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**Important Instructions for candidates appearing in Written Test, Presentation & Interview for the post of Technical Officer**

Ref: Advt. No. Estt/NFR/2025/1130 Dated: 12/06/2025

PLEASE CAREFULLY READ THE FOLLOWING INSTRUCTIONS, VIOLATION OF ANY INSTRUCTION WILL RENDER THE CANDIDATE LIABLE TO SUCH ACTION AS THE INSTITUTE MAY DEEM FIT TO TAKE.

• **Schedule of Written Test, Presentation & Interview for recruitment to the post of Technical Officer:**

The Written Test, Presentation & Interview for the said post shall be held at MANIT Bhopal as per the schedule already uploaded on the Institute's website. **The schedule uploaded on the Institute's website on 28.01.2026 is final** and the same may be accessed through the following link:

[https://www.manit.ac.in/sites/default/files/documents/Recruitment Schedule Feb 2026.pdf](https://www.manit.ac.in/sites/default/files/documents/Recruitment%20Schedule%20Feb%202026.pdf)

• **Admit Card:**

Admit Card in respect of all the 'Provisionally Eligible' candidates for the said post has been made available on the Institute website. The candidates are advised to keep visiting the Institute's website for latest update in this regard. Candidates must bring two copies of duly signed Admit Card while appearing for Written Test. A copy of the Admit Card shall be collected after completion of the Written Examination, while the other copy shall be retained by the candidate. Candidates shortlisted for the Presentation & Interview shall be required to produce the same Admit Card at the time of the Presentation & Interview.

• **Syllabus:**

Syllabus of the Written Test for the said post has already been uploaded on the Institute's website on 28.01.2026 and the same can be accessed through the following link:

<https://www.manit.ac.in/sites/default/files/documents/TO%20Syllabus%202026.pdf>

• **Scheme of the Written Test & Selection Process details for the post of Technical Officer:**

Scheme of the Written Test & Details regarding Selection Process for the said post has already been uploaded on the Institute's website and the same can be accessed through the following link:

<https://www.manit.ac.in/sites/default/files/documents/Selection%20Method%20TO.pdf>

Candidates are advised to go through the same once again.

**All the formalities with respect to attendance/ verification/ signature of candidates & invigilators, etc. shall be carried out during the duration of the examination only.**

• **General Instructions to the candidates:**

- No candidate shall be allowed to appear in the Test after commencement of the Test. Candidates who do not appear in Written Test (MCQ) will not be permitted to appear in further selection process.
- The Institute reserves the right to change the venue, date, time, scheme of the Selection Process etc., in case of any unavoidable circumstances, without any liability on part of the Institute.
- Other important updates/addendum/corrigendum etc. will be uploaded on Institute website and no individual intimation will be provided, hence, candidates are advised to visit the recruitment page on Institute website from time to time for latest updates. MANIT Bhopal will not be responsible for non-intimation of communication due to candidates not checking the updates on the Website regularly.
- No request for change of venue/date/timing for the Selection Process shall be considered under any circumstances.
- Candidates found provisionally eligible for the post are being allowed to participate in the recruitment process on a provisional basis. The final list of Provisionally Eligible candidates is available at the following link:

<https://www.manit.ac.in/sites/default/files/documents/To-%20%20Final%20List%20of%20PE%20and%20NE.pdf>

For detailed instructions, all provisionally eligible candidates are advised to refer to the Advertisement issued for the said post. All provisionally eligible candidates shall be required to mandatorily submit the requisite documents at the time of Presentation & Interview, as indicated in the "Remarks" column against their Form/Application Number in the final list uploaded on the Institute website. Failure to submit the requisite documents shall result in disqualification, and the candidate shall not be permitted to appear in the Presentation & Interview under any circumstances.

