

INSTRUCTIONS TO CANDIDATES

Dear Candidate,

1. Your E-Admit Card for the Recruitment Examination-2021, scheduled for **Saturday / Sunday, the 30th / 31st October 2021**, will be available for download from **Monday, the 25th October, 2021 (after 11 AM)** from the MARKFED website.
2. Please note that only the original print-out of E-Admit Card with properly identifiable details including a clear print out of uploaded photograph is considered valid. Photocopies or improperly printed (too light or too dark) E-Admit cards are not acceptable.
3. You are advised to carry only the following items into the examination venue : (a) E-Admit Card along with self attested additional photograph (not more than three months old) pasted on the E-Admit card (b) Duly filled in Self Declaration Undertaking (c) Personal hand sanitizer (50 ml) and (d) Personal transparent water bottle.
4. You must carry “Any **ONE** of the original and valid Photo Identification Proof issued by the government” – Driving License / Voter ID card / Passport / PAN card / Aadhaar Card (original print out with clear image of the face). All other ID / Photocopies of IDs even if attested / scanned photo of IDs in mobile phone will **NOT** be considered as valid ID Proof.
5. You are advised to visit the examination venue earlier, so that you may not face any problem in locating the examination venue and reach the place in time for the examination.
6. Entry to the examination centre will **start at**
 - (i) Saturday, 30th October 2021(Afternoon Session) : 1.00 PM
 - (ii) Sunday, 31st October 2021 (Morning Session) : 8.00 AM
 - (iii) Sunday, 31st October 2021 (Afternoon Session) : 12 Noonand entry to the examination centre will **close at**
 - (i) Saturday, 30th October 2021(Afternoon Session) : 2.30 PM
 - (ii) Sunday, 31st October 2021 (Morning Session) : 9.30 AM
 - (iii) Sunday, 31st October 2021 (Afternoon Session) : 1.00 PM**No entry of the candidates will be allowed after the closing time.**
7. Early exit from the examination centre will **NOT** be permitted.
8. **Your digital photograph and thumb impression shall be captured at the examination centre.**
9. You are expected to maintain the dignity and sanctity of the examination by being disciplined at the exam centre.
10. You will **NOT** be allowed to wear / take the following items inside the examination centre under any circumstances :
 - a. **Any stationery item like textual material (printed or written), notes, Plastic Pouch, Calculator, Writing Pad / Pen, Pen Drives, Eraser, etc.**

- b. Any electronic device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Wrist Watch / Health Band, Calculator, Electronic Pen / Scanner, etc.
- c. All ornaments like bracelets, Ring, Earrings, Nose-pin, Chain / Necklace, Pendants, Necklace with pendants, Badge, Brooch, etc.
- d. Other items like Wallet, Goggles, Handbags, Belt, Cap etc.
- e. Any eatable item opened or packed, soft drinks, etc.
- f. Any other item which could be used for unfair means, for hiding communication devices like wireless / Bluetooth device, spy camera, etc.
- g. Large buttons on clothes worn by the candidate
- h. Shoes / footwear with thick soles and garments with large buttons.

No arrangement will be made at the examination centers for keeping any articles / items belonging to the candidates. If you are found in possession of electronic items, gadgets, communicative devices or any of the items as indicated above, you will be liable for action as deemed appropriate by Examination Conducting Authority including but not limited to cancellation of the candidature.

11. Frisking at the examination venues will be carried out by the police / security personnel. You must reach the examination centre well in time.
12. Your admission to the Examination is strictly "Provisional".
13. The mere fact that an E-Admit Card has been issued to you does not imply that the entries made by you in your application for the Examination have been accepted by The Punjab State Cooperative Supply & Marketing Federation Limited (MARKFED) as true and correct.
14. The PwD candidate must bring "PwD certificate" issued by the Competent Authority, if claiming relaxation under PwD category. The candidate must also bring her / his Own Scribe, if permissible as per Government rules. The scribe must also carry his / her own Self Declaration (Undertaking) regarding educational qualification, passport size photograph, valid government identity and self-declaration (Undertaking) regarding COVID-19. The candidate needing scribe has to bring her / his Own Scribe, sending prior intimation to The Punjab State Cooperative Supply & Marketing Federation Limited (MARKFED).
15. You must note that The Punjab State Cooperative Supply & Marketing Federation Limited (MARKFED) will take up the verification of eligibility conditions for the candidates i.e. age, educational qualifications, community, etc. with reference to original documents, if you qualify the Recruitment Examination and you are called for counseling for the said purpose.
16. You must also note that if subsequent to the issue of E-Admit Card, ineligibility is detected at any stage before or after the Examination or if the conditions prescribed in the rules and instructions given in the advertisement or any other additional information / documents called for at any stage, are not complied within the time specified therein, your candidature would be rejected.
17. The candidates must note that filling of relevant columns and darkening of corresponding bubbles in the OMR answer sheet is **mandatory**. Non-filling of these may lead to non evaluation of OMR answer sheet.
18. The examination will consist of 100 objective (Multiple choice answer) type questions carrying a maximum of 100 marks. **PART-A** comprises of 60 multiple choice answer type questions and **PART-B** comprises of 40 multiple choice answer type questions.

19. The examination will be of **1½ hours (90 minutes)** duration.
20. The question paper will have items (questions) in ENGLISH except the PUNJABI language content.
21. There will be *four* alternatives for the answers to every question.
22. The candidate will have to select only one of the four alternatives as his/her correct answer. More than one answer or answer rubbed or covered with white fluid will not be evaluated.
23. For each wrong answer, one fourth (0.25) of the marks assigned to that question will be deducted as penalty. If it is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.
24. You are NOT permitted to use calculators for answering objective type questions.
25. Rough work can be done on the space provided in the question paper only.
26. You are required to handover the lower portion of the E-Admit card, Self-Declaration Certificate and OMR answer sheet to the invigilator before leaving the examination hall.
27. Impersonation (to assume the identity of another with intent to deceive) is forbidden.
28. You must not, on any pretext whatsoever speak to nor have any communication with any other candidate. Such communication will be regarded as a breach of the Examination Rules.
29. Unruly or any behaviour capable of disturbing or disrupting the examination shall be considered to constitute unfair practice.
30. The examination centers are under surveillance of CCTV and equipped with Jammers.
31. In case you are found to be indulging in any unfair practice, you will be liable to be debarred from this and future Examinations of The Punjab State Cooperative Supply & Marketing Federation Limited (MARKFED) and disciplinary action may be initiated against you.
32. After the completion of your Examination paper, you must remain seated quietly and must not communicate with any other candidate till the Examination is over and you are directed to leave the examination room / hall by the invigilator.
33. You will not be permitted to leave the Examination Hall till expiry of the allotted time.
34. You will not be allowed to go out of the examination hall, not even for going to the toilet during the Examination time.
35. You are advised to check updates on the MARKFED website regularly. They should also check their mailbox on the registered E-mail address and SMS in their registered Mobile No. for latest updates and information.
36. You will furnish correct information as may be required from you in the Examination Hall by the Invigilator / Supervisor / other persons so authorized.

NOTE : Common reasons for being denied entry are reaching late after the start of the examination and not carrying proper E-Admit card and original IDs.