



PUBLIC NOTICE
28th August, 2025

**General Instructions to Candidates for Written
Examination and Interview**

This is for the information to the eligible candidates for the post of Assistant Registrar and Assistant Comptroller vide Advt. No. - RPCAU/01/2024 date 15/02/2024.

1. Admit Card Download

The candidates can download their Hall Ticket / Admit Card from the link provided on the University Website (www.rpcau.ac.in) from August 28, 2025.

IMPORTANT NOTE:

- i. The candidate will be issued only one Hall Ticket/Admit Card for the 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, Registration No., 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 by sending Email to recruitment@rpcau.ac.in till 31st August, 2025, after that no correspondence in this regard will be addressed.
- iii. In case, due to any reason, the downloaded Hall Ticket / Admit Card does not bear the photograph/signature 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. 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.
- v. The Hall ticket/ Admit Card does not by itself give any entitlement whatsoever for any appointment in the university and is issued only for attending the written examination.

2. 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 etc. with Photo in original.

3. CHANGE OF DATE OF WRITTEN EXAMINATION

Any request for change of date of written examination will not be entertained.

4. TA/DA

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

5. DURING THE COMMENCEMENT OF 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.

6. 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 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.

7. AT THE END OF EXAMINATION

- a. 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.
- b. 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.
- c. 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.

- d. Once dismissed, the candidates should leave the examination hall quickly and quietly and remember to take their personal belongings.
- e. Candidates should not remove any papers, used or unused from the Examination Hall.
- f. 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.
- g. 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.
- h. **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.
- i. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT** 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. Instructions for Interview

- a. Based on the marks scored in Academic Score and Written Examination, top five (5) candidates per post in the merit order will be called for interview before the Selection Committee Meeting.
- b. Candidate should ensure about eligibility as per advertisement before appearing in the interview.
- c. If candidate belong to Schedule Caste/Scheduled Tribe or any other reservation category, then please bring the requisite updated certificate in original, issued from the Competent Officer for joining in central govt. services; otherwise, reservation claim will not be entertained.
- e. Candidate must ensure that he/she brings the required **Original Necessary Documents** in support of his/her claim to prove that he/she fulfils the minimum eligibility criteria for the post applied for as per his/her application form.
- f. Candidate has to submit 01 set of attested photo copies of original certificates and all relevant testimonials along with 02 passport size recent photographs for office record.
- g. If candidate has applied as in-service candidate, he/she must submit a “**No Objection Certificate (NOC)**” issued from the present employer.

- h. The candidates are required to submit 7 hard copies of CV.
- i. Failing to comply with the above points, candidate may be debarred from the interview.
- j. Call Letters to all eligible and shortlisted candidates to appear before the Selection Committee Meeting for interview will be sent through their registered email only.

9. Other important instructions

1. 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.
2. The decision of the University regarding Question/Key will be final. No scrutiny/reevaluation of OMR SHEET is allowed in any case at any stage.
3. Candidates need to be present at the venue at the specified reporting time in their admit card.
4. Candidates are advised to show the printed copy of issued admit card and ID proof in physical format (i.e. Aadhar Card, Pan Card, Driving License, Voter ID or Passport) in original to the duty officer at the entrance gate of the university and also at the examination centre.
5. Candidates shall be allowed to enter the Examination Hall thirty (30) minutes before the prescribed time for commencement of the Examination and should take his/her seat as per assigned Roll Number
6. No candidate shall be allowed to enter the Examination Hall after that in any condition.
7. Mobile frisking will be done at the examination Centre.
8. Candidates should bring only blue/black ball point pens for the examination. All other items including pencils, gel pens, geometry boxes, water bottles, books, papers etc. will not be allowed inside the examination hall. No other pen/pencil/gel pen can be used in the OMR Answer Sheet, failing which OMR answer sheets will not be evaluated and candidate will be solely responsible for that.
9. Candidates found in possession of mobile phones, watch, digital watches, health bands, electronic pen/scanner, calculator, textual material (printed or written), Bluetooth devices, camera, earphones, or any other such electronic gadgets/devices either in working or switched off mode capable of being used as a communication device inside the Examination Hall will be deemed to have been using unfair means and will be disqualified.
10. Candidates are advised not to bring any bags or belongings to the Examination Venue. The authority shall not be responsible for safe custody of mobile phones or any other belongings of candidates and as such will have no liability in case of loss or damage.
11. Candidate should paste a recent coloured passport size photo in the admit card which should not be older than six months.
12. The Admit Card is a single sheet paper where the candidate will paste a recent passport size photograph below the scanned photograph of the candidate. The candidate will have to sign on the pasted photograph in such a way that a part of the signature is on the photograph and a part is on the e-admit card.

13. The candidate should write carefully the name of the Center and his/her Roll No. as mentioned in the e-Admission Certificate, test booklet number and the test booklet series in the spaces provided in the OMR Answer Sheet, failing which the OMR Answer Sheet will not be evaluated.
14. The candidate should read carefully and follow thoroughly the instructions printed on the cover of the Test Booklet and at the back of the OMR Answer Sheet.
15. No expenses/travelling allowance of any kind shall be admissible for appearing in the written examination.
16. The written examination scheme has already been shared through public notice on dated July 24, 2025.
17. No candidate must indulge in copying, communicating with other candidates or resorting to any misconduct or unfair means in the Examination Hall. He/she will be disqualified if found doing so.
18. No candidate will be allowed to leave the Examination Hall until expiry of the full allotted time for the paper.
19. The candidate must hand over the Question Paper and OMR Answer Sheet personally to the Invigilator on duty before he/she leaves the Examination Hall.
20. This Admit Card is totally provisional and does not give any guarantee for employment.
21. Candidates are instructed to keep of copy of this Admit Card for future reference.
22. 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 centers and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

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