- In case, it is found at a later stage that the information furnished by the candidate is false or the candidate does not fulfill eligibility conditions, the candidature of such candidates will be cancelled and no correspondence in this regard will be entertained. **Issuance of Admit card for participation in the recruitment process does not confer any right for appointment.**
- No correspondence will be entertained from candidates who were found not eligible for the aforesaid post. Any kind of interim queries on Recruitment Process, result or on other aspects already clarified in advertisement and instructions shall not be entertained.
- Travelling and other expenses must be borne by the candidate himself/ herself. The SC, ST & PwBD outstation candidates will be paid to and fro travelling allowance of second-class Railway fare by the shortest route (subject to production of tickets and making claim in prescribed proforma) as admissible under the Rules. However, Travelling Allowance is not admissible to those SC/ST/PwBD candidates, who are already in service of Central/State Government, Central/State Government Corporation, Public Sector Undertakings, Central/State Autonomous Bodies, Local Government Institutions and Panchayats and those who have availed concession from Railways, if any, for undertaking journey for attending examination. Cancellation charges, if any, shall not be entertained.
- **The PwD/PwBD candidates shall be given compensatory time, facility of scribe and/or other facilities for the Test as per Govt. of India norms. Such candidates may please refer annexure-I for detailed instructions in this regard.**
- **Candidates must carry two passport size photographs with at least one photograph bearing Identity Proof, in original (such as Driving License, Voter Card, Aadhar Card or any other Identity Card issued by any Govt. Authority) to the examination center, failing which they may be debarred from entering Examination Hall.**
- The Candidate must take the Test only at the Test Venue indicated in the Admit Card only. If the Candidate appears at any other Test Venue, his/her candidature is liable to be cancelled. Seating Plan for the candidates will be displayed at the venue of the TEST on the day of Test. The

candidates, before proceeding to the TEST halls/rooms, are advised to check the exact location of their seats.

- The Candidates are directed to undertake the Test at their own risk i.e. after verifying that they fulfil the qualifications as prescribed in the Advertisement, and their admission to the Test is purely 'provisional'.
- **Immediately on downloading of the Admit Card, the candidate should check it very carefully and bring to the notice of the institute the discrepancies, if any, without loss of time at recruitment@manit.ac.in or ITsupport@staff.manit.ac.in. Candidates must ensure that the schedule of the Selection Process mentioned in the admit card is corresponding with the details mentioned on the website. In case of any discrepancy between the schedule/date/venue/ timings mentioned on the admit card and schedule/date/venue/ timings mentioned on the website, schedule as mentioned on the website shall be final.**
- The candidate is responsible for the safe custody of the Admit Card. In the event of one's Admit Card being used by any other person for securing admission to the Selection Process, the onus lies on the candidate to prove that he/she has not secured the service of an impersonate or else his/her candidature will be cancelled and he/she will be liable for suitable action.
- The candidate must bring the Admit Card to the Selection Process Venue. After entering the Venue, the candidate must fill the Attendance List as per instructions and sign the Attendance List which will be produced before him/her by the Invigilator and then hand over the Attendance List to the Invigilator.
- **The candidate is required to write the serial number of the OMR Sheet issued to him/her in the Attendance list, which will be produced before him/her by the Invigilator.**
- Candidate should report at the Examination/Test Venue/Selection Process Venue at least **ONE HOUR BEFORE** the scheduled time. The candidate must occupy his/her seat in the Written Test Exam Hall **15 minutes before the commencement of Test.**
- **CANDIDATE MUST BRING HARD COPY (2 COPIES) (PRINT OUT) OF HIS/HER ADMIT CARD TO THE TEST HALL/VENUE TO SECURE ADMISSION.**
- The candidate must attempt questions in accordance with the directions given on the Question Paper.
- The OMR Sheet will be supplied by the Invigilator of the TEST Hall.
- The candidate shall neither copy from the papers of any other candidate, nor permit his/her own paper to be copied. No attempt should be made to obtain any kind of unauthorized assistance. There should not be any other marking on the OMR Sheet.
- No candidate shall go outside the TEST Hall for any purpose, whatsoever, without prior permission of the **Invigilator on duty**. When going to the toilet the candidate should turn his/her OMR sheet upside down.
- **No candidate shall be permitted to leave TEST Hall till expiry of the allotted time. No candidate shall be allowed to go to the toilet during the last 30 minutes of the Test.**
- The candidates are not allowed to mark or revise his/her answers after the expiry of the time allotted for the paper. On completion of the Test, the candidate shall continue to be seated and wait until OMR Sheet is collected and is allowed to leave by the Invigilator. The candidate should not engage in conversation with any other candidate in the examination hall after the expiry of the allotted time.
- The candidates should not crowd near or loiter in and around the TEST Hall/Room after leaving the Hall/Room.
- Silence must be observed at all times in the TEST Hall/Room.
- The candidate must abide by the instructions on the cover of the Question Paper and on the OMR Sheet and such further instructions as may be given by the Invigilator of the Test. If the candidate

fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test and/or such other punishment as the institute may deem fit to impose.

