

Important information/General instructions for candidates for written examination for the post of SECTION OFFICER/ASSISTANT/PROFESSIONAL ASSISTANT/LIBRARY PANDIT/CURATOR to Eligible/ Provisionally Eligible candidates are also given below.

### Important Information

1. Important information is as following:
   
   I. Examination Date, Time and Reporting time for candidates at the examination centre etc., on the day of examination are as under:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post Applied</th>
<th>Date &amp; Day of Examination</th>
<th>Reporting Time at Examination Centre</th>
<th>Time of Examination at Examination Centre</th>
<th>Reporting Time at Examination Centre</th>
<th>Time of Examination at Examination Centre</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Section Officer</td>
<td>29.02.2020 (Saturday)</td>
<td>09:00 A.M. to 09:30 A.M.</td>
<td>10:00 A.M. to 01:00 P.M.</td>
<td>1:45 P.M. to 2:15 P.M.</td>
<td>2:30 P.M. to 4:30 P.M.</td>
</tr>
<tr>
<td>2.</td>
<td>Curator</td>
<td>29.02.2020 (Saturday)</td>
<td>09:00 A.M. to 09:30 A.M.</td>
<td>10:00 A.M. to 01:00 P.M.</td>
<td>1:45 P.M. to 2:15 P.M.</td>
<td>2:30 P.M. to 4:30 P.M.</td>
</tr>
<tr>
<td>3.</td>
<td>Assistant</td>
<td>01.03.2020 (Sunday)</td>
<td>09:00 A.M. to 09:30 A.M.</td>
<td>10:00 A.M. to 01:00 P.M.</td>
<td>1:45 P.M. to 2:15 P.M.</td>
<td>2:30 P.M. to 4:30 P.M.</td>
</tr>
<tr>
<td>4.</td>
<td>Professional Assistant</td>
<td>01.03.2020 (Sunday)</td>
<td>09:00 A.M. to 09:30 A.M.</td>
<td>10:00 A.M. to 01:00 P.M.</td>
<td>1:45 P.M. to 2:15 P.M.</td>
<td>2:30 P.M. to 4:30 P.M.</td>
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<tr>
<td>5.</td>
<td>Library Pandit</td>
<td>01.03.2020 (Sunday)</td>
<td>09:00 A.M. to 09:30 A.M.</td>
<td>10:00 A.M. to 01:00 P.M.</td>
<td>1:45 P.M. to 2:15 P.M.</td>
<td>2:30 P.M. to 4:30 P.M.</td>
</tr>
</tbody>
</table>

II. No candidate will be allowed to enter the Examination Centre after Reporting time, as mentioned above, under any circumstances.

III. Tentative Answer Key to the questions of the examination will be made available on Sansthan’s website [http://www.sanskrit.nic.in](http://www.sanskrit.nic.in) within three days from the date of written examination. Details about submission of representation /objection, if any, to the answer given in Tentative Answer key, fee and mode of payment will be displayed on Sansthan’s website, while releasing Tentative Answer Key.

IV. Final Answer Key will be displayed on Sansthan’s website in 2nd week of March, 2020.

V. Results of written examination are likely to be displayed on Sansthan's website [http://www.sanskrit.nic.in](http://www.sanskrit.nic.in) in the last week of March, 2020.

VI. Examination Centre with complete address will be given at relevant space in Hall Ticket/Admit Card.

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VII. For the convenience of the candidates, few Sample Questions (from each section) with guidelines are given at Annexure no. - II for respective posts.

VIII. Scheme of Examination is already uploaded/available in Sansthan website.

2. There will be 200 multiple choice questions carrying one mark each in Paper I (objective Test), Paper II (Descriptive Test) will be of 100 marks (see Scheme of Examination for further details).

3. There will be negative marking for wrong answers. 0.25 mark will be deducted for each wrong answer.

4. Hall Ticket / Admit Card will be sent to the eligible/provisionally eligible candidates by speed post. However, if any of such candidates does not receive the same, he may get it by downloading from Sansthan’s website http://www.sanskrit.nic.in from 12th February, 2020 onwards till date of written examination.

5. Candidates are also advised to regularly visit Sansthan’s website for any change in schedule of written examination or further important announcement/information/corrigendum/notices and other details. Any communication will not be sent individually.

6. Admit card is being issued provisionally, on the basis of information furnished by the candidate in his/her application. The Sansthan has not verified/scrutinized this information and therefore, mere appearance at the examination does not, in any way, entitle him/her to claim for the post.

7. It may be noted that candidates found Eligible/Provisionally Eligible will have to undergo Written Test in the first instance. Result of written test will be displayed on Sansthan's Website. Eligibility of qualified candidates for respective posts will be subject to/ based on verification of documents and veracity in its statements made by the candidates in application form.

8. The candidature will be treated as invalid ab-initio, in case he/she does not fulfil the eligibility criteria. Candidate should satisfy himself/herself regarding the possession of the required qualifications, age, caste, category etc., as stipulated for the post which he/she has applied for as on last date of receipt of applications.

9. If any candidate appearing for any examination finds that his/her name, reservation category, post name, post code, photo, signature etc. is missing or is incorrect in his/her Admit Card, he/she should get it rectified by visiting the office of the Sansthan in advance prior to the date of written examination. The Sansthan will not make any kind of corrections in admit cards received by post. No modification/rectification, whatsoever, in the admit card at the examination centre will be allowed.

