



Comprehensive instructions on Recruitment updates for

Administrative Assistant 'B' (Unreserved) and Clerk 'A' (OBC & Unreserved)

Reference: Advt. No. 6/2024 & Advt. No. 7/2024

The following comprehensive points are publicized for ready reference to the candidates applied for the above positions:

Syllabus Notification:

The syllabus and pattern for the written examination were released on 2nd September 2024 (Notice No. TFR:NCB:298:24-25).

Written Test Information:

Examination Date: **20th January, 2025**

Venue:

Rain Cloud Technologies
#47/1, Ground Floor,
11th Cross, Balaji Nagar,
Thigalarapalya Main Road,
Peenya 2nd Stage,
Bengaluru 560058
Karnataka, India

For detailed information please refer the Ref: **TFR:NCB:298:24-25 dated 26th December 2024.**

Mock Test:

In order to familiarize the students to the computer-based test, an opportunity in the form of **MOCK TEST** will be made available on our website. Mock test does not reflect the actual test pattern or syllabus.

Admit card:

Admit card for the examination will be uploaded on the Institute's website and will be available for download by all the candidates who applied for the aforesaid positions with effect from **10th January 2025** via the NCBS Job Portal. Candidates experiencing difficulties in downloading their admit cards are advised to contact hr@ncbs.res.in.

Please note that no paper Admit Card will be issued. Candidates must bring a printout of the downloaded e-Admit Card to enter the examination centre.

Applicants who have submitted applications for Clerk 'A' under both OBC and Unreserved categories will have an admit card generated for only one category, preferably OBC. OBC candidates must substantiate their eligibility with the requisite certificates at the time of document verification which will take place on the date specified by NCBS on the day of the Skill Test. Otherwise, their application will shift to the Unreserved category, provided they meet the eligibility criteria. In cases of multiple submissions for Clerk 'A' and Administrative Assistant 'B' positions, only the most recent application will be processed.



Candidates may also note that, their candidature will remain provisional all stages of the examination subject to fulfilment of the prescribed eligibility criteria. The issuance of an Admit Card does not imply final acceptance of the candidate's eligibility. Candidates appearing for the examination should ensure that they meet all eligibility conditions for the written test.

Provision of Compensatory time and Assistance of Scribe:

In case of persons with benchmark the facility of scribe is allowed, if desired by the candidate. Candidates are requested to produce a disability certificate in the prescribed format. Applicants have to submit a Disability Certificate issued by Medical Board constituted either by Central or State Government, no other certificate will be accepted.

For the written examination, eligible candidates will be granted compensatory time of an additional 20 minutes per hour of the examination.

An email communication regarding the option to avail the scribe facility has been sent to applicants who indicated their eligibility under this category in their application form.

Candidates will have to arrange for the scribe on their own:

a. The scribe so arranged should not himself/herself be the candidate for post/ vacancies/ exam for which the candidate is appearing. Also, same scribe should not be engaged for more than one candidate. The scribe and the candidate shall give a declaration to this effect. Any violation, if detected at any stage will render both the candidate & the Scribe disqualified.

b. Candidates with benchmark disabilities which are not identified as eligible for concession are not allowed to have scribe.

c. In case the candidate opts for his/her own scribe, the qualification of the scribe should be one step below the essential qualification indicated in the advertisement. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at Annexure-A. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at Annexure-B. If, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.

Skill Test:

The detailed scrutiny of applications for eligibility and other criteria is not taken up at the time of the Written Test. Consequently, candidature will be accepted on a provisional basis. Candidates are required to produce certificates/documents supporting their educational qualifications, experience, and caste/category during the document verification process, which will take place on the date specified by NCBS on the day of the Skill Test.

The merit list will be drawn, and candidates will be called for the next stage of the selection process which is Skill Test. But for consideration in the merit list, a candidate has to secure minimum qualifying marks fixed in written test (Notice No. TFR:NCB:298:24-25).

To reasonably limit the number of candidates for the Skill Test, the following criteria will be applied to those who rank highest in the order of merit:



For Clerk 'A': Up to 48 candidates will be called for the skill test.

For Administrative Assistant 'B': Up to 12 candidates will be called for the skill test.

In cases, where more than one candidate secures equal aggregate marks, these tie cases will be resolved by applying the following criteria, one after another, as applicable till the tie is resolved.

- (i) Date of Birth: - Older candidates placed higher on the merit list.
- (ii) Alphabetical order (English Language) in which the names of the candidate appear.

Those in the order of merit based on their appearance in the written test will be called for the skill test. The list of candidates to be called for skill test will be displayed in the website and the call letter for skill test will be sent to their registered email ID. Please note that only the registration/application numbers of the candidates shortlisted for the Skill Test will be displayed on the website, and they will not be listed in the order of merit.

DOCUMENT VERIFICATION:

Candidates would be required to produce the relevant certificates in original along with a copy of online application and submit attested copies of the following certificates at the time of document verification

a) Educational qualifications supported by appropriate mark sheets/certificates as proof of possessing the minimum educational qualification as on the closing date i.e. failing which the candidature of such candidate will be cancelled. In case Universities/Board award letter grades/CGPA/OGPA/SGPA, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by that University/Board and necessary document to be produced. In the absence of the same the candidature will not be considered. Candidates should be able to produce the proof of conversion from the respective institution at the time of document verification.

b) Valid proof of Date of birth (Matriculation / Secondary School Certificate).

c) Candidates who wish to be considered against reserved vacancies or seek age- relaxation must submit requisite certificate from the competent authority, in GoI format at the time of document verification. Otherwise, their claim for OBC/PwBD category will not be entertained and their candidature will be cancelled.

d) OBC candidates' caste certificate should be of a recent valid date and issued by designated authority in the prescribed format with non-creamy layer certificate and the caste/community should have been included in the Central lists of Other Backward Classes.

e) Terms and Conditions for Persons with benchmark Disabilities (PwD) is as per the Rights of Persons with Disabilities Act, 2016, December 27, 2016 (A) Definition of Persons with benchmark Disabilities (PwD) as per section 31 (4) of the Act. Degree of Disability for reservation: Only such persons would be eligible for reservation who suffers from not less than 40 per cent of relevant disability. Applicants have to submit a Disability Certificate issued by Medical Board constituted either by Central or State Government, no other certificate will be accepted.



f) Candidates working under the Central/ State Government/ Public Sector Undertakings, if called for Document Verification should submit a “NO OBJECTION CERTIFICATE” from their employer

g) Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought at the time of document verification, failing which their candidature may be cancelled.

h) If a candidate is rejected for non-furnishing of the requisite certificate in support of the category filled in the application form, the candidate may be solely responsible for the same and this Institute will not take any responsibility.

i) Candidates may also note that, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.

j) Candidates are cautioned that their candidature will be cancelled by this Institute in case they submit any false claim for OBC/ PwBD status or avail any other benefit.

Action against candidates found guilty of misconduct:

If candidates are found to indulge at any stage in any of the malpractices, impersonation etc., their candidature for this examination will be cancelled.

Court's Jurisdiction: Any dispute with regard to this recruitment will be subject to the Courts having jurisdiction in Bangalore only.

No TA/DA/Journey expenses will be allowed to the candidates for attending the Exam at any stage.

After completion of skill test, the final merit list of selected candidates who fulfils the minimum qualifying marks fixed in both written test and skill test will be publicized.

Candidates must check the website regularly for updates.

No interim inquiries will be entertained.
