JAIPUR VIDYUT VITRAN NIGAM LIMITED

Online Exam Manual – 26th Dec 2018 to 03rd Jan 2019

The Online Test to shortlist the candidates applied in response to the advertisement for Recruitment of Helper – II post is scheduled from **26th Dec 2018 to 03rd Jan 2019**.

The test is being conducted across Jaipur, Ajmer, Jodhpur, Udaipur, Kota, Sri Ganganagar, Indore, Agra, Delhi, Ahmedabad & Bikaner cities with 73 venues.

1. Overview of Online Test Process

Online test for JVVNL, AVVNL, JDVVNL & RVPNL is being conducted from 26th Dec 2018 to 03rd Jan 2019 at various test centres across Jaipur, Ajmer, Jodhpur, Udaipur, Kota, Sri Ganganagar, Indore, Agra, Delhi, Ahmedabad & Bikaner. The test manual contains important information, roles and responsibilities of personnel involved in the conduct of the Online Test.

CANDIDATE CHECKS IN:

At the entrance to the examination centre, candidate's Admit Card & original Photo ID proof should be currently valid (PAN card/Driving License/Voter ID/Passport/Aadhar Card/Bank Passbook with Photograph) shall be verified. The candidates shall be asked to leave their mobile phone and other belongings as specified outside at their own risk. The candidates found meeting the requirement shall be directed to "Frisking and for the registration process".

At the entrance of the building candidates are directed to assigned lab/block. At the entrance of the lab/block, the candidates directed to their assigned systems. The Biometric capturing process will be taken in each lab.

ONLINE TEST PROCESS	
CANDIDATE'S ENTRY	
SECURITY @ THE MAIN GATE	To check the admit card details such as Center, Date & Batch time along with original photo id proof (PAN card/Driving License/Voter ID/Passport/Aadhar Card/Bank Passbook with photo) and allow candidates for frisking.
FRISKING	To frisk all the candidates and put **F seal** *(Red Stamp pad)* in admit card and then allow them for registration desk.
BIOMETRIC CAPTURING PROCESS	To capture biometric impressions and mention the **'Bio Auth Code'** in *prescribed colour* on batch wise. To direct the candidates to their allocated system.
INVIGILATOR	To check the admit card and allow the candidate to sit for Test. To ensure that candidate does not possess any electronic equipments and does not adopt any unfair means during the exam.
EXIT	Invigilator will allow the candidate to leave the lab only after collecting the admit card, attendance sheets, photocopy of ID proof & rough sheet.

2. Test Centres - Facilities and Arrangements

SETTING UP OF TEST VENUES FOR THE ONLINE TEST:

The identified test centers are sanitized and made secure by disabling removable media and copy-paste facility. Network stability & connectivity will be established by the Online Agency. The Agency will prepare the centre in advance and will conduct a Mock test on the previous day of the first Online Test. Pre-exam mocks are conducted to check connectivity to the local Server at the exam centre and the Data Server. **Online test agency will take their OWN Primary and Backup Server to every test location and will not use any of the servers from the test centre.**

Following arrangements shall be ensured to be made at the test centers for Online Test.

1. Appropriate direction is displayed as to where the applicants should report on arrival at the Test center and guided to the lab.
2. Test centre is provided with adequate number of computer systems.
3. Test centre will have proper lighting and ventilation/air conditioned.
4. Drinking water facility, properly cleaned wash rooms etc., are provided.
5. Test centre will provide power back up such as UPS & Generator
6. Test centre will be opened 2 Hours prior to the start of the exam.

Batch Reporting and Time Test Duration

Batch	Reporting Time	Entry Restricted	Test Duration
1	08:30 AM	08:45 AM	09:15 AM to 11:15 AM
2	11:45 AM	12:00 PM	12:30 PM to 02:30 PM
3	03:15 PM	03:30 PM	04:00 PM to 06:00 PM

The venue must be opened at 07.00 AM on the day of Exam.

The Coordinator from the Agency nominated for the test centre should be contacted in advance for their availability at the test center on the previous day of the start of the test. The observer may plan his visit to the test center accordingly.

1. Display the candidates Ticket numbers (to be used for seating plan) with lab numbers allocated must be display prominently in Main entrance as well as in Block entrance & Lab wise ticket numbers to be pasted in the corresponding labs.
2. Candidate is allowed to enter inside the college gate by security 45 minutes before commencement of test batch after verification of the centre, date and time on the admit card & Valid ID Proof issued by Govt. of India. Without valid photo ID proof and admit card, the candidates will not be allowed.
3. **No Entry of candidates after 08:45 am, 12:00 pm & 03:30 pm.** The entrance gate must be closed compulsorily.
4. The candidates personal belongings must be kept under his/her control only. Invigilators or the exam conducting officials or the venue will not be responsible for the loss of any personal belongings of the candidates.
5. **Candidates are NOT allowed to take mobile phones, calculators, watches with calculators or any other electronic items with them. MOBILES ARE STRICTLY NOT ALLOWED INSIDE EVEN IN SWITCH OFF MODE.**
6. **To set up cameras for Video Recording in each lab in the venue.**
7. To Frisk all the candidates using metal detectors & radio frequency bug detectors. After completion of frisking should put **F Seal** (Red ink stamp pad) on the admit card.
8. Candidates are directed to the Registration Desk.

