



Dr. Rajendra Prasad Central Agricultural University

Pusa, Samastipur, Bihar -848125

IMPORTANT INSTRUCTIONS TO THE CANDIDATES APPLIED FOR THE POST OF MEDICAL OFFICER AGAINST ADVT. NO. 03/2020 DATED 26th JUNE 2020

1. DATE, TIME & VENUE OF WRITTEN EXAMINATION

S.No.	Name of Post	Date & Time of Written Examination	Date of Declaration Result of Written Examination	Venue
1	MEDICAL OFFICER	6 th October 2020 10:30 AM onwards	7 th October 2020 (07:00 PM)	RPCAU, Pusa

2. DATE, TIME & VENUE OF INTERVIEW

S.No.	Name of Post	Date of Interview	Venue
1	MEDICAL OFFICER	8 th October 2020 10:30 AM onwards	RPCAU, Pusa

3. CANDIDATES CALLED FOR WRITTEN EXAMINATION

Candidates who have been found eligible after screening of applications.

4. ADMIT CARD

The Candidates can download their Admit Card from the link provided on the University Website (www.rpcau.ac.in) from **28th September 2020 (05:00 PM) onwards**.

IMPORTANT NOTE:

- The candidate will be issued only one Admit Card for Written Examination.
- Immediately, after taking the print of the Admit Card, every candidate is advised to carefully verify all the particulars mentioned in her/his Admit Card, i.e. her/his Name, Photograph, Signature, Registration No., Roll Number, Name & Address of the Examination Centre, Date and Timing of Written Examination etc. In case of any discrepancy, the same may please be brought to the notice of the University immediately by Email: recruitment@rpcau.ac.in.
- In case, due to any reason, the downloaded Admit Card does not bear the photograph of the candidate, the candidate should affix her/his self-attested latest photograph on the space provided on the Admit Card and also carry one identical photograph for submitting the same to the Centre Superintendent / Invigilator on the date of Written Examination.

- iv. Candidates are advised to locate and visit the venue of the Examination Centre beforehand to avoid any inconvenience on the day of the Written Examination.
- v. Candidates must make sure that he/she is fulfilling the eligibility criteria. If it is found that false/wrong information has been furnished at any stage of the process, the candidature of the candidate will be cancelled/rejected even after appearing for the exam and securing a position in the merit list or after final selection and appointment.
- vi. The candidate shall be responsible for the safe custody of the Admit Card and in the event of any other person using the Admit Card, the onus lies to the candidate to prove that he/she has not used the service of any impersonator.

5. NOT ABLE TO DOWNLOAD ADMIT CARD

In case of the candidates who are not able to download their ADMIT CARD from the University Website latest by 3rd October 2020 due to technical problems, such candidates are advised to bring the same to the knowledge of the University by writing an Email at recruitment@rpcau.ac.in positively for the smooth conduct of the Written Examination. Request received after 3rd October 2020 will not be entertained.

6. PRODUCTION OF ADMIT CARD AND IDENTITY PROOF

A Candidate will be allowed to appear in Written Examination only on the production of Admit Card and Valid Photo Identity Proof viz. Voter ID/Aadhar Card/Driving License/Passport/Nationalized Bank Pass Book with Photo in original.

7. CHANGE OF DATE OF WRITTEN EXAMINATION

Any request for change of date of Written Examination/Seat in the Examination Hall will not be entertained.

8. TA/DA

No TA/DA will be admissible for attending the Written Examination. Travelling and other expenses must be borne by the candidates themselves.

IMPORTANT INFORMATION TO THE CANDIDATES APPEARING IN WRITTEN TEST

1. INTRODUCTION

- i. **All the applicants are advised to strictly follow the guidelines/ SOP on preventive measures to be followed for conducting examinations issued by Ministry of Health & Family Welfare (Copy enclosed as Annexure 1).**
- ii. These instructions contain details pertaining to various aspects of the examination the candidates are going to take and important instructions about the related matters. The assessment of Answer Sheets will be done. Hence, you should carefully read the instructions regarding handling of the Answer Sheet and the method of marking answers as given on the Answer Sheet.
- iii. Please note that since this is a competitive examination, you have to obtain a high rank in the order of merit to secure appointment. You should, therefore, put in your best efforts in the examination.

