



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA [HP]

An Institute of National Importance under MoE
NIT Campus, Hamirpur [HP]-177005

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IIITU/Instructions to Candidates/2021- *9358*

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INSTRUCTIONS TO CANDIDATES

1. Prior to commencement of the journey for Written Test

The candidates are directed to know/ensure the following documents prior to the commencement of travel for Written Test:

- a) The Hall number, row number, column number of your seat in the venue for Written Test.
 - This helps you to save time in occupying the seat without any delay.
- b) The filled in Self Declaration Form (Form-1).
- c) Anyone ORIGINAL Govt. issued photo ID card (Aadhar/PAN/Passport/Driving licence).
- d) Self attested xerox copy of (c) affixed with recent passport size photograph to submit to the invigilator in the hall.
- e) COVID-19 precautionary items such as mask, sanitizer, etc.
- f) Blue ball pen(s).
- g) All original certificates of the following:
 - X, XII mark/Grade Cards
 - UG, PG, PhD mark/Grade Cards
 - UG*, PG*, PhD degree[§] certificates

*: Provisional certificate will not be accepted
§: provisional certificate will be accepted only if the degree is not conferred.
- h) The list of publications in the given format (Form-2) and print out of top 3 publications to be submitted to the interview panel if shortlisted for interview.

Cooperate with the institute/NITTTR if some procedures are changed due to administrative reasons and do not argue!

2. On arrival at the venue of Written Test

- a) Test commences at 10:00 hrs.
- b) Entry into hall is permitted from 09:30 hrs.
- c) Entry will be stopped at 09:45 hrs.
- d) Proceed straight to your hall following the signages and occupy your seat.
- e) Inside the hall **NO** electronic gadgets, mobile phone, bags, etc., are allowed.
- f) Leave the bags (if any) outside the hall at your risk.
 - Institute or NITTTR is not responsible for loss of any item(s), bag, etc.
- g) Only ball pens are allowed inside the hall alongwith the following items/documents:
 - Self attested xerox copy of Govt. issued Photo ID with the recent passport size photograph affixed to it

Contd. ... (2)

- Write the following also on the self attested xerox copy:
 - Name
 - Application ID
 - Email ID
 - Mobile Phone Number.
- Original Govt. issued photo id card
- Sanitizer, mask, etc.

3. During the Written Test

- a) Ensure that you **sign** the record of attendance.
- b) **Show** your original Govt. issued photo id.
- c) Ensure that you **handover** one self attested photo affixed xerox copy of Govt. issued photo ID.
- d) Do not indulge in any malpractice/ unfair means during the Written Test.
- e) Your presence will be video graphed.
- f) Do not overwrite and write legibly.
- g) **Return the Booklet** to the invigilator.
 - Write the application ID on the First page of the Booklet and on the answer sheet also.
- h) The test **ends at 11:40 hrs.**
- i) You will be allowed to **leave the hall only at 11:40 hrs** and not before that.
- j) Wait for the **display** of shortlisted candidates for interview.

4. After Leaving the Hall

- a) Relax
- b) Do not overcrowd near the notice board.
- c) The Application Ids of shortlisted candidates will be displayed in the Notice Board and on the Institute website around 14:00 hrs.
- d) If shortlisted for interview note your time schedule.
- e) Be available for Certificate Verification at 14:15 hrs.
- f) After Certificate Verification wait for your turn silently.
- g) In case your interview (SoC and SoE) is scheduled for the next day then you have to leave the premises and report for Certificate Verification on the next day only.

5. Before entering the Interview room

- a) Show all the original certificate and have the certificates verified.
- b) Proceed to the candidate waiting area and relax.
- c) Have in hand the LoP (Form-2) and print outs of top 3 Journal Publications.
- d) Wait for instructions from the authorities.
- e) On exit from the interview room do not discuss anything with the candidates waiting outside the hall and leave quietly.

FROM ENTRY TO EXIT FOLLOW THE SOP FOR COVID-19 OUTBREAK PREVENTION!

S. Selvakumar
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