

General Instructions for Candidates

Exam Name: Online (CBT mode) Screening/ Written Examination for the Non-Teaching Positions, University of Jammu

INFORMATION OF CBT DATE & INSTRUCTIONS TO CANDIDATES

Candidates shall carefully read the instructions given below, and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of the candidature. Candidates should also keep checking the University of Jammu website (<https://www.jammuuniversity.ac.in/>) for latest updates and keep their registered mail id and mobile no. in working condition.

The admit cards are issued provisionally only and are based on the data supplied by the candidates during filling up of the application forms. Merely issuing the admit card does not make a candidate eligible for the post, he/she has applied. At later stages of selection, detailed verification of eligibility will be done and discrepancy is noticed, if any, that may lead to cancellation of the candidature, in spite of clearing the CBT. It is, hence suggested, that the candidate must satisfy himself/herself about the eligibility of candidature as per notified eligibility of the post.

The Admit Card containing Date, Time & Venue for the examination can be downloaded five (05) days before the date of examination of each post from the link “**Download Admit Card for Screening/Written Examination for Non-Teaching Positions**”, available on the University website www.jammuuniversity.ac.in.

Candidates to note the following timings:

Date of Exam	09th & 10th June 2025	
Admit Card Download Start:	From 17:00 hrs. of 4th June 2025 Onwards.	
Corrections through Helpdesk only	Correction will be allowed only upto 17:00 hrs of 07th June 2025	
Date of Exam	18th to 21st June 2025	
Admit Card Download Start:	From 17:00 hrs. of 13th June 2025 Onwards.	
Corrections through Helpdesk only	Correction will be allowed only upto 17:00 hrs 3 days before the exam only	
Shift	Morning Shift - I	Afternoon Shift - II
Reporting Time	08:00 hrs	13:00 hrs
Gate Closing Time	09:15 hrs	14:15 hrs
Exam Start Time	10:00 hrs	15:00 hrs

Note:- Any changes in the above schedule will be notified on the Website of University of Jammu (<https://www.jammuuniversity.ac.in/>)

1. The candidates must reach the allotted Centre much in advance before the Gate Closing Time mentioned on the admit card, keeping in view the heavy traffic and public transport timings etc.
2. No candidate shall be allowed entry to the examination centre after the gate closing time, in any circumstances or due to any reason.

3. Once inside the examination centre premises including examination hall, all candidates will be under CCTV surveillance and activities will be monitored. Hence candidates are advised not to indulge in any unlawful activities which will invitedisqualification and legal action.

4. Candidates must bring Valid Original ID Proof containing clear Photo, Signature and Date of Birth. Valid Identity Proof: **PAN card / Passport / Driving License / Voter's Card /** Nationalized BankPassbook withphotograph / Aadhar Card / Notarized Affidavit (in English).

5. Entry to Examination Hall is strictly subject to production of Admit Card and Valid Original Identity Proof.

6. **The Photo Identity Proof should be in ORIGINAL. Photocopies/** Digital documents will not be accepted, and the candidate shall not be allowed to appear for the exam.

7. No candidate will be allowed to leave the exam hall before the completion of the examination time, for any reason, without permission from the exam supervisors. If a candidate leaves the exam hall without permission of the exam supervisors, he/she shall not be allowed to re-enter the exam hall and his/her candidature shall be cancelled.

8. Candidates will not be allowed to take a bio-break after the start of the exam. Candidates with verifiable Medical Conditions with proper proof may be allowed to take a bio-break at the discretion of the Centre Head.

9. Candidates need to bring their own stationery (pencils, ball point pen). They will not be allowed to share or borrow stationery items from other candidates. Rough sheets will be provided at the examination hall.

10. Personal belongings and prohibited items such as watches, bags, books, paper chits, magazines, electronic gadgets (Mobile Phones, Bluetooth Devices, Headphones, Pen/Buttonhole/Spy Camera, Scanner, Calculator, Storage Devices or any electronic item, etc.) are strictly not allowed in the examination hall and shall be kept outside the examination room at candidates own risk. If any such item is found in the possession of a candidate in the examination hall, his/her candidature shall be liable to be rejected and legal / criminal proceedings can be initiated against the candidate.

