



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
भारतीय प्रबन्ध संस्थान सिरमौर

Rampur Ghat Road,
Paonta Sahib, Sirmaur.
Himachal Pradesh-173025, India.

रामपुर घाट रोड,
पांवटा साहिब, सिरमौर।
हिमाचल प्रदेश - 173025, भारत।

NO. IIMS/Admin/ 26 /2022

Dated: Feb 16 ,2022

NOTICE

INSTRUCTIONS TO THE CANDIDATES FOR WRITTEN TEST
(MCQs, OMR SHEET BASED)

Further to the Institutes Notice No. IIMS/Admin/01/2022 dated Jan 04, 2022, and IIMS/Admin/19/2022 dated Feb 04, 2022, the general instructions regarding the conduct of written test (MCQs, OMR sheet based) are as follows:

2. Important Instruction:

Candidates are to bring the following mandatorily on the day of examination:

- (i) **The original admit card (sent via speed from the Institute) along with duly pasted and self-signed color passport size photograph.**
- (ii) **Copy of self-attested Aadhar Card (attached to the Admit Card).**
- (iii) **Covid-19 undertaking form with duly pasted and self-signed colour passport size photograph as per Annexure-1 (for Junior Accountant) and as per Annexure-2 (for Junior Office Assistant).**
- (iv) **Black ballpoint pen for marking answers in OMR sheet (no gel/ ink pen permissible)**

3. The other details related to the written test and general Instruction for the same are as follows:

Junior Office Assistant

- (i) Date of Examination : **Feb 27, 2022 (Sunday)**
- (ii) Venue : **Roll No. 220001 to 220600**

**Indian Institute of Management Sirmaur,
Rampur Ghat Road, Teh - Paonta Sahib,
Dist- Sirmaur, Himachal Pradesh - 173025**

Roll No. 220601 onwards

**Himachal Institute of Dental Sciences,
(Nr. IIM Sirmaur campus),
Rampur Ghat Road, Teh - Paonta Sahib,
Dist- Sirmaur, Himachal Pradesh – 173025**

- (iii) Reporting time : **10:00 AM**
(iv) To be seated in Classrooms : **by 10:30 AM**
(v) Timing and Duration : **11:00 AM to 01:00 PM (02 Hours)**

Junior Accountant

- (i) Date of Examination : **Feb 27, 2022 (Sunday)**
(ii) Venue : **Indian Institute of Management Sirmaur,
Rampur Ghat Road, Teh - Paonta Sahib,
Dist- Sirmaur, Himachal Pradesh - 173025**
(iii) Reporting time : **01:45 PM**
(iv) To be seated in Classrooms : **by 02:00 PM**
(v) Timing and Duration : **02:30 PM to 04:30 PM (02 Hours)**

4. **Covid Instructions:**

- (i) **It is mandatory for candidates to bring the signed declaration for Covid-19 (as applicable, Annexure-I / II). The same is to be shown to the Security Guard at the entry gate of the campus.** Candidates having COVID-19 symptoms will not be allowed to appear in the written test.
- (ii) Candidates must cover their nose and mouth with a facemask, failing which they will not be allowed for the written exam process.
- (iii) Candidates must maintain social distancing at all times inside the exam venue and adhere to the latest Govt. guidelines/ protocols in force for COVID-19.
- (iv) Temperature of a candidate will be checked at the entry to the exam venue via a Thermo Gun.

5. **General Instructions:**

- (i) The call for the written test is **provisional**. You must, therefore, ensure that you fulfill all the conditions of eligibility as prescribed in the Recruitment advertisement. If at any stage, it is found that you do not fulfill any of the conditions of eligibility, your candidature will be canceled and no appeal against such cancellation will be entertained.
- (ii) The fact that you have been called for the written test does not confer any right on you to be treated as eligible in all aspects for an appointment.
- (iii) No request for a change in date, time, and venue of the Test will be entertained for any candidate under any circumstances. In case you fail to appear for the Test, it will be presumed that you are not interested and your candidature will automatically be treated as 'canceled'. Further, no correspondence will be entertained in this regard.
- (iv) NO TA/DA will be paid to appear for the written test.