2. GENERAL INSTRUCTIONS

- i. No candidate shall be allowed to appear in the Written Examination Centre other than that allotted to him/her unless permitted by the University in writing.
- ii. Candidates will be thoroughly frisked at the entrance gate itself before they are allowed to enter the examination hall.
- iii. Candidates are not permitted to bring books, papers or reference material of any kind in connection with the Written examination into the Examination Hall/Room.
- iv. Any unauthorised materials, such as books, paper, documents, pictures and electronic devices with communication (cell phones) and/or storage capabilities such as tablet PC, laptop, smart watch, portable audio/video/gaming devices etc. are not to be brought into the examination hall.
- v. Mobiles are not to be brought into the Examination Hall. In case a candidate carries a mobile, it will be confiscated, and her/his examination will be cancelled.
- vi. Photography is NOT allowed in the examination hall/room.
- vii. All materials and/or devices which are found in violation of any examination regulations will be confiscated.
- viii. The University will not be responsible for the loss or damage of any belongings in or outside the examination hall.
- ix. The Examination Hall/Room will be opened 15 minutes before the time specified for the commencement of the examination.
- x. Candidates will be required to find out and occupy their allotted seats.
- xi. A candidate who is late by more than 20 Minutes shall NOT be allowed to appear in the Written examination.
- xii. No candidate would be allowed to go to the toilet during the first 30 minutes and last 30 minutes of Examination.
- xiii. Smoking or chewing tobacco or use of alcohol is strictly prohibited at the Written Examination Centre. Any candidate found doing so during the course of the Examination shall be liable to be expelled from the Examination Centre by the Centre Superintendent. Any candidate found under the influence of alcohol or any intoxicating substance will not be allowed into the examination hall / room.

3. AT THE COMMENCEMENT OF THE WRITTEN EXAMINATION

- i. Candidate MUST NOT open the seal of Question/Answer Booklet until instructed by the invigilator at the time of the commencement of the Examination.
- ii. Candidates should place their Hall Ticket/Admit Card and Identification Document at the top right corner of the examination desk for the marking of attendance and verification of identity during the examination.

- iii. The candidate, within 10 Minutes of the issue of the Question/Answer Booklet, shall check the Question/Answer Booklet to ensure that it contains all the pages in correct sequence and that no page/question is missing. In case of faulty Question/Answer Booklet, the candidate shall immediately bring it to the notice of the Centre Superintendent / Invigilators to obtain a fresh Question/Answer Booklet. No claim in this regard will be entertained after 10 Minutes of start of Examination.
- iv. Candidate is required to write her/his Name/Registration Number/Roll Number/Name of the Post on the Question/Answer Sheet clearly in the space given and put her/his signature at the place provided for the purpose. Candidate should write only the required details in the space provided on the cover of Question/Answer Sheet. Providing incorrect/illegible details could risk your Question/Answer Sheet being considered void.

4. DURING THE EXAMINATION

- i. Once a candidate has entered the examination hall, he/she will not be allowed to leave the hall till the end of the examination.
- ii. No candidate, without the permission of the Invigilator shall leave his/her seat during the Written examination.
- iii. Candidates are not allowed to communicate by word of mouth or otherwise with other candidates (this includes the time when Question/Answer Sheet are being collected). If it is necessary for the candidate to communicate with the Invigilator, he/she shall raise his/her hand and the Invigilator will see to his/her requirement.
- iv. Candidate is required to write his/her Registration/Roll Number in the Question/Answer Sheet and also put his/her signature at the places provided for the purpose.
- v. ROUGH WORK: The blank pages in the Question/Answer Sheet provided at the end of the Question/Answer Sheet only are to be used for rough work by the candidates.
- vi. If a candidate writes his/her Roll No. or puts any special mark in any part of the Question/Answer Sheet, which may disclose, in any way, the identity of the candidate, other than in the space provided for the purpose, he/she will render himself/herself liable to have his/her paper cancelled.

