



MAHATMA GANDHI CENTRAL UNIVERSITY BIHAR

[Established by an Act of Parliament]

Temporary Campus (TempCamp), Zila School Campus, Motihari – 845 401, District – East Champaran, Bihar

Email: recruitment@mgcub.ac.in & osdadmin@mgcub.ac.in

DATE, TIME AND VENUE OF WRITTEN EXAMINATION FOR THE VARIOUS NON-TEACHING POSITIONS

AND

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

(Ref.: Employment Notice No. 001/2017 dated 6th June 2017)

Dated: 30th August 2017

1. This is in continuation to:
 - i. **Employment Notice No.: 001/2017 dated 6th June 2017** of the University vide which various Non-Teaching Positions / other Academic Positions to be filled on direct / deputation basis were advertised.
 - ii. **Addendum to Employment Notice No.: 001/2017 dated 6th June 2017** vide which the information related to Pattern of Written Examination, Syllabus, Total Marks, Minimum Cut-Off, Time Schedule etc. for various Non-Teaching Positions was uploaded on the University Website on 2nd August 2017.

2. DATE, TIME & VENUE OF WRITTEN EXAMINATION

The Written Examination for the following Non-Teaching Positions will be held as per schedule given below:

Sl	Name of the Post	Date and Time of Written Examination	Venue of Written Examination
1.	Assistant Engineer (Civil)	Date: 9 th September 2017 Time: 10:30 AM to 12:00 Noon	Mahatma Gandhi Central University Temporary Campus, Zila School Campus, Motihari, District – East Champaran, Bihar - 845401
2.	Section Officer	Date: 9 th September 2017 Time: 10:30 AM to 12:00 Noon	M.S Memorial Public School Balganga, Areraj Road, Motihari, Bihar - 845437
3.	Private Secretary	Date: 9 th September 2017 Time: 10:30 AM to 12:00 Noon	Mahatma Gandhi Central University Temporary Campus, Zila School Campus, Motihari, District – East Champaran, Bihar - 845401

S1	Name of the Post	Date and Time of Written Examination	Venue of Written Examination
4.	Personal Assistant	Date: 10th September 2017 Time: 10:30 AM to 12:00 Noon	Mahatma Gandhi Central University Temporary Campus, Zila School Campus, Motihari, District – East Champaran, Bihar – 845401
5.	Assistant	Date: 10th September 2017 Time: 10:30 AM to 12:00 Noon	M.S Memorial Public School Balganga, Areraj Road, Motihari, Bihar – 845437 AND Mahatma Gandhi Central University Temporary Campus, Zila School Campus, Motihari, District – East Champaran, Bihar – 845401

NOTE:

- i. The Date, Time and Venue of Written Examination is subject to change, in such event the new Date, Time and Venue will be notified through University Website (www.mgcub.ac.in) only. Therefore, the candidates are advised to check the University Website regularly.
- ii. The Written Examination for the rest of the Non-Teaching Positions are likely to be held shortly, therefore, the candidates are advised to check the University Website regularly.

3. **CANDIDATES CALLED FOR WRITTEN EXAMINATION**

- i. All applicants who have successfully submitted application through ONLINE mode and paid requisite fee before last date of receipt of application i.e., 3rd July 2017 have been called for Written Examination.
- ii. The eligibility of the applicants shall be determined as on the last date of receipt of applications as per the advertisement.
- iii. Since the number of candidates applied for each position is very large in number, therefore, all the applicants as stated at Para 3(i) above are being allowed to appear in the Written Examination without declaring them eligible. The candidate must satisfy themselves about their eligibility for concerned post, before appearing in the Written Examination. The onus of validity of eligibility of candidates shall rest solely with the candidates. The eligibility as per criteria advertised is subject to fulfilling the requisite conditions. **Merely securing good marks in the Written Examination will not make anyone entitled to become eligible for the post.**

4. **HALL TICKET / ADMIT CARD**

The Candidates who successfully submitted their application **ONLINE** can download their **Hall Ticket / Admit Card** from the link provided on the University Website (www.mgcub.ac.in) from **2nd September 2017** onwards.

IMPORTANT NOTE:

- i. The candidate will be issued only one Hall Ticket / Admit Card for Written Examination.

