

**NOTIFICATION FOR  
STATE ELIGIBILITY TEST (SET) FOR ASSISTANT PROFESSORSHIP**

**to be conducted for the States of Maharashtra & Goa on  
Sunday, 16th April, 2017**

**by**



**SAVITRIBAI PHULE PUNE UNIVERSITY  
Ganeshkhind, Pune-411007.**

**The State Agency nominated by the Government of Maharashtra & Goa  
Accredited by the University Grants Commission, New Delhi.**

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**020 - 25601290**

## **Important Dates**

- **Commencement of online Application form** : - **27/12/2016**
- **Last date for Applying Online** :- **10/01/2017**
- **Availability of Admit Card on website** : - **06/04/2017**
- **Date of Examination** : - **16/04/2017**

**N.B. (1) PRINTOUT OF ONLINE APPLICATION FORM SHOULD NEITHER BE SENT TO ANY CO-ORDINATING CENTRE NOR TO SET DEPARTMENT, SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE.**

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**STATE ELIGIBILITY TEST (SET) FOR ASSISTANT PROFESSORSHIP**

**Conducted by**

**SAVITRIBAI PHULE PUNE UNIVERSITY AS THE STATE AGENCY**

**1. IMPORTANT INSTRUCTIONS :**

- (a) Before submission of the online Application Form, the candidate should read this notification carefully.**
- (b) On behalf of the States of Maharashtra & Goa, the Savitribai Phule Pune University, the State Agency announces holding of the State Eligibility Test (SET) on **16/04/2017** (Sunday) for determining the Eligibility of the candidates for the post of Assistant Professorship in the Universities and Colleges of Maharashtra & Goa States.
- The Savitribai Phule Pune University, State Agency will conduct the SET in 32 subjects (listed under Item No. 4 on page 6) at 15 selected cities of examination (listed under Item No. 5 on page 7) spread across the states.
- (c) The Eligibility for Assistant Professor will depend on the performance of the candidate in all three papers of SET. Candidates who qualify the Test for Eligibility for Assistant Professor will be governed by the rules and regulations for recruitment of Assistant Professor of the concerned Universities/Colleges/State Governments, as the case may be.
- (d) The result of the SET to be held on 16th April, 2017 will be made available on the website: <http://setexam.unipune.ac.in> as and when it is approved and declared. The candidates will not be intimated individually about their result.**
- (e) Scheduled Caste (SC)/Scheduled Tribe (ST)/Persons with 40% or more Disability (PWD)/ Other Backward Class (OBC),/ DT(A) (VJ),/NT(B)/ NT(C)/, NT(D)/ SBC (belonging to the non Creamy Layer in the preceding financial year only) are the recognized categories by the Governments of Maharashtra and Goa to avail benefit as per UGC guidelines. The candidates will be given such special concession as may be decided by the UGC.

## 2. CONDITIONS OF ELIGIBILITY :

- a) The candidates must have Master's Degree recognized by U.G.C., in a subject of SET. **The candidates having Post Graduate diploma/certificate awarded by Indian University/Institute or Foreign degree/diploma/certificate awarded by the Foreign University/Institute should in their own interest, ascertain the equivalence \*of their diploma/degree/certificate, with Master's degree of recognized Indian Universities from the Association of Indian Universities (AIU), New Delhi (www.aiu.ac.in)**

(\* Such candidates who qualify SET will be required to submit equivalence certificate from AIU, Immediately after the result of the SET examination)

