

23-12-2019

**INSTRUCTIONS TO THE CANDIDATES APPEARING FOR SKILL TESTS  
FOR STENOGRAPHERS AND LDCs**

VENUE: SRI BALAJI COMPUTER EDUCATION  
D NO 9-76-24, K T ROAD, NEAR HINDU HIGH SCHOOL,  
ONE TOWN, VIJAYAWADA – 520001  
DATE: 27-12-2019

TIME:	SKILL TEST:	Stenographers:	Reporting time:	08.30am
			Gate closes by:	09.30am
		LDC:	Reporting Time:	12.30pm
			Gate closes by:	01.30pm

DOCUMENTS VERIFICATION: Stenographers: 02.00pm – 04.00pm  
LDC: 09.00am till 12.00pm  
(noon)

1. No request for change in examination Date/Session/Centre/ will be considered / entertained under any circumstances.
2. The Candidate must bring his/her Admit Card or e-Admit Card to the Examination Centre.
3. The candidate is also required to bring one of the Photo Identification in original viz. Voter ID / Driving License / PAN Card / Passport, Aadhar Card etc for verification. The identity of the candidate will be matched from the original proof. In case, your admit card is without photograph, you are advised to bring two recent passport size photographs in the examination center. No candidate shall be permitted in the examination centre without carrying Admit Card and original ID Proof under any circumstances.
4. Candidates are strictly advised not to bring any kind of electronic gadgets, calculator-separate or with watch, Tablets, Bluetooth device, any type of mobile phones, or any other instrument or Books, slide rules, foot rules, note books or written notes, etc. Which may assist his/her in cheating during the conduct of examination and these will not be allowed in the examination complex. Any candidate who is found copying, receiving, giving assistance or using unfair means during the exam will be disqualified and AIIMS Mangalagiri will not be responsible for the cancellation of candidature at any stage of recruitment process.
5. Please retain a copy of this Admit Card carefully for future records as the same is required to be produced at the time interview/appointment and checking of documents.

6. User ID and password for the online examination will be provided to the candidate 10 minutes before commencement of the examination at their respective seat.
7. Candidates are requested to report at the examination centre positively on the reporting time ie 08.30am for the post of Stenographers and 12.30pm for the post of LDCs. The main gate will be closed before half an hour from the commencement of the examination. No late coming is allowed under any circumstances. Candidates are therefore advised to locate their examination centre and its accessibility at least a day before the examination so that they can reach the centre on time on the day of examination.
8. You may be provided with scratch paper for rough work. On completion of the test, candidates will have to return back all the scratch papers to the Invigilator(s).
9. Your candidature for the examination is 'purely on Provisional basis' subject to checking of eligibility criteria at the time of selection. Mere possession of the Admit card and appearing for the skill test does not give any right to the candidate to claim that he/ she fulfils the eligibility criteria laid down in Advertisement No. F No/AIIMS/MG/Admin/Recruitment/03/2019-20/NonTeaching/01/; Dt: 03/05/2019. In the event of any information or part of it being found false or incorrect before or after the exam or appointment, action can be taken against you and your candidature/ appointment shall automatically stand cancelled/ terminated.
10. Once the Biometric Attendance Registration/ verification and Capturing of Photograph is done at Registration Desk, the Candidate should not leave the Examination Hall/Room till completion of Computer Based Test.
11. The candidates should regularly visit AIIMS Mangalagiri website <http://www.aiimsmangalagiri.edu.in/> for the latest updates through notifications, instructions, circulars related to this recruitment process.

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