



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी

All India Institute of Medical Sciences, Guwahati

स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक वैधानिक निकाय

(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)

No. 2-413/2023-24/AIIMS/GHY/ESTT./RECT-NURSING FACT/2673

Date: 27-02-2024

NOTICE

Sub: General instructions for the candidates appearing COMPUTER BASED TEST (CBT) - Recruitment of Associate Professor (Reader), Lecturer in Nursing and Tutor/Clinical Instructor, Nursing College at AIIMS, Guwahati – 2023.

Ref.: Advt. No. 2-43/2022-23/AIIMS/GHY/ESTT./RECT-FACT/Pt-1/02 dated 01-04-2023 (published in various newspapers) & No. 2-43/2022-23/AIIMS/GHY/ESTT./RECT-FACT/Pt-1/03 dated 01-04-2023 (published in the employment news) and subsequent notice No. 2-43/2022-23/AIIMS/GHY/ESTT./RECT-FACT/Pt-1/1522 dated 28-10-2023; No. 2-413/2023-24/AIIMS/GHY/ESTT./RECT-NURSING FACULTY/2026 dated 27-12-2023 (list of eligible applicants for screening test); No. 2-43/2022-23/AIIMS/GHY/ESTT./RECT-FACT/Pt-1/2474 dated 31-01-2024 (Syllabus and scheme of the screening test); No. 2-413/2023-24/AIIMS/GHY/ESTT./RECT-NURSING FACT/2644 dated 21-02-2024 (Examination date & link for downloading the admit card).

GENERAL INSTRUCTIONS FOR THE CANDIDATES APPEARING CBT EXAMINATION

1. The Admit Card is subject to the conditions that if ineligibility is detected at any stage, the candidature will be cancelled.
2. **The candidates are advised to reach the allocated examination centre as per allotted date and time slot indicated on the Admit Card.**
3. No candidate shall be allowed entry to the examination centre after the gate closing time, in any circumstances or due to any reason.
4. Once inside the examination centre premises, all candidates will be under surveillance and activities will be monitored. Hence candidates are advised not to indulge in any unlawful activities which will invite disqualification and legal action.
5. Latest photo (not older than three months from the date of exam) of size **50 mm X 50 mm** must be pasted on the Admit Card. **The photo must be duly attested by a Gazetted Officer with a seal.** Due care must be taken not to obscure the face.
6. 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 Bank Passbook with photograph / Aadhar Card / Notarized Affidavit (in English).
7. Entry to Examination Hall is strictly subject to production of Admit Card and Valid Original Identity Proof.
8. **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.
9. 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.

10. 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.

11. 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.

12. 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.

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

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

15. The examination hall will be under CCTV Surveillance.

16. **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.

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

18. 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.

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

20. 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. AIIMS, Guwahati 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.

21. 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.

22. Candidates need to enter **USER NAME (Roll Number), PIN (given on the Admit Card) and PASSWORD (which will be given at the exam centre) 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.

23. 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 AIIMS, Guwahati.

24. 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 AIIMS, Guwahati and subject to verification of original documents /information.

25. 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, AIIMS Guwahati shall have right to reject the candidate and in this regard AIIMS Guwahati decision shall be binding on the candidate.

26. The Admit Card is provisional, subject to the condition that the candidate has fulfilled the eligibility conditions like Academic Qualification, Category, PwBD status, etc., as mentioned in his/her application, which is subject to verification in consecutive stages of the Selection Process.

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

28. The Original Copy of the Admit Card will be collected from all the candidates at the exam centre.

29. Candidates are advised to keep a copy of the Admit Card with them for future reference.

30. 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.

- a. PwBD applicants may request for a scribe if they belong to the categories of Blindness, Locomotor Disabilities (both arms affected – BA) and Cerebral Palsy. Such applicants are required to submit a Letter of Undertaking for Using Own Scribe (APPENDIX – II).
- b. 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, using the prescribed proforma (Certificate regarding physical limitation in an examinee to write – APPENDIX – I).
- c. 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) by 4th March 2024, 5:00 PM undersigned at E-mail ID: recruitment-cell@aiimsguwahati.ac.in
- d. The candidate has to carry the original undertaking letter along with the Admit Card to CBT Examination Centre.
- e. Guidelines for the conducting written examination for Persons with Benchmark Disabilities with APPENDIX I & II - F. No. 34-02/2015-DD-III, Government of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) Dated: 29 August, 2018 is attached.

Sd/-
Administrative officer
AIIMS, Guwahati.

Copy to

1. P.S to Executive Director, AIIMS, Guwahati for kind information of Executive Director please.
2. Dean (Academics), AIIMS, Guwahati – for information.
3. Deputy Director (Administration), AIIMS, Guwahati – for information.
4. Financial Advisor, AIIMS, Guwahati – for information.
5. I/c Institute website for publishing on website.
6. Guard file.

F. No. 34-02/2015-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi -110003
Dated: the 29th August, 2018

Office Memorandum

Subject: Guidelines for conducting written examination for Persons with Benchmark Disabilities

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPwD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2 (r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.

IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/ reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe **two days** before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at **APPENDIX-II**

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Deapartment may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon`ble Minister (Social Justice & Empowerment).

Yours faithfully,


(D.K. Panda)

Under Secretary to the Government of India
Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: