specific post.

After successful submission of the registration form in the top right hand corner of the "Go to Application Form" & "Logout" button will be visible.

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Candidate can click the "Logout" button if he/she wishes to exit the current session.

Candidate can also click on the "Go to Application Form" to continue with the filling of the application form.

For registered user login

In order to fill the Application form candidate needs to Click the link present under "For registered user login" present in the Form Link section. The same will redirect the candidate to the login page of the Application Form. The candidate needs to login using the 'user id' and 'password' he/she received after registration though e-mail as well as sms in the registered mobile no. & e-mail id respectively.

Once the candidate successfully log-in to the application form he/she will be getting 4 tabs as follows

- 1. Personal Details
- 2. Additional Details
- 3. Qualification & post applied details
- 4. Document Upload

All the details required in the above 4 tabs need to be furnished correctly by the candidate. The details submitted by the candidate during submission of the registration form will be populated automatically in the respective fields of the application form.

The candidates have the option of filling the application form in more than 1 session but before logging out he/she needs to ensure that all the data filled by him/her has been saved by clicking "Save & Continue button" present in the end of the each tab.

Candidate can **preview** the application by clicking the "**Preview Application**" button present in the end of "**Document Upload**" tab as and when required.

All candidates mandatorily need to upload the scanned image of his/her recent passport size photograph and scanned image of his/her full signature in the on line application form which must be within max 80 kb (The Format supported is JPEG,JPG).

In addition to the above requirement all the candidates need to upload the following documents in Document Upload section.

- 10th Standard certificate & mark sheet containing the 10th Standard Roll Number as given in the registration form. (Each File size max 300kb each, format supported pdf).
- ii. +2 Pass Certificate & Mark sheet. (Each File size max 300kb each, format supported pdf).
- iii. BCA/B.Tech in Computer Science Pass Certificate & Final Mark sheet (Each File size max 300kb each, format supported pdf).
- iv. Candidate Claiming "Category Claimed" as SC, ST and SEBC needs to upload caste certificate (File size max 300kb, format supported pdf) in Document Upload & Payment details section.

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- v. Candidates Claiming age relaxation under "Persons with Disability" category needs to upload PWD certificate (File size max 300kb, format supported pdf) in Document Upload & Payment details section.
- vi. Candidates Claiming age relaxation under "Ex-Serviceman" category needs to upload Ex-Serviceman Documents (Discharge Certificate/I-card/NOC any one document) indicating the date of joining, date of discharge & years of service rendered in Defence Forces) in "Document Upload" section (File size max 300kb, format supported pdf).
- vii. Inservice Contractual employees under Govt. of Odisha having completed one year of service prior to effective of Odisha Group-B post (Contractual Appointment Rules, 2013) in the category I & II of G. A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17.01.2014) claiming age relaxation up to 45 years as on 01.01.2017 & weightage mark must upload the required engagement certificate issued by the concerned employer indicating there in the date of appointment, Order No. with date, years of contractual service rendered as on date of application and scheme under which appointed. (File size Max-300kb, Format supported Pdf) in "Document Upload Section".
- viii. Candidates who has not passed Odia in H.S.C. Examination, he/she has to upload **Odia Pass Certificate in M.E. standard** (Class-VII) (File size Max-300kb, format supported-pdf) in document Upload & Payment Details Section.

The uploaded documents must be in pdf format, in prescribed file size, clearly identifiable /visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained.

The candidates are also advised to fill up relevant details under different tabs, mentioning category, sub-caste (as per his caste certificate), special category, sub category of PWD, present address, permanent address, full marks, marks secured and percentage of mark in H.S.C., Diploma / +2 or equivalent examination, Degree Examination etc which are required for eligibility of every candidate. The filled in Application Form can be submitted by clicking on the 'submit button'. Before submitting the online application the applicant must re-check the information filled in and ensure that the information provided are correct and the scanned signature, scanned photographs and all the documents uploaded are clearly identifiable and visible and then click the 'submit button'. Except the candidates of ST/SC/ PWD category, after clicking the "Submit" button the system will redirect the candidate to State Bank collect Portal for payment of Examination fees, the details of which has been furnished at Clause-2 of this advertisement. After successful payment of Examination Fees(as applicable) the Form will be submitted in the OSSC Website. In case of applicants in the category of SC/ST/PWD the form will be submitted directly.

