

**General Instructions for the Applicants to the Contractual Post of Executive Assistant (GA) in the PMU under PMFME scheme**

AIDC Ltd. has commissioned the Assam Institute of Management to design and administer the selection process for recruitment of Contractual Post of Executive Assistant (GA) in the PMU under PMFME scheme. With reference to your application to the above mentioned post, you are required to appear in a written examination to be held as per the Venue, Date and Time mentioned in the **ADMIT CARD**.

In context of the above, the candidates are required to note the following instructions carefully-

1. The candidate should bring the **ADMIT CARD** to secure Admission in the Examination Hall.
2. Candidates are asked to take note of the Covid 19 SOP while coming to appear in the written Test.
3. The candidate should reach the Examination Venue at least ninety (90) minutes before the prescribed time for commencement of the Examination and get seated immediately according to Roll Number. No candidate shall be allowed to enter the Examination Hall after the commencement of the examination.
4. Candidates are asked to bring any one of the following items as ID proof: Original Copy of any one of the documents like PAN Card, Driving License, Passport, Voter ID and Aadhar Card.
5. Immediately after entering the Examination Hall/Room the candidate should make sure that he /she has no unauthorised book or paper with him/her or in the desk. Only articles specified in the instruction appended to the ADMIT CARD would be allowed.
6. Electronic gadgets like mobile phones, smart watches, hand bags, calculators, and ornaments or any other electronic gadgets of any model or other communication devices are strictly prohibited in the Examination Hall. Candidates found possessing such items may be disqualified from the examination immediately.
7. The candidate must note that he/she should write the examination with his/her own hand. In no circumstances, any sort of help from scribe to write answers for him/her would be allowed.
8. The duration of the examination is Two hours in one sitting. (10:00 A.M. to 12:00 Noon). No candidates would be allowed to leave the examination venue during this time, even if they have submitted their OMR Answer Sheet.
9. If a candidate slips away from the Toilet/Urinal, he/she will not be allowed to re-enter the Examination Hall. Before going to the Toilet/Urinal, the candidate must close the Booklets.
10. The candidate must not indulge in copying or communication with other candidate in the Examination Hall. He/she will be disqualified if found doing so.
11. Smoking in the Examination Hall/Room is strictly prohibited as per relevant rules of Government imposing ban on smoking in public places.
12. The candidate must abide by such further instruction as may be given by the Invigilator/Supervisor of the Examination. If a candidate disregards any of the instructions or indulges in disorderly/improper conduct, he/she will render himself/herself liable to disqualification.
13. The candidate should carry Black/Blue Ball Pen of their own to the Examination Hall.
14. The candidate should read and follow carefully the instructions provided in the ADMIT CARD.
15. The candidate should note that his/her candidature is based on the information provided by him/her in the application form which is still under scrutiny. The authority reserves the right to cancel his/her candidature as and when any in-eligibility condition is detected or any of the particulars declared by the candidate is found to be false at any stage.

Please note that being called for the Written Examination does not automatically render you eligible for the contractual post of Executive Assistant (GA).

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