

**IMPORTANT INSTRUCTIONS TO CANDIDATES APPEARING FOR COMPUTER BASED TEST AGAINST
ADVERTISEMENT NO. URSC:01:2020 DATED 15.02.2020**

Please read the following important instructions carefully for attending the Computer Based Test (CBT):

Things to be brought compulsorily for the CBT to Examination Centre

- | | |
|----------------------------------|--|
| ✓ Printed copy of E-Admit Card | ✓ Original Photo ID proof (as mentioned below instruction) |
| ✓ Face Mask & Hand Gloves | ✓ PET water bottle (transparent) |
| ✓ Personal hand sanitizer (50mL) | ✓ Two recent Passport size color photographs |

In case candidate has applied for post codes 030 & 031 i.e. LVD-A & HVD-A respectively against Advt. No. URSC:01:2020 dated 15.02.2020 there shall be common single paper and his candidature shall be considered for both the post. He is required to bring any one of the admit issued for LVD-A and HVD-A respectively.

1. The candidates are advised to download E-Admit Card page completely.
2. The candidates must carry a copy of E-Admit Card (preferably in color) downloaded from the Admit Card link shared on candidate's registered e-mail ID to the allocated Test Centre on the Date and Time mentioned in it. **The printed E-Admit Card must be presented for verification along with atleast one ORIGINAL (not photocopy or scanned copy) valid PHOTO IDENTIFICATION CARD, viz. Voter Identification Card, Driving License, PAN Card, Passport or Aadhaar Card.**

No candidate will be allowed to enter at the Test Centre without valid E-Admit Card and Photo Identification Card as mentioned above.

In the case of post marriage or change in the name, the candidates must bring the original matriculation certificate along with original Identification Card. The identity of the candidate will be matched with the proofs to be provided by the candidates.

The E-Admit Cards can also be downloaded from URSC/ ISRO website: **www.isro.gov.in**. The candidates are advised to bring two recent passport size color photographs to the Test Centre along with original photo Identification proof for pasting in attendance sheet / admit card by the Invigilator.

3. REQUEST FOR CHANGE IN TEST DATE/SESSION/CENTRE/VENUE WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES.
4. Total No. of questions, marks and Test duration for each post is as follows:

Sl. No	Post	No. of questions (Objective Type)	Marks for descriptive type questions	Marks	Examination Duration
1.	Technical Assistant, Scientific Assistant, Library Assistant, Technician-B, Draughtsman-B, Catering Attendant-A, Cook, Fireman-A.	60	-	Total Marks - 180 (Three marks for each correct answer, (Minus 1 mark for each wrong answer)	90 Minutes
2.	Hindi Typist	60	40 marks	Total Marks - 100 (No negative marking)	180 Minutes
3.	LVD-A and HVD-A	100	-	Total Marks - 100 (One mark for each correct answer) (Minus 0.25 marks for each wrong answer)	120 Minutes

5. **Candidates shall be strictly barred from going outside the Test Centre during the examination period.**
6. Candidates are advised to locate the Examination Centre and its accessibility at least a day before the test so that they can reach the Examination Centre on time on the day of the examination. URSC will not be responsible for late coming.
7. The candidate is required to report at examination centre as per reporting time given in the admit card. Candidates are advised to reach their allotted examination centre before reporting time as mentioned in E-Admit Card so that entry formalities i.e. Thermal Screening, Bar Code Scanning and Photograph capturing can be done prior to allotment of computer node for appearing in the examination. The entry gates of examination centre will be closed half an hour before commencement of Computer Based Test. **NO LATE ENTRY IS ALLOWED UNDER ANY CIRCUMSTANCES.**