- ii. Immediately, after taking the print of the Hall Ticket / Admit Card, every candidate is advised to carefully verify all the particulars mentioned in her/his Hall Ticket / Admit Card, i.e. her/his Name, Photograph, Signature, Roll Number, Name & Address of the Examination Centre, Date and Timing of Written Examination etc.

In case of any discrepancy, the same may please be brought to the notice of the University immediately at **Email: recruitment@mgcub.ac.in**

- iii. In case, due to any reason, the downloaded Hall Ticket / Admit Card does not bear the photograph of the candidate, the candidate should affix her/his self-attested latest photograph on the space provided on the Hall Ticket / Admit Card and also carry one identical photograph for submitting the same to the Centre Superintendent / Invigilator on the date of Written Examination.
- iv. Candidates are advised to locate and visit the venue of the Examination Centre beforehand to avoid any inconvenience on the day of the Written Examination.
- v. **The Hall Ticket/Admit Card is issued provisionally subject to her/his satisfying the eligibility criteria. If it is found that false/wrong information has been furnished at any stage of the process, the candidature of the candidate will be cancelled/rejected even after appearing for the exam and securing a position in the merit list or after final selection and appointment. The scrutiny will be made as regards to successful candidates only.**
- vi. The candidate shall be responsible for the safe custody of the Hall Ticket / Admit Card and in the event of any other person using the Hall Ticket / Admit Card, the onus lies to the candidate to prove that he/she has not used the service of any impersonator.

5. **NOT ABLE TO DOWNLOAD HALL TICKET / ADMIT CARD**

In case of the candidates who are not able to download their **ADMIT CARD** from the University Website latest by **7th September 2017 (THURSDAY)** due to technical problems, such candidates are advised to bring the same to the knowledge of the University by writing an Email at recruitment@mgcub.ac.in or osdadmin@mgcub.ac.in positively for the smooth conduct of the Written Examination. **Request received after 7th September 2017 will not be entertained.**

6. **PRODUCTION OF HALL TICKET / ADMIT CARD AND IDENTITY PROOF**

A Candidate will be allowed to appear in Written Examination only on the production of Hall Ticket / Admit Card and Valid Photo Identity Proof viz. Voter ID/Aadhar Card/Driving License/Passport/Nationalized Bank Pass Book with Photo.

7. **MODE/CRITERIA OF FINAL SELECTION**

- i. Final Selection for the post of **Assistant Engineer (Civil) / Section Officer / Assistant** will be made on the basis of performance in the Written Examination only *(as explained in Addendum to Employment Notice No. 001/2017 dated 6th June 2017 uploaded on the University Website on 2nd August 2017)* to be held as per schedule given above.

- ii. Final Selection for the post of Private Secretary / Personal Assistant will be done on the basis of performance in the Written Examination *(as explained in Addendum to Employment Notice No. 001/2017 dated 6th June 2017 uploaded on the University Website on 2nd August 2017)* and further qualifying the Skill Test.

NOTE:

- a) *The result for the Written Examination will be notified on the University Website only and only such qualifying candidates have to appear for the Skill Test. There will be no separate call letter/information/communication to the candidates who have qualified in the Written Examination, to appear for the Skill Test.*
- b) *The Date, Time and Venue of Skill Test for the post of Private Secretary / Personal Assistant will be notified on the University Website separately after the result of Written Examination is declared. Therefore, the candidates are advised to check the University Website regularly.*
- iii. The skill tests for the post of Private Secretary / Personal Assistant (*i.e., English Typing Speed and English Stenography Speed*) is **compulsory**. However, these tests will only be of qualifying nature. **Assessment will not (NOT) be done on the basis of marks of such tests.**

8. **CHANGE OF DATE OF WRITTEN EXAMINATION**

Any request for change of date of Written Examination/Seat in the Examination Hall will not be entertained.