- (v) No electronic items, mobiles phones, smartwatches, etc. are permissible inside the examination rooms.
- (vi) The candidates are to submit all the documents as mentioned in Para 2 (i), (ii), and (iii) post-completion of the exam to the invigilator.
6. Please also note that canvassing in any form will result in the cancellation of your candidature.
7. Instructions related to the **Written test (OMR sheet based) exam is annexed at Annexure-III** for reference of the candidates.



[Signature]
16/2/2022

Convener, Non-Teaching recruitment

Annexure - 1

Self-Declaration, COVID-19 form

JUNIOR ACCOUNTANT

Group - C, Non-Teaching positions, (Rect. Advt. 02/2021)

Paste your recent
colored
Photograph and
sign
across photo and
the sheet

I hereby undertake that I am fully aware of the Government of India (GoI) guidelines w.r.t Covid-19 as issued from time to time and in the interest of everyone and self-health. I declare the following:

1. I have read all the Instructions, Notices related to this examination on the website.
2. I have/ don't have (**Please write YES or NO in block letters**), the following symptoms in last 01 (One) week, till date:
 - (i) Fever :
 - (ii) Sore throat / Runny Nose :
 - (iii) Cough/ Runny Nose :
 - (iv) Body ache :
3. I have NOT been in close contact with a person suffering from Covid-19 in the last one week and am NOT under mandatory quarantine.
4. I may be subject to legal provision/action as applicable for hiding any facts on Covid-19 infections related to me and causing health hazards to others as per GoI or State Govt. (H.P.) norms as applicable in the matter.

Candidate Name : _____
Mother Name : _____
Date of Birth : _____
Candidate Roll No. : _____
Date of Exam : **Feb 27, 2022, (Sunday)**
Exam Venue : **Junior Accountant**

IIM Sirmaur Campus, Indian Institute of Management
Sirmaur, Rampur Ghat Road, Vill - Kunja Matraliyon,
Teh - Paonta Sahib, Dist. - Sirmaur, Himachal Pradesh -173025

Signature of Candidate
Date : Feb 27, 2022

Self-Declaration, COVID-19 form

Annexure-II

JUNIOR OFFICE ASSISTANT

Group - C, Non-Teaching positions, (Rect. Advt. 02/2021)

Paste your recent
colored
Photograph and
sign
across photo and
the sheet

I hereby undertake that I am fully aware of the Government of India (GoI) guidelines w.r.t Covid-19 as issued from time to time and in the interest of everyone and self-health. I declare the following:

1. I have read all the Instructions, Notices related to this examination on the website.
2. I have/ don't have (**Please write YES or NO in block letters**), the following symptoms in last 01 (One) week, till date:
 - (i) Fever :
 - (ii) Sore throat / Runny Nose :
 - (iii) Cough/ Runny Nose :
 - (iv) Body ache :
3. I have NOT been in close contact with a person suffering from Covid-19 in the last one week and am NOT under mandatory quarantine.
4. I may be subject to legal provision/action as applicable for hiding any facts on Covid-19 infections related to me and causing health hazards to others as per GoI or State Govt. (H.P.) norms as applicable in the matter.

Candidate Name : _____

Mother Name : _____

Date of Birth : _____

Candidate Roll No. : _____

Date of Exam : **Feb 27, 2022, (Sunday)**

Exam Venue : **Junior Office Assistant - (Roll No. 220001 to 220600)**

IIM Sirmaur Campus, Indian Institute of Management
Sirmaur, Rampur Ghat Road, Vill - Kunja Matraliyon, Teh - Paonta
Sahib, Dist. - Sirmaur, Himachal Pradesh – 173025

Junior Office Assistant - (Roll No. 220601 and onwards...)

Himachal Institute of Dental Sciences (also locally called as Dental
College), near IIM Sirmaur
Rampur Ghat Road, Vill - Kunja Matraliyon, Teh - Paonta Sahib,
Dist. - Sirmaur, Himachal Pradesh - 173025

Signature of Candidate

Date : Feb 27, 2022

INSTRUCTIONS FOR FILLING OF OMR SHEETS FOR THE CANDIDATES

1. The OMR sheet shall consist of two copies, the original copy and the duplicate copy below. Do not attempt to separate or displace them while answering. The candidate is allowed to take carbon/duplicate copy along with him/her after completion of the exam.
2. Use a black ballpoint pen to darken the circle (no gel/ink pen is permissible).
3. In case of spoiled, damaged, misprinted OMR answer sheet, return it to the invigilator and claim a Buffer OMR answer sheet, wherein you are expected to fill in all the required details in the appropriate places. Please ensure that all your particulars are correctly written.
4. Before you start answering, the details should be written in the space provided. The appropriate circles have to be darkened.
5. Sign on the OMR answer sheet in the space provided and make sure that the invigilator signs in the space provided.
6. OMR answer sheet will be machine graded and pre-processed by electronic means, i.e. computers and scanners. Invalidation of the answer sheet due to incomplete/incorrect filling of the answer sheet will be the sole responsibility of the candidate. The candidate will solely be responsible for wrong mentioning of Roll No. and other particulars and such wrongly or incorrectly filled OMR sheets may be invalidated/ rejected in the evaluation process.
7. Do not make any stray marks or fold the Answer Sheet.
8. While marking your answers darken the circle which is the best correct answer.
9. Candidates are not allowed to tear, destroy /her OMR Answer Sheets, Question Booklet. If any candidate is found doing so, he shall be disqualified and not allowed to continue the exam.
10. Changing an answer is NOT ALLOWED:
 - * While answering, choose the BEST alternative answer from the choices given below the question and darken the same in the corresponding circle in the OMR answer sheet. Do not shade more than one circle for a question.
 - * The candidate must fully satisfy themselves about the accuracy of the answer before darkening the appropriate circle, as the change of answer is not allowed.
 - * Use of eraser or white fluid on the OMR answer sheet is not permitted, as the OMR answer sheets are machine gradable and it may lead to invalidation.
11. The candidate has to hand over the OMR answer sheet and the question paper also to the invigilator before leaving the examination hall.
12. In case you do not follow the above instructions, the OMR answer sheet is liable to be invalidated in the evaluation process.

13. Correct/incorrect way of darkening/shading is shown in the table below for strict compliance:

S No.	Darkening of Circle	Response	Reason
1		Valid	Correct way of Darkening
2		Valid	Correct way of Darkening
3		Invalid	Darkening of circle is done partially
4		Invalid	Darkening of circle is done partially
5		Invalid	Darkening of circle is done partially
6		Invalid	Tick mark (✓) is not allowed and treated as partially darkened
7		Invalid	Cross mark (X) is not allowed and treated as partially darkened
8		Invalid	More than one circle darkened and (✓) and X are not permitted
9		Invalid	Darkening is done in more than one circle and also partial
10		Invalid	Treated as darkened in more than one circle
11		Invalid	Treated as darkened in more than one circle
12		Invalid	Darkening in a circle extended to another circle and treated as darkened in more than one circle
13		Invalid	Darkening is not done properly
14		Invalid	More than one circle Darkened
15		Invalid	One darkened circle is erased and other circle is darkened and treated as darkened more than one circle

Note :

- 1) Response is valid, if one circle is darkened properly only and if it is the correct answer, mark shall be awarded appropriately.
- 2) Even if the candidate feels that there are two answers, only one circle should be darkened (most appropriate). If two circles are darkened, it will be treated as INVALID.