



# MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Camp Office, Raghunathpur, Near OP Thana, Motihari – 845 401, District – East Champaran, Bihar (INDIA)

Email: osdadmin@mgcub.ac.in

Dated: 7<sup>th</sup> September 2019

## DATE, TIME AND VENUE OF WRITTEN EXAMINATION FOR THE POST OF ASSISTANT REGISTRAR

AND

### IMPORTANT INSTRUCTIONS TO THE CANDIDATES

(Ref.: Advertisement No. 001/2019 dated 15<sup>th</sup> May 2019)

1. This is in continuation of Advertisement No. 001/2019 dated 15<sup>th</sup> May 2019 vide which **02 – Unreserved (UR) posts of Assistant Registrar** were advertised.
2. With reference to above, the information related to Date, Time & Venue of Written Examination; Pattern of Written Examination; Syllabus; Total Marks; Minimum Cut-Off; Time Schedule etc. for the post of Assistant Registrar is given below for information of all concerned.
3. **DATE, TIME & VENUE OF WRITTEN EXAMINATION:**

The **Written Examination** for the post of **Assistant Registrar** will be held as per schedule given below:

**Date** : **29<sup>th</sup> September 2019 (Sunday)**

**Time** : **10:00 AM to 11:30 AM**

**Venue** : **M.S. Memorial Public School  
Balganga, Areraj Road  
Motihari – 845 437  
District – East Champaran  
Bihar (India)**

**NOTE:** *The Date, Time and Venue of Written Examination is subject to change, in such event the new Date, Time and Venue will be notified through University Website (www.mgcub.ac.in) only. Therefore, the candidates are advised to check the University Website regularly.*

4. **CANDIDATES CALLED FOR WRITTEN EXAMINATION:**

- i. All applicants who have successfully submitted application through ONLINE mode and fulfil the minimum eligibility as per the advertisement, have been called for Written Examination. A list of such applicants shall be notified on the University Website ([www.mgcub.ac.in](http://www.mgcub.ac.in)) shortly. Therefore, the candidates are advised to check the University Website regularly.
- ii. The eligibility of the applicants has been determined as on the last date of receipt of applications as per the advertisement.
- iii. **Merely securing good marks in the Written Examination will not make anyone entitled to become eligible for the post.**

5. **HALL TICKET / ADMIT CARD:**

The Candidates can download their **Hall Ticket / Admit Card** from the link provided on the University Website ([www.mgcub.ac.in](http://www.mgcub.ac.in)) from **19<sup>th</sup> September 2019 (Thursday)** onwards.

**IMPORTANT NOTE:**

- i. After taking the print of the Hall Ticket / Admit Card, every candidate is advised to carefully verify all the particulars mentioned in her/his Hall Ticket / Admit Card, i.e. her/his Name, Photograph, Signature, 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 at **Email: [osdadmin@mgcub.ac.in](mailto:osdadmin@mgcub.ac.in)**
- ii. In case, due to any reason, the downloaded Hall Ticket / 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 Hall Ticket / Admit Card and also carry one identical photograph for submitting the same to the Centre Superintendent / Invigilator on the date of Written Examination.
- iii. 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.
- iv. **The Hall Ticket/Admit Card is issued provisionally subject to her/his satisfying 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. The scrutiny will be made as regards to successful candidates only.**
- v. The candidate shall be responsible for the safe custody of the Hall Ticket / Admit Card and in the event of any other person using the Hall Ticket / Admit Card, the onus lies to the candidate to prove that he/she has not used the service of any impersonator.

