



GENERAL INSURANCE CORPORATION OF INDIA

(Government of India Company)

ON-LINE EXAMINATION - RECRUITMENT OF SCALE-I OFFICER - FINANCE-CHARTERED ACCOUNTS, LEGAL, INSURANCE & GENERAL STREAM

INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online exam you are going to take and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

You may have to be at the venue for approximately 4 hours including the time required for identity checking, logging in, collection of the call letters, going through the instructions etc.

The on-line examination will comprise the following objective type multiple choice tests and Descriptive Paper as stated below :

FINANCE-CHARTERED ACCOUNTS, LEGAL & INSURANCE

	Sr. No.	Name of the test	No. of Questions	Max. Marks	Version	Time
PART A (Objective)		<i>Technical & Professional Knowledge Test in the relevant discipline</i>	40	40	<i>Bilingual i.e. Hindi and English except Test of English Language</i>	30 Minutes
PART B (objective)	<i>i</i>	<i>Test of Reasoning</i>	20	20		60 Minutes
	<i>ii</i>	<i>Test of English Language with special emphasis on grammar and vocabulary.</i>	25	25		
	<i>iii</i>	<i>Test of General Awareness</i>	20	20		
	<i>iv</i>	<i>Test of Numerical Ability & Computer Literacy</i>	15	15		
Part C (Descriptive)		<i>Test in English Language – Essay, precise and Comprehension</i>	03	30		60 Minutes
			123	150		150 Minutes

GENERAL STREAM

	Sr. No.	Name of the test	No. of Questions	Max. Marks	Version	Time
PART A (Objective)		<i>Higher Order Reasoning Ability/Critical Thinking</i>	40	40	<i>Bilingual i.e. Hindi and English except Test of English Language</i>	30 Minutes
PART B (objective)	<i>i</i>	<i>Test of Reasoning</i>	20	20		60 Minutes
	<i>ii</i>	<i>Test of English Language with special emphasis on grammar and vocabulary.</i>	25	25		
	<i>iii</i>	<i>Test of General Awareness</i>	20	20		
	<i>iv</i>	<i>Test of Numerical Ability & Computer Literacy</i>	15	15		
Part C (Descriptive)		<i>Test in English Language – Essay, precise and Comprehension</i>	03	30		60 Minutes
			123	150		150 Minutes

PART A & PART B

All tests except test of English Language will be provided in English and Hindi. Each Part - A, B and C is separately timed. You can attempt any question at any point of time only within 30/60 minutes as provided for respective part. All the objective questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/correct. The alternative/option that you have clicked on will be treated as your answer to that question. There will be penalty for wrong answers marked by you. For every wrong answer marked by you, 1/4th of the marks assigned to that question will be deducted as penalty.

PART C - DESCRIPTIVE PAPER (ENGLISH LANGUAGE)

Questions will be displayed on the screen of your computer. Answers are to be typed in English using the keyboard. Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard. You will get 60 minutes to answer the Descriptive Paper.

The Scores of Online Examination will be obtained by adopting the following procedure :

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- (ii) The Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores* (This is applicable if the exam for the same post is conducted in multiple sessions)

*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) Descriptive Paper (DP) Marks are added to the Objective Test.

(iv) Testwise scores and scores on total is reported with decimal points upto two digits.

Note : Cutoffs will be applied on total score

The total marks of the examination will be 150 which includes 30 marks of the English Descriptive Section. Candidates will be shortlisted for Interview on the basis of overall marks scored in objective and descriptive section taken together against full marks of 150. Minimum qualifying marks in the online test will be 60% for general category and OBC and 50% for SC and ST categories.

some sample questions are given below.

Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you will find questions of a higher difficulty level on some or all of these types and also questions on the types not mentioned here.

SAMPLE QUESTIONS

PART A (OBJECTIVE)

TECHNICAL & PROFESSIONAL KNOWLEDGE TEST IN THE RELEVANT DISCIPLINE

Finance-Chartered Accounts, Legal & Insurance : Questions will be based on respective areas of specializations.