- The candidate will furnish such necessary and correct information as may be required from him/her in the TEST Hall by the Invigilator persons so authorized.
- All the corrections and changes in writing the Roll Number must be countersigned by the candidate as well as by the invigilator.
- The candidate must not write his/her name or anything else except the specific item of information asked for in the OMR Sheet. The candidate must take care to ensure that the OMR Sheet is not folded, mutilated or torn during handling. There should be no extraneous marking in the OMR Sheet. The candidate should not tamper with or take away the OMR Sheet with him/her. He/she will be penalized for any attempt to do so.
- The candidates should note that any omission/mistake/discrepancy in encoding /filling in details in the OMR sheet, especially with regard to Roll Number will render the OMR sheet liable for rejection.
- **THE CANDIDATES ARE ADVISED TO BRING THEIR OWN BLACK/BLUE BALL POINT PEN. USE OF INK PEN AND GEL PEN IS NOT PERMITTED.** Candidates must use only **Black/Blue Ball point pen** for marking responses on the OMR sheet.
- Electronic or any other type of calculators, log tables, slide rules, cellular/mobile phones and such IT gadgets /pagers or any other electronic equipment or device or any other equipment capable of being used as a communication device are not allowed inside the premises where the Selection Process is being conducted. Any infringement of the above instructions shall entail disciplinary/suitable action. Use of Analog watch by candidates is allowed inside the Written Test Venue. However, use of watches fitted with any special accessory that might be used as a communication device or smart watches is strictly prohibited, and candidates are not allowed to take such watches into the Written Test Venue.
- Candidates are advised not to bring any valuables /costly items to the Selection Process venue, as safe keeping of the same cannot be assured. The institute will not be responsible for any loss in this regard.
- The candidate must note that his/her admission to the Selection Process is strictly "Provisional".
- The candidate must also note that if subsequent to the issue of Admit Card, ineligibility is detected at any stage before or after the Selection Process or if the conditions prescribed in the Rules and Instructions given in the advertisement or any other additional information/documents called for at any stage are not complied with within the time specified therein, the candidature would be rejected.
- MANIT Bhopal shall not be responsible for arrangements concerning boarding and lodging of the applicants. There is a possibility that events as mentioned in the schedule (uploaded on the website of the institute) may go on till late in the evening. Applicants are advised to make arrangements accordingly. Also, timings of the event may change. Hence, applicants may come prepared to stay for an additional day, if required.
- The candidature for presentation & interview will be provisional and subject to verification of original documents at the time of presentation & interview. The candidates are required to report for the said purpose as per the schedule for verification of following documents: -
  1. All Certificates, Degrees and Mark sheets in original in support of your Academic/Professional/Essential Qualifications along with self-attested copies thereof.
  2. Original Certificate (Class 10th mark sheet/certificate) indicating date of birth (Proof of age) along with self-attested copies thereof.
  3. Original SC/ST/OBC-NCL/EWS/PwBD, as applicable, Certificate along with the self-attested copy thereof as per the advertisement and issued by the Competent Authority.
  4. Original experience certificate(s) stating the Grade Pay and nature of duties from the employer,

as applicable.

5. Last Pay drawn certificate (LPC) and 'No Objection Certificate' in original from present Employer in respect of candidates who are employed in Govt./Semi Government/Public Sector Undertakings/Autonomous bodies in case your application was not routed through proper channel. Admit Card and an original identity card i.e. Voter ID Card/Passport/PAN Card/Driving License (DL)/Aadhar Card/Photo ID Card of PSU State/Central Govt. along with self-attested copy thereof.
6. Candidates must bring their presentation slides in a pen-drive and keep a copy in their e-mail. The file containing presentation slide must be renamed as Application No./Roll No.\_Name of Post\_First Name (eg. NT01001\_Technical Officer\_Deepak).
7. Affidavit required in case of mismatch of first name, father's name, Surname on various documents.

