

EXAM DATE AND TIMINGS

Date of exam: 17.05.17 to 22.05.17

Batch No	Reporting time	Entry closing time	Exam time
Batch - 1	7.30 am	8.30 am	9.00 to 11.00 am
Batch - 2	11.00 am	12.00 pm	12.30 to 2.30 pm
Batch - 3	2.30 pm	3.30 pm	4.00 to 6.00 pm

- You must reach the examination venue at the reporting time mentioned in your Admit Card. Candidates reaching late to the examination venue after the entry closing time mentioned on your admit card will not be allowed.
- You have to make your own arrangements to reach the exam venue.
- Please visit the venue one day in advance to know its exact location, so that on the exam day, you will be able to reach the venue well within time.
- Helpdesk phone numbers and e-mail id

Phone: 7338891452 / 7338891453

Email: delhi.techqueries@postalcareers.in

Instructions for the Exam Day

Instructions before the start of the Exam

- You must in addition to your Admit card, bring
 - ID Proof (in Original with a photocopy). It can include either of the following:
 - Aadhar card
 - Driving license
 - University
 - Voter Id card
 - Pan card

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- You are not allowed to carry prohibited items, such as watches, books, pens, paper chits, magazines, electronic gadgets (mobile phones, blue tooth devices, pen/buttonhole cameras, scanner, calculator, storage devices etc) inside the examination hall. If any prohibited items found during the examination, your candidature will be cancelled and debarred for future examination.
- Please note that Family, friends, guardians or any associates accompanying the candidate will not be allowed entry inside the exam venue.
- The exam process includes the steps as shown
 1. Entry of candidates
 2. Admit card & ID card verification
 3. Frisking / security check
 4. Movement of candidates to exam labs
 5. Second Level verification at Exam labs
 6. Instruction to candidates
 7. Conduct of Exam
 8. Exit of candidates
- **Frisking**

Please note that Frisking is a mandatory stage in the examination process. On entry into the exam venue, please move to the FRISKING ZONE where you would be frisked to ascertain that you are not carrying any of the prohibited articles. A separate frisking area will be provided for the female candidates. All female candidates will be frisked by female personnel only.
- Candidates are required to proceed to the Registration Desks after being frisked.
- **At the Registration Desk:**

Share your requisite documents (such as Admit Card, ID proof) with the operator.

On successful verification of your, the operator will mention the lab number and the computer number on your admit card. The operator will mark 'Verified' text in your admit card. Without the 'Verified' text, you will not be allowed entry inside the exam lab.

- In case of any doubts, you may seek the assistance of the personnel deployed at the Registration Desk.
- **You should proceed to the allocated lab and show your admit card to the invigilator who would direct you towards your assigned computer seat.**
- Candidates are advised not to change their assigned computer seat. Any such attempt will be considered as a malpractice and may lead to your candidature being cancelled.
- A Recap of Important Instructions on Entering the Exam Lab
- You are required to type your Registration Number & Password (Password is your date of birth).
- Please read the Instructions, and then click on “I HAVE READ THE INSTRUCTIONS”.
- You are requested to avoid touching the wires and cables as it could lead to the computer shutting down.
- In case you face any technical issue, please contact the invigilator immediately to address the issue.
- Please make sure that you sign in the space provided next to your name when the Attendance Sheet is circulated.
- **Please note that all exam labs are under video surveillance and all activities of the candidates will be monitored. You are hence advised to avoid talking to other candidates or indulging in any unfair means as that could lead to your candidature being cancelled and debarment from future exams.**
- **In case of any technical snag or error arise during the examination, candidates will not lose any of the exam time and it will be automatically added to your time schedule.**
- **The examination date or exam time will be rescheduled at any date/time due to any technical or administration reasons.**

ALL THE BEST