- b) The candidates other than SC/ST/OBC/SBC/DT(VJ)/NT category, who have secured **at least 55% marks (without gracing or rounding off)** in Master's or equivalent examination, are eligible for this test. OBC/SBC/DT(VJ)/NT [**belonging to non-creamy layer only in the financial year i.e. 1st April, 2016 to 31st March, 2017**] and SC/ST/PH/VH (PH-Physically Handicapped. VH-Visually Handicapped i.e. Blind) category candidates who have secured **at least 50% marks (without gracing or rounding off)** in Master's or equivalent examination are eligible for this test. The candidates belonging to DT(A)(VJ)/NT (B,C,D)/SBC must submit the valid category certificate recognized by the Govt. of Maharashtra & Goa. The OBC certificate will not be accepted from said category candidates (The OBC certificate from these category candidates are accepted only at national level for UGC-NET and UGC-CSIR NET).
- c) **The candidates who are studying in the first year of two years Masters Course or in first two semesters of a four semester course of Master's Degree are not eligible to appear for this test.**
- d) Candidates who have appeared OR will be appearing at the qualifying (final) master's degree examination and whose result is still awaited OR candidates whose examinations have been delayed may also apply for this Test. However, such candidates will be admitted provisionally and shall be considered eligible to apply for the SET Examination. Such candidates who clear SET Examination will be issued the certificate after they have passed their Master's Degree examination or equivalent examination with at least 55% marks (50% in case of SC/ST/PH/VH and OBC/SBC/DT(A)/NT(B)/NT(C)/NT(D) [**belonging to non-creamy layer only in the financial year i.e. 1st April, 2016 to 31st March, 2017**] and submit their P.G. Mark sheet within two years from the date of declaration of result of the SET examination.
- e) **The candidates of other States (other than Maharashtra & Goa) belonging to reserved categories shall be treated as Open category, as per the rules of the Maharashtra and Goa States.**
- f) Candidates can appear for SET in the subject of their Post Graduation only e.g. Commerce : M.Com., Environmental Science : M.Sc. Env. Sci., Life Science : M.Sc. Life Science/Botany/Zoology/Microbiology/ Biotechnology etc., Home Science : M.Sc., M.A. Home Science (Refer table under Item No. 4 for list of SET and P.G. subjects).

- g) Candidates should note that their candidature is provisional. It will be deemed final upon verification of eligibility documents with reference to the claims made in their application, after the result of SET examination.
- h) **A candidate who has already qualified SET in a subject, will not be allowed to appear again for the same subject in SET. The candidates violating this rule will be liable for initiating legal action.**
- i) To apply for the SET there is no upper age limit.
- j) As per the U.G.C. rules the candidates who have passed M.Sc. (by Research) are not eligible to appear for the SET.
- k) The SET State Agency will not issue any mark sheet to qualified/not qualified candidates. **The SET Unit will issue certificate to qualified candidates only on verification of the Eligibility documents immediately after the result of the SET examination.**

3) **EXEMPTION (ELIGIBILITY FOR ASSISTANT PROFESSORSHIP) :**

- a. Exemption from SET will be as per decisions taken by the U.G.C. and State Government from time to time.

#### 4. SET subjects, P.G. Courses & Post Graduation Subjects:

Presently the SET is being conducted in 32 subjects mentioned in the following Table.

SR. NO.	SUB. CODE	SET SUBJECT	P.G. Course	P.G. Subject (S)
01	01	MARATHI	M.A.	MARATHI
02	02	HINDI	M.A.	HINDI
03	03	ENGLISH	M.A.	ENGLISH
04	04	SANSKRIT	M.A.	SANSKRIT
05	05	URDU	M.A.	URDU
06	10	HISTORY	M.A.	HISTORY, ARCHAEOLOGY
07	11	ECONOMICS	M.A./M.Sc.	ECONOMICS, HOME ECONOMICS, FINANCIAL ECONOMICS, AGRIBUSINESS ECONOMICS
08	12	PHILOSOPHY	M.A.	PHILOSOPHY
09	13	PSYCHOLOGY	M.A.	PSYCHOLOGY
10	14	SOCIOLOGY	M.A.	SOCIOLOGY
11	15	POLITICAL SCIENCE	M.A.	POLITICS/POLITICAL SCIENCE
12	16	DEFENCE & STRATEGIC STUDIES	M.A.	DEFENCE STUDIES/ DEFENCE & STRATEGIC STUDIES
13	17	HOME SCIENCE	M.Sc./M.A.	HOME SCIENCE
14	18	LIBRARY & INFORMATION SCIENCE	M.Lib.	LIBRARY SCIENCE/LIBRARY & INFORMATION SCIENCE
15	19	JOURNALISM & MASS COMMUNICATION	M.A.	JOURNALISM & MASS COMMUNICATION/JOURNALISM
16	20	SOCIAL WORK	M.A.	SOCIAL WORK
17	21	PUBLIC ADMINISTRATION	M.A.	PUBLIC ADMINISTRATION
18	30	MATHEMATICAL SCIENCE	M.Sc./M.A./M.Tech.	MATHEMATICS/ MATHEMATICAL SCIENCE/ STATISTICS/Appl. Math./Ind. Maths.
19	31	ENVIRONMENTAL SCIENCE	M.Sc.	ENVIRONMENTAL SCIENCE/GEONFORMATICS
20	32	PHYSICAL SCIENCE	M.Sc.	PHYSICS/ PHYSICAL SCIENCE/ ASTROPHYSICS
21	33	CHEMICAL SCIENCE	M.Sc.	CHEMISTRY/ CHEMICAL SCIENCE
22	34	LIFE SCIENCE	M.Sc./M.Tech	BOTANY/ ZOOLOGY/ MICROBIOLOGY/ LIFE SCIENCE/ BIOTECHNOLOGY/ BIOCHEMISTRY/VIROLOGY/ BIOINFORMATICS/GENETICS
23	35	EARTH, ATMOSPHERIC, OCEAN & PLANETARY SCIENCE	M.Sc.	GEOLOGY/GEONFORMATICS
24	36	GEOGRAPHY	M.A./ M.Sc.	GEOGRAPHY
25	37	COMPUTER SCIENCE & APPLICATION	M.Sc./MCA./ MCS	COMPUTER SCIENCE & APPLICATION/ COMPUTER SCIENCE / INFORMATION TECHNOLOGY/INDUSTRIAL MATHEMATICS WITH COMPUTER APPLICATION
26	38	ELECTRONIC SCIENCE	M.Sc.	ELECTRONIC SCIENCE/ INSTRUMENTATION
27	39	FORENSIC SCIENCE	M.Sc.	FORENSIC SCIENCE
28	50	COMMERCE	M.Com.	COMMERCE
29	51	MANAGEMENT	M.B.A./MIM./MHRDM./MFM, / MMM./ MLS	MANAGEMENT, MARKETING, HR, FINANCE IT
30	60	LAW	LL.M.	LAW
31	70	EDUCATION	M. Ed./M.A.	EDUCATION
32	71	PHYSICAL EDUCATION	M.P.Ed.	PHYSICAL EDUCATION