HIGHER ORDER REASONING ABILITY/CRITICAL THINKING

Q.1. If 'A + B' means 'add B to A', 'A - B' means 'subtract B from A', 'A ÷ B' means 'divide A by B' and 'A × B' means 'multiply A by B'; which of the following gives the average sales of two days where S_1 and S_2 are the sales of the first and the second day respectively ?

- (1) $(S_1 + S_2) \div 2$ (2) $2 \div (S_1 + S_2)$ (3) $(S_1 + S_2) \times 2$
(4) $(S_1 \times S_2) \div (S_1 + S_2)$ (5) Other than those given as options

Q.2. Every person above eighteen years of age who is registered as a voter, can vote. To find out whether Madhu, who was born twenty years ago, can vote, which of the following further information is needed ?

- (I) Madhu's date of birth (II) Whether Madhu is registered as a voter
(1) Only I (2) Only II (3) Either I or II (4) Neither I nor II (5) Both I and II

- Q.3.** In each question below are given two statements followed by two conclusions numbered I and II. You have to take the two given statements to be true even if they seem to be at variance from commonly known facts, consider the two conclusions; together and then decide which of the given conclusions logically follows from the two given statements, disregarding commonly known facts.
- Statements : All machines are windows. All windows are clouds.
- Conclusions : I. All machines are clouds.
- Conclusions : II. All clouds are machines.
- (1) None follows (2) Only I follows (3) Both I & II follow
 (4) Only II follows (5) Either I or II follows

PART B (OBJECTIVE)

TEST OF REASONING

This is a test to see how well you can think. It contains questions of various kinds. Here are some sample questions.

- Q.1.** If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O, the last letter of that word is your answer. If more than one such word can be formed, M is the answer and if no such word can be formed, X is the answer.
 (1) T (2) P (3) M (4) S (5) X
- Q.2.** Some leaders are dishonest. Satyapriya is a leader. Which of the following inferences definitely follows from these two statements ?
 (1) Satyapriya is honest (2) Satyapriya is dishonest
 (3) Some leaders are honest (4) Leaders are generally dishonest
 (5) Satyapriya is sometimes dishonest
- Q.3.** If the letters of the following alphabet interchange positions, so that A takes the place of Z and Z takes the place of A; B takes the place of Y and Y takes the place of B and so on, what will be the 13th letter from the right ?
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 (1) M (2) N (3) O (4) L (5) Other than those given as options
- Q.4.** If the first and the second letters in the word 'DEPRESSION' were interchanged, also the third and the fourth letters, the fifth and sixth letters and so on, which of the following would be the seventh letter from the right ?
 (1) R (2) O (3) S (4) I (5) Other than those given as options
- Q.5.** In a row of girls, if Seeta who is 10th from the left and Lina who is 9th from the right interchange their seats, Seeta becomes 15th from the left. How many girls are there in the row ?
 (1) 16 (2) 18 (3) 19 (4) 22 (5) Other than those given as options
- Q.6-10.** Read the information given below and answer the questions.
 Six plays A, B, C, D, E and F of a famous playwright are to be staged one on each day from Monday to Saturday. The schedule of the plays is to be in accordance with the following.
 (1) A must be on the immediately previous day of the on which E is staged.
 (2) C must not be staged on Tuesday.
 (3) B must be on a day which immediately follows the day on which F is staged.
 (4) D must be staged on Friday only and should not be immediately preceded by B.
 (5) E must not be staged on the last day of the schedule.
- Q.6.** Which of the following is the schedule of plays, with the order of their staging from Monday ?
 (1) E A B F D C (2) A F B E D C (3) A F B C D E
 (4) F A B E D C (5) Other than those given as options
- Q.7.** Play C cannot definitely be staged on which of the following days in addition to Tuesday ?
 (1) Monday (2) Wednesday (3) Thursday (4) Friday (5) Saturday