11. Candidates are advised not to bring valuables and any other personal belongings while coming for the examination.

12. All candidates will be frisked physically using HHMD device.

13. The check in procedure inside the exam hall includes mandatory capturing biometric information (photo and left-hand thumb impression) and IRIS (Eyes Retina) of candidates. This is a security feature which will allow JU to verify Identity and to check Impersonation by any candidate. Therefore, candidates are advised not to apply any external material like Mehendi, Ink, Tattoos etc on their left-Hand thumb. All candidates are required to ensure that their biometric and IRIS has been captured before leaving the examination hall.

14. **Candidates must sign the Attendance Sheet on the day of examination.** In case, a candidate leaves the examination hall without signing the Attendance Sheet, his/her candidature shall be liable for cancellation.

15. Candidates shall not be allowed to access any unauthorized software/program during the examination.

17. Candidates are required to maintain complete silence during the examination. Communication in any form between candidates or with outsiders is not permitted and will be treated as malpractice.

18. Candidates will be allowed to use only the mouse during the examination.

19. If the examination does not commence at the scheduled time or is interrupted midway due to any technical snag or for any other reason, candidates should follow the instructions of the exam supervisors, they may have to wait patiently till the issue is suitably addressed and resolved. UNIVERSITY OF JAMMU would take an appropriate action and decision in the matter which would be final and would be binding on candidates in case the exam could not be completed.

20. Candidates are assured that in case of disruption of examination for any reason such as major / minor technical snag or slow speed of server/breakdown of server, etc., they will not, under any circumstances, lose the examination time to which they are entitled.

21. Candidates need to enter **USER NAME (Roll Number), PIN (given on the Admit Card) and PASSWORD (Date of Birth in reverse format YYYYMMDD)** to login five minutes before the Exam Start Time to read the Assessment related instructions. Ensure that the Name and other details which will subsequently appear on the screen are correct.

22. Failure of any candidate to observe any of the instructions mentioned herein, use of unfair means, indulgence in malpractice, possession of any incriminating material, attempt for undue influence, etc. during the examination shall render the candidate liable for disqualification from the examination and other penalties, as determined by the University of Jammu.

23. The Admit Card issued is purely based on the information furnished by the candidate in his/her application. Receipt of Admit Card or appearance in CBT does not guarantee selection/appointment in the respective post. Selection of the candidates will be made strictly based on selection criteria as decided by University of Jammu and subject to verification of original documents /information.

24. If at any stage before or after the test (CBT) or even before or after the selection of candidate, it is found that the required information/document are not submitted by the candidate or they are not proper, University of Jammu shall have right to reject the candidate and in this regard University of Jammu decision shall be binding on the candidate.

25. Request for the change of the test centre will not be entertained.

26. The University Copy of the Admit Card shall be collected from all the candidates at the exam centre. Invigilator, however, will detach and return the Candidate's Copy to the candidate for future reference and record till the final result.

27. No companions are allowed for any candidates, male or female, at the CBT venue. Once a candidate enters the venue, they will not be permitted to leave until the exam is completed

28. Instructions to PwBD applicants: If a candidate claims any relaxation under the PwBD Category, the candidate must bring a PwBD certificate issued by the Competent Authority.

1. PwBD applicants may submit request for a scribe, if they belong to the categories of Blindness, Locomotor Disabilities (both arms affected – BA) and Cerebral Palsy, along with the Disability Certificate, to the Creation and Recruitment-NTW, University of Jammu, three (03) days before the exam date.

2. For other categories of PwBD as defined under section 2® of the RPWD Act, 2016, the facility of scribe is permitted on the condition that the candidate presents a certificate certifying that they have a physical limitation to appear for CBT.
3. If desired, the applicant may submit a Letter of Undertaking for Using Own Scribe (APPENDIX – II) and Certificate regarding physical limitation in an examinee to write – APPENDIX – I) helpdeskuniversityofjammu@gmail.com
4. The candidate has to carry the original undertaking letter along with the Admit Card to CBT Examination Centre.

Assistance with Scribe for PWBD:-

- 1) Only candidates who have opted for a scribe with permission from the relevant units will be allowed to appear in the CBT with a scribe. This option is available for candidates with benchmark disabilities, specifically those who are visually impaired or have conditions like cerebral palsy that affect their writing speed. Candidates with one arm can also avail themselves of this assistance for writing answers during the CBT.
- 2) Please note that strict monitoring will be enforced during the CBT. If any candidate using a scribe of their own choice is found involved in any malpractice, their candidature will be cancelled without notice.
- 3) Eligible PWBD candidates who are availing the facility of scribe will be allowed extra time as per norms.

