



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003
(An Institute of National importance under Ministry of Education, Govt. of India)

No. AB/Estt./2024/788

Date: 30.07.2024

General Instructions for candidates appearing in Written Test, Physical Fitness Test (wherever applicable) and Presentation (wherever applicable) followed by Interview for Group 'A' Non-teaching positions

Ref Advt. No.:

Estt/NFR/2024/2264 dated 30.01.2024 to be read with Addendum-1 bearing No. AB/Estt/NFR/2024/2379 dated 19/02/2024

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, Physical Fitness Test (for the post of SAS Officer only) & Presentation (wherever applicable) followed by the Interview:

The Written Test, Physical Fitness Test (for the post of SAS Officer only) and Presentation (wherever applicable) followed by the interview for Group 'A' Non-teaching positions shall be held at MANIT Bhopal as per the schedule already uploaded on the institute website. **The schedule uploaded on the institute website is final.** The schedule of the aforesaid Selection Process may be accessed through the following link:

<https://www.manit.ac.in/content/non-teaching-recruitment-2024>

Admit Card:

Admit Card for the Selection Process shall be made available on the institute website. In order to download the Admit Card, the candidate has to enter Application ID (Application ID for all provisionally eligible candidates is available in the final list of provisionally eligible candidates uploaded on the institute website) along with Date of Birth in DD-MM-YYYY format.

Syllabus:

Syllabus of Written Test for the posts of Assistant Registrar, Executive Engineer, Assistant Librarian, Technical Officer & SAS Officer has already been uploaded on the institute website and the same can be accessed through the following link:

<https://www.manit.ac.in/content/non-teaching-recruitment-2024>

Method of selection/ Scheme & pattern of the written test (wherever applicable)/Scheme of presentations:

Method of Selection for advertised Group 'A' Non-teaching positions including Scheme & Pattern of the Written Test (wherever applicable) & Scheme of Presentations (wherever applicable) has already been uploaded on the institute website and the same can be accessed through the following link. Candidates are advised to go through the method of selection once again.

<https://www.manit.ac.in/content/non-teaching-recruitment-2024>

For the post of SAS Officer, only the candidates who score minimum qualifying marks in written test shall be shortlisted to appear in Physical Fitness Test. The Physical Fitness Test shall consist of such demonstration/physical exertion as may assess candidate's fitness level. Physical Fitness Test shall be only of qualifying in nature. Only those eligible candidates shortlisted in the written test and have qualified in Physical Fitness Test shall be called for the interview. The ratio of 1:10 (10 candidates against one vacancy) shall be provisionally maintained for shortlisting the candidate for appearing in interview.

Accordingly, Candidates are advised to come prepared along with all necessary kits viz., (shoes, shorts, T-shirts etc.). The shortlisted candidates appearing in the Physical Fitness Test shall have to submit an undertaking that they are appearing in Physical Fitness Test at their own risk and the institute shall not be responsible for any mishap in this regard.

General Instructions to the candidates:

- No candidate reporting late after commencement of Test will be allowed to appear in the Test. Candidates who do not appear in Written Test (wherever applicable) will not be permitted to appear in further selection process.
- After the Written Test, Admit Card will be collected.
- The Institute reserves the right for any change of venue, date, time, pattern 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.
- **If any candidate is unable to download the Admit Card from the institute website till 14.08.2024, he/she may report the same only on email id (recruitment@manit.ac.in or ITsupport@staff.manit.ac.in). Any email from candidates after the said date or addressed to any other email will go unattended.**
- 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 provisionally allowed to appear in the selection process on the basis of the information furnished by them in their application forms. Final list of Provisionally Eligible candidates is hosted on following link: <https://www.manit.ac.in/content/non-teaching-recruitment-2024>. For detailed instructions, all provisionally eligible candidates are requested to refer to the Advertisements for the mentioned posts as hosted on aforesaid link. **All the provisionally eligible candidates must submit the requisite documents at the appropriate time, as mentioned in the remark's column against the application id of provisionally eligible candidates in the final list uploaded on the institute website, failing which, he/she shall not be allowed to appear in the Selection Process 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 a candidate will be cancelled and no correspondence in this regard will be entertained. Issuance of Admit card for participation in the selection process does not confer any right for appointment.
- No correspondence will be entertained from candidates who were found not eligible for the aforesaid posts. Any kind of interim queries on Recruitment Process, result or on 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 services, Central/State Government Corporation, Public Sector Undertakings, 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. The facility of the scribe shall be provided only if he/she has opted for the same by email to the Institute. The candidate will have the discretion of opting for his own scribe or to avail the facility of scribe provided by the Institute. The appropriate choice in this regard will have to be given by the candidate by email to recruitment@manit.ac.in latest by 05th August 2024 so that the proper arrangements can be made in this regard.**

No request beyond the prescribed date will be entertained under any circumstances. The PwBD/ PwD candidates who have opted to avail the facility of scribes and/ or compensatory time must adhere to Govt. of India norms and produce relevant documents for the eligibility of scribe/ compensatory time as per Govt. of India norms in the said email within the prescribed timeline. The original documents in this regard shall also have to be produced at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature. The format w.r.t. Certificate/letter of undertaking to be given by such candidates is available on website of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India.

- Decision of the Institute on all aspects pertaining to this recruitment, including conduct of Written Test, Physical Fitness Test, Presentation followed by the Interview, verification of documents and selection will be final and binding on all candidates. No representation/ correspondence will be entertained in this regard.
- **Candidates must carry at least one photograph bearing Identity Proof, in original (such as Driving License, Voter Card, Aadhaar Card or any other Identity Card issued by any Govt. Authorities) 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 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 impersonator and the 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 encode/write the serial number of the OMR Sheet issued to him/her in the Attendance lists, which will be produced before him/her by the Invigilator. For the post of Executive Engineer only, candidates must opt out for only one specialization at the time of Written Test, either Civil Engineering or Electrical Engineering based on their qualifications and respond to the questions accordingly. The specialization opted out must be written in the back side of OMR at the designated space as well as in the Attendance sheet. Apart from the above, in order to answer the Descriptive Questions (for the post of Assistant Registrar & Executive Engineer only), separate Answer Booklet shall be provided in the Examination Hall, which is to be submitted to the Invigilator after completion of the Written Test. Candidates must mention their name, roll number, post name and in the Descriptive Answer Booklet.**
- **Candidate should report at the Examination/Test Venue/Selection Process Venue **ONE HOUR BEFORE** the scheduled time. The candidate must occupy his/her seat in the Written Test Exam Hall **10 minutes before the commencement of Test.****

- **All the candidates are directed to paste their recent passport size photograph on specified place in the Admit Card and sign the same in Examination Centre/Test Venue before the commencement of Test. Candidates are advised to bring an additional passport size photograph with them.**
- **CANDIDATE MUST BRING HARD COPY (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 initialled 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 penalised 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**. 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 (wherever applicable) followed by the interview will be provisional and subject to verification of original documents at the time of presentation followed by the interview. The candidates are required to report for the said purpose as per the interview 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.
- **It may be noted that in the absence of the above documents, the candidate will not be allowed to appear in the presentation followed by the 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 for either 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 latest OBC (NCL) 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 candidate.
- 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)