6. **NOT ABLE TO DOWNLOAD HALL TICKET / ADMIT CARD:**

In case of the candidates who are not able to download their **ADMIT CARD** from the University Website latest by **25<sup>th</sup> September 2019 (Wednesday)** due to technical problems, such candidates are advised to bring the same to the knowledge of the University by writing an Email at [osdadmin@mgcub.ac.in](mailto:osdadmin@mgcub.ac.in) positively for the smooth conduct of the Written Examination. **Request received after 25<sup>th</sup> September 2019 will not be entertained.**

7. **PRODUCTION OF HALL TICKET / ADMIT CARD AND IDENTITY PROOF:**

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

8. **PATTERN OF WRITTEN EXAMINATION:**

- i. The Written Examination shall be of **Objective Type** comprising 100 Multiple Choice Questions (MCQs) with the following composition, lasting for a duration of **90 Minutes**:
  - a. English;
  - b. Maths;
  - c. General Knowledge and General Awareness;
  - d. General Intelligence & Reasoning; and
  - e. Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act
- ii. All questions will be compulsory, and each question carries 01 (one) mark.
- iii. **NEGATIVE MARKING: There will be NO NEGATIVE MARKING for wrong answers in the Written Examination.**

9. **SYLLABUS OF WRITTEN EXAMINATION:**

- A. **English:** In addition to the testing of candidate's understanding of the English Language, its Vocabulary, Grammar, Comprehension, Letter Writing, Precis, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
- B. **Maths:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

**C. General Knowledge and General Awareness:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and Bihar especially pertaining to sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

**D. General Intelligence & Reasoning:** Analytical aptitude and ability to observe and distinguish patterns will be tested through questions principally of non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, etc.

**E. Domain Knowledge and/or Questions related to Statutes/Ordinances/Regulations of University and/or University Act etc.:**

Questions in this component will be aimed at testing the candidate's Domain Knowledge and/or Awareness of Rules of Government of India, Central Secretariat Manual of Office Procedures & University Act. The test will include questions relating to:

- i. Personnel Administration including Recruitment, Training, Promotion, Pay Scale and Service Matters;
- ii. Medical Attendance Rules;
- iii. LTC Rules;
- iv. Joining Time;
- v. TA Rules;
- vi. Reservation and Concessions for SC, ST, OBC, PwD etc. in Government Service;
- vii. 6<sup>th</sup> Pay Commission;
- viii. 7<sup>th</sup> Pay Commission;
- ix. CCS (Leave Rules);
- x. Right to Information Act 2005;
- xi. Grievance Redressal;
- xii. General Financial Rules 2017;
- xiii. Fundamental and Supplementary Rules; and
- xiv. University Act, Statutes and Ordinances etc.

10. **CRITERIA FOR SHORT-LISTING OF CANDIDATES TO BE CALLED FOR INTERVIEW:**

- i. **The top 30 candidates (i.e., 15 candidates against each post) in the order of merit in Written Examination and are eligible as per eligibility criteria mentioned in the advertisement, shall be considered for short-listing for the interview.**
- ii. Merely securing good marks in the Written Examination will not make anyone entitle to become eligible for further short-listing for the interview. However, each short-listed candidate will be required to bring all original documents/testimonials at the time of Interview for verification in support of his/her eligibility.

iii. **MODE/CRITERIA OF FINAL SELECTION:**

- i. **Final Selection** for the post of **Assistant Registrar** will be made on the basis of candidate's performance in the **Interview only**.
- ii. The Written Examination for the post of Assistant Registrar is **compulsory**. However, this test will only be of qualifying nature. **Assessment will not (NOT) be done on the basis of marks of such tests.**

