

## **Instructions for FC and AME Regular Session of 04 / 2022**

**The exact date, Time, and Centre / Venue of the Examination of individual candidates will be mentioned in their respective Admit Card. Admitted candidates are advised to download their Admit Card from the PARIKSHA Portal Before three (03) days of examination as per guidelines available in FC and AME – USER MANUAL.**

1. Candidates must follow all instructions from the Supervisor (Controller of Examination / Supervisor/ Invigilator). Any candidate who does not follow such instructions, their examination may be invalidated. Non-compliance with the Supervisor's directions may also result in suspension from all FC and AME License examinations.
2. Entry at the examination venue will **START 60 minutes prior and will CLOSE 30 minutes prior** to the start of the examination for that particular batch.
3. The Candidates are advised to take their allotted seat **30 min prior to the commencement of the examination** in the hall/ lab and will not be permitted to enter the examination hall/ lab thereafter.
4. Breaks for nature's call are permitted once after 1 hour of the start of the examination. Only one candidate may take a break at any given time. However, no candidates will be allowed for nature's call during the last 30 minutes of the examination.
5. Candidates must not communicate with another candidate or anyone else, other than the supervisory staff during the examination. If there is a need to raise a point of immediate urgency, the candidate is required to raise their hand to draw the Supervisor's attention. The candidate may then explain the matter in a quiet and non-disruptive manner.
6. Abusive behavior in exam centers will not be tolerated. Any candidate in breach of this will be asked to leave the exam room immediately and will forfeit all exam fees paid. This may also result in the suspension of candidature for future exams.
7. The candidate must indicate examination completion to the invigilators by raising a hand and remaining seated until the invigilator gives clearance to leave the examination hall. Before leaving the hall, the candidate must sign the Attendance Sheet, failing which the examination may be treated null and void.
8. Candidates are required to produce any one of the following **in original** as a proof of identity along with a valid Admit Card (**preferably in color**) of this particular Session:-
  - i) Passport
  - ii) Airport entry card – issued by BCAS
  - iii) UID / AADHAR
  - iv) Voter ID
  - v) Defense Identity Card, in the case of Defense Personnel
  - vi) Dependent Card issued by Defense Organization.
  - vii) Ration Card if, the candidate's Photograph is printed therein.
  - viii) Pass certificate / Mark List of 10<sup>th</sup>, 10+2, Diploma, Degree issued by recognized Board/ University wherein the photograph of the candidate printed and clearly visible.
  - ix) Central / State Govt. Health Cards with a photograph of the candidate printed therein.

9. Candidates are not allowed to bring any electronic gadget such as Calculators, Cell phones, Electronic diaries, or any other electronic device with memory or Listening devices and recording or photographic devices, any type of Wrist Watches/ Wrist Bands, pagers, pen scanners, or multimedia devices or any other communication devices even in switched OFF mode inside the examination room/hall. **DGCA will not make any provision to keep them in safe custody and the Candidates themselves are responsible for the safety of their belongings. The candidates may be subjected to frisking at the Examination center, all are advised to cooperate with the security staff.**

10. The candidates may be allowed to use (i) Navigation Computers and Scientific Calculators without multiple-memory for Air Navigation & Composite papers (like PPLG, CPLCG) (ii) However, the exchange of these devices amongst the candidates shall not be permitted.

11. Candidates, who try to misbehave or use unfair means in the examination venue, shall be expelled from the examination venue. They shall further be liable for disqualification in all the subjects and debarred temporarily or permanently from appearing in examinations / their result may be declared withheld or not evaluated. The examples of unfair means shall constitute but are not limited to as follows:-

- a) Copying or attempting to copy other candidates' answers or helping others to copy answers.
- b) Copying or attempting to copy from the un-authorized written material possessed by a candidate.
- c) Consulting other candidates, individuals through speech or sign or sound in the examination venue or outside the venue.
- d) Creating disturbance.
- e) Attempting to appear in the exam for someone else & arranging someone else to appear on behalf of self – Impersonation
- f) Giving or receiving assistance of any kind.
- g) Using prohibited aids, items not allowed; such as
  - i) Cell phones
  - ii) Calculators
  - iii) Electronic diaries or any other electronic device with memory or Listening devices and recording or photographic devices, any type of Wrist Watches/ Wrist Bands, pagers, pen scanners or multimedia devices, or any other communication devices even in switched OFF mode inside the examination room/hall.
- h) Attempting to move exam questions and/or responses (in any format) from the examination room.
- i) Writing irrelevant matter including obscene language on objection slips / reproducing questions from the question paper
- j) Attempting to remove any paper from the exam room.
- k) Leaving the exam room without permission.
- l) Failing to follow exam Supervisor's / Invigilator's direction.
- m) Manhandling of Supervisor / Invigilator & Centre Staff.

Failure to comply with any of the above rules will disqualify the candidate from appearing in the examination.

## **Special Instructions Regarding COVID-19**

**Important: In view of the COVID-19 pandemic situation candidates must adhere to COVID-19 appropriate behavior**

The examination is being conducted as per 'Revised SOP on preventive measures to be followed while conducting examinations to contain the spread of COVID-19' of MoHFW Govt. of India.

1. Candidates should check the reporting/entry time at the center given in the admit card and strictly abide by them.
2. Candidates need to maintain social distance (at least 6 feet) from each other at all times.
3. Candidates should sanitize their hands by washing them with soap/hand sanitizer before entry to the center.
4. Candidates are instructed to wear the mask provided by the examination authority at the entrance.
5. The candidates are not allowed to use their masks during the examination and must use the one provided by the examination authority. They are also instructed not to leave behind the mask at the examination center.
6. At the time of entry, body temperature (using thermo guns) will be checked and candidates are required to strictly adhere to the instructions of the security staff.
7. Candidates are required to sanitize their hands before and after signing the attendancesheet.