* Admit card, original photo ID card (PAN/passport/driving license/Aadhar card/voter ID/any photo ID card issued by Govt. of India) are to be verified.

*Biometric count is **1 machine for 30 candidates** (1:30 ratio).

*Identify the computers & install the biometric application in each lab on 1:30 ratio depends on the lab allocated candidates count.

* After completing Biometric registration, need to write **'Bio Auth Code'** in below prescribed color **VERIFIED & SIGN** & redirect them to his/her assigned system.

Bio Auth Code Color indication batchwise	
Batch 1	Pink Colour
Batch 2	Brown Colour
Batch 3	Blue Colour

*Candidates shall not be allowed to leave the examination hall once their Biometric registration is completed.

9. Candidate is then directed to the lab where his admit card is again checked by the invigilator and he/she must be seated at the system allotted to him/her.

10. **Candidates are instructed to write their Roll Number / Bio Auth Code and name on the rough sheet.**

11. Candidates are allowed to log into the systems at 30 minutes before to view sample test on screen. This facility is available to the candidates who logs in before 10 minutes of scheduled commencement of the test.

12. Invigilators will check to ensure that no two candidates seated adjacent to each other have the same version number of the test.

13. Exam begins at the stipulated time at 09:15 am, 12:30 pm & 04:00 pm.

14. Roll call sheets are printed and distributed to all the labs for taking the candidates signature.

15. The invigilator **should verify the photo of the candidate on the admit card and the roll call sheet with the photo appearing on the test screen and the person taking the test for impersonation.** Only when he has verified that it is the right person taking the test, he should take the **Left Thumb Impression (LTI)** and signature of the candidate in the roll call sheet and admit card. He/ She (Invigilator) will also Sign in the admit card.

   * Invigilator should verify that candidate should write a Hindi phrase in admit card which displays on candidate screen.

16. Invigilators will attend to the candidate queries during the test. If there is any system break-down, the invigilator will note down the time of occurrence of the error and report it to the server admin of agency. The Server Admin will allow re-login for the candidate.

17. Invigilators will collect & tally the rough sheets, admit card, photocopy of ID proof & roll call sheets from the candidate before they move out of the examination hall.

18. Our representative must check and tally the roll call sheets, admit cards and rough sheets. The count must tally with the physical present candidates.

19. To bring roll call sheets, admit cards, photocopy of ID proof and rough sheets to P2 office.

20. Need to collect Biometric Data, Metal Detectors, Radio Frequency bug detectors, stamp pads, seal & Video recording without fail from the venue.

ROLES & RESPONSIBILITIES – COLLEGE/CENTRE AUTHORITIES

NODAL OFFICER:

    a. To provide required number of systems, Security (Male & Female), Electrician, Office assistants, Invigilators, System Admin, and Hardware & Networking Engineers as requested.

    b. To arrange the infrastructure required for the exam.

    c. To arrange for directions from gate to Registration Desk and labs.

    d. To arrange for amenities like water, toilet facilities etc.

    e. To sort out any issue related to the exam with the help of the concerned people

    f. To arrange 1:30 invigilators & 1:30 systems for Biometric process.

SYSTEM ADMIN:

    a. To ensure the complete working of the network and hardware systems.

    b. To arrange for power backup for all the labs with UPS and generator.

    c. To co-ordinate with the Network Engineer of the agency and ensure that all working properly

    d. To quickly trouble shoot any hardware or network related problem

    e. To assign one hardware person for every 150 systems

    f. To monitor CCTV camera during the exam

HARDWARE ENGINEERS:

    a. To update all the required settings on all the systems as per the check list provided

    b. To be present at the respective lab to provide support for any problem.

    c. To set up CCTV camera access to system admin

INVIGILATORS:

    a. To seat the candidate in the respective system in the lab after checking their Admit Card / ID Proof.

    c. To distribute the rough sheets before the test

    d. To check the version numbers on adjacent systems

    e. To take LTI and sign in roll call sheets after verifying candidate identity

    f. To verify that the candidate should write a Hindi phrase in admit card which displays on candidate screen

    h. To get the signature of the candidate on admit card and to sign in the admit card

    i. To invigilate the exam strictly

    j. To collect the admit card, photocopy of ID proof, roll call sheets & rough sheets

    k. To hand over the admit card, photocopy of ID proof, roll call sheets and rough sheets to Centre co-ordinator of agency

REGISTRATION DESK:

    a. To check admit card and original photo identity card (Issued by Govt. of India) of the candidate.

    b. To direct the candidate to the lab for biometric capturing & to write **BIO AUTH CODE in prescribed color VERIFIED /SIGN** on the admit card

    c. To direct the candidate to sit in the system assigned to him/her.