- Q.3.** Headquarters of which of the following nationalised Banks is not situated in Maharashtra state ?
 (1) Dena Bank (2) Central Bank of India (3) Bank of India
 (4) Union Bank of India (5) United Bank of India
- Q.4.** Headquarters of which of the following Insurance Companies is situated in Chennai ?
 (1) National Insurance Company (2) Life Insurance Corporation of India
 (3) General Insurance Corporation of India (4) United India Insurance Company
 (5) New India Assurance
- Q.5.** Which of the following stands for I in IRDA ?
 (1) Indian (2) International (3) Insurance (4) Income (5) Institute

TEST OF NUMERICAL ABILITY & COMPUTER LITERACY

This test is to measure how fast and accurate you are in dealing with numbers.

- Q.1.** At 10 paise each, how many paise will 6 lemons cost ?
 (1) 6 (2) 10 (3) 60 (4) 61 (5) 610
- Q.2.** Which of the following can be exact multiple of 4 ?
 (1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) Other than those given as options

This test is designed to measure your computer knowledge.

- Q.3.** ----- is an output device of a computer.
 (1) Printer (2) CPU (3) Monitor (4) Keyboard (5) CD
- Q.4.** What is the full form of RAM ?
 (1) Random Adaptive Mouse (2) Random Adaptive Memory (3) Random Access Memory
 (4) Random Access Mouse (5) Other than those given as options

PART C (DESCRIPTIVE PAPER)

DESCRIPTIVE PAPER IN ENGLISH LANGUAGE - ESSAY, PRECISE & COMPREHENSION

- Q.1.** Write an essay on any **ONE** of the following topics
- Three effective measures to eradicate illiteracy in India. Explain how the measures suggested by you will be effective.
 - It is often said that computerization results in unemployment. Do you agree? Explain.
- Q.2.** Write a précis of the following passage in about 150 words. Give a suitable title.

In this age, when the popular involvement in day-to-day matters in mounting, it is the electronic systems that offer us a potential service infrastructure which could, with careful programming, probably take care of a very large element of what we describe as mechanical, procedural governance without all the distortions, corruptions and harassments which constitute the daily misery of the average citizen. Of course, the electronic systems will only behave to the extent that they are properly programmed. But this is no impossible task today.

Once we move our minds beyond the mere use of the electronic revolution for business efficiency and higher profitabilities and apply it to the task of reducing the routine, repetitive activities of governance, we will conserve time and energy for more important and creative tasks. In other words, the electronic revolution can make for better and more effective handling of real everyday problems, additionally to providing the basic service of computerized information banks. Even in less developed conditions, the potential of the electronic network to take over a great deal of what is called bureaucratic "paper work" has been vividly demonstrated. Licensing system involving endless form filling in endless copies; tax matters which baffle millions of citizens, particularly those who have nothing to hide; election system which require massive supervisory mobilizations or referendums based on miniscule "samples" which seldom reflect the reality at the social base. At all these points, the electronic advantage is seen and recognized. However, we must proceed further.

It is possible to foresee a situation where the citizen, with his personalized computer entry card, his “number”, is able to enter the electronic network for a variety of needs now serviced by regiments of officials, high and low. Indeed, this is already happening in a number of countries. From simple needs, we will move to more complex servicing, and, ultimately, into creativity or what is called “artificial intelligence”.

Q.3. English Comprehension based on a passage.

DETAILS ABOUT PAPER II DESCRIPTIVE TYPE
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1. No separate login is required to take the test.
2. This test will start automatically upon auto-submission of objective test.
3. Questions will be displayed on computer monitor.
4. Only one question will be displayed at a time.
5. The questions will be in English and answers are to be typed in space provided for the same using keyboard.

Please Note : “While typing if you press the ‘Space bar’ and then press the ‘Enter’ key, the cursor will not move to next line. However if you press the ‘Enter’ key immediately after the last word, the cursor will move to the next line. You should also note in case the ‘Space bar’/ ‘Enter’ key is pressed multiple times in a single instance only a single keystroke (i.e. one space and one enter to the next line) will be taken by the system.”


