

NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES (NEIGRIHMS), MAWDIANGDIANG, SHILLONG - 793018

Written test for recruitment to the posts of

RECORD CLERK

GENERAL INFORMATION TO THE APPLICANTS

1. NEIGRIHMS will conduct “Written Tests” for eligible applicants for recruitment to fill up – **Record Clerk** against the Advt. NEIGR-GAD (RC)/35/2013/Pt. Dt. 22nd November, 2016. Candidates may visit the website www.neigrihms.gov.in for their eligibility status.
2. The **examination** henceforth shall mean the “Written Test” as defined above.
3. The examination shall be conducted in **ENGLISH** language only.
4. **Date of Written Test: 7th October, 2018**
5. **Centre of examination: 1. Shillong College, Laitumkhrah, Shillong.**
2. Shillong Commerce College, Laitumkhrah, Shillong.
6. **Mode of Examination: Written for 100 marks.**
7. **Duration of Examination: 2 Hour (Total: 120 minutes) between 11.00 AM to 01.00 PM.**
8. **Admit Card /Call Letter:** Admit Card to the individual eligible candidate is issued by “Speed Post” in his/her address as given in the application. Please note that the Institute shall not be responsible for non-receipt/late receipt of Admit Card by any candidate due to any reason thereof.
 - (a) Candidates are required to affix 2 (Two) recent passport size photograph (as instructed in Admit Card) of his/her in the specified spaces.
 - (b) Candidates are to put their **specimen signature** (similar on the Application Form) in the specified space of the Hall Ticket.
 - (c) **Roll Number** of the individual candidate is indicated in his/her Call letter.
 - (d) Candidates not receiving his/her Call letter, can come and collect in person, a duplicate copy of the same from **Recruitment Cell (GAD Dept), NEIGRIHMS, Shillong** during Office hours on **4th and 5th October, 2018** with valid Identity Proof.
 - (e) **Valid ID Proof:** Passport / Driving License / Bank Passbook with Photograph / Photo Identify proof issued by a Gazetted Officer / School Principal (on official Letterhead), Aadhaar Card with Photograph and Domicile Certificate with Photo etc.
 - (f) **Question Pattern: 100 marks.**
- **Record Clerk:** English – 25 Marks, Computer Application – 35 Marks, Aptitude – 20 Marks & General Knowledge – 20 Marks.
9. While appearing in the Examination, candidates should follow the instructions to be read out before exams. **Black Ball point pen will be provided to the Candidates at the Centre of Examination.**
10. **Results:** A merit list of candidates for the post will be prepared and published based on the performance in the written test.

11. No TA or DA will be paid to the candidates by the Institute for coming to appear in the Examination.
12. Decision of the **Competent Authority, NEIGRIHMS** will be final in case of any dispute.
13. The final selection of the candidates for appointment will be strictly on the basis of merit in the written Test. Candidates securing below 35% marks will not be considered in the merit list. The offer of appointment when made will be provisional and subject to verification of credentials (Educational & Personal) by competent authority. The vacancies are provisional and subject to variation. The Director, NEIGRIHMS reserves the right to vary the vacancies including reserved vacancies. However, the decision of Director, NEIGRIHMS in this regard shall be final and binding.
14. All disputes will be subject to the jurisdiction in the **Honourable Meghalaya High Court, Shillong, Meghalaya.**



