

**Delhi Skill and Entrepreneurship University
Integrated Institute of Technology Complex
Sector-9, Dwarka, New Delhi**

Important Instructions to Candidates for Office Executive Exam at DSEU

Test Date	14 May 2022 (Saturday)
Test Duration	2 hours
Reporting Time	9 AM to 10 AM
Test Timing	10:30 AM to 12:30 PM
Test Format	Objective Type Written Exam (General Awareness, Numerical Ability and General English) Proficiency Test (IT test comprising of tasks related to knowledge of MS Office and English test to assess proficiency in reading and writing)
Test Centre	Delhi Skill and Entrepreneurship University (DSEU), Dwarka, Sector - 9, Integrated Institute of Technology Complex, New Delhi- 110077, Nearest Metro Station- Dwarka Sector 10

INSTRUCTIONS TO CANDIDATES FOR OFFICE EXECUTIVE EXAM AT DSEU.

PLEASE READ CAREFULLY.

1. Candidates are required to report at the exam venue strictly as per the time mentioned above. Candidates are advised to reach their allotted exam centre before reporting time so that entry formalities can be done prior to appearing in exam. The entry gates of the exam centre will be closed 30 minutes before commencement of the exam. **LATE ENTRY WILL NOT BE ALLOWED UNDER ANY CIRCUMSTANCES.**
2. Candidates are advised to locate the Exam Centre and its accessibility at least a day before the exam so that they can reach the exam centre on time for the exam. Examining authority will not be responsible for late arrival of candidates.
3. At least one **ORIGINAL** (not photocopy or scanned copy) valid **PHOTO IDENTIFICATION CARD**, viz. Voter Identification Card, Driving License, PAN Card, Passport or Aadhaar Card should be carried by the candidate.
4. No candidate will be allowed to enter the Exam Centre without a valid Photo Identification Card.
5. In case of post marriage or change in the name, the candidates must bring original matriculation certificate along with original Identification Card. The identity of the candidate will be verified with the proof provided by the candidates.
6. The total duration of the Written Exam is 2 hour. Each correct answer shall carry one mark. No marks will be awarded for questions not attempted. There is no negative marking.
7. **Candidates should bring at least two transparent blue/ black ball point pens, along with 2B pencils, sharpener, eraser and a ruler for answering the examination.**
8. Rough Sheets will be provided by the exam centre and have to be handed back to the invigilator at the end of the exam
9. Candidates will have to sit at their assigned seats in the examination hall.

10. Candidates shall be strictly barred from going outside the Exam Centre during the examination period.
11. Candidates are strictly advised not to carry any electronic devices like smart phone, feature phone, electronic gadgets, earphones or microphones, 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 (even in switched off condition also)/documents, his/her candidature is liable to be disqualified. Candidates are also advised not to bring any valuable/ costly items or jewelry to the examination centre as arrangement of safe keeping of the same cannot be assured and the exam centre will not be responsible for safe custody, loss or theft. switched off.
12. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission & storage of exam 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 exam centre or found to be in unauthorized possession of exam content will be considered as serious misconduct & will be debarred/disqualified from the exam. Disciplinary & legal action would be taken against such candidates as per rules & would be reported to police, if necessary.
13. Candidates must refrain from creating any obstruction during the conduct of the exam. If any candidate is found obstructing the conduct of the exam or creating disturbances at the exam venue, his/her candidature shall be summarily cancelled. Such candidates shall also be liable to be debarred from future exams of DSEU & legal proceedings could be initiated against him/her.
14. Your candidature for the exam is "PROVISIONAL" pending detailed scrutiny of eligibility as per the advertisement and recruitment regulations of DSEU. In case, it is found at any stage of recruitment/selection process that the candidate does not fulfil the eligibility criteria and information provided by the candidate 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, etc. the candidature of the candidate will be rejected at any stage of recruitment/selection process and even after appointment.
15. Candidates appearing in the exam should, in their own interest, check their eligibility for the post applied as per the recruitment advertisement & ensure that he/she fulfils all eligibility criteria in all respects as mentioned therein for the post, before appearing in the exam 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, pending scrutiny of eligibility & verification of certificates regarding eligibility.
16. 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 exam.
17. The instruction manual does not constitute an offer of employment.
18. Any in-disciplined attitude/violence on the part of the candidate at the exam Centre will be viewed seriously, which may lead to cancellation of the candidature besides taking appropriate legal action.
19. REQUEST FOR CHANGE IN EXAM DATE/ SESSION/ CENTRE/ VENUE WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES.

Additional Instructions due to COVID-19

1. Candidates must maintain social distance starting from point of entry in the exam venue till his/her exit from the exam venue and follow the Signage/Notice Board.
2. In order to maintain Social Distancing Norm in the examination Hall, the Candidates will sit at alternative desks. In case a Candidate is having COVID-19 symptoms, in that case he/ she shall be allowed to appear for the exam in a separate Isolation Lab/ Hall.
3. Candidates must bring their own Face Mask, hand sanitizer (50ml), transparent blue/black ball point pen along with 2B pencils, sharpener, eraser and a ruler, PET water Bottle (transparent) & Photo ID card. No other items will be permitted inside the exam room.
4. Temperature of candidates will be checked at the entry to the exam venue via a Thermo Gun. 5. Candidate's Roll Number and the Room Number will be displayed in the exam venue and the same will be verified at the time of entry to the exam venue after their ID verification.
6. Candidates need to follow directions given by Examination Centre representatives in order to observe social distancing at the entry point.
7. At the registration desk, the candidate will be directed to sanitize his / her hands using sanitizer.
8. Candidates will be under CCTV surveillance from entry to exit in the examination premises.