• COMPETITIVE EXAMINATION FOR THE POST OF ACCOUNTANT-2018
• CENTRE:- PANJIM/MAPUSA/MARGAO/PONDA

• Instruction to the Invigilators/Candidates

**Morning Session:**

1. Invigilator to check Call letter along with valid Photo identity card of each and every candidate issued by competent authority like Election card/Adhaar Card/Driving license/Bank Pass Book/Identity card issued by the employer, without which he/she shall not be allowed to answer the examination.

2. No books, cellular phones, calculators/slide rulers etc shall be allowed in the examination hall.

3. Only pens, pencils, eraser, ruler shall be allowed.

4. Candidates should be seated by **9.45 a.m.** in the examination hall.

5. Invigilator shall obtain signatures along with their seat Nos of any two candidates on question paper packets and open the packet containing Question paper cum answer book at **9.50 a.m.** He/She shall ensure proper question paper and distribute the same to the present candidates. At **9.55 a.m.** invigilators shall announce to the candidates to fill the entries on the first page of the Question paper cum answer book, check that the booklet contains all pages and questions are in serial order, and not to start answering till bell rings. He/she shall also make it clear to the candidates the answering method for the competitive examination for objective is darkening of the circle and that tick mark or any other mark in or outside the circle will be treated as wrong answer. Subjective questions shall be answered on the question paper cum answer books itself. Invigilators shall sign the Question paper cum answer book after checking the entries and also maintain attendance sheet.

6. At **10.00 a.m.** bell shall be rung indicating the commencement of the examination and the invigilator shall ask the candidates to start writing the examination.

7. No candidate shall be allowed inside the examination hall after the commencement of the exam.

8. No candidate shall be allowed to leave the examination hall before completion of 1 hrs for any purpose.

9. At **12.50 a.m.** warning bell shall be rung to indicate that 10 minutes are left of the examination.

10. At **1.00 p.m. at the stroke of bell** the invigilator shall start collecting the Question paper cum answer book from the candidates.

11. Invigilator shall not allow any candidate to leave examination hall till all Question paper cum answer booklets are collected.

12. No candidate shall be allowed to take the Question paper cum answer book /any paper out of examination hall while leaving.

**Evening Session**

13. Candidates should be seated by **2.15 p.m.** in the examination hall.

14. Invigilator shall obtain signatures of any two candidates on question paper packets and open the packet containing Question paper cum answer book at **2.20 a.m.** He/She shall ensure proper Question paper and distribute the same to the present candidates. At **2.25 p.m.** invigilators shall announce to the candidates to fill the entries on the first page of the Question paper cum answer book, check that the booklet contains all pages and questions are in serial order, and not to start answering till bell rings. He/she shall also make it clear to the candidates the answering method for the competitive examination for objective is
darkening of the circle and that tick mark or any other mark in or outside the circle will be treated as wrong answer. Subjective questions shall be answered on the question paper cum answer books itself. Invigilators shall sign the Question paper cum answer book after checking the entries and shall maintain attendance sheet.

15. At 2.30 a.m. bell shall be rung indicating the commencement of the examination and the invigilator shall ask the candidates to start writing the examination.

16. No candidate shall be allowed inside the examination hall after the commencement of the exam.

17. No candidate shall be allowed to leave the examination hall before completion of 1 hrs for any purpose.

18. At 4.20 a.m. warning bell shall be rung to indicate that 10 minutes are left of the examination.

19. At 4.30 p.m. at the stroke of bell the invigilator shall start collecting the Question paper cum answer book from the candidates.

20. Invigilator shall not allow any candidate to leave examination hall till all Question paper cum answer booklets are collected.

21. No candidate shall be allowed to take the Question paper cum answer book /any paper out of examination hall while leaving.

[Signature]
Chief Conductor