During Objective Type Papers, Do not click on ‘Keyboard Keys’.


Other Instructions :


(A) Details of the On-line Examination Pattern


- (1) The examination will be conducted on-line i.e. on a computer.
- (2) Before clicking on the ‘Start’ option, the candidates can go through the instructions shown on the screen.
- (3) All tests except of English Language and Descriptive Paper will be in English and Hindi.
- (4) Only when the ‘Start’ button is pressed will the actual test time for objective test will start. On submission of objective test, the actual test time of descriptive Paper will start immediately.
- (5) Only one question at a time will be displayed on the screen.
- (6) All the objective questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **You will have to select the most appropriate answer and ‘mouse click’ that alternative which you feel is appropriate/ correct. The alternative/ option that is clicked on will be treated as the answer to that question.** Some descriptive questions may have internal choices.
- (7) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the examination (objective and descriptive). When the clock runs out the exam ends by default - you are not required to end or submit your exam.

(8) The question palette at the right of screen shows one of the following status of each of the questions numbered:

 You have not visited the question yet.

 You have not answered the question.

 You have answered the question.

 You have NOT answered the question, but have marked the question for review.

 The question(s) "Answered and Marked for Review" will be considered for evaluation.

The Marked for Review status simply acts as a reminder that you have set to look at the question again. If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.

(9) To select a question to answer, you can do one of the following :

- a) Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option does NOT save your answer to the current question.
- b) Click on Save and Next to save answer to current question and to go to the next question in sequence.
- c) Click on Mark for Review and Next to save answer to current question, mark it for review, and to go to the next question in sequence.

(10) To select your answer to an Objective Question, click on one of the option buttons.

(11) To change your answer to an Objective Question, click the other desired option button.

(12) To save your answer, you **MUST** click on **Save & Next**.

(13) To deselect a chosen answer to an Objective Question, click on the chosen option again or click on the **Clear Response** button.

(14) To mark a question for review click on **Mark for Review & Next**. If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.

(15) To change an answer to an Objective Question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.

(16) Questions that are saved or marked for review after answering will **ONLY** be considered for evaluation.

(17) Sub-Sections in Part B will be displayed on the top bar of the screen. Questions in a Sub-Section can be viewed by clicking on the Sub-Section name. The Sub-Section you are currently viewing will be highlighted.

(18) After clicking the **Save & Next** button on the last question for a Sub-Section in Part B, you will automatically be taken to the first question of the next Sub-Section of Part B.

(19) You can move the mouse cursor over the Section names to view the status of the questions for that Section.

(20) You can shuffle between Sub-Sections of Part B any time during the 60 minutes allotted for Part B.

(21) The candidates are requested to follow the instructions of the Test Administrator carefully. If a candidate does not follow the instructions / rules, it would be treated as a case of misconduct / adoption of unfair means and such a candidate would be liable for debarment from appearing for examinations for a period as decided by the Organisation.

(22) The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.

- (23) After the expiry of time for respective section, the candidates will not be able to attempt any question or check their answers for that particular part. On completion of test time, answers of the candidates would be saved automatically by the computer system even if they have not clicked the "Submit" button.
- (24) You should bring a ball-point pen and a stamp pad with you. A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the objective test is over you may retain this sheet of paper for the descriptive test also. After both, objective and descriptive tests are over, you must necessarily return the sheet of paper provided for rough work to the test administrator before leaving the test premises.
- (25) Please note :
- Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time of the examination (objective and descriptive).
 - Under no circumstances should a candidate click on any of the 'keyboard keys' during the objective test once the exam starts as this will lock the Objective Test exam i.e. Part A and Part B.