11. **CHANGE OF DATE OF WRITTEN EXAMINATION:**

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

12. **TA/DA:**

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

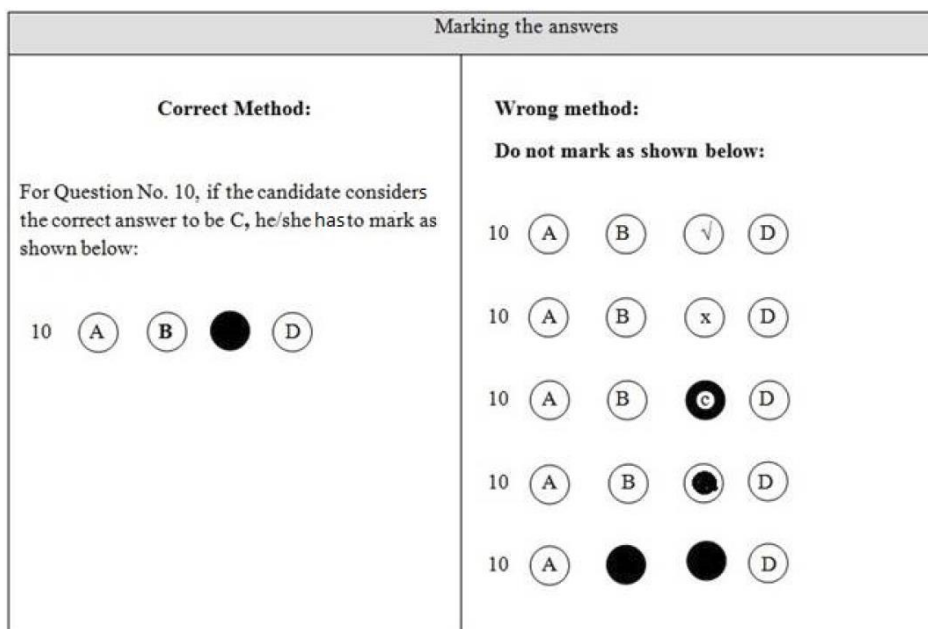
13. **IMPORTANT INSTRUCTIONS TO THE CANDIDATES:**

The Important Instructions to the Candidates who are appearing for Written Examination are given below at **ANNEXURE – I [Page No. 8 to 13]**. However, some main points to be kept in mind by the candidates while appearing for Written Examination are given below:

- i. The instructions given on the Question Booklet and OMR Sheet should be read carefully. All the entries in the Question Booklet and OMR Sheet should be carefully filled with a black/blue ball pen only.
- ii. The Question Paper Booklet will consist of 100 Multiple Choice Questions (MCQ's). Each question will be of one mark and for every question, four answer options designated as (A), (B), (C) and (D) will be given in the Question Booklet. The

candidate is required to select one amongst the options corresponding to the question as his/her right answer and darken the circle i.e. (A) or (B) or (C) or (C) as the case may be, to be the answer in the OMR with blue/black ball point pen only.

**Illustration:**



- iii. Half filled, Ticked (√) or Crossed (x) circle will be read as Wrong answers. Faintly filled circle will be rejected by the Optical Scanner.
- iv. **The OMR Sheet must be handed over to the Invigilator along with other documents as mentioned above before one leaves the Examination Hall.**
- v. Multiple darkened circles for a question will be treated as wrong answer. For question(s) not answered (i.e. blanks), no marks will be given or deducted.
- vi. Candidate has no option to change/alter/erase the answer once she/he has answered the question by darkening the circle. Therefore, before darkening the circle corresponding to the question number she/he is advised to ensure the correctness/authenticity of the answer. Use of white/correction fluid, eraser, blade, etc. is not allowed on the OMR Sheet.
- vii. Any candidate attempting to copy or found copying or referring to any printed/handwritten material, notes, books, etc., or exchanging notes or answer scripts with any other person or copying from the work of another candidate or allowing any other candidate to copy/refer to her/his work, helping or asking help from any other person in any manner or communicating by means of words, signs, gestures, codes, and other similar acts to exchange, impart or acquire relevant information in the examination will be viewed as misconduct in the examination. Similarly, any candidate found consulting, talking, whispering with any person in the Examination Hall/Room or in the corridor/toilet within the premises of examination centre during the course of examinations shall be dealt with severely and punished sternly under the rules and regulations.

