

INSTRUCTIONS AND GUIDELINES FOR WRITTEN TEST AND PERSONAL INTERVIEWS FOR THE SELECTION OF M-FPA, AO-FPA AND AO-FA, UTTAR PRADESH MEDICAL SUPPLIES CORPORATION LTD (UPMSCL), LUCKNOW

1) Introduction:

It has been decided to conduct OMR based written test comprising of Multiple Choice Question (MCQs) followed with personal interviews for the successful candidates for the below mentioned positions.

S. No.	Position Name	Position Code	Written Test Date and Venue	Interview Date and Venue
1	Manager- Financial Planning and Analysis	M-FPA	Sunday, April 21, 2019, at 11:30 am	Monday, April 22, 2019, at 10:00 am
2	Account Officer- Finance Planning and Analysis	AO-FPA	Venue: Shri Guru Nanak Girls Degree College Gautam Budh Marg, Charbagh, Near Bansmandi Chauraha, Lucknow – 226004	Uttar Pradesh Medical Supplies Corporation Limited (UPMSCL), SUDA Bhawan 7/23 Sector -7, Gomti Nagar Extension, Lucknow- 226010, Uttar Pradesh
3	Accounts Officer - Finance and Accounts	AO-FA		

2) Written Test:

- (a) Written Test shall start at 11:30 am and the time duration of the examination will be for **one** hour;
- (b) The question paper shall comprise of 50 Multiple Choice Questions from the area of Finance, Accounts and Financial Analysis;
- (c) The question paper will be in English language only;
- (d) There is no negative mark for incorrect answers;
- (e) A Merit list shall be prepared based on marks obtained by the candidates in written test, and only eight candidates per position, in total 24 candidates shall be shortlisted based on Merit rank of the candidates for personal interviews which shall be conducted on next day (e.g., Monday 22, 2019 at Lucknow)
- (f) Cut-off marks shall be taken as 33% for all three positions, in case any candidate secured less than 33% of marks shall not be shortlisted for personal interviews, even if required number of candidates (e.g., 8 candidates) not meet.
- (g) Result of the written test shall be announced on the same day by 5:00 pm, shortlisted candidates shall be informed by call/ emails and SMS for the personal interviews;
- (h) In case of a tie between the two candidates in terms of their marks, preference shall be given to:
- (i) Oldest candidate, even then if tie persist
 - (ii) Candidate name in ascending order
- (h) Document verification process shall be done before the personal interviews of all the shortlisted candidates, therefore please ensure to carry your all original testimonial/ certificate/ documents on the day of interviews. Candidates shall be rejected on account of document validation in case he/ she fails to present requisite documents. Details of required documents are given below

3) Document Validation:

To validate the information provided by the candidate regarding their age, qualification, and experience. **SAMS'** representatives will validate their original documents and collect the photocopy of the same for future records.

Applicants shall be rejected on account of document validation in case he/she fails to present supporting documents and will be liable for the disqualification/ cancellation of his/her candidature for the further processes. Applicants who shall be absent shall not be provided any other chance for attending the selection process.

After the document verification process, the candidate shall proceed for the personal interview.

4) Personal Interview:

After successfully going through the document verification process, applicants will be called for a Personal Interview Round wherein they will be cross-questioned and assessed about their competences with respect to the positions by the panel members consists of Subject Matter Expert and/or a representative from **UPMSC** and **SAMS**.

5) Results Announcement:

Based on the personal interaction and the individual marking by the panellists, candidate selected for the post shall be informed through call/mail and offer letter shall be issued accordingly.

Note: Final Selection shall be based purely on the Personal Interview Round.