- **It may be noted that in the absence of the above documents, the candidate will not be allowed to appear in the presentation & interview under any circumstances.**
- If a candidate is allowed to appear in Presentation & Interview who otherwise does not fulfil the minimum eligibility requirements, the candidate cannot, at a later date, use this as a right to claim that he/she meets the eligibility requirements. The Institute reserves the right not to allow a candidate either for presentation & interview or final selection if it is found that:
  - i. Minimum eligibility requirements are not fulfilled.
  - ii. Inadequate proofs / incomplete / false documents have been submitted.
  - iii. Non-submission of SC Certificate
  - iv. Non-submission of valid NOC.
  - v. Any other similar valid reason.
- It will be the responsibility of the candidate to ensure that he/she is eligible as per the Advertisement. The Institute shall not be responsible for any error/omission/commission/suppression of any information provided by the applicants, knowingly or unknowingly, while filling up the application form. In case the applicant gets shortlisted/selected on the basis of incorrect, forged, or fabricated details, his/her candidature shall be liable to be cancelled at any stage of recruitment and appropriate legal action under applicable law shall be initiated against such applicants. The Institute reserves the right to alteration/modification/correction in the list of finally provisionally eligible and finally provisionally not-eligible candidates.
- All candidates are required to carefully read the Instructions given with the Admit Card and strictly adhere to them. Candidates are strictly advised to go through all the instructions/ addendums/ corrigendum /advertisement/ notices.
- **Mobile Phones and all such IT Gadgets are banned in the Selection Process venue.**

Sd/-  
(Registrar)

**Detailed Instructions for PwD/PwBD candidates**

1. The PwD/PwBD candidates shall be allowed Compensatory time of 20 minutes per hour in the Written Examination as per the guidelines notified vide the Office Memorandum bearing F.No. 34-02/2015-DD-III dated 29.08.2018 to be read with Corrigendum bearing F.No. 34-02/2015-DD-III (pt) dated 08.02.2019 and OM bearing F.No. 29-6/2019-DD-III dated 10.08.2022 issued by the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India. Copy of the said OMs is enclosed herewith for reference please. The grant of compensatory time shall be subject to the production of requisite documents/certificates, wherever applicable, as prescribed in the aforesaid Office Memoranda, and strict compliance with all other conditions and instructions contained therein.
2. Further, PwD/PwBD candidates shall be permitted to avail the facility of Scribe/Reader/Lab Assistant for the Test strictly in accordance with the prevailing Government of India norms. The said facility shall be extended **only to those candidates who have expressly opted for the same**.
3. Candidates opted for the aforesaid facility shall be required to comply with the Government of India norms. The original documents shall also be produced at the time of Document Verification.
4. The **prescribed format** of the **certificate/letter of undertaking** to be furnished by such candidates is available on the website of the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India.
5. Additionally, both the candidate as well as the scribe are required to give a suitable undertaking in the prescribed format enclosed herewith alongwith passport size photograph of the scribe, conforming that the scribe fulfils all the stipulated eligibility criteria for a scribe. Further, in case it later transpires that the candidate/scribe did not fulfil any of the laid down eligibility criteria or has suppressed any material facts, the candidature of the applicant will stand cancelled, irrespective of the result of test/ examination
6. The scribe will make no gestures, sounds or any other response or communication designed to indicate to the candidate the correctness or otherwise of the answer being recorded by him/her. Any such attempt would entail disqualification of the candidate and stringent action against both the candidate, and the scribe shall be taken.
7. The peace in the examination hall or of the other candidates seated in the examination hall should not be disturbed while the scribe reads out the questions to the candidate or when the candidate indicates the response to the scribe.
8. Deliberate wrong information about the candidate/scribe in declaration form submitted at any stage would render the candidate and scribe being debarred either permanently or for a specified period of time for the Institute examinations and candidature shall be cancelled.
9. The scribe arranged by the candidate should not be a candidate himself/ herself for the examination. If violation is detected at any stage of the process, candidature of both, the candidate and the scribe will be cancelled for the examination.
10. During the examination, at any stage, if it is found that scribe is independently answering the questions, or prompting answers in any direct/ indirect manner, the candidature will be cancelled.