

## **Dos and Don'ts for candidates appearing in the Exam to be held on 21.5.2017**

### **Dos :**

1. Download your admit card by 19<sup>th</sup> May. Cards won't be available for download after that.
2. Do go carefully through your admit card so that you are well aware of your Exam centre, Exam timings and the Board's latest instructions.
3. The scheme of Exam is available on the website of DSSSB. Go through it so that you understand structure of the syllabus.
4. Sample of the OMR sheet is available on the Board's website. It should be seen carefully in order to know how to mark the various parts of the OMR sheet correctly.
5. Entry time at your centre is between 10 AM to 11.30 AM. Gates will be strictly closed at 11.30 AM sharp. Plan your arrival at the centre in time because you will not be allowed entry inside even if you are a few minutes late.
6. Go through the list of permissible items which you may carry with you inside the centre. Only your admit card, one identity document in original, blue and black simple ballpoint pens, a simple watch with dial and money (but no wallet or purses) will be allowed to be carried inside.
7. Make sure that the second page of your admit card , with a post card sized photo (6 X 4 inches) showing your face and shoulders, only, pasted on it, is carried by you. You will not be allowed entry to the centre without this page. Also ensure that the postcard sized photograph is as specified, displaying the candidates face in full frontal view along with the upper half of chest only. Photographs containing full body or distant shots will not be permitted.
8. Do update your mobile number and email on the OARS software as soon as there is a change. The Board will make all future correspondence with you only through these means and no letter will be sent.

9. Do be alert about SMS sent by the board. Important last minute information may be getting conveyed.
10. Cooperate with the frisking process. It is necessary for ensuring fairness in the Exam process.
11. Do carry a proper Identity document. Normally, only AADHAR card, Voter's I card and Driving license will be permitted.
12. Please ensure that you sign and affix fingerprints in all required documents failing which your identity may be considered dubious and you may face problems in future when your candidature is being considered. Candidates are required to sign and affix their fingerprints both in the attendance sheet as well as on the second page of the admit card in presence of invigilators.
13. Please ensure that the second page of your admit card is detached and collected by the invigilator. This page is for establishing identity and if not available with the Board it may create problems for your candidature later on. Before submitting the page, please ensure that you have signed and affixed your fingerprints at appropriate places on the page in presence of the invigilators.
14. Your roll number and question booklet series information is to be entered on the OMR sheet by darkening the appropriate bubbles. Please ensure that your roll number and the Question Booklet Series is clearly marked on the OMR sheet. If you fail to bubble your roll number or the question booklet series properly, your OMR cannot be evaluated since the software has no way of obtaining this information other than through the darkened bubbles.
15. Record your answers on the OMR bubbles correctly by darkening the circle completely. Incompletely filled bubbles cannot be read with accuracy and this may lead to improper evaluation for which the candidate will be solely responsible.
16. After the Exam, check the website of the Board and your SMS regularly for further announcements. Draft answer keys will generally be made available within 15 days of the exam.



## **Don'ts**

1. Do not download your admit card from any site other than through [Dsssbonline.nic.in](http://Dsssbonline.nic.in) after logging in into your OARS account.
2. Do not tamper, mutilate or overwrite anything on your admit card as this may prevent you from being allowed inside the centre.
3. Do not wear any wig, scarf or any other piece of clothing to cover your ears. Loose hair should be neatly tied so that ears are visible.
4. Do not carry any non-permitted item. Items such as wallets, purses, mobiles, calculators, watches with digital displays, large and complex watches of any type, extra papers or any item which is not permitted should not be carried. Also note that the Exam centres do not have any facility for safekeeping such items.
5. Do not sit anywhere other than your assigned seat. Apart from the attendance sheet which is to be signed by the candidates, a second, computer readable attendance is to be marked by the invigilators. If you sit on a wrong seat, your attendance may be wrongly shown as absent in the computer readable sheet and in such a case your OMR will not be evaluated.
6. Do not sign or affix your fingerprints on the second page of the admit card before being asked to do so. Signing and fingerprint affixing have to be done inside the Exam hall in presence of the invigilators.
7. Do not indicate a wrong roll number or question booklet series on the OMR sheet. The software used for evaluation will detect that a wrong roll number or question booklet series has been marked. Such booklets will not be evaluated and the candidates may be penalized.
8. Do not attempt to use unfair means of any sort. You will be caught and debarred from all future DSSSB Exams. Your name will be sent to all other examining bodies for blacklisting. The Board will also launch criminal prosecution in all such cases.

9. Do not try to contact or influence any official who is deployed for Exam duty at your centre. The Board has appointed external observers at every Exam centre and any such attempt on part of a candidate will be detected and reported to the Board immediately leading to serious adverse consequences.
10. Do not fall prey to touts promising to provide leaked papers or to “arrange the Exam”. All these are designed to make the candidate part with money and have no basis in reality. The Exam will be carried out in a strictly free and fair manner and only merit shall be the basis for selection.