B] General Instructions:

- Please note date, reporting time and venue address of the examination given in the call letter.
- You may visit the venue one day before the Online Examination to confirm the location so that you are able to report **on time** (as printed on the call letter) on the day of the examination. Late comers will not be allowed.
- The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it. (Preferably the same photograph as was uploaded).
- You must scrupulously follow the instructions of the Test Administrator and Organisation Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- Please bring the call letter with your photograph affixed thereon, currently valid Photo identity proof in original and a photocopy of the same ID proof which you bring in original - **THIS IS ESSENTIAL**. Please the call-letter along with photocopy of photo identity proof duly stapled together are to be submitted at the end of exam by putting it in the designated drop-box. Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving Licence/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID/Bar Council Identity card with photograph. **Please Note - Ration Card and Learner's Driving License will not be accepted as valid ID proof for this purpose. Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam.**
- Photograph and IRIS will be captured at the examination venue. The photo captured will be matched with the photo uploaded by the candidate in the application. You must **NOT** change your appearance from the photo uploaded by you.

(IRIS scan is introduced in lieu of Biometric thumb impression due to covid-19 situation to avoid circulation of infection with multiple thumb impressions). Decision of the IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS scanning / verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following:

- 'LEFT EYE (IRIS)' will be captured for all the candidates.
- Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.
- There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.

(Any failure to observe these points will result in non-admittance for the examination)

- No** use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility), or any other electronic device will be allowed during the examination. You should **NOT** carry any of these inside the examination room. **After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.**

- (8) *Your responses (answers) will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. The Organisation may take further action against such candidates as deemed fit by it.*
- (9) *You should bring a ball-point pen and a stamp pad with you. A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the test is over you MUST drop this sheet of paper along with the Admit Card in the designated drop-box.*
- (10) *The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary. Decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.*
- (11) *If the examination is held in more than one session for the same post, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.*
- (12) *Please note that a candidate is allowed to appear only once in the online examination. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once on the date and at the time mentioned on the respective call letter. All other call letters are to be surrendered.*
- (13) *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 verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.*
- (14) *Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process of the Organisation in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.*

SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS

- 1 **Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report atleast 15 minutes before the Reporting time indicated on the call Letter.**
- 2 **Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue.**
- 3 *Items permitted into the venue for Candidates*
Candidates will be permitted to carry only certain items with them into the venue.
 - a. **Mask (WEARING A MASK is COMPULSORY)**
 - b. **Gloves**
 - c. **Personal transparent water bottle (Candidate should bring his / her own water bottle)**
 - d. **Personal hand sanitizer (50 ml)**
 - e. **A simple pen and a stamp pad**
 - f. **Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original.)**
 - g. **Call Letter should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter should be exactly the same.**
 - h. **In case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.**

No other Items are permitted inside the venue.

- 4 Candidate should not share any of their personal belonging/material with anyone
- 5 Candidate should maintain safe social distance with one another.
- 6 Candidate should stand in the row as per the instructions provided at venue.
- 7 If candidate is availing services of a scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and transparent water bottle. Wearing a mask is compulsory. Both candidate and Scribe will require to be wearing N95 Mask.
- 8 A Candidate must have AarogyaSetu App installed on his mobile phone. The AarogyaSetu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration is provided along with this Admission Letter) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on AarogyaSetu App will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue. (If candidate is availing services of a Scribe, then Scribe should also follow the same instructions.)
- 9 After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
- 10 All candidates (and Scribe, if applicable) will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature ($> 99.14^{\circ}$ F) or displaying any symptoms of the virus, they will not be allowed entry into the venue.
- 11 *In candidate registration :*
 - a. Candidate registration will be done through photo and IRIS capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the call letter). You must NOT change your appearance from the photo uploaded by you.
 - b. Photograph will be taken while candidate is standing.
 - c. Seat number will be given to the candidate.
- 12 *Rough sheet, call letter and ID proof management*
 - Rough sheet(s) kept at each candidate desk will be used by candidate.
 - Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place. Those candidates who avail the services of Scribe should submit Scribe form also along with the Call Letter and ID proof copy
 - Candidate must drop the rough sheets, call letter, ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials.
- 13 *Post Examination Controls*
 - On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

WISH YOU GOOD LUCK