The candidates are allowed to appear for only one SET subject listed in the above table. However, the candidates who have already qualified in one subject will not be allowed to appear again for the same subject in SET.

Candidates have to appear for SET in the subject of their Post Graduation only. However, candidates whose post graduation subject is not covered in the list of subjects in Item No.4 may appear in a related subject as per the guidelines of U.G.C. (NET).

5. **CENTERS** :

The SET will be conducted at the following 15 city centers only:

Mumbai, Pune, Kolhapur, Solapur, Ahmednagar, Nashik, Dhule, Jalgaon, Aurangabad, Nanded, Amravati, Nagpur, , Chandrapur, Gadchiroli, & Panji (Goa)

6. a) **APPLICATION FORM** :

Application form is available only at the University website <http://setexam.unipune.ac.in> Candidates are neither required to send any certificates/documents in support of their eligibility nor printout of their application form to any Co-ordinating Centre in the States of Maharashtra and Goa or to SET Department, Savitribai Phule Pune University, Pune. The list of the Enrolled candidates will be displayed on the website:- <http://setexam.unipune.ac.in> The candidates whose names are missing but have paid fees should immediately mail a scanned copy of evidence of payment to [set-support@pun.unipune.ac.in](mailto:set-support@pun.unipune.ac.in). The candidates should take a printout of the online application after filling up necessary information and retain it for future use.

**N.B. :- The SET qualified candidates will be required to submit attested copies of Eligibility documents in response to SET notification of result (P.G. Marksheet, valid caste certificate, valid non-creamy layer certificate for current financial year, Medical certificate with 40% or more disability (in case of PWD candidates) equivalence certificate etc.) to SET Bhavan immediately after the result of SET examination.**

b) **FEES** :

The examination fees including processing fee are as under

- |   |           |
|---|-----------|
| i) OPEN   | Rs. 550/- |
| ii) • SC/ST/*PH/*VH<br>• OBC/DT(A)(VJ)/NT(B)/NT(C)/NT(D)/SBC<br>(Belonging to non Creamy Layer in the current financial year) | Rs. 450/- |

\* PWD: Only persons with 40% or more disability are eligible to avail benefit [ PH (Physically Handicapped) and VH (Visually Handicapped) ].

\* Pay fees as per notification only.

**The candidates of other States except Goa belonging to reserved categories shall be treated as Open category, as per the rules of Maharashtra & Goa Governments.**

**The examination fees should be paid by Debit/Credit card only. Examination fees once paid cannot be refunded.**



## 7. SCHEME OF EXAMINATION :

- a) **The SET will be conducted in Objective Mode.** The test will consist of three papers. All the three papers will consist of only objective type questions and will be held on the day of Examination in two separate sessions as under.