5. AT THE END OF THE EXAMINATION

- i. Candidate has to stop writing when the examination is over. He/she has to remain seated quietly while the Question/Answer Sheets are being collected and counted.
- ii. A candidate will **NOT** be allowed to leave the examination hall/room during the collection of the Question/Answer Sheets. All candidates must remain seated throughout this period for invigilators to properly count the Question/Answer Sheets.
- iii. The candidates must leave the Written examination hall/room only after they are instructed by the invigilator to leave the hall/room after the completion of the examination. Candidates should not talk until they are outside the examination hall.
- iv. Once directed by the invigilator, the candidates should leave the examination hall

quickly and quietly and remember to take their personal belongings.

- v. Candidates should not remove any papers, used or unused from the Examination Hall.
- vi. The Candidates shall be checked for any resource materials frequently and at random by the Invigilators and other staff conducting the Test, routinely and also on the slightest doubt.
- vii. The scanned photograph of the candidate on his/her duly filled ONLINE Application Form or attendance sheet will be tallied with the candidate appearing in the examination by the Invigilator. In the event of any discrepancy in the identification and verification of the candidate and photographs, the candidate shall not be allowed to appear in the examination and be liable for criminal prosecution.

AFTER THE EXAMINATION IS OVER, THE CANDIDATE ARE REQUIRED TO HAND OVER THE QUESTION/ANSWER SHEET OF THE WRITTEN TEST TO INVIGILATOR IN THE EXAMINATION HALL.

6. The Test of a candidate shall be cancelled in case of any of the following actions by a candidate:

Relevant or irrelevant resource material or loose paper found on his/her possession, or, lying on or around his/her seat; Possession of any unauthorized instrument or equipment/ document/paper/information materials or any resource materials; Communication of information in writing or verbally or exchange of Question/Answer Sheet/Question/Answer Sheet to and from any other person during the Test period and any other malpractice amounting to obtaining undue advantage; Any alterations or corrections in the entries made by a candidate in Question/Answer Sheet and Question/Answer Sheet but not duly verified by the invigilator concerned, Non- matching of signature made at the time of Test with that already done at the time of filling of Online Application Form.

Tampering with the photograph; Face not resembling the photograph in the Application Form; Not occupying the allotted seat; Tampering/disturbing the seating arrangements; Smuggling-out or smuggling-in Question/Answer Sheet in part or in full, or Test material, or any resource material connected with the Test; Making any attempt to influence the University Authorities directly or indirectly; misbehaving with invigilation staff, disturbing or trying to disturb the Test; noting down the questions; Shouting of slogans or creating unruly scene at the Examination Hall/Examination Centre.

7. Nobody other than the University authorized personnel are permitted to move around the Test venue. Any unauthorized person loitering around the Test venue shall be handed over to the police under a FIR lodged by the University.
8. The decision of the University regarding Question/Key will be final. No scrutiny / re-evaluation of QUESTION/ANSWER SHEET is allowed in any case at any stage.
9. Any request for change of date of Written Examination/Seat in the Examination Hall will not be entertained.
10. The University reserves the right of cancelling the candidature of any candidate, if

found indulging in any malpractice i.e. hiding any material information, misrepresentation of facts or canvassing for candidature. All such candidates are liable to be debarred from this examination as well as future examinations, in addition to appropriate legal action as may be decided by the university.

11. Candidates are warned not to fold or make any stray marks on the Question/Answer Sheet. Use of Eraser, Nail, Blade, White Fluid/ Whitener etc. to smudge, scratch or damage in any manner on the Question/Answer Sheet during Examination is strictly prohibited. Candidature/Question/Answer Sheet of candidates using Eraser, Blade, Nail or White Fluid /Whitener to smudge, scratch or damage in any manner the Question/Answer Sheet shall be cancelled.
12. The Written Examination will be supervised by doing frisking before allowing entry into Examination Centre, using CCTV Cameras during Examination.
13. If a candidate does not comply with the instructions as mentioned above or creates any kind of indiscipline, the University shall take action as per instructions and in addition can also debar the candidate from appearing in the Examination, to be held in future by Dr. Rajendra Prasad Central Agricultural University and can also file criminal proceedings.

14. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate found committing any of the following acts shall be declared by the University to be guilty:

- a. Obtaining support of his/her candidature by any means; or
- b. Impersonating; or
- c. Procuring impersonation by any person;
- d. Submitting fabricated documents or documents which have been tampered with; or
- e. Making statements which are incorrect or false or suppressing material information; or
- f. Resorting to any other irregular or improper means in connection with his/her candidature for the selection; or
- g. Using unfair means during the test; or
- h. Writing irrelevant matter including obscene language or pornographic matter, in the script(s); or
- i. Misbehaving in any other manner in the examination hall; or
- j. Harassing or doing bodily harm to the staff employed by the University for the

- conduct of their test; or
- k. Bringing mobile Phone/communication device in the Examination Hall/Interview Room; or
 - l. Attempting to commit or, as the case may be, abetting the University of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - i. to be disqualified by the University from selection for which he/she is a candidate; and/or
 - ii. to be debarred either permanently or for a specified period by the:
 - University from any Examination or Selection held by them.
 - University from taking admission under the courses offered by them.
 - iii. if he/she is already in service under Government, disciplinary action under the appropriate rules will be taken.

15. UNIVERSITY DECISION FINAL

The decision of the University in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

16. COURTS' JURISDICTION

In case of any disputes, any suites or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be restricted to the Courts in Bihar at District Court at Samastipur and High Court at Patna.

**RECRUITMENT CELL
RPCAU, PUSA**

(ANNEXURE 1)

10 September, 2020

**Government of India
Ministry of Health & Family Welfare**

Revised SOP on preventive measures to be followed while conducting examinations to contain spread of COVID-19

Examination centres are frequented by large number of students (as well as their parents) and staff till the entire duration of the exam and therefore, it's vital to plan and conduct these examinations, while following specific preventive measures, as detailed in the paragraphs below.

1. Generic preventive measures

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff, students and parents) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Practice frequent hand washing with soap (for at least 40 -60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. 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.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all, as far as feasible.

2. All Universities/Educational Institutions/Examination Conducting Authorities/Examination centers shall specifically ensure the following arrangements:

a) Planning of examinations

- i. Only those examination centers which are outside the containment zone shall be allowed to function. Staff/examinees from containment zones shall not be permitted. Such examinees shall be given an opportunity to undertake the examination through other means or the Universities/Educational Institution/ Agency may consider appropriate measures in this regard.
- ii. Universities/ Educational Institutions/ Examination Conducting Authorities/ Examination centers may plan out the examination schedule in a staggered manner so as to avoid overcrowding at any examination center on any day.

- iii. Keeping in view the physical distancing norms, institutions should have adequate room capacity to ensure proper seating arrangement for examination.
- iv. Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available by Universities/ Educational Institutions/Examination Conducting Authorities/Examination centers to the staff as well as students as per requirements.
- v. Exam functionary and examinees may also submit self-declaration about health status at the time of entrance to the examination center. Such self-declaration form may be circulated at the time of issue of admit tickets. A simple do's and dont's/ Advisory may also be circulated at the time of issue of admit tickets.
- vi. Students should also be given prior information on what they should carry, which includes exam related documents (Admit card, ID card etc) , face mask, water bottle, hand sanitizer etc.
- vii. Adequate manpower shall be deployed by the Institution for maintaining discipline (to ensure observance to distancing norms and other preventive measures at all times) during conduct of the examination.
- viii. Adequate number of registration rooms and manpower for document verification and recording of attendance shall be planned duly ensuring social distancing norms.
- ix. Invigilators and supervisory staff need to be briefed on the code of conduct in the context of COVID.
- x. Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently at the examination center (outside and inside).
- xi. The examination center should have a designated isolation room for isolating any person who is found symptomatic at the time of screening or during examination, till such time medical advice may be sought. A clear policy on allowing/disallowing symptomatic candidates to undertake examinations shall be delineated by the Examination Conducting Authorities in advance.

b) Transportation to and from the examination center

If any transportation is arranged by educational institutions conducting examinations, proper sanitization of buses/other transport vehicles shall be ensured.

c) Entry and exit to the examination center

- i. Entrances to have mandatory hand hygiene and thermal screening provisions. If any examination functionary/examinee fails to meet the self-declaration criteria, they shall not be allowed entry.
- ii. Only asymptomatic staff and students shall be allowed inside the examination hall.
- iii. In regular course, a symptomatic candidate should be referred to the nearest health center and given an opportunity to undertake the examination through other means or the Universities/Educational Institution shall arrange for taking exam at a later date when the student is declared physically fit. However, if a student is found to be symptomatic, the permission or denial thereof, in such cases shall be granted as per the policy already enunciated on the issue by the Examination Conducting Authorities.