9. **DOCUMENTS TO BE SUBMITTED ON THE DAY OF WRITTEN EXAMINATION**

All the candidates are required to submit the self-attested copies of the following certificates / documents to the Invigilator / Centre Superintendent / University Observer or any other official of the University assigned for this purpose on the day of Written Examination at the assigned Venue / Centre, failing which their candidature shall not be considered for final selection:

- i. Copy of duly filled Online Application Form
- ii. Matric or equivalent certificate in support of Date of Birth
- iii. Certificate of Education/Professional Qualification in support of Minimum Eligibility (*Matriculation onwards*)
- iv. Experience Certificate
- v. *Caste Certificate in the prescribed format issued by the Competent Authority (*In case of OBC, the Certificate should not be issued earlier than six months from the last date of receipt of application i.e., 3rd July 2017*)
- vi. “No Objection Certificate (NOC)” from the present employer, if in service
- vii. Two latest Passport size photographs. **Any hazy, unclear photograph shall disqualify candidates from the entire selection process.**

**(If applicable)*

10. **TA/DA**

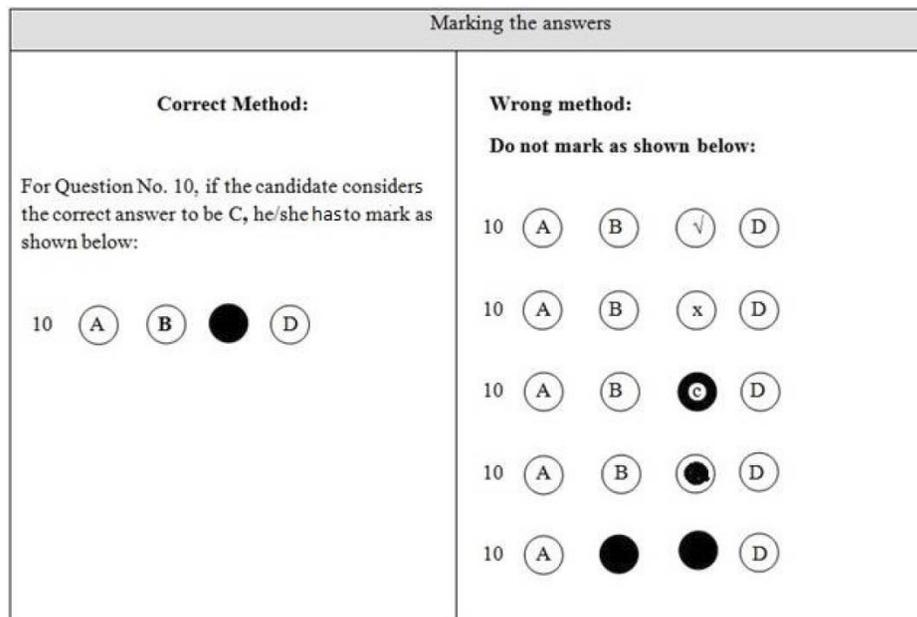
No TA/DA will be admissible for attending the Written Examination. Travelling and other expenses must be borne by the candidates themselves.

11. **IMPORTANT INSTRUCTIONS TO THE CANDIDATES**

The Important Instructions to the Candidates who are appearing for Written Examination are given below at **ANNEXURE – I [Page No. 7 to 12]**. However, some main points to be kept in mind by the candidates while appearing for Written Examination are given below:

- i. The instructions given on the Question Booklet and OMR Sheet should be read carefully. All the entries in the Question Booklet and OMR Sheet should be carefully filled with a black/blue ball pen only.
- ii. The Question Paper Booklet will consist of 100 Multiple Choice Questions (MCQ's). Each question will be of one mark and for every question, four answer options designated as (A), (B), (C) and (D) will be given in the Question Booklet. The candidate is required to select one amongst the options corresponding to the question as his/her right answer and darken the circle i.e. (A) or (B) or (C) or (C) as the case may be, to be the answer in the OMR with blue/black ball point pen only.

Illustration:



- iii. Half filled, Ticked (✓) or Crossed (x) circle will be read as Wrong answers. Faintly filled circle will be rejected by the Optical Scanner.
- iv. **The Question Booklet and OMR Sheet must be handed over to the Invigilator alongwith other documents as mentioned above before one leaves the Examination Hall.**