Important Written Test Instructions:

1. Candidates need to bring "**Admit Card**" after downloading it from SAMS website
2. The examination hall/room shall be opened 30 minutes before the scheduled time for the commencement of the examination (i.e., **April 21, 2019 "SUNDAY"**). **Candidates reaching late by more than 15 minutes shall not be admitted to the examination centres.**
3. Enter the examination hall 20 minutes before the schedule commencement of the examination
4. Candidates without "**Admit Card**" shall not be allowed to sit in the examination by the Centre Superintendents
5. Admission will be granted on verification of the identity of the candidate based on acceptable photo-id proof comprising any one of the following documents (in original) only: Aadhar Card, PAN Card, Voter's Id Card, Passport or Driving License
6. Candidates not possessing the prescribed photo-id proof, shall not be allowed to sit for the written test
7. Mobile Phones, IT Gadgets, Calculators, Digital watch, Bluetooth Device, Tab or any other electronic devices shall not be allowed in Examination Hall; Candidates are found using or in possession of the above inside the Examination Hall, shall be summarily disqualified
8. Candidates are advised not to bring any valuables/ costly items and bags to the Examination Halls, as safe keeping of the same can not be assured. SAMS/ Examination Centre will not be responsible for any loss in this regard
9. The question paper will be in English language only
10. Candidates must leave examination center along with one **carbon Copy of OMR Sheet** after completion of the examination

11. There is no negative mark for incorrect answers

12. Any candidate found guilty of using unfair means of any nature in the examination hall/room shall be liable to be disqualified. Unfair means include the following but may not only be limited to the mentioned below acts only and will depend upon the circumstantial evidence found by the invigilators:

- a) Taking assistance from any other candidate or any other person in any unauthorized manner whatsoever in answering the question paper during the examination
- b) Copying the question on the **Admit Card**
- c) Candidates acted in any manner intended to gain any advantage relating to his/her examination he/she shall be deemed guilty of using unfair means for the purpose of this regulation
- d) Deliberately disclosing one's identity or making any distinctive mark in the answer-books for that purpose etc.
- e) Change of response by scratching or using white fluid is prohibited. Such a candidate is liable to be kept under the category "Unfair Means." The result of the candidate may not be processed and may be declared disqualified.

Important Document Verification and Interview Instructions:

Successful candidates shall be invited for the Document Verification and Personal Interview in the ratio of 1:8.

Candidates shall report at the venue with testimonials in support of qualifications and experience and identity as per reporting time allocated to the applicant.

There will be a Registration Desk where **SAMS'** representatives will take attendance of the applicants, and after that, the candidate shall be called for Document Validation at the Validation desk.

Document Validation

To validate the information provided by the applicants regarding their age, qualification, and experience, **SAMS'** representatives will verify their original documents and collect the photocopy of the same for future records.

Candidates must produce the below given documents and their self-attested photocopies at the time of the Document Verification.

S. No.	Requirement	Original and Self-Attested Photocopies
1	Call Letter	Printout of call letter
2	Passport size photo	Two passport size photos
3	Valid ID proof	Any valid Photo ID issued by Government of India/ State Government (PAN Card, Driving License, Adhaar Card, Voter ID or Passport).
4	Caste and Domicile Certificates	Valid Caste and Domicile Certificates in case of relaxation claim
5	Disability Certificate	Valid Disability Certificate in case of relaxation claim
6	Educational Certificates	High School (10th), Intermediate (12th), Graduation, Master's, or Other Relevant Degree/ Diploma Mark sheet/ Certificates as mentioned in the application form

7	Experience Certificates	Experience certificates as mentioned in the application submitted
8	No Objection Certificate (NOC)	Candidate working with Central/ State Government, Autonomous Organization, Govt Undertaking, etc. interested to work on deputation must produce No Objection Certificate (NOC) from the concerned department and a certificate from the same that there has been no disciplinary action, departmental proceedings, etc. pending against them.
9	Salary Slip	Salary Slip of last three months/ bank statement/ any supporting documents of salary proof

Note:

- (1) Applicants shall be rejected on account of document validation in case he/she fails to present supporting documents and will be liable for the disqualification/ cancellation of his/her candidature for the further processes. Applicants who shall be absent shall not be provided any other chance for attending the selection process;
- (2) No **TA/DA** shall be reimbursed for attending the Interview;
- (3) Any Applicant absent shall not be provided any other chance for attending the selection process;
- (4) Your presence is required at the venue till **7:00 PM** on the day of personal interviews; therefore, you are requested to plan your return journey accordingly.