10. The Question paper booklet (objective) contains four options of answer against each question indicated as A, B, C & D. The candidates are required to read the question carefully and choose the correct answer by fully darkening/filling the correct option from A, B, C and D on OMR sheet.

Special instructions for making response in the OMR answer sheet are as under:

(a) Mark/write the name of the Examination, Subject, Examination venue, Roll Number and date of examination in the space provided for the particular item with Black or Blue Ball Point Pen. Don’t write anything on the answer / OMR sheet except on the space provided for mentioning the same.

(b) Candidate should darken the choice of answer in the OMR Sheet neatly and clearly with Black or Blue Ball Point Pen which he/she will be marking as his/her response corresponding to choices of answers in the Question Booklet/ question paper.

(c) Illustration for marking the answer is given below:
Q No.1) Who is the Father of the Nation?
(A) Jawaharlal Nehru  (B) Lal Bahadur Shastri
(C) M. K. Gandhi  (D) Dr. S. Radha Krishnan

You will have four alternatives/choices in the OMR Sheet for your response corresponding to each
question in the question Booklet/paper as below:

Q. No. 1:   A   B   C   D

In the above illustration, if you have chosen, response is alternative C i.e. M. K. Gandhi, then the
same should be marked on the Answer Sheet (OMR) by darkening the relevant circle with a Black or Blue
Ball Point Pen only as below:-

THIS WILL BE THE ONLY CORRECT METHOD OF ANSWERING.

(i) In either of the following cases, the answer will be treated as invalid:

Darkening more than one circle or use of eraser/fluid/ any other device. Use of other method like
tick mark, cross mark, dots mark, outside circle, half filled circle etc. Example:-

11. OMR Sheet will be collected back after completion of the examination by the invigilator immediately.
Candidate will not be allowed to leave the examination hall in the first one hour and prior to last half an
hour of the examination time.

12. The questions will be bilingual i.e. in Hindi & in English, except for the test of language section
(English/Sanskrit) of the paper, wherever applicable.

13. The Sansthan reserves the right to reject the candidature of any ineligible candidate at any stage of
recruitment. Further, candidature of any candidate is purely provisional, at every stage until he is
offered appointment by the Headquarter Office or Campus to which the post belongs.

14. The candidature of the candidate to the written examination is entirely provisional and mere issue of
Admit Card or appearance in Examination does not entitle him/her to any claim for the post.

15. Without prejudice to criminal action/debarment from Sansthan’s examination wherever necessary,
candidature will be summarily cancelled at any stage of the recruitment in respect of candidates who are
found to have indulged in any of the following:-

i. In possession of mobile phone & accessories and other electronic gadgets within the premises
of the examination hall, whether in use or in switched off mode and on person or otherwise.

ii. Using unfair means in the examination hall.

iii. Obtaining support for his/her candidature by any means.

iv. Impersonate/Procuring impersonation by any person.

v. Submitting fabricate documents or documents which have been tampered with.

vi. Making statements which are incorrect or false or suppressing material information.

vii. Resorting to any other irregular or improper means in connection with his/her candidature for
the examination.
viii. Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or Sansthan’s representatives.

ix. Intimidating or causing harm to the staff employed by the Sansthan at Examination Centre for the conduct of examination.

x. Not fulfilling the eligibility condition mentioned in the Advertisement.

xi. Any other ground which the Sansthan considers to be sufficient cause.

16. **It is compulsory to carry at least one original Photo ID such as Voter’s ID, Aadhar Card, Driving License, ID cards or Passport issued by the Government. Candidates without such ID cards and Admit Card will not be allowed to enter the examination centre.**

17. The decision of the Sansthan shall be final in all matters relating to eligibility, acceptance or rejection of the candidature/applications, penalty for false information, mode of selection, conduct of examination, allotment of examination centre and selection, as per the rules.

18. In the question papers, where necessary, the Metric systems of weights and measures only will have to be used.

19. **For VH candidates of 40% and above visual disability/cerebral palsy affected candidates and opting for scribe, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness Paper. Total duration of written examination for VH candidates will be 3 hours and 40 minutes.**

20. OBC candidate shall belong to OBC Category of respective State as notified by Central Government and to be supported by submitting relevant certificate as per Central format.

21. OBC non-creamy layer certificate should be valid at the time of appointment.

22. Appointment of SC/ST/OBC/PWD/ESM/Non-Creamy layer category candidates (as the case may be), will be provisional, subject to verification of related Certificates/documents.

23. At any stage of this recruitment process including after recruitment or joining, if any of the following unlawful activity or assertion is detected, the said candidate will be liable to be disqualified, prosecuted and debarred for all appointments in RSkS and his / her application / appointment will be rejected forthwith, and RSkS will not entertain any further correspondence from these candidates.

   If the candidate:

   (i) Has provided false information or submitted false documents or
   (ii) Has suppressed relevant information or
   (iii) Does not meet the eligibility criteria prescribed for the post or
   (iv) Has resorted to unfair means during the Recruitment process or
   (v) Is found guilty of impersonation or
   (vi) Has created disturbance affecting the smooth conduct of the Written Examination at the Test Centre Venue or
   (vii) Has uploaded non-human or irrelevant photograph

   Therefore, the candidate will be fully responsible for his/her eligibility. The eligibility/provisionally eligibility list declared by the RSkS is just a process.