- v. All questions will be compulsory and carry equal marks.
 - vi. **NEGATIVE MARKING:** There will be negative marks for wrong answers in the Written Examination. One-Fourth of the Correct Answer (i.e., 0.25 marks) will be deducted for each wrong answer.
 - vii. Multiple darkened circles for a question will be treated as wrong answer. For question(s) not answered (i.e. blanks), no marks will be given or deducted.
 - viii. Candidate has no option to change/alter/erase the answer once she/he has answered the question by darkening the circle. Therefore, before darkening the circle corresponding to the question number she/he is advised to ensure the correctness/authenticity of the answer. Use of white/correction fluid, eraser, blade, etc. is not allowed on the OMR Sheet.
 - ix. Any candidate attempting to copy or found copying or referring to any printed/handwritten material, notes, books, etc., or exchanging notes or answer scripts with any other person or copying from the work of another candidate or allowing any other candidate to copy/refer to her/his work, helping or asking help from any other person in any manner or communicating by means of words, signs, gestures, codes, and other similar acts to exchange, impart or acquire relevant information in the examination will be viewed as misconduct in the examination. Similarly, any candidate found consulting, talking, whispering with any person in the Examination Hall/Room or in the corridor/toilet within the premises of examination centre during the course of examinations shall be dealt with severely and punished sternly under the rules and regulations.
 - x. The University Observer/Centre Superintendent of Examination Centre has absolute power to expel a candidate from the Examination Hall/Room if in her/his opinion the candidate has resorted to unfair means for the purpose of answering the examination or behaves in a disorderly manner in and around the Examination Hall/Room or obstructs the Superintendent or Invigilating Staff in carrying out her/his duties or attempts to offer illegal gratification or attempted to apply undue influence or threatens or blackmail any person connected with conduct of examination. A candidate so expelled, must before leaving the Examination Hall, should submit to the Institute her/his explanation in writing through the University Observer/Centre Superintendent of Examination Centre. Over and above, for any such misconduct of grave nature, the candidate shall be subject to disciplinary action under the provisions of the rules of the University and/or other appropriate legal action under the laws of the country and particulars of such candidates or cases will be suitably notified on the University Website.
12. **INTERPRETATION:** In case of any ambiguity or lack of clarity with regard to any clause or the Rules, the decision of the University shall be final.

S/d

**OSD Administration (I/C)
Mahatma Gandhi Central University**

**IMPORTANT INFORMATION TO THE CANDIDATES APPEARING IN
WRITTEN TEST FOR RECRUITMENT TO VARIOUS NON-TEACHING POSITIONS**

1. INTRODUCTION

- i. These instructions contain details pertaining to various aspects of the examination the candidates are going to take and important instructions about the related matters. **The assessment of OMR Sheets will be done by a computerized machine. Hence, you should carefully read the instructions regarding handling of the OMR Sheet and the method of marking answers as given on the OMR Sheet.**
- ii. The University will reject at any stage, the candidature of any candidate who does not meet the eligibility criteria (cut-off) prescribed by the University in different papers at different stages of the examination.
- iii. Please note that since this is a competitive examination, you have to obtain a high rank in the order of merit to secure appointment. You should, therefore, put in your best efforts in the examination.

2. GENERAL INSTRUCTIONS

- i. No candidate shall be allowed to appear in an Entrance Examination Centre other than that allotted to him/her unless permitted by the University in writing.
- ii. Candidates will be thoroughly frisked at the entrance gate itself before they are allowed to enter the examination hall.
- iii. Candidates are not permitted to bring books, papers or reference material of any kind in connection with the entrance examination into the Examination Hall/Room.
- iv. Any unauthorised materials, such as books, paper, documents, pictures and electronic devices with communication (cell phones) and/or storage capabilities such as tablet PC, laptop, smart watch, portable audio/video/gaming devices etc. are not to be brought into the examination hall.
- v. **Mobiles are not to be brought into the Examination Hall. In case a candidate carries a mobile, it will be confiscated and her/his examination will be cancelled.**
- vi. Photography is **NOT** allowed in the examination hall/room.
- vii. All materials and/or devices which are found in violation of any examination regulations will be confiscated.

- viii. The University will not be responsible for the loss or damage of any belongings in or outside the examination hall.
- ix. The Examination Hall/Room will be opened **15 minutes** before the time specified for the commencement of the examination.
- x. Candidates will be required to find out and occupy their allotted seats.
- xi. **A candidate who is late by more than 20 Minutes shall NOT be allowed to appear in the entrance examination.**
- xii. No candidate would be allowed to go to the toilet during the first 30 minutes and last 30 minutes of Examination.
- xiii. Smoking or chewing tobacco or use of alcohol is strictly prohibited at the Entrance Examination Centre. Any candidate found doing so during the course of the Examination shall be liable to be expelled from the Examination Centre by the Centre Superintendent. Any candidate found under the influence of alcohol or any intoxicating substance will not be allowed into the examination hall / room.