Note:

I. Candidates should note that GENDER, category (UR/SC/ST/SEBC), sub-caste in case of ST/SC/ SEBC and Spl Category (Ex-Serviceman/PwD) once submitted in the online application is final. Any request for change in the category/ Spl Category/ Gender shall not be entertained by the Commission subsequently.

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- II. As there is no <u>Edit option</u>, the candidates are to be extra vigilant while filling all the information. Furnishing of Wrong / False information will be liable for cancellation of their candidature/Application for the post.
- 1. (c) After the Form is successfully submitted, the candidate has to take out the printed copy of online application Form, One OSSC Copy & other Applicant Copy. The Applicant copy contains "USER ID" & "PASSWORD" printed at the bottom of the Application Form. The applicant needs to use the same to know the status of his/her application & also to download admission letter from OSSC website at different stage of the recruitment to appear the examination. The OSSC copy is to be preserved by the applicant for future use and to submit the same at the time of certificate verification, if shortlisted along with self attested copies of documents/ certificates as listed in the clause-7 of the advertisement.
- 1. (d). Applications received through any mode other than online mode will not be entertained and will be rejected out rightly.
- 1. (e). The applicant may find out the status of his/her application for the examination, by accessing OSSC website, clicking there in "Online Application" Tab & thereafter clicking on the link present under "For Registered User login" in form Link Section against that particular Advertisement/ post, by using the User-id & Password.
 - 1.(f). The candidate shall be provisionally allowed for different stages of recruitment process basing on the information furnished in the online application form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria prescribed for the post or has not paid the requisite examination fee, his/her candidature will be cancelled forthwith. Further, OSSC reserves the right to debar such candidates from applying for other recruitment examinations conducted by OSSC either temporarily or permanently.
- 1.(g). Candidates should possess a valid E-mail id & Mobile number which should remain active till publication of the final result pursuant to this Advertisement. The Commission shall not be responsible for any loss/ non receipt of message/information sent on the wrong /invalid e-mail address/ mobile number provided by the candidate in the on-line registration form or for delay/non-receipt of information if a candidate fails to access his/her E-mail or Mobile phone in time. Candidates will be allowed in the examination only if they possess a valid admission letter for the particular examination downloaded from the Commission's website along with a valid Photo Identity proof issued by any Govt. Authority.

2. Payment of Examination Fees:

The candidates except SC/ST and persons With Disabilities (PwD) category have to pay a non refundable examination fee of Rs.100/-(Rupees one hundred)only. The fees can be deposited only through online mode using Internet Banking/ Debit



Card/Credit card/UPI in SBI payment gateway linked with the online application form following the procedure as detailed below:-

Online Fee Depositing process in State Bank of India(SBI) through State Bank Collect Portal

Important: Candidate other than SC, ST & PwD category needs to "Make Online Payment" of Rs. 100/-for submission of online application form for the post.

Once SBI Collect of State Bank of India portal is opened, then DO NOT click Refresh or Back Button.

Steps to be followed in SB Collect portal for Online Payment

- 1. System will redirect you from online application form portal to State Bank Collect Portal after clicking on the 'Submit' button.
- 2. Kindly preview the application to check & confirm the details shown on the screen i.e Application Sequence No., Date of Birth, Name, Mobile No, e-mail ID, post & category etc., before clicking "Submit" Button.
- B. Select any one of the Online Payment Option (Internet Banking/Debit Card/Credit Card/UPI) with bank charges as applicable mentioned therein.
- 4. Kindly make the online payment via Credit card or Debit card or Net Banking or UPI and retain the transaction slip for future reference.

Candidates are advised to keep with them the copy of the e-receipt as a token of successful payment of required examination fee for future reference.

Candidates are advised to make required payment using SBI MOPS for final & successful submission of form.

* SC, ST & PWD candidates are exempted from paying examination fee.

3. Last date for receipt of applications:

The last date for online submission of Application in response to this advertisement is 11.55 P.M. of Dt. 13.09.2019. The system will be automatically disabled from 11.55 P.M. of the said date after which the application form for this particular post will not be generated any more at the candidate's end.

4. Vacancy position.

(a) Number of posts to be filled up and reservations:

As per requisition received from Director of **Teacher Education and SCERT (O)**, **Bhubaneswar**, the category-wise break-up of vacancies for Male, Female & Transgender to be filled up by this recruitment are as follows:

Category	Vacancy		
UR	01		
Total	01		

Note: UR (Unreserved). There is no post reserved for SC/ST/SEBC & also for Special Categories. **4(b)** The number & other conditions of vacant posts to be filled up on the basis of this recruitment are subject to change without any prior notice as per discretion of the Commission and the Requisitioning Authority / Government.

5. Scale of Pay & Condition of Service.

The appointment will be initially on contractual basis carrying a consolidated pay (pre revised) comprising of initial pay+ grade pay in the scale of pay of Rs9300/- to 34,800/- and G.P. of Rs.4200/- as per Odisha Group-B posts (Contractual Appointment) Rules, 2013 notified vide



G.A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17.01.2014. The pay is subject to revision as per decision of the Government from time to time.

6. Eligibility:

6(a) Age:

(i) The minimum age for the post is 21 years and the maximum age is 32 years as on 01-01-2017. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & Women candidates, 10 years for candidates belonging to PwD category and the total period of service rendered in Defence Forces in case of Ex-Servicemen Personnel. A candidate can only avail any one type of age relaxation as per rule. However PWD candidates in the ST & SC category shall be entitled to cumulative age relaxation of ten years over & above the normal age relaxation specified for the category. To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2nd January, 1985 and not later than 1st January 1996. The persons in Defence Forces discharged from the forces as on 30.06.2018 are also eligible to apply for the post.

Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.

- (ii) The upper age limit is relaxable for in-service contractual employees engaged by the Govt. or through manpower service provider agencies in the State Govt. Offices or the State Govt. of Odisha who have completed at least one year of continuous service on the date of publication of advertisement as per provision of "Odisha Group-B posts (Contractual appointment) Rules, 2013.". As such they must be less than 45 years as on 01.01.2017. They should submit the required proof from their employer for availing the age relaxation and submit/upload the required documents as mentioned in **Clause -7 (x)** of this advertisement.
- (iii) Date of birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognised Board/Council/ by an Indian University as equivalent there to shall only be acceptable to the Commission.

6(b) Minimum Educational Qualification required for the post:

To be eligible for the post, the candidate must have passed a Bachelors Degree in BCA/B.Tech with Computer Science having secure 55% Marks from a recognised University. The applicant must have passed the examination before 31.12.2017.

6(c) General eligibility criteria

In order to be eligible for appearing in the examination a candidate must satisfy the following conditions. The candidate must:

- (i) be a citizen of India.
- (ii) be able to speak, read & write Odia and have passed Middle School Examination with Odia as a language subject or, have passed the High School Certificate Examination or equivalent examination with Odia as a subject/medium of examination in non-language subject
 - or, have passed a test in Odia in M.E School standard (Class-VII) conducted by Education Department or,
 - have passed in Odia as language subject in the final examination of Class VII from a school or educational institution recognised by the Government of Odisha or the Central Government.
- (iii) have proficiency in computer skills,



(iv) not have more than one spouse living;

(v) be of good character & conduct.

(vi) be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service provided that this clause except good mental condition shall not be applicable to **Persons with Disability**.

7. Detailed Application Form (DAF) (Copy of self attested documents as uploaded in the online application Form) to be submitted at the time of Certificate Verification.

The candidates qualifying in the Main Written Examination shall be required to submit the following certificates/ documents in original and a set of self attested photo copy of the same as uploaded earlier at the time of filling up the Online Application along with OSSC copy of the online application legibly signed at appropriate place and ID proof such as Voter ID/PAN Card/Aadhar/Driving Licence issued by any Government Authority before Verifying Officer for verification.

- i) H.S.C. or equivalent pass certificate & Mark sheet.
- ii) +2 or equivalent pass certificate & Mark sheet.
- iii) Degree certificate & mark sheet in BCA/B. Tech with Computer Science from a recognised University/ AICTE approved Institution.
- iv) Caste certificate issued by a competent authority in case of a candidate belonging to a Scheduled Caste or Scheduled Tribe;
- v) The SEBC candidates shall submit the Caste certificate issued by a competent authority which must be issued after 01.01.2016.
- vi) Candidates claiming age relaxation/reservation under Ex-servicemen category must submit self attested photocopy of discharge certificate/copy of P.P.O./ identity card and the document indicating the period of service rendered in Defence Forces and date of Entry into the Forces and the date of discharge.
- vii) Candidates claiming reservation under PWD category must submit Disability certificate from the concerned Medical Board of the District as per Government of Odisha, Social Security & Empowerment of Persons with Disabilities Department Resolution No.7140/SSEPD dated 5th September, 2017.
- viii) Candidate who have not passed the High School Certificate Examination or equivalent examination with Odia as a subject/medium of examination in non-language subject should submit/upload the certificate of passed a test in Odia in M.E School standard conducted by Education Department or an Educational Institution recognised by the Government of Odisha or the Central Government. Original e. Receipt in support of payment of examination fees except SC, ST & PWD category candidates.
- The In-service Contractual Employees claiming age relaxation must submit a certificate from the employer indicating there in the Appointment Order No and date, Date of Appointment, Period of service completed, Post held, Nature of post, Scheme under which appointed & "no objection" to appear the examination along with a copy of the Appointment Order.