ELECTRICIAN:

    a. To connect generator when required.

    b. To be present to attend to any electrical problem

SECURITY   : To Check the admit card for the centre name and batch and allow.

OFFICE ASSISTANTS: To run errands and to supply water to candidates

                To arrange food, snacks, tea/coffee to the observers.

ROLES & RESPONSIBILITIES – AGENCY

CO-ORDINATOR:

a. To interact with the nodal officer and arrange a meeting with the invigilators (1:30 ratio), hardware people and explain the procedures to them
b. To collect the contact numbers with names of all invigilators and other people involved
c. To collect the no relation certificate from all invigilators, venue in-charge & other people involved
d. To check all arrangements made like registration desk, display boards/banners, etc.
e. To distribute the Roll Call Sheets to the Invigilators.
f. To collect the Roll Call sheets, admit card and Rough Sheets from the invigilators and tally the count with the number of candidates in every batch
g. To bring signed Roll call sheets & rough sheets to P2 office.
h. To maintain generator log report and to sort out issues if any
i. To distribute the honorarium to College Nodal Officer & Collect the bill copies.
j. To cross check all Biometric data & Video recording back up in DVD format.

NETWORK ENGINEER:

a. To establish contact with the System Admin, Hardware Engineers and the Electrician of the centre
b. To check the network and hardware
c. To understand the network of the Centre to trouble shoot if required
d. To set up the server and internet connection for the server
e. To get the IP for the server
f. To change the server name (if required)
g. To do pre-checks on all systems with the help of the hardware person in the college
h. To do virus scanning on all the systems
i. To check power backup
j. To run mock test and simulate power shut down conditions during mock
k. To check the network speed while running the mock trial
l. To properly lock and store the server after the mock.
m. To change the version numbers of candidates during login time

SERVER ADMIN:

a. To check the servers and set them up
b. To run mock trial
c. To check the download of Question Paper during mock
d. To run the real mock
e. To check the ED Transfer during mock
f. To download the question paper for the real exam on the day of exam
g. To print out roll call sheets after 10 minutes of the start of the exam
h. To change the version numbers of candidates during login time
i. To allow re-login of candidates if required
j. To check the transfer logs periodically & to maintain generator log report
k. To check the login status of candidates during the exam
l. To verify the final transfer and transfer the full table
m. To perform final clean-up

3. CONTROL ROOM AND CENTRAL MONITORING

A dedicated control room will be established to provide Technical and Administrative support to all test centers throughout the exam day and will be available from 7 am onwards.

The telephone numbers and the contact persons will be intimated to the concerned coordinators before the start of the Online Test.

HINTS/QUICK REVIEW

1. **Please arrange for landline number (close to server room), in case mobiles are not reachable.**
2. **START the EXAM on TIME without fail**
3. **Check the original id proof of the candidates along with admit card**
4. **Candidates are allowed till 08:45 am, 12:00 pm & 03:30 pm. Close the gate at 08:45 am, 12:00 pm & 03:30 pm.**
5. **Arrange invigilators on 1:30 ratio & Biometric systems on 1:30 ratio.**
6. **Roll call sheets & admit card get it signed from the candidates & Invigilators.**
7. **Collect the admit card, rough sheets and original copy of roll call sheets from invigilators without fail.**
8. **Collect Biometric Data, metal detectors, radio frequency bug detectors, stamp pads, seal & Video Records in DVD.**
9. **To update the venue preparation and conduct of exam status for every 30 minutes to the control room starting from mock test**
10. **Answer/respond to the calls from control room.**
11. **Collect the all the Annexures from the venue without fail.**

Candidates Reporting Time and Test Duration

Reporting Time 45 minutes before commencement of exam and Online Test duration will be 2 Hrs (Batch 1, Batch 2 and Batch 3).

The Coordinators from the Agency nominated for the test centre should be contacted in advance for their availability at the test center on the previous day of the start of the test. The observer may plan his visit to the test center accordingly.

ANNEXURE – 1

INVIGILATORS DETAILS

Sl No	Lab Number	Name of the Invigilator	Designation	No of Candidates Allocated	No of Candidates Present
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Name & Signature of the Centre In Charge:

Seal of the Venue:

ANNEXURE 2

(This format to be signed by Venue In-charge and all invigilators involved in the conduct of exam)

<u>NO RELATION CERTIFICATE</u>

Certified that none of my relatives is a candidate appearing in this online exam for Direct Recruitment of Helper – II post to be conducted on _____(date) to the best of my knowledge in _____ (city/location), in which centre I have been assigned duty.

By the term near relative means wife, husband, parents and grandparents, children and grandchildren, brothers and sisters, uncles, aunts and cousins and their in laws.

Signature of Invigilator

Full Name:

Venue Seal:

Name of the Venue:

Date:
………

WARNING

IMPORTANT NOTICE TO CANDIDATES

Anybody found carrying bags, purses, pencil boxes, beepers, wrist watches, calculators, mobiles, electronic devices, scanners, etc. inside the exam hall will be disqualified. Please leave/keep them outside the venue premises at your own risk.

Only pens, ID proof and admit cards are allowed.