INSTRUCTIONS TO CANDIDATES REGARDING QUESTION PAPER CONSOLE

1. Regarding the question paper pattern request candidate to go through detailed advertisement and syllabus uploaded on University of Jammu, website: <https://www.jammuuniversity.ac.in/>
2. **Language:** The candidates can view the questions and options in English languages only. In case of ambiguity/discrepancy, interpretation required, if any, shall prevail.
3. There shall be no negative marking in written examinations.
4. Only one question will be displayed on the computer screen at a time.
5. Each question will have 4 alternatives. The candidate is to select the most correct alternative.
6. The exam screen will continuously display the remaining time at the right-hand top of the question paper.
7. The candidate may ask the Invigilator about their doubts or questions before the commencement of the test. No queries shall be entertained after the commencement of the examination.
8. Rough sheet(s) shall be provided for the candidates for rough work. During the test rough work needs to be done only on these Rough Sheets. The candidate should write his/her Roll Number on the Rough Sheet and return it to the Invigilator before leaving the test venue.
9. The candidates are informed that the candidates cannot cite previous or any other examination questions/answer as a basis/reference for their claim and the same will not be entertained.

INSTRUCTIONS TO CANDIDATES REGARDING DEBARMENT/DISQUALIFICATION

Candidate can be debarred /disqualified for any of the following reasons:

1. Creating a disturbance.
2. Impersonation - Attempting to take the examination for someone else.
3. Chit-chatting/indulging in conversation / Giving or receiving assistance of any kind during the examination & communication in any form to/from other candidates or outsiders.
4. Smoking or eating in the Examination Hall
5. Attempting to tamper with the operation of the computer or meddling with the system.
6. Attempting to use the calculator on the PC
7. Exchanging any papers, documents or any other material with other candidates. Leaving the test center without the permission from the invigilator.
8. Using prohibited aids, items not allowed, such as: Cell phones, Bluetooth devices, Pagers, Pieces of Paper (except his/her E-Call Letter, Identity Card), Digital diaries, any other electronic gadgets/devices, watch alarms, listening devices and recording or photographic devices.
9. Attempting to copy examination questions and / or examination responses (in any format) from the examination centre.
10. Attempting to access any unauthorized software/program during the examination.
11. Failing to follow directions given by invigilators.
12. Manhandling of invigilators or test centre staff.
13. Resorting to unfair means or trying to influence in any way the examination results shall be considered as a serious offence and any candidate found guilty of such offence on the report of any person duly authorized to conduct the examination shall be liable for rejection of candidature.
14. Candidates shall maintain silence while appearing for the exam. Any conversation or gesticulation or disturbance or attempt to change seats in the Examination Hall shall be deemed as unfair means.
15. If a candidate is found indulging in unfair means or impersonating, the candidature of such candidate shall be rejected.
16. The Site Supervisor of ECA in consultation with Railway Centre In-charge is authorized to debar the candidate(s) from the examination centre for any misconduct by the candidates.
17. Complaints /grievances /feedback, if any, to be pointed out at the time of the test or within 30 Minutes after the conclusion of the test.

Instructions to candidates for Post Examination Process

1. **Downloading of Individual Response Sheet & Answer Keys:** The Candidates can download their individual Response Sheet and answer keys from a link given on <https://www.jammuuniversity.ac.in/>. The detailed procedure will be notified separately.

2. **Objection Tracker:** For raising objections, if any, to the responses / answer keys etc. Candidates can log-in to portal as per the same credentials during the admit card downloading. Candidates to be informed that while raising objection against any Question/Answer, the relevant proof from the text book should also be submitted.

3. Candidates are to be informed that this is the only window period to see their individual Response Sheet and to raise objections against the questions and given answer keys. No further extension of time or request in any form will be entertained for individual Response Sheet/objection tracking. Every objection raised by the candidates will be examined by the Competent Authority and his/her decision will be the final for awarding marks. No representation/request will be entertained on the final decision of the Competent Authority.

NOTE: "Keep browsing University of Jammu official website: <https://www.jammuuniversity.ac.in/> for important updates/notifications related with recruitment process."

ALL THE BEST FOR YOUR EXAMINATION