3. AT THE COMMENCEMENT OF THE WRITTEN EXAMINATION

- i. Candidate **MUST NOT** open the seal of Question Booklet until instructed by the invigilator at the time of the commencement of the Examination.
- ii. Candidates should place their Hall Ticket/Admit Card and Identification Document at the top right corner of the examination desk for the marking of attendance and verification of identity during the examination.
- iii. The candidate, within **10 Minutes** of the issue of the Question Booklet, shall check the Question Booklet to ensure that it contains all the pages in correct sequence and that no page/question is missing. In case of faulty Question Booklet, the candidate shall immediately bring it to the notice of the Centre Superintendent / Invigilators to obtain a fresh Question Booklet. **No claim in this regard will be entertained after 10 Minutes of start of Examination.**
- iv. Candidate is required to write her/his Name/Roll Number/Name of the Post on the Question Booklet and OMR Sheet clearly in the space given and put her/his signature at the place provided for the purpose. Candidate should write only the required details in the space provided on the cover of Question Booklet and OMR Sheet. **Providing incorrect/illegible details could risk your OMR Sheet being considered void.**

4. DURING THE EXAMINATION

- i. Once a candidate has entered the examination hall, he/she will not be allowed to leave the hall till the end of the examination.
- ii. No candidate, without the permission of the Invigilator shall leave his/her seat during the entrance examination.

- iii. Candidates are not allowed to communicate by word of mouth or otherwise with other candidates (*this includes the time when Question Booklet and OMR Sheet are being collected*). If it is necessary for the candidate to communicate with the Invigilator, he/she shall raise his/her hand and the Invigilator will see to his/her requirement.
- iv. Candidate is required to write his/her Roll Number in (i) the Question Booklet and (ii) OMR Sheet supplied separately; and also put his/her signature at the places provided for the purpose.
- v. **ROUGH WORK:** The blank pages in the Question Booklet provided at the end of the Question Booklet only are to be used for rough work by the candidates.
- vi. If a candidate writes his/her Roll No. or puts any special mark in any part of the OMR Sheet, which may disclose, in any way, the identity of the candidate, other than in the space provided for the purpose, he/she will render himself/herself liable to have his/her paper cancelled.

5. **AT THE END OF THE EXAMINATION**

- i. Candidate has to stop writing when the examination is over. He/she has to remain seated quietly while the Question Booklets and OMR Answer Sheets are being collected and counted.
- ii. A candidate will **NOT** be allowed to leave the examination hall/room during the collection of the duly filled Question Booklets and OMR Answer Sheets. All candidates must remain seated throughout this period for invigilators to properly count the Question Booklets and OMR Sheets.
- iii. The candidates must leave the entrance examination hall/room only after they are instructed by the invigilator to leave the hall/room after the completion of the examination. Candidates should not talk until they are outside the examination hall.
- iv. Once dismissed, the candidates should leave the examination hall quickly and quietly, and remember to take their personal belongings.
- v. Candidates should not remove any papers, used or unused from the Examination Hall.
- vi. The Candidates shall be checked for any resource materials frequently and at random by the Invigilators and other staff conducting the Test, routinely and also on the slightest doubt.
- vii. The scanned photograph of the candidate on his/her duly filled ONLINE Application Form or attendance sheet will be tallied with the candidate appearing in the examination by the Invigilator. In the event of any discrepancy in the identification and verification of the candidate and photographs, the candidate shall not be allowed to appear in the examination and be liable for criminal prosecution.
- xiv. **AFTER THE EXAMINATION IS OVER, THE CANDIDATE ARE REQUIRED TO HAND OVER THE DULY FILLED ONLINE APPLICATION FORM ALONGWITH SELF-CERTIFIED DEGREES / CERTIFICATES / TESTIMONIALS AND QUESTION BOOKLET & OMR SHET OF THE WRITTEN TEST TO INVIGILATOR IN THE EXAMINATION HALL.**

6. **CANDIDATES SHOULD PROVIDE A CLEAR PHOTOGRAPH SHOWING FRONT FACE ALONGWITH DOCUMENTS. ANY HAZY, UNCLEAR PHOTOGRAPH SHALL DISQUALIFY CANDIDATES FROM THE ENTIRE SELECTION PROCESS.**
7. **The Test of a candidate shall be cancelled in case of any of the following actions by a candidate:**

Relevant or irrelevant resource material or loose paper found on his/her possession, or, lying on or around his/her seat; Possession of any unauthorized instrument or equipment/document/paper/information materials or any resource materials; Communication of information in writing or verbally or exchange of Question Booklet/OMR Sheet to and from any other person during the Test period and any other malpractice amounting to obtaining undue advantage; Any alterations or corrections in the entries made by a candidate in Question Booklet and OMR Sheet but not duly verified by the invigilator concerned, Non-matching of signature made at the time of Test with that already done at the time of filling of Online Application Form.