8. Candidates are strictly advised not to carry any electronic devices which are strictly prohibited viz., electronic gadgets, earphones or microphones, bluetooth devices, all type of watches, electronic or non-electronic communication devices, hand bags, purse, calculator, log tables/pager, digital diary, book/notes and any type of metallic items etc. inside the Examination lab. If any candidate is found in possession of any of these devices/documents, his/her candidature is liable to be disqualified. Candidates are also advised not to bring any valuable/ costly items or jewellery to the examination centre as arrangement of safe keeping of the same cannot be assured and examination centre will not be responsible for safe custody, loss or theft. You are advised to see 'Additional Instructions for Candidates due to COVID-19' for showing the risk factor through Aarogya Setu App in your Mobile Phone at the entrance of the Examination Centre.
9. Once the Capturing of Photograph is done at Registration Desk of examination centre, the Candidate should proceed to the allocated computer node and should not leave the Examination Hall/Room till the Computer Based Test is over. **After the Computer Based Test is over, the candidates must appear for capturing of photograph again before leaving the Examination Centre.**
10. The **User ID** and **PASSWORD** for the Computer Based Test will be provided to the Candidates 10 minutes before commencement of test at their respective computer terminal by test administrators/invigilators. The candidates will be required to enter Login ID and PASSWORD for appearing in the Computer Based Test. Please ensure that candidate's particulars appearing on the computer screen are correct after Login.
11. For rough work, candidates should bring at least **two transparent blue/black ball point pens.**
12. Candidates belonging to PWBD category shall be eligible for compensatory time of 20 minutes for every hour of the examination.
13. In case of persons with benchmark disabilities (PWBD) in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant will be allowed based on their PWD certificate (**candidate must bring PWD certificate in original**). In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant will be allowed on production of a certificate issued by Chief Medical Officer/Civil surgeon/Medical Superintendent of a Government health care institution as per Proforma at **Annexure-I** to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf.
14. Scribe facility for PWBD candidates who has selected the option of availing the service of Scribe while choosing examination cities will be provided at their respective examination venues. In case PWBD candidate desires to bring his/her own scribe, they have to submit the details of their scribe as per the format at **Annexure-II** to the invigilator. They should also provide the Photograph and photocopy and original ID of the scribe for verification and record.
15. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means i.e., verbal or written, electronic or mechanical or taking away the rough papers supplied in the examination centre or found to be in unauthorized possession of test content will be considered as serious misconduct and will be debarred / disqualified from examination. URSC will take disciplinary and legal action as per rules and such cases will be reported to police, if necessary. Candidates must also refrain from creating any obstruction during the conduct of examination. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily cancelled. Such candidate shall also be liable to be debarred from future examinations of URSC and legal proceedings could be initiated against him/her.
16. **Admission to the Test Centre is permissible subject to additional verification by an authorized official of URSC.**
17. **Candidates should check the particulars i.e., Name, Date of Birth, Photograph, Signature, Name of Post, Discipline etc. mentioned in E-Admit Card carefully and also ensure their eligibility in all respects as mentioned in the Advertisement.** For any queries kindly contact the **Helpdesk Number : 7353923338.**
18. Candidates appearing for the Computer Based Test should, in their own interest, check their eligibility for the post applied as per the Advertisement and ensure that he/she fulfils all eligibility criteria in all respects as mentioned therein for the post before appearing the Computer Based Test to avoid disappointment at any later stage as his/her candidature is liable to be cancelled if found ineligible for the post at later stages of selection process, scrutiny of eligibility and verification of testimonials, certificates and documents regarding eligibility.
19. The candidature for the Computer Based Test (CBT) is **"PROVISIONAL"** pending detailed scrutiny of eligibility as per the Advertisement and recruitment regulations of DOS/ISRO/URSC. In case, it is found at any stage of recruitment/selection process that the candidate does not fulfill the eligibility criteria and information provided is found to be false or is not in conformity with the eligibility criteria mentioned in Advertisement including Fee, Age, Caste Category, Sub-Category, Educational Qualification, Experience etc. the candidature of the applicant will be cancelled at any stage of recruitment/selection process. The appointment can also be cancelled in such cases.






20. **The candidates will be allowed to enter the Examination Centre only with print out of the downloaded copy of E-Admit Card, valid Government photo Identification Card, 02 recent passport size color photographs, Blue or Black Transparent Ball Point pen.**
21. Travelling and other expenses would be borne by the candidate and no travelling expenses such as TA/DA, Accommodation etc. will be admissible for appearing in the Computer Based Test.
22. **Important:** After **10 days** of conduct of examinations, candidates can view their individual answers / online response and also the answer key for all the posts, by logging into online portal with their registered credentials. In case of query/objection in respect of any question(s) and its answer, it is to be submitted only through Online Response Link in the portal with documentary evidence within **03 days**. The Objections received will be re-examined by the subject expert(s) for its finalization. Response/ Objection/ Query related to questions or keys received through any other mode of communication/channel will not be entertained under any circumstances. On non-receipt of objections within stipulated period, such candidates will not have any right for any future legal claim, in any court of law, for re-evaluation at later stage of selection process. The exact date and time of Online Response Link will be mentioned / uploaded on ISRO / URSC Website.
23. The candidates should regularly visit ISRO / URSC website for latest updates through notification, instruction, circulars related to recruitment/selection process.
24. The Admit Card does not constitute an offer of employment.
25. Since URSC has not ascertained applications to multiple posts by a candidate, it is advised to choose one post for appearing in the examination if a clash with the timing of the examination for another post in the same session is observed.
26. Shortlisting of candidates will be done based on the online test scores and required number of Candidates alone will be called for Skill Test / Endurance Test based on the number of vacancies notified. The skill test will be purely on "go-no-go" basis and marks obtained in the skill test will not be considered for selection. The skill test will be evaluated on a 100 point scale with minimum 60% for qualification. The final selection will be done amongst the skill test qualified candidates, purely based on the scores obtained in the online test. In case of a tie in the online test scores, the academic scores of the notified qualification will be the tie-breaker.
27. **Any in-disciplined attitude/violence on the part of the candidate at the Test Centre will be viewed seriously, which may lead to cancellation of the candidature besides taking appropriate legal action.**