- viii. The University Observer/Centre Superintendent of Examination Centre has absolute power to expel a candidate from the Examination Hall/Room if in her/his opinion the candidate has resorted to unfair means for the purpose of answering the examination or behaves in a disorderly manner in and around the Examination Hall/Room or obstructs the Superintendent or Invigilating Staff in carrying out her/his duties or attempts to offer illegal gratification or attempted to apply undue influence or threatens or blackmail any person connected with conduct of examination. A candidate so expelled, must before leaving the Examination Hall, should submit to the Institute her/his explanation in writing through the University Observer/Centre Superintendent of Examination Centre. Over and above, for any such misconduct of grave nature, the candidate shall be subject to disciplinary action under the provisions of the rules of the University and/or other appropriate legal action under the laws of the country and particulars of such candidates or cases will be suitably notified on the University Website.
14. **INTERPRETATION:** In case of any ambiguity or lack of clarity with regard to any clause or the Rules, the decision of the University shall be final.

*S/d*

**OSD (Administration)**  
**Mahatma Gandhi Central University**

**IMPORTANT INFORMATION TO THE CANDIDATES APPEARING IN  
WRITTEN TEST FOR RECRUITMENT TO THE POST OF ASSISTANT REGISTRAR**

**1. INTRODUCTION**

- i. 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 OMR Sheets will be done by a computerized machine. Hence, you should carefully read the instructions regarding handling of the OMR Sheet and the method of marking answers as given on the OMR Sheet.**
- ii. The University will reject at any stage, the candidature of any candidate who does not meet the eligibility criteria (cut-off) prescribed by the University in different papers at different stages of the examination.
- 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 an Entrance 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 entrance 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 entrance 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 Entrance 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 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 Booklet, shall check the Question Booklet to ensure that it contains all the pages in correct sequence and that no page/question is missing. In case of faulty Question Booklet, the candidate shall immediately bring it to the notice of the Centre Superintendent / Invigilators to obtain a fresh Question 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/Roll Number/Name of the Post on the Question Booklet and OMR 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 Booklet and OMR Sheet. **Providing incorrect/illegible details could risk your OMR 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 entrance examination.
- iii. Candidates are not allowed to communicate by word of mouth or otherwise with other candidates (*this includes the time when Question Booklet and OMR 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 Roll Number in (i) the Question Booklet and (ii) OMR Sheet supplied separately; and also put his/her signature at the places provided for the purpose.
- v. **ROUGH WORK:** The blank pages in the Question Booklet provided at the end of the Question Booklet 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 OMR 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 OMR Sheets are being collected and counted.
- ii. A candidate will **NOT** be allowed to leave the examination hall/room during the collection of the OMR Sheets. All candidates must remain seated throughout this period for invigilators to properly count the OMR Sheets.
- iii. The candidates must leave the entrance 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 dismissed, 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.
- xiv. **AFTER THE EXAMINATION IS OVER, THE CANDIDATE ARE REQUIRED TO HAND OVER THE OMR SHET 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 Booklet/OMR 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 Booklet and OMR 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 Booklet 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 OMR 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 OMR Sheet. Use of Eraser, Nail, Blade, White Fluid/ Whitener etc. to smudge, scratch or damage in any manner on the OMR Sheet during Examination is strictly prohibited. Candidature/OMR Sheet of candidates using Eraser, Blade, Nail or White Fluid /Whitener to smudge, scratch or damage in any manner the OMR Sheet shall be cancelled.
12. The Written Examination will be supervised by doing frisking before allowing entry into Examination Centre, using CCTV Cameras and Photograph of the candidates 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 Mahatma Gandhi Central 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 Motihari and High Court at Patna.

**IMPORTANT**

**CANDIDATES TO NOTE THAT SINCE ANSWERS ARE TO BE MARKED IN INK, IT WILL NOT BE POSSIBLE TO CHANGE ANY ANSWER AFTER MARKING IT (USE OF WHITENER FOR CHANGE IN ANSWER IS NOT ALLOWED).**

**\* \* \* END OF ANNEXURE – I \* \* \***