

**Instructions for Written Exam for the post of Junior Secretariat Assistant (Gen./F&A/S&P) and  
Junior Stenographer (Hindi/ English)**

**A. While entering the examination hall:**

1. Candidates with an Admit card will be allowed entry into the Examination Centre.
2. Arrive at least 01 hour before the commencement of the exam.
3. Make sure you know the time and locations of your exams. Check whether you have marked FRAS (Facial Recognition Attendance System) on Institute main gate before go directly to an Examination Centre.
4. Do not bring any unauthorized material (e.g. written notes, paper, and sticky tape). Pencil cases and glasses cases must not be taken to your desks. These will be checked and confiscated.
5. You are allowed to bring tissues, water bottle and medicine (on showing doctor's prescription) into the exam.
6. Normally, you are required to answer questions using blue or black ball point pen only. Make sure you bring some spare pens with you.
7. Exchange of any materials, stencils, mathematical instruments etc., is strictly prohibited.
8. Do not write answers in wrong sections as there is a risk of these being not examined.
9. Do not disobey any instruction/s issued to you by the Examiner.
10. Do not behave in a rude or disobedient manner. Failure to observe the instructions may result in expelling the candidate instantly and punishing for the misconduct and breach of rules by excluding him from appearing in future exam. A suitable legal action in addition, may also be initiated.
11. Place your Admit Card and Facial ID card on your desk.
12. Listen instructions carefully. Candidates are required to comply with the instructions of Examiner at all times. For example, if you are asked to sit in a designated place then you must do so and you must not move.

**B. In Examination Hall:**

1. The Mode of Examination are OMR Based Objective Type Multiple Choice Examination.
2. The Medium of Question paper will both in English and Hindi Language.
3. You are not permitted to share stationery or any other materials during the examination.
4. Do not turn over exam papers and do not start writing exam answers until told to do so.
5. You are not allowed to leave the examination room in the middle of the examination without the order of the examiner.
6. You will be provided blank sheets for rough work or other notes in the exam. You are strictly advised not to write anything in the question booklet or answer sheet.
7. Fill all the entries as per instructions in OMR sheet.

8. If you have any question, raise your hand and an examiner will come to you to solve the problem.
9. Keep your eyes on your own paper. Remember, copying is cheating and its punishable.
10. Stop writing immediately when the examiner says it is the end of the exam.
11. Leave the exam hall quickly and quietly. Remember to take all your belongings with you. (Remember to collect all your belongings from cloak rooms).
12. Warning bell will be given five minutes before the close of the examination; at the second bell you must stop writing, and be ready to hand over your answer-books to the examiner. You must not leave your seat until all your answer-books are collected by the supervisor.

**C. While handing over the answer-books:**

1. Make sure that you have completely and correctly, written your seat number and other details on the answer booklet.
2. All answer booklet supplied to you must be handed over to the examiner intact whether written in or blank.
3. Do not take with you any Question booklet or Answer booklet written in or blank while leaving the examination hall.

Any other query, you may mail at website: [recruitment@ceeri.res.in](mailto:recruitment@ceeri.res.in).

**(CONTROLLER OF ADMINISTRATION)**