ADDITIONAL INSTRUCTIONS FOR CANDIDATES DUE TO COVID-19

1. Candidate must maintain social distancing starting from point of entry in the examination venue till his/her exit from the examination venue and follow the Signages / Notice Board.
2. In case Candidate is having COVID-19 symptom, in that case he/ she shall be allowed to appear in CBT in a separate Isolation Lab/ Hall.
3. Candidate must bring their own Face Mask, Hand Gloves, personal hand sanitizer (50mL), transparent blue/ black ball point pen, PET water Bottle (transparent) and the exam related documents (Admit Card, Photo ID Card etc.). No other items will be permitted inside examination Lab/Hall.
4. Candidate must have Aarogya Setu App installed on his/her mobile phone. The Aarogya Setu dashboard must show candidate's risk factor. Candidate will have to show this dashboard to the Security Guard at the entry into the examination venue. THIS IS MANDATORY. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (self-declaration is enclosed in ANNEXURE-III) and show the same to the Security Guard at the entry into the examination venue.
5. Temperature of candidates will be checked at the entry to the examination venue via a Thermo Gun.
6. Candidate's Roll Number and the Lab Number will NOT be displayed outside the examination venue, but the same will be provided to the candidates individually at the time of entry to the examination venue after their Admit Card and ID Card verification.
7. Candidates need to follow directions given by Examination Centre representatives in order to observe social distancing at the entry point.
8. At registration desk, the candidate will be directed to sanitize his / her hands using sanitizer after which Photograph will be captured during the registration process.
9. Candidates will be under CCTV surveillance from entry to exit in the examination premises.
10. Candidate is required to report at the examination venue strictly as per the time slot mentioned in the Admit Card which will also be informed through SMS to their registered mobile number prior to examination date. It is expected that candidates strictly adhere to this time slot – as entry into the Test Centre will be provided based upon the same.

COMPUTER BASED TEST (CBT) INSTRUCTIONS

1. The total duration of Computer Based Test is 90 minutes for the posts of Technical Assistant, Scientific Assistant, Library Assistant, Technician-B, Draughtsman-B, Catering Attendant-A, Cook and Fireman-A, 180 minutes for the post of Hindi Typist and 120 minutes for the posts of Light Vehicle Driver-A (LVD-A) and Heavy Vehicle Driver (HVD-A).
2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available to complete the Test. When the timer reaches zero, the Test will end by itself.
3. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

	You have not visited the question yet.
	You have not answered the question.
	You have answered the question.
	You have NOT answered the question, but have marked the question for review.
	The question(s) "Marked for Review" will not be considered for evaluation. Hence, no marks will be allocated for the same.

The Marked for Review status for a question simply indicates that you would like to look at that question again. **If a question is answered and Marked for Review, your answer for that question will be not be considered in the evaluation.**

Navigating to a Question:

4. To answer a question, do the following:
 - a. Click on the question number in the Question Palette to go to that question directly.
 - b. Click on **Save &Next** to save your answer for the current question and then go to the next question.
 - c. Click on **Mark for Review & Next** to mark it for review for the current question, and then go to the next question.
 - d. **Caution:** Note that your answer for the current question will not be saved, if you navigate to another question directly (**without saving the answer**) by clicking on its question number.

Answering a Question:

5. Procedure for answering a multiple choice type question:
 - a. To select your answer, click on the button of one of the options.
 - b. To de-select your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button.
 - c. To change your chosen answer, click on the button of another option.
 - d. To save your answer, you MUST click on the **Save & Next** button.
 - e. To mark the question for review, click on the **Mark for Review & Next** button. ***If any answer is selected for a question that is Marked for Review, that answer will not be considered in the evaluation.***