

**GENERAL INFORMATION****FOR****THE CANDIDATES APPEARING FOR WRITTEN/OMR BASED EXAMINATION  
FOR THE POSTS OF MULTITASKING STAFF (MTS) & LOWER DIVISION  
CLERK (LDC).****(A) Schedule of Examination:**

The examination will be held as per the following schedule.

| Name of Post               | Date of Test             | Time & Paper                                     |
|----------------------------|--------------------------|--|
| Multi-tasking Staff (MTS)  | 23.11.2024<br>(Saturday) | 11:30AM to 1:00PM<br>(Paper-A, OMR Based test)   |
|                            |                          | 1:30PM to 3:00PM<br>(Paper-B, Descriptive Type)  |
| Lower Division Clerk (LDC) | 24.11.2024<br>(Sunday)   | 11:30AM to 1:00PM<br>(Paper-A, OMR based test)   |
|                            |                          | 1:30 PM to 3:00PM<br>(Paper-B, Descriptive Type) |

**(B) Scheme & Syllabus of Examination:** Available on University website [www.cukashmir.ac.in](http://www.cukashmir.ac.in)

**(C) Centre of Examination:**

Tulmulla Campus, Central University of Kashmir, Ganderbal, J&K, India

**(D) Reporting Time:** 10:30AM

**(E) Closing Time of Examination Centre Gates:** 11:00AM

**(F) Downloading of Admit Cards:** The eligible candidates can download the admit cards from 15.11.2024, onwards

**(G) Instructions for Candidates:**

1. No candidate shall be allowed to sit in the examination without the valid Admit Card issued by the CUK and a valid photo Identity Card for verification.
2. Aadhar card, Voter Card, Driving License and passport in original shall be treated as valid photo identity card for verification.
3. The candidates shall use **blue or black ball point pen only** and it shall be the sole responsibility of the candidate to ensure that the entries are correctly made on the OMR sheet/Answer booklet and any lapse in this regard on the part of the candidate will not make the University in anyway responsible and the candidate will not have any right to claim any benefit which he/she may lose because of such lapse.
4. The test/examination shall comprise of two papers i.e Paper-A and **Paper-B. Paper-A** will have multiple choice questions (OMR based) and



**Paper-B** will be descriptive type. Paper-A is of 90 minutes duration and will start at 11:30AM and will conclude at 1:00PM. Paper-B is also of 90 minutes duration and will start at 1:30PM and will conclude at 3:00PM. During the half an hour gap from 1:00PM to 1:30PM, the candidates will **not** be allowed to leave the examination centre.

5. In case of multiple-choice questions (OMR Based), each questions carry **ONE MARK (01) for correct answer**, and negative marking of **MINUS 0.25 (point two five) for every wrong answer**.
6. The candidate shall be disqualified from the examination/written test if he/she uses or attempts to use unfair-means in any manner or attempt to disrupt conduct of the examination.
7. The criminal prosecution shall be launched against the candidate if he/she resorts to cunning stratagem of impersonation and shall be debarred from appearing in the examination permanently for any future examination as may be decided by the University.
8. The candidates are advised to reach their respective examination centre on time, the reporting time is mentioned on the admit card.
9. The candidates should check the Roll No., Date of Test, Time of Test, reporting time at examination centre and Centre Location mentioned on the Admit Card.
10. The candidate shall carry with them two (2) extra passport size photographs.
11. No candidate shall be allowed to enter the examination centre after closing time of examination centre gates (**examination centre gates will close at 11AM**) on the day of examination and no candidate shall be permitted to leave the Examination Hall before the completion of the Examination.
12. The candidates should not bring into the examination hall/centre any materials such as books, printed or handwritten papers, calculators, mobile phones, Pen drive, Pagers, Bluetooth devices, spy camera, table watches with calculating facilities, pen drives etc. Such items will **not** be allowed to be carried inside examination centre.
13. The candidates should occupy the seats allotted to them as per the seating plan which shall be displayed at the Examination Centre.
14. The candidate after receiving the question booklet and the answer booklet/OMR sheet should check it properly, if Question Booklet is having blank/ missing/damaged page or missing question, it shall be the sole responsibility of the candidate to bring it to the notice of the supervisory staff and get it replaced with the same series, within 5 minutes from the start of examination.
15. At the examination hall, the candidate shall ensure that he/she has received the correct question booklet for the post for which he/she is appearing.



16. The Question Booklet should not be opened until so instructed by the Invigilator/Superintendent of the centre.
17. The candidate should ensure that all the rough work is done on the sheets provided in the Question Booklets and marked as "Sheets for Rough work".
18. As soon as the supervisory staff announces that the time is over, the candidates will stop writing and will keep Answer/OMR Sheet ready for handing over to the concerned Invigilators.
19. The candidates shall leave the examination hall only after expiry of the prescribed time of examination and after they have handed over Answer/OMR Sheet to the Invigilator.
20. The candidates are advised to disburse after examination is over and should leave the examination Centre immediately.
21. That the candidate will be disqualified from the examination for disregarding any of these instructions.
22. The candidates in their own interest are advised to regularly visit the CUK website for any information/updates regarding the conduct of the test.

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Controller of Examinations

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