Session	Paper	Number of Multiple Choice Questions	Marks	Duration
First	I	60 out of which 50 questions are to be attempted	50 x 2 = 100	1 <sup>1/4</sup> hours (10.00 a.m. to 11.15 a.m.)
First	II	50 questions all of which are compulsory	50 x 2 = 100	1 <sup>1/4</sup> hours (11.15 a.m. to 12.30 p.m.)
Second	III	75 questions all of which are compulsory	75 x 2 = 150	2 <sup>1/2</sup> hours (02.00 p.m. to 04.30 p.m.)

- b) **Paper-I** shall be of general nature, intended to assess the teaching/research aptitude of the candidate. It will primarily be designed to test reasoning ability, comprehension, divergent thinking and general awareness of the candidate. Sixty (60) multiple choice questions of two marks each will be given, out of which the candidate would be required to answer any fifty (50).

**In the event of the candidate attempting more than fifty questions, the first fifty questions attempted by the candidate would be evaluated.**

**Paper-II** shall consist of fifty (50) objective type compulsory questions except mathematical science, based on the subject selected by the candidate. Each question will carry two marks.

**Paper-III** will consist of 75 objective type compulsory questions except mathematical science from the subject selected by the candidate. Each question will carry two marks.

All questions of Paper-II and Paper-III will be compulsory, covering entire syllabus (INCLUDING ALL ELECTIVES, WITHOUT OPTIONS).

The Candidate will have to mark the responses for questions of Paper-I, Paper-II & Paper-III on the Optical Mark Reader (OMR) Sheet provided along with the Test Booklet.

The detailed instructions for marking the test booklet code, subject code, seat number and responses on the OMR sheet are given on page 11. It may be noted that these instructions to candidates will not be sent to any of the candidate by post.

- c) The candidate shall have to return the original OMR sheet of Paper-I & II together and Paper-III to the invigilator before leaving the examination hall/room. However, the candidates are allowed to carry the Test Booklet of Paper-I, II and III along with duplicate copy of OMR sheets (carbonless copy) on conclusion of examination only.
- d) There will be no negative marking.
- e) The syllabus of Paper-I, Paper-II and Paper-III for all subjects is available on website <http://setexam.unipune.ac.in> Please ignore the instructions given for Paper III under syllabus of respective subject since all three papers have MCQs. **The State Agency will not send the syllabus to individual candidates.**

**8. PROCEDURE & CRITERIA FOR DECLARATION OF RESULT :**

This will comprise of following steps:

**Step I:**

**Minimum marks to be obtained in each paper separately for considering a candidate in the merit list.**

The candidates are required to obtain minimum marks separately in Paper-I, Paper-II and Paper-III as given below:

CATEGORY	MINIMUM MARKS TO BE OBTAINED		
	PAPER-I	PAPER-II	PAPER-III
GENERAL	40 (40%)	40 (40%)	75 (50%)
<ul style="list-style-type: none"><li>• SC/ST/PH/VH(Disability 40% or more)</li><li>• OBC/DT(A)(VJ)/NT(B)/NT(C)/NT(D)/SBC (Belonging to Non Creamy Layer in the previous financial year only)</li></ul>	35 (35%)	35 (35%)	60 (40%)

\* Enter your category in the application form correctly, as the minimum marks for passing and the cut off marks are linked with it. Hence, the candidates will not be entertained for change of category after the examination conducted.

**Step II:**

Amongst those candidates who have cleared step I, a merit list will be prepared subject-wise and category-wise using the aggregate marks of all the three papers secured by such candidates.

**Step III:**

Top 15% candidates (for each subject and category), from the merit list mentioned under step II, will be declared SET qualified for eligibility for Assistant Professor. The cutoff marks are approved category-wise in respective subject by the UGC recommended committees only. **Hence, the category should be correctly entered in the online application form. (Change of category etc. will not be allowed after examination)**

It may be noted that the above qualifying criteria decided by UGC is final and binding.

**9. PROVISIONS FOR PERSONS WITH 40% OR MORE DISABILITY (PWD) (INCLUDING VISUALLY CHALLENGED CANDIDATES) :**

- i) The Visually challenged candidates shall be provided 30 minutes compensatory time for Paper – I and Paper – II separately & 45 minutes compensatory time for paper – III. **Besides, these candidates, on their request, will be provided the services of a scribe who would be a graduate in a subject other than that of the candidate.**
- ii) **The Physically handicapped candidates who are not in a position to write in their own hand-writing can also avail these services of scribe by making prior request** (at least one week before the date of SET) in writing to the concerned Center Superintendent. **The Compensatory time and facility of scribe shall not be provided to rest of the Physically