



**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./2025/1180

Date: 17.06.2025

**General Instructions for candidates appearing in Document Verification & Skill Test for the post of Superintendent**

1. Ref Advt. No. Estt/NFR/2024/1415 Dated:24/10/2024
2. Institute Notice No. Estt/NFR/2025/1063 dated 02.06.2025

**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 Document Verification & Skill Test:**

The institute vide Notice No. **Estt/NFR/2025/1063 dated 02.06.2025** has already notified the schedule of Document Verification & Skill Test to be held for the post of Superintendent. List of Shortlisted candidates in written test, Schedule of the Document Verification and Skill Test may be accessed through the following link:

<https://www.manit.ac.in/sites/default/files/documents/Notice%20regarding%20list%20of%20candidates%20shortlisted%20in%20written%20test%20to%20appear%20for%20document%20verification%20and%20skill%20test%20for%20the%20post%20of%20Superintendent..pdf>

**Syllabus:**

Syllabus of Skill Test for the post of Superintendent has already been uploaded on the institute website and the same can be accessed through the following link:

<https://www.manit.ac.in/sites/default/files/documents/Syllabus%20for%20the%20post%20of%20Superintendent.pdf>

**Method of selection/Scheme & pattern of the Skill Test:**

Method of Selection including Scheme & Pattern of the Skill Test of the said post has already been uploaded on the institute website and the same can be accessed through the following link:

<https://www.manit.ac.in/sites/default/files/documents/METHOD%20OF%20SELECTION%20FOR%20THE%20POST%20OF%20SUPERINTENDENT.pdf>

**Regarding Admit Card:**

The Admit Card collected by the institute during the Written Test will be used for Document Verification and the Skill Test. Candidates must bring at least one original, valid photo identity proof (such as a Driving License, Voter ID, Aadhaar Card, or any other government-issued ID) to the examination center. Failure to do so may result in disqualification from the Document Verification process and denial of entry to the Test Hall. The photograph on the identity proof must match the one on the Admit Card. Candidates are required to sign the Admit Card providing an undertaking on the admit card itself that he/she has appeared for the Skill Test on the scheduled date and time. They must also sign the attendance sheet for both Document Verification and the Skill Test.

## **Important instructions for the candidates**

- After the Skill Test is over, the Question Paper and duly signed output generated from Word Processing & Spreadsheet Test will be collected.
- Candidates are required to follow the instructions provided on the Question Paper while attempting the questions. It is mandatory to clearly write their name and roll number at the top of both the word processing and spreadsheet sheets. Failure to do so will result in disqualification of the answer sheets from evaluation under any circumstances.
- The candidate must abide by the instructions on the cover of the Question Paper which may be displayed on the computer screen 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.
- 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 15 minutes of the Test.
- On completion of the Test, the candidate shall continue to be seated and wait until Question Paper and duly signed output generated from Word Processing & Spreadsheet Test are 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 always observed in the TEST Hall/Room.
- 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.
- Candidates are advised not to bring any valuable/costly items to the Test 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 Skill Test is strictly "Provisional". 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 Test Hall.

**Regarding Document Verification:** The candidate must bring all original documents in support of his/her eligibility criteria for the post concerned on the day of document verification is scheduled. One set of self-attested documents in support of his/her eligibility criteria are also required. Accordingly, the shortlisted candidates in the written test are required to produce original documents in support of their eligibility and submit the self-attested copies of the following certificate/documents on the day of verification at the venue:

1. Copy of Photo Identity documents viz. Aadhar Card/PAN Card/Passport/Driving License/ Voter Card or any other Photo identity proof issued by the Government.
2. Age proof Certificate (Matriculation certificate/marksheet to be produced)
3. Documents related to Essential Educational qualification (along with Mark Sheets and certificates). Candidates shall submit bachelor's degree and/or Marksheet, in which division should be clearly mentioned and the same should be issued by the appropriate authority, failing which, their candidature shall not be considered under any circumstances.
4. CGPA/OGPA/DGPA to percentage (%) conversion certificate
5. Latest Category certificate issued by Competent Authority in the prescribed format of Govt. of India in respect of candidates belonging to SC, ST, OBC, EWS, PWD, Ex-Servicemen and other categories, wherever required.
6. Candidate's belonging to OBC-NCL Category are required to submit valid/latest OBC-NCL certificate issued on or after 01.04.2024 in the prescribed format of Govt. of India, failing which, he/she will not be allowed to appear in the Skill Test.
7. Experience Certificate, if any.
8. Disability Certificate in case of person with Disability (PWD)

9. Ex-serviceman should bring the Discharge Certificate and pension payment order issued by the competent authority, clearly containing the date of entry in the military service and date of discharge.
10. Candidate seeking Age relaxation as Government employee will have to produce his/her Service Certificate at the time of Verification.
11. Original 'No Objection Certificate' (NOC) (wherever required), failing which he/she will not be allowed to appear in Skill Test.
12. Affidavit required in case of mismatch of first name, father's name, Surname on various documents

If, during the verification process, it is found that a candidate does not meet the eligibility criteria or fails to submit the required documents, his/her candidature will be summarily rejected, and he/she will not be allowed to appear in Skill Test. The institute will not consider any further communication regarding this matter.

### **General instructions for the candidates**

- No candidate reporting late after commencement of Test will be allowed to appear in the Test.
- The Institute reserves the right for any change with respect to the document verification schedule and change of venue, date, time, pattern of the Test etc., in case of any unavoidable circumstances, without any liability on part of the Institute. No request for change of schedule and venue of Skill Test shall be considered under any circumstances.
- Candidates shortlisted to appear for Document Verification and Skill Test are provisionally allowed to appear in the Recruitment Process on the basis of the information furnished by them in their application forms. 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.
- 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 till date. The original documents in this regard also have to be produced at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their claim for availing scribe facility. 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.
- 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 Skill Test. Cancellation charges, if any, shall not be entertained.
- The institute will not arrange any boarding and lodging facility for the candidates. Candidates shall make their own arrangements for attending the recruitment process.
- The decision of the Institute on all aspects pertaining to this recruitment, including conduct of Skill Test, 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 into Test Hall. 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'.
- After entering the Test 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.
- Candidate should report at the Test Venue ONE HOUR BEFORE the scheduled time. The candidate must occupy his/her seat in the Test Hall 15 minutes before the commencement of Test. 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 Answer Booklet, if any, upside down.
- The candidates are advised to bring their own Black/Blue Ball point pen with them.
- Use of normal calculators is allowed. 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 TEST is being conducted. Any infringement of the above instructions shall entail appropriate action including ban from future TESTs. Mobile Phones and all such IT Gadgets are banned in the test venue.
- The candidate must also note that if ineligibility is detected at any stage before or after the Test 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. Shortlisting of candidates in written test for appearing in Document Verification and Skill Test does not confer any rights for appointment.
- 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.

Sd/-  
(Registrar)