**WRITTEN TEST FOR RECRUITMENT TO THE POSTS OF
RECORD CLERK**

INSTRUCTIONS OF EXAMINATION

1. The candidate must bring the Admit Card/Call Letter issued by NEIGRIHMS to appear in the examination.
2. The Candidate must produce a **Valid ID Proof:** Passport / Driving License / Bank Passbook with Photograph / Photo Identify proof issued by a Gazetted Officer / School Principal (on official Letterhead), Aadhaar Card with Photograph and Domicile Certificate with Photo etc.
3. Candidates will be subjected to thorough frisking before being allowed into the Hall at the stipulated time. Candidates must show on demand, the Admit Card for admission into the Examination Hall. Any candidate who does not possess the Valid Admit Card issued by NEIGRIHMS shall not be allowed to enter the Examination Hall under any circumstances.
4. The candidate must be present in the examination hall before half an hour (10:30 am) of the scheduled time of examination at 11:00 am.
5. Candidates should find out the Hall/Room Number allotted against their Roll Number from the sitting plan placed outside the Centre of Examination beforehand. Sitting arrangements will be made according to the Roll Numbers allotted to each candidate as per the Hall Tickets. Candidates who do not report in time are likely to miss some of the general instructions to be announced in the Examination Hall.
6. **Candidates are not allowed to carry any textual material, printed or written, bits of paper, envelope or any other material except the admit card inside the examination hall.**
7. Pen / Pencil, Cell phones, I pad, Portable (external) Hard Disk, Pen Drive Data Card, Pagers, Calculators, Wrist watches or any electronic devices are strictly prohibited. Violation will lead to expulsion from the examination. **No arrangement has been made at the Centre for their custody**
8. **No candidate would be allowed entry in the Examination Hall after 11:00 am.**
9. If a candidate is found appearing in the Written Test from a seat or room other than the one allotted to him/her, then his/her candidature shall stand cancelled.
10. At the examination, the invigilator will check Admit Card of the candidates to satisfy himself/herself about the identity of each candidate. If subsequently, found that the candidate appeared was **impersonating**, then he/she shall be liable for penal consequences.
11. Time for marking of answers will be **120 minutes** only and the examination will start at **11.00 a.m. sharp to 01.00 PM.**
12. No candidate will be allowed to leave the examination, on any count, during the duration of examination (11.00 am to 01.00 PM).
13. **Bells:** There would be 4 (four) bells – at **10.45 a.m.** marking the announcement to the candidates by Invigilator, at **11.00 a.m.** marking the start of examination, at **12.55 p.m.** as warning of closing and at **01.00 p.m** indicating full time.
14. The candidate should carefully fill in all the particulars in answer sheet and question booklet as instructed and sign the attendance sheet.
15. Smoking in the Examination Hall during the examination hours is strictly prohibited. Tea, coffee, cold drinks or snack are not allowed to be taken by the candidates into the Examination Hall during the examination hours.

Question Booklet:

16. Immediately after the commencement of the examination, the candidate shall check that the question booklet does not have any unprinted or torn or missing pages or items etc. If so, the candidate shall get it replaced by a complete question booklet.
17. The candidate shall enter his/her roll number on the booklet in the box provided therein.
18. The candidate should use the **Black-ball-point pen** provided to them in the Examination Hall to write their answers.
19. Candidate should write his/her **Name, roll number, question booklet number** and **sign** at the appropriate place provided in the answer sheet.

20. **Carry only the Hall Ticket inside the Hall**; even the envelope of the Admit Card is not allowed.
21. A candidate who disobeys the instructions issued by the Invigilator, or who is guilty of rude or disobedient behaviour is liable to be instantly expelled from the examination hall.
22. A candidate must sign in the attendance Sheet at the appropriate place against the appropriate column of the attendance Sheet. Failure to comply with this requirement will lead to the annulling of his candidature without any prior intimation.
23. Candidates who are unable to appear on the Schedule Date of Examination for any reason, the examination shall not be held again for them by NEIGRIHMS under any circumstances.
24. **UNFAIR MEANS:** During the course of Examination, if a candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations and as such his/her result shall not be declared but shall be marked as **UNFAIR MEANS (U. F. M.)** and debarred from appearing any Interview of NEIGRIHMS in future. The **unfair means** include:
 - i. Having in possession papers, books, notes, electronic devices or any other material or information relevant to the examination in the paper concerned
 - ii. Giving or receiving assistance directly or indirectly of any kind or attempting to do so
 - iii. writing questions on the admit card/answer on any material other than the answer book given by the Centre Supervisor for writing answers
 - iv. Tearing off or damaging any page of the Question Booklet etc.
 - v. Contacting or communicating or trying to do so with any person, other than the Examination Staff during the examination time in the examination centre
 - vi. Taking away the answer sheet/answer book out of the examination hall/room
 - vii. Smuggling out Question Paper or its part or smuggling out answer books/answer sheet or part thereof
 - viii. Threatening any of the officials connected with the conduct of the examination or threatening any of the candidates
 - ix. Using or attempting to use any other undesirable method or mean in connection with the examination
25. Candidates should ensure before leaving the Examination Hall that they have handed over the answer sheet and question booklet to the invigilators on duty. In case the candidate does not hand over the answer sheet and question booklet and take away the same with him/her, shall amount to use of **unfair means** practices and accordingly his/her case shall be dealt with.
26. The candidate will check and ensure that the question book contain as many number of pages as are written on the top of the cover page: During the period of the examination candidate shall not remove any page(s) from the question booklet and if any page(s) is/are found missing from these, he/she/ will be proceeded against for use of unfair means and shall also be liable for penal action.

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