

**INSTRUCTIONS TO THE CANDIDATES IN C/W WRITTEN EXAMINATIONS  
FOR THE POSTS OF MULTI TASKING STAFFS (GROUP-D) AND GROUP-C  
SCHEDULED TO BE HELD ON 20/08/2021 AND 22/08/2021 BY JOINT  
RECRUITMENT BOARD, TRIPURA (JRBT)**

**GENERAL INSTRUCTIONS TO THE CANDIDATES:**

1. Candidate will be allowed to take the test at the Centres specified in the Provisional Admission Certificate and at no other Centre. **If he/she appears at an examination centre other than the one indicated by the Board in the Provisional Admission Certificate (excluding the detected Covid Positive candidates who will be appearing in the examination from the notified District Isolation Centres), his/her answer script will not be evaluated and his/her candidature is liable to be cancelled.**
2. **No candidate (including the candidates detected Covid positive and willing to appear the examination from the District Isolation Centres) will be allowed to appear in the Examination Centre unless he/she is in the possession of Provisional Admission Certificate issued by JRBT and photo bearing Identity Card in original like Voter ID, Passport, Driving licence, PAN Card or Aadhaar Card.**
3. **It is mandatory for all candidates from out of state to produce RT-PCR Negative Report (prior to 96 hours to the date of examination) to the Centre Supervisor before entry to the examination Centres along with Provisional Admission Certificates and Photo bearing Identity Cards (as mentioned in the above point-2)**
4. Detected Covid Positive Candidates are not allowed in the notified Examination Centres/Venues. **Separate Isolation Centre at District level, notification of which is enclosed at ANNEXURE-A have been setup for facilitating such detected Covid Positive Candidates for appearing in the Examination.**

Candidates detected as Covid positive and willing to appear for the examination will have to get registered at the notified district **Isolation Centre**, through an authorised person, preferably an uninfected family member a day before the scheduled date of examination i.e. on **19/08/2021** for Multi Tasking Staffs (Group-D) Examination and on **21/08/2021** for Group-C examination, from **10am to 04pm**. The following documents are required to be produced before the **officer in-charge** of the **Isolation Centres** for registration:

- i) Letter of Authorization of the candidate authorising any uninfected family members or any other known person, to register the candidate at the District Isolation Centres. The letter of Authorisation, signed by the candidate should also bear expression of his willingness to appear for the examination.
- ii) Copy of Provisional Admission Certificate along with the original for verification at the time of registration.
- iii) Copy of the Covid test report along with the original (having ICMR code or Lab ID Number) for verification at the time of registration.



5. Candidate must reach the Examination Centre at least **Two hours** before the scheduled commencement of examination. **No candidate will be allowed to the Examination Hall after the scheduled commencement of examination. Entry to the Examination Hall will be closed at the time of commencement bell of the examination.**
6. **The PWD Candidates** who are opting for scribe / writer / helper are to produce at examination Centres the filled up **DECLARATION** duly verified by JRBT official along with other documents as mentioned at Point 2 & 3. PWD candidates using a scribe/helper will be eligible for extra time of 20 minutes for every hour of the examination.
7. Candidates are requested to bring **2(two) copies of passport/stamp size recent photograph** in case of any discrepancy found in his/her Photograph in the Provisional Admission Certificate.
8. Use **Black Ball point pen ONLY** for writing and shading/darkening in the OMR Answer Sheet. Use of correction fluid on the OMR answer Sheet is strictly prohibited. Do not tamper the bar codes of the OMR Answer Sheet at all.
9. **Under any circumstances OMR Answer Sheet supplied to the candidates can't be changed in case of improper use by the candidates.**
10. If a candidate does not write/shade his/her Roll No. at stipulated space of OMR Answer Script, the Answer Script will not be taken up for evaluation.
11. **Candidates are not allowed to change their seats unless permitted by the Centre Supervisor.**
12. Discipline and silence must be observed in the Examination Hall/Room. Talking /whispering during the examination is strictly prohibited.
13. **Candidates are not permitted to leave Examination Hall/Room before expiry of the prescribed time of Examination (two hours).** However, they can leave the Examination Hall with prior permission of the Invigilator for lavatory purpose after completion of one hour of the examination. Candidates are not allowed to leave Examination Hall/ Room before half an hour of the closure of the examination for lavatory purpose.
14. Seating Plan will be displayed in order of Roll Numbers. Candidates are to check the exact location of their seats before proceeding to the Examination Hall/Room. In case of difficulty, candidates are advised to contact the Centre Supervisor.
15. As and when the Attendance sheets are produced before the Candidates, they must properly fill up and sign the attendance sheets in presence of the Invigilators and reply to the questions if any, put to them by the Invigilator.
16. Candidates must not write anything in the Provisional Admission Certificate.