Tampering with the photograph; Face not resembling the photograph in the Application Form; Not occupying the allotted seat; Tampering/disturbing the seating arrangements; Smuggling-out or smuggling-in Question Booklet in part or in full, or Test material, or any resource material connected with the Test; Making any attempt to influence the University Authorities directly or indirectly; misbehaving with invigilation staff, disturbing or trying to disturb the Test; noting down the questions; Shouting of slogans or creating unruly scene at the Examination Hall/Examination Centre.
8. Nobody other than the University authorized personnel are permitted to move around the Test venue. Any unauthorized person loitering around the Test venue shall be handed over to the police under an FIR lodged by the University.
9. *The decision of the University regarding Question/Key will be final. No scrutiny / re-evaluation of OMR SHEET is allowed in any case at any stage.*
10. Any request for change of date of Written Examination/Seat in the Examination Hall will not be entertained.
11. The University reserves the right of cancelling the candidature of any candidate found indulging in any malpractice i.e. hiding any material information, misrepresentation of facts or canvassing for candidature. All such candidates are liable to be debarred from this examination as well as future examinations, in addition to appropriate legal action as may be decided by the university.
12. Candidates are warned not to fold or make any stray marks on the OMR Sheet. Use of Eraser, Nail, Blade, White Fluid/ Whitener etc. to smudge, scratch or damage in any manner on the OMR Sheet during Examination is strictly prohibited. Candidature/OMR Sheet of candidates using Eraser, Blade, Nail or White Fluid /Whitener to smudge, scratch or damage in any manner the OMR Sheet shall be cancelled.

13. The Written Examination will be supervised by doing frisking before allowing entry into Examination Centre, using CCTV Cameras and Photograph of the candidates during Examination.
14. If a candidate does not comply with the instructions as mentioned above or creates any kind of indiscipline, the University shall take action as per instructions and in addition can also debar the candidate from appearing in the Examination, to be held in future by Mahatma Gandhi Central University and can also file criminal proceedings.

15. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate found committing any of the following acts shall be declared by the University to be guilty:

- a. Obtaining support of his/her candidature by any means; or
- b. Impersonating; or
- c. Procuring impersonation by any person;
- d. Submitting fabricated documents or documents which have been tampered with; or
- e. Making statements which are incorrect or false or suppressing material information; or
- f. Resorting to any other irregular or improper means in connection with his/her candidature for the selection; or
- g. Using unfair means during the test; or
- h. Writing irrelevant matter including obscene language or pornographic matter, in the script(s); or
- i. Misbehaving in any other manner in the examination hall; or
- j. Harassing or doing bodily harm to the staff employed by the University for the conduct of their test; or
- k. Bringing mobile Phone/communication device in the Examination Hall/Interview Room; or
- l. Attempting to commit or, as the case may be, abetting the University of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - i. to be disqualified by the University from selection for which he/she is a candidate; and/or
 - ii. to be debarred either permanently or for a specified period by the:
 - University from any Examination or Selection held by them.

- University from taking admission under the courses offered by them.
- iii. if he/she is already in service under Government, disciplinary action under the appropriate rules will be taken.

16. **UNIVERSITY DECISION FINAL**

The decision of the University in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

17. **COURTS' JURISDICTION**

In case of any disputes, any suites or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be restricted to the Courts in Bihar at District Court at Motihari and High Court at Patna.

IMPORTANT

CANDIDATES TO NOTE THAT SINCE ANSWERS ARE TO BE MARKED IN INK, IT WILL NOT BE POSSIBLE TO CHANGE ANY ANSWER AFTER MARKING IT (USE OF WHITENER FOR CHANGE IN ANSWER IS NOT ALLOWED).

*** * * END OF ANNEXURE – I * * ***