

**INSTRUCTIONS TO CANDIDATES FOR
ATTENDING THE WRITTEN EXAMINATION**

- Candidates fulfilling the criterion (based on the details furnished in the online application form) and shortlisted for written test as per the norms of the Corporation are eligible to download the Call letter-cum-Admit Card by clicking the link for the same.
- Please note that, the Call letter-cum-Admit Card for written test is provisional and you are **eligible to attend the written test only if you satisfy all the conditions mentioned in the Call Letter-cum-Admit Card.** No request for change in date of test, test centre etc., will be entertained for any reason whatsoever.
- Documents to be produced for Attending Written Examination :
 1. Print out of PDF application form with photograph affixed and self-attested.
 2. Duly filled and photo affixed (same photograph used in the online application form) IDENTITY-CUM-ADMIT CARD (Download and take a print out of the Admit Card in A-4 size paper).
 3. Photocopy of Post-Graduation Degree certificate (provisional certificate issued by University, Mark List, and Experience Certificate for Chemist Trainee post.
 4. Photocopy of Diploma in Engineering certificate and Mark List for General Workman-B (Trainee) post. Provisional certificate issued by University / Board of Technical Examinations of the state concerned is acceptable at this stage.
 5. Photocopy of Caste certificate of SC/ST/OBC (NCL) in the prescribed Govt. of India format, if applicable.
 6. Photocopy of Disability Certificate from Medical Board in respect of PWD candidates.
 7. Photocopy of Discharge certificate in the case of Ex-servicemen.
 8. A valid Photo Identity proof (viz., PAN card/Passport/Driving License/Voter's Card etc.) in original.

No candidate will be permitted to attend the written test if they fail to produce any of the above documents.

- You are also requested to bring a ball point pen (black ink only) for the written test.
- **Nature of Written Test** : The written test will be objective type with multiple choice answers. The written test will assess the candidates on their technical acumen and generic aptitude including quantitative aptitude, reasoning abilities, general awareness and basic English language skills. For qualifying in the written test, overall cut-off marks and sectional cut-off marks would be decided by the Corporation with due relaxation for SC/OH/HH candidates, wherever relaxation is applicable. The cut-off marks may also vary depending on various posts and performance of the candidates. Candidates should meet both the overall and sectional cut-off marks of written test to be eligible to be considered for stage two, Skill Test which will be conducted on a later date. The Corporation reserves the right to define the cut-off marks for written test. No queries will be entertained in this regard.
- **Travelling Allowance Reimbursement for SC/ST/PWD candidates:** SC/ST/PWD candidates attending the written test are eligible for to and for Sleeper Class train fare / Non-AC bus fare for the self, by the shortest route, from the nearest available bus/railway station from the mailing address of the candidate as mentioned in the online application form, provided the distance is not less than 30 kms from the venue of written test. **Please note that, only those who meet with our notified eligibility criteria applicable for the position will be reimbursed the travelling expenses.**

SC/ST/PWD candidates eligible for travelling expense reimbursement are required to submit the duly filled and signed TA Claim Form (**Format will be forwarded to candidate's email ID**) along with the originals of the onward journey ticket(s) and Caste Certificate (for SC/ST candidates)/Medical Board Certificate (PWD candidates). **It is compulsory to submit a photocopy of 1st page of Bank Pass Book where your Name, Bank Account Number and IFSC code are available. Reimbursement will be credited to the Bank Account mentioned in the TA Claim Form on a later date.** Bank Account Number and IFSC code of the respective Bank are mandatory in the TA Claim Form. **Please note that, in the absence of duly filled TA Claim Form along with the necessary documents, we will not be able to reimburse the Travelling Expense.**