Note: It should be noted that in case any discrepancy is noticed during certificate verification from the originals via-a-vis the uploaded copy of the documents, the candidature of the candidate may be cancelled.

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8. Plan of Examination- The Plan of examination is as follows:-

Sl.No.	Stages of Recruitment	Type of Examination	Total marks	Duration	Subject	Remarks
1	Stage-I	Main Written Examination	100 marks	1&1/2hrs	Technical Paper	Objective type with multiple choices of Answers from the core subjects of Computer Application.
2	Stage-II	Certificate verification	-	-	-	Candidates three times of vacancy advertised in order of merit basing on the marks secured in the written Examination shall be shortlisted for certificate verification.

Stage-I-Main Written Examination.

The main written Examination shall be of 1& ½ hours duration carrying 100 Marks objective type with multiple choices of Answers on Technical subject relating to core subjects of Computer Application only. Candidates about three times of the vacancies notified shall be shortlisted for certificate verification.

Syllabus of the Main Written Examination:

The question shall be asked from the core subjects relating to Computer Applications as prescribed for BCA/B. Tech in Computer Science.

Stage-II-Certificate verification:

Candidates three times of the vacancy notified in order of merit category wise basing on the marks secured by the candidates in written Examination shall be shortlisted for certificate verification.

The candidates will be required to produce their Original Academic Certificates, Mark Sheets, copy of online payment slip, Caste Certificate, Special category certificate in Original and other documents as mentioned in Clause-7 of this advertisement and as uploaded at the time of submission of Online Application Form for verification along with a set of self attested photo copies of the same and OSSC copy of the application duly signed by the applicant. The candidate who will not submit the required documents/certificates during the certificate verification his/her candidature may be cancelled.

The candidate who will not attend the certificate verification or fails to submit the required documents on the date stipulated by the Commission, their names will be deleted from the merit list.

9. Select list- The select list shall be prepared basing on the marks in the Main Written Examination in order of merit category wise as per the vacancy notified from the shortlisted candidates found eligible in the certificate verification.

The Inservice Contractual employees belonging to Category-I and Category –II shall be given due weightage in the merit list as per Rule-8(b) of the Odisha Group-B post (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17.01.2014.



10. Admission letter:-

The Commission shall upload the Admission letter in different stages of the examination on its Website. "www.ossc.gov.in". The candidate has to log on to the website of the Commission by clicking on the Link 'For registered user log in' available in the Form Link Section and then provide 'user Id' and 'password' to "Download Admit Card" from the above website. The admitted candidates will have to produce the admission letter at the allotted venue for appearing in the examinations/tests. The admission letter will carry intimation about the date, time, subject and venue of the examination, and will bear the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

Admission of a candidate for the written Examination & other Tests shall be provisional and shall be on the basis of the information furnished by him/her in the online Application Form.

No Admission Letter/ call letter at any stage will be despatched to any candidate by post.

NOTE:- Blue/Black ball point pen only should be used for darkening the correct Roll Number, Set code and answering (ovalling) in OMR sheet, whiteners/erasers should not be used in the OMR sheet. Use of whitener /eraser in OMR Answer Sheet/darkening of wrong circle/ more than one option/wrong Roll Number and Set code by the candidate or any deviation of above instruction shall render the OMR sheet unfit for evaluation.

- The candidates are required to visit the website of the Commission at 'www.ossc.gov.in' at regular interval for detailed information about the Programme of the Examination//Certificate Verification etc., notice regarding rejection of the application, other important notices etc. and also keep track of publication of various notices of this recruitment to be published in the leading local daily news papers for information about the examination.
- The candidate should furnish correct mobile number for sending SMS by OSSC relating to examination.

WARNING

 Mobile phone or any other communication device is not allowed into the premises of the OSSC examination centre. The candidates are advised not to bring any such banned items to the examination centre venue. Any infringement of these instructions will entail debarment of the concerned candidate from the examination.

By order of the Commission