- iv. All staff and students to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the examination center by all.
- v. Enough entry & exits gates for students and staff shall be ensured to avoid overcrowding.
- vi. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the center as far as feasible.
- vii. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- viii. Proper crowd management in the examination center as well as outside premises like parking lots, waiting areas — duly following physical distancing norms shall be ensured.
- ix. Bags/books/mobiles should not be allowed in the examination center.
- x. The examinees will be taken to a registration room in batches maintaining adequate physical distancing norms for document verification and recording of attendance. Thereafter they will be escorted in batches to the allotted examination hall.
- xi. Frisking of examinees, if needed, shall be undertaken after thermal screening. Personnel involved in frisking shall wear triple layer medical mask in addition to gloves. Proper hand hygiene shall be maintained by such personnel every time they change their gloves.
- xii. On completion of exam, the candidates should be permitted to move out in an orderly manner

d) Special precautions for high risk individuals

- i. All staff that is at high risk (older employees, pregnant employees and employees who have underlying medical conditions) shall not be deployed for invigilation/conduct of examination.
- ii. Such staff should preferably be deployed in tasks not requiring direct contact with the students.

e) Movement within the examination center, seating arrangement including conduct of examination

- i. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.
- ii. Provision of wheelchairs, if warranted, should be ensured and these should be disinfected regularly.
- iii. In case of PwD candidate availing a scribe, both the candidate and scribe must wear the masks and be made to sit with adequate physical distancing.
- iv. Institutions may adopt contact less processes like OR code, online forms, digital signatures for the examination.
- v. Adequate arrangements for safe drinking water (preferably with disposable cups/glasses) be made in the examination hall.
- vi. Seating arrangement in the examination hall to be made in such a way that adequate social distancing is maintained.

- vii. For pen & paper based tests, the invigilator will sanitize his hands prior to distribution of question papers/answer sheets. The examinees will also sanitize their hands before receiving such papers and handing them back to invigilators. The collection and packing of the answer sheets, at every stage will involve sanitization of the hands. The answer sheets will preferably be opened up after 72 hours have elapsed post collection of papers.
- viii. Use of spit/saliva for counting/distributing sheets shall not be allowed.
- ix. Sharing of personal belongings/stationery shall not be allowed.
- x. For online/computer based examination, the systems shall be disinfected using alcohol wipes before and after conduct of examination.
- xi. Record of all exam functionaries/examinees shall be maintained in the system for future reference and traceability.
- xii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasize that the (i) temperature setting of all air conditioning devices should be in the range of 24-30°C, (ii) relative humidity should be in the range of 40- 70%, (iii) re-circulation of air to be avoided to the extent possible, (iv) intake of fresh air should be as much as possible and (v) cross ventilation should be adequate.

f) Sanitation and Hygiene

- i. Examination hall and other common areas shall be sanitized each time before and after examination.
- ii. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all examination hall and other common areas.
- iv. Students and staff should be advised to dispose of used face covers / masks in covered bins available at the center. The waste thus generated may be disposed off in accordance with the hazardous waste disposal guidelines.

g) SOP to be followed in case of a suspect case or person who develops symptoms during the conduct of examination

- i. Place the ill person in a room or area where they are isolated from others.
- ii. The person will remain isolated while wearing a mask/face cover till such time he/she is examined by a doctor.
- iii. If symptoms deteriorate, inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- iv. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
- v. Disinfection of the premises to be taken up if the person is found positive.

It may be noted that the SOP detailed above provides for minimum precautions to be followed during planning and conduct of examinations. Universities/ Educational Institutions/ Examination Conducting Authorities/ Examination centers may put additional measures in place as per their local assessment and in line with activities permitted by Ministry of Home Affairs (MHA) as per MHA orders issued under Disaster Management Act, 2005 from time to time.