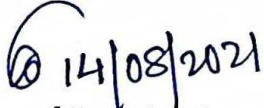


17. Candidates must abide by the instructions of the Centre Supervisor/ Invigilators.
18. Candidates after completing their answers should remain seated until their Answer Sheets are collected. They must not write or revise their answers after the expiry of allotted time.
19. Candidate must submit his/her Answer sheet to the Invigilator before leaving the Examination Hall finally.
20. If a candidate runs away from the wash room, he/she will not be allowed to re-enter the Examination Hall/Room.
21. Candidate should also note that issuance of Provisional Admission Certificate does not confer the right to claim eligibility. If he/she is found ineligible/unfit on any ground, his/her candidature is liable to be rejected at any stage even after selection/appointment.
22. Candidates requiring assistance /guidance / Clarification of doubts etc. in filling up of OMR Sheets may contact the **OMR Facilitation Desk/Centre** within the Examination Venue, well ahead of the commencement of the examination.
23. One Video on "**How to Fill up OMR Answer Sheet**" has already been uploaded in JRBT website i.e. [www.jrbtripura.com](http://www.jrbtripura.com) and the website of Directorate of Employment Services and Manpower Planning i.e. [www.employment.tripurs.gov.in](http://www.employment.tripurs.gov.in)
24. Candidates must not attempt to impersonate or procure impersonation by any other person.
25. Candidates must not adopt any unfair means at the Examination Hall.
26. Candidates must not indulge or attempt to indulge in any disorderly or improper conduct in the Examination Hall. The candidates must abide by all the instructions given above and also on the cover of the OMR Sheet and Question Booklet and elsewhere or any other further instruction which may be given by the Centre Supervisor/Invigilator of the examination Centre.
27. Violation of any of the instructions by a candidate will render him/her liable to expulsion from the Examination Hall.
28. For "Instructions to Candidates" and other necessary information time to time, please visit JRBT website i.e. [www.jrbtripura.com](http://www.jrbtripura.com) and the website of Directorate of Employment Services and Manpower Planning i.e. [www.employment.tripurs.gov.in](http://www.employment.tripurs.gov.in)
29. **Mobile Phone/Electronic Gadgets etc. are banned in the Examination Centres as well as in the Examination Hall. Any Phone/ Electronic Gadget or any other equipment capable of being used as a communication device if found in possession of any candidate in the Examination Hall shall be confiscated forthwith and he/she may be debarred from appearing at the Examination and also for the Examination(s) to be conducted by the Board in future.**



### **SPECIAL INSTRUCTIONS RELATED TO COVID-19 PROTOCOL:**

1. All Candidates are required to undergo mandatory screening arranged at the entrance of the Examination Venue/Centres.
2. In strict adherence to Covid-19 protocol for prevention of infection, **only asymptomatic Candidates** shall be allowed inside the examination hall. **The symptomatic Candidates** will appear the examination at the designated **Isolation Room** within the same Examination Venue/Centre.
3. All Candidates will be provided with a fresh Mask at the entrance of the examination Venue/Centre, which has to be worn at all times in the examination venue; the same to be disposed off while exiting the examination venue after completion of the examination.
4. **Use of face covers/masks is mandatory.** Candidates without the mask/face covers will not be allowed to enter into the venue.
5. Physical distancing at least 6 (six) feet to be followed as far as feasible.
6. Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing / sneezing with a tissue / handkerchief / flexed elbow and disposing off used tissues properly.
7. Spitting shall be strictly prohibited.
8. Bags/Books/Mobiles shall not be allowed in the examination hall.
9. Candidates, however, will have to remove their masks for verification, whenever required by the examination functionaries.
10. **Candidates are not allowed to be assembled in groups in the Examination Centre in free time (when there are two sessions in a Examination).**
11. Self-monitoring of health by all and reporting any illness at the earliest to the concerned Examination functionaries are requested.
12. **Read carefully the circulars related to COVID-19 situation issued by the Ministry of Home Affairs, Government of India and as well as issued by Government of Tripura.**
13. In the prevailing COVID-19 situation, health safety for all is of paramount importance. So, co-operate with the Examination functionaries and Security Personnel during the day of examination.

  
Controller of Examinations  
JRBT