



## St. Anthony's College, Shillong

### Written Test for the post of Peon/Duftry

Date: 21<sup>st</sup> December 2020

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#### Instructions, terms and conditions for Candidates – Please READ carefully

- 1) All the candidates should **report** to the college by **9:30 am** on **Monday, December 21, 2020**.
- 2) All candidates should adhere to the COVID-19 protocol issued by the Health department of the State. All have to undergo thermal screening and sanitization at the entrance gate.
- 3) Each candidate will be **issued a Unique Identification Code (UIC)** which will be published against his/her name on the website of the college.
- 4) The candidates will be given their **Hall Ticket** (with **UIC**.) inside the hall before the commencement of the written test.
- 5) The candidates are to proceed to their respective halls after **surrendering** their mobile phones, books etc. at the reception.
- 6) Carry your **valid ID Card** (EPIC/PAN/Aadhar/Driving Licence) and **pens** along in the examination hall. You will not be allowed to enter the examination hall without these.
- 7) Do not bring any **unauthorized material** (e.g. written notes, notes in dictionaries, paper, and sticky tape, eraser, etc.). Avoid taking pencil cases and glasses cases to your desks. These will be checked and confiscated.
- 8) Candidates are **STRICTLY** advised to sit in their allocated seats; otherwise their attendance will be marked absent.
- 9) The Written Test will **begin** at **10:30 a.m.** and it will be for **1 (one) hour duration**.
- 10) No candidate will be allowed to **enter** the examination hall **after 10:00 a.m.**
- 11) No candidate will be allowed to **leave** the examination hall **before** one-hour i. e, before 11:30 am.
- 12) The test will be of multiple choice-type questions (MCQs) of 100 marks and candidates can use either Blue or Black pen to mark the answers.
- 13) Please write **ONLY** your **Unique Identification Code (UIC)** on the test booklet. Your **name should not appear** anywhere in the test booklet, otherwise your candidature will be CANCELLED.
- 14) An **attendance cum Consent document** will be given to you before the start of the test. You are to read the contents of the document carefully and give your signature if you agree to the terms given there. If you do not agree to the terms given in the document, you can choose to not agree and forfeit the test after having indicated as such on the document. The document must be signed and submitted to the invigilator before the commencement of the test.
- 15) **No supplementary** answer book/continuation sheet will be provided. Use the last sheet of the test booklet for any rough work.
- 16) Please ensure that you use the **washroom before arriving** for your exam as you will not be permitted to ask for washroom break during the test.
- 17) Stop writing immediately at 11:30 am when the final bell rings which marks the end of the examination.
- 18) Leave the examination hall quickly and quietly. Remember to take all your belongings with you.
- 19) You must remain silent until after you have exited the building.



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### Terms and Conditions

Terms and Conditions that are binding on the Candidate who has chosen to apply for the post of PEON/DUFTRY in the institution and to appear in the subsequent written test and, if shortlisted having cleared the test as per the norms set by the institution, in the personal interview to be conducted by the institution at a later date.

1. They I shall not canvass for the post in any form, manner or mode. Should they be found to have engaged in such practices they can be summarily disqualified from continuing in the recruitment process and/or immediately dismissed from the post.
2. They shall not use any unfair means in the written test and interview to secure undue advantage and/or a favourable outcome in the recruitment process. Should they be found to have engaged in such practices they can be summarily disqualified from continuing in the recruitment process and/or immediately dismissed from the post.
3. They shall not suppress degrees and qualifications higher than the degree and qualification stated and indicated by the institution through its various advertisements and notices. They understand that documents in this regard pertaining to degrees and qualifications that are of levels higher than the stated and indicated level are to be submitted to the institution.
  - a) They understand that candidates who are found to have suppressed such facts and documents in any way will be promptly disqualified from the recruitment process and if appointed to the post her/his appointment in the post will be immediately terminated.
  - b) They understand that such candidates will be required to refund all salaries earned and perks enjoyed from the date of joining till the date of termination of appointment.
4. They understand that the following manner of evaluation will be adopted to ensure parity of levels of candidates in case of presence of candidates with degrees and qualifications higher than the degree and qualification stated and indicated by the institution. Marks will be deducted from the total obtained by such candidates in the following manner:
  - a) 10 Marks – if a candidate has a Master's degree or higher/equivalent degree
  - b) 5 Marks – if a candidate has a Bachelor's degree or equivalent degree
  - c) 3 Marks – if a candidate has Class XII or an equivalent qualifying exam

Rev. Br. Dr. Albert Longley Dkhar,

Principal,

St. Anthony's College, Shillong

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