



DMI
विकास प्रबंधन संस्थान

विकास प्रबंधन संस्थान
Development Management Institute

Ref. No. - DMI/Estt./26/16-17/848

Date - 08.09.2023

Instructions for Computer Based Test

Refer to our advertisement no. 1/2023 (Reference no. DMI/Estt./26/16-17/586) dated 19th July 2023 seeking applications for non- teaching posts at Development Management Institute, Patna. The written exam for the same will be held on 24th September 2023 (Sunday). The admit cards will be sent online. The instructions for the candidates appearing for the exam is mentioned below as well as in the admit card.

1. The candidates shall reach exam centre as per the reporting time mentioned in the admit card. Entry will not be allowed to the candidates appearing late. You are advised to confirm / visit the location of your centre well in advance.
2. **Candidates must bring two coloured passport size photograph along with their Admit Card and hard copy of original valid photo ID proof (Passport, Driving license, Voter ID Card, Pan Card, AADHAR Card (UID)) to the exam centre for verification, failing which the candidate shall not be allowed for the online examination.**
3. **The candidates must submit their Admit Card to the officials at the exam centre. No Candidate would be allowed to enter the Examination Centre, without Photograph, Admit Card and Valid ID Proof.**
4. The candidates are not allowed to carry any electronic or digital or communication device/gadget such as **Bluetooth, Earphone, Microphone, Pager, Health Band, etc.** to the exam hall including mobile phones, digital watch etc. No responsibility of gadgets brought to the exam centre will be taken / no provision for storage of the gadgets will be provided.
5. **Any stationery items such as paper, geometry box, plastic pouch, calculator, scale, writing pad, pen drive, log table electronics, scanner etc. are not allowed. Other items such as goggle, handbags, hair pin, hair band, belt, cap, camera, any other metallic device, any eatable item opened or packed are not allowed.**
6. **No Candidate should adopt any unfair means or indulge in any unfair examination practices as the examination centres are under electronic surveillance.**
7. **Candidates will not be allowed to leave the examination hall before the examination is completed. After completion of the examination, please wait for the instructions from Invigilator and don't get up from your seat until advised. Candidate will not be allowed to re-enter the examination hall.**
8. At Examination Venue, mentioned in your admit card, you must occupy the seat allotted against your roll no. or as directed by the invigilator. Inter changing seats, creating disturbance in the hall, exchanging notes, consulting/talking to each other/copying of questions in any form etc. will result in summarily dismissal from the Examination Hall, non- evaluation of online responses and other disciplinary/legal proceedings.
9. No request for change in the Date, Time and Examination Centre will be considered under any circumstances.
10. Candidates with disability in the categories of blindness, locomotors disability (both arms effected- BA) and cerebral palsy are provided the facility of scribe, if desired by the person. In case of other categories of Persons with benchmark disabilities as defined under section 2 (r) of the RPWD act 2016 , the facility of scribe is allowed to such candidates on production of certificate to the effect that the person has physical limitation to write and, scribe is essential to write examination on behalf, from the Chief Medical Officer/Civil Surgeon /Medical Superintendent of a Government Health Care

Institution issued in prescribed proforma , at the time of entry to the examination centre. Such candidates will be allowed "compensatory time" of 20 minutes per hour (over and above the normal duration of examination). Candidate availing the facility of scribe have to fill Prescribed Performa "Declaration of the Scribe (Writer)" and to be handed over to the Room Invigilator on the day of Examination. The Prescribed Performa can be downloaded from Development Management Institute, Patna's official website or <https://apply.ind.in>

11. In the examination, if a candidate is (or has been) found guilty of:
 - A. using unfair means during the examination or
 - B. Impersonating or procuring impersonation by any person or
 - C. Misbehaving in the examination hall with Invigilator and staff on duty or
 - D. Resorting to any irregular or improper means in connection with his/her candidature for selection or
 - E. Obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable:
 - a) To be disqualified from the examination and
 - b) To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Development Management Institute, Patna
12. Candidates appearing for Computer Based Examination are not entitled for reimbursement of travelling expenses.
13. **The test would comprise of 120 numbers of multiple choice objective type questions and total time for completion is 120 minutes. The candidate has to score minimum 30 percent marks in the test to be considered for inclusion in the merit list for further selection process. There will be no negative marking. For further information regarding the examination topics please visit the website www.dmi.ac.in.**
14. Candidates can view their online response and answer key from 26-09-2023 to 28-09-2023 by logging into online portal with their registered credentials. In case of query / objection in respect of any question(s) and its answer, the same needs to be submitted only through "Online Response Link" till 28-09-2023. If the objections are not received within the stipulated period, the candidates will lose the chance of raising objection and will not have any right for making future claim for re-evaluation at any stage of selection process.

The subjects for the written exam, number of questions and time for completion is mentioned below:

For the Post of - Manager Academic Program		
Subject	No. of questions	Time for Completion
Quantitative Aptitude	20	120minutes
Logic and Reasoning	20	
General Awareness & Current Affairs	30	
English language and reading comprehension	50	
Total	120	







For the Post of Program Assistant (CEP & PGP) and Secretary		
Subject	No. of questions	Time to be given
Quantitative Aptitude	20	Time for Completion- 120minutes
Logic and Reasoning	20	
General Awareness & Current Affairs	30	
English language and reading comprehension	50	
Total	120	

For the post of Accountant, IT-Enabled Services (ITeS) Assistant, Library Assistant and Maintenance Engineer Cum Supervisor		
Subject	No. of questions	Time to be given
Core Domain/Professional Knowledge	60	Time for Completion is 120minutes
Quantitative Aptitude	15	
Logic and Reasoning	15	
General Awareness & Current Affairs	15	
English language and reading comprehension	15	
Total	120	



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DECLARATION/UNDERTAKING BY PERSON WITH DISABILITIES (PwD) CANDIDATES WHO WISH TO USE SCRIBE/PASSAGE DICTATOR

(Letter of Undertaking for using own Scribe/Passage Dictator)

I a candidate with (name of the disability) appearing for the (name of the examination) bearing Application No. at (Center name) in the (City), (name of the State). My highest qualification is And scribe's highest qualification is We (Candidate & Scribe) together hereby declare that (name of the Scribe) will provide the service of Scribe/Reader/Passage Dictator/Lab Assistant for the candidate for taking the aforesaid examination and also undertake that we (Candidate & Scribe) have read out/been read out the instructions of 'Guidelines regarding Persons with Disabilities (PwD) using the services of a Scribe/Passage Dictator' issued by Security Paper Mill, Narmadapuram and hereby undertake to abide by them. It is also stated that the examination and also can not be a Scribe for another candidate. We also understand that in case it is detected at any stage of recruitment and even after recruitment that incorrect/false or that we have suppressed any material fact(s), or that Scribe's qualification is not as declared and I shall forfeit my right to the post and claims relating thereto.

Given under our signature:-

.....
Signature and Left Hand Thumb
Impression of the **Scribe/Passage Dictator**

.....
Signature and Left Hand Thumb
Impression of the **Candidate**

Correspondence Address
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.....
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Application No.:.....
Seat No.
Post Name

ID Proof Type:.....
ID Number

Date of Skill Test
Shift
Skill Test Center:.....

STD Code:..... Ph. No.
Mobile No.....

City:.....
Correspondence Address
.....
.....

*Recent passport size
Photograph
of the
Scribe/Passage
Dictator To be
signed by Scribe
And Candidate*

STD Code:..... Ph No.
Mobile No.

Signature of the Venue Officer/Invigilator

***Scribe/Passage Dictator is required to carry his ID proof in original at the time of examination.**