

IMPORTANT INSTRUCTIONS FOR CANDIDATES**Dated: 2nd January 2025****Dear Candidate,****Greetings from NTA!**

As you are aware, the **Stage-I Examination** Recruitment to the following Posts in the District Courts of Uttar Pradesh is being conducted by the National Testing Agency (NTA) in Pen & Paper Mode (OMR based) in 16 Cities on behalf of Hon'ble High Court of Judicature Allahabad of Uttar Pradesh under The Uttar Pradesh Civil Court Staff Centralized Recruitment: 2024-25, as per the schedule mentioned below:

Sl. No.	Name of the Post	Date of Exam	Time	Min
1	Driver Grade-IV	04.01.2025 (Saturday)	10:30 AM to 12:00 Noon	90
2	Group-C Clerical Cadre	04.01.2025 (Saturday)	03:00 PM to 04:30 PM	90
3	Stenographer (Grade III)	05.01.2025 (Sunday)	10:30 AM to 12:00 Noon	90
4	Group-D	05.01.2025 (Sunday)	03:00 PM to 04:30 PM	90

Kindly note the following, for your immediate information & necessary action (wherever applicable):

1. The Candidate (s) are provisionally permitted to appear in the Stage-I Examination for the Post(s) applied for, as per the relevant Schedule given above.
2. Discrepancies, if any, regarding candidate's particulars in the Admit Card (which are obtained from the corresponding details filled up by the candidate himself/herself in his/her online application form), may be brought to the attention of NTA immediately through **Helpline Numbers (011-69227700/40759000/69095-250)**.
3. **Candidates are advised to verify the location of the examination venue, a day in advance so that they do not face any problem on the day of examination.**
4. Request for change of examination Centre/ City or date of examination will not be entertained.
5. The Candidate (s) must report at the Examination Centre at the scheduled Reporting Time but in any case not after the Centre Gate Closing Time (as communicated in the Admit Card), after which the candidate will not be permitted entry under any circumstances.
6. If religion/customs require you to wear specific attire, please visit the Centre early for thorough checking and mandatory **two-stage frisking**.
7. Candidate (s) must also read the Instructions provided in the Detailed Advertisement as well as in the Admit Card, very carefully.
8. The Invigilator will verify candidate's identity and other particulars and sign at the designated places on the Admit Card.
9. Candidate (s) must bring 02 Black colour Ball Point Pen for use in the Exam.
10. Candidate (s) must bring 2 Passport size Photographs, one to be pasted on the Admit Card and another on the Attendance Sheet in the Examination Room.
11. The Candidate whose scanned photograph / live photograph captured / uploaded along with the online Application, is not visible on the Admit Card, he/she must bring two photographs duly attested by a Gazetted Officer, along with a copy of the valid Govt. ID

Proof (as was specified in the Detailed Advertisement) and submit the same at the Examination Centre, failing which the Candidate will not be permitted entry in the Examination Centre.

12. The decision of NTA shall be final and binding as to whether a candidate has to be allowed entry and/or appearance in the examination on account of any misconduct, suspicious activity, unusual behavior, Unfair Means (UFM) Practice, etc. on the part of the candidate. Such a situation shall be immediately brought to the notice of NTA by the concerned Exam Functionary.
13. Candidate (s) have been permitted to bring only the following Documents/Items on the Day of Examination to the Test Centre. Candidates who will not bring these will not be allowed to sit in the Examination and shall lead to his/her disqualification:
 - **Black Ball Point Pens (02) for use in the Exam.**
 - **Print copy of Admit Card downloaded from NTA website.**
 - **Any one of the authorized photo IDs (must be original, valid and non-expired) – U.I.D., Voter I.D. Card, Driving, License, Passport, PAN Card, Bank's Passbook copy with attested photograph /Student ID card.**
 - **Personal transparent water bottle.**
14. Please note that the **debarred items** listed below are strictly NOT allowed inside the examination Centre:

Mobile Phone, Bluetooth/wireless earphones/devices, watch of any kind including digital/smart watch, Bag, Handbag, Papers, notes, books, calculator, keys, electronic gadgets/ equipment, correction marker/white fluid, sharpen objects such as knife or blade, any other suspicious item/material, etc.
15. Any candidate found using or in possession of such unauthorized material or indulging in copying or adopting unfair means would be liable to be summarily disqualified.
16. Possessing any electronic device such as mobile phone/watch of any kind or any electronic equipment by the candidate inside the examination centre / campus before completion of the examination will be considered as an act of unfair means. Appropriate civil and/or criminal proceedings will be initiated against any candidate taking or attempting to take or send the Question Booklet before completion of the examination in full or in part outside the examination room besides, cancellation of his/her candidature.
17. Biometric information of all the candidates shall be captured. Identity checks will be made upon arrival at the Examination Centre to ensure that there are no unauthorized candidates appearing for the Examination. Candidates are required to cooperate with the security personnel for security checks.
18. To ensure a fair and transparent selection process, the High Court reserves the right to utilize biometric data collection at all stages of the examination and during the physical verification process post-results. Candidates are required to provide biometric information as part of the examination and verification procedures.
19. Candidates should take their seats immediately after completing the formalities (frisking, biometric capturing, and verification) in their respective Examination Room/Hall on their allotted seat. If not, they are likely to miss some of the general instructions to be announced in the Examination Rooms/Hall. The NTA shall not be responsible for any delay.

20. The Question Paper/Test Booklet will be bilingual (English and Hindi) and will have 100 Objective Type/ Multiple Choice Questions of 1 mark each. There will be NO Negative Marking for incorrectly marked answer/ un-attempted questions.
21. Duration of the Examination/Paper will be 90 minutes.
22. The Question Paper/ Test Booklet or any part thereof shall not be taken outside the Examination Room/Hall before completion of examination. Doing so would be a punishable offence. However, the candidates after completion of the Examination are allowed to take the Question Paper/Test Booklet along with them.
23. After the examination is over, the OMR Answer Sheet and Admit Card shall be handed over to the Invigilator, before leaving the Examination Room/Hall.
24. The Candidates shall leave the examination room after the completion of examination, the counting and tallying of OMR Answer Sheets by Room Invigilator(s) and the capturing of the image of their OMR Answer Sheets by the Verification Invigilator in their presence and sealing of their OMR Answer Sheets in prescribed envelope in the Examination Room itself by the Room Invigilator(s) in their presence. These security and transparent measures are being adopted in the interest of candidates and integrity of the Examination(s).
25. No travelling and/or other expenses would be paid to the candidate(s) for attending the examination.
26. Any unethical practice will lead to disqualification of candidature.
- 27. Any attempt or indulgence in fraudulent activities or in using any unfair means at the time of verification of the identity or during the examination on the part of any candidate will be met with strict legal action(s) under the Law, including The Public Examinations (Prevention of Unfair Means) Act, 2024 and Rules/ Instructions/ Guidelines issued there under.**
28. The High Court of Judicature at Allahabad and NTA are committed to maintaining the integrity of the recruitment process, and any irregularities detected will result in immediate disqualification and candidature, besides being subjected to potential legal consequences as mentioned above.
29. Candidates are advised to adhere to the aforesaid Instructions and the rules and regulations of the examinations as stipulated in the Detailed Advertisement and refrain from any action that could be deemed unfair or deceitful.
30. Candidates are advised to check updates on the website: <https://exams.nta.ac.in/AHCRE/> and <https://www.allahabadhighcourt.in/> . They should also check their mailbox on the registered E-mail address and SMS in their registered Mobile Number for the latest updates and information.

Looking forward to your kind co-operation. We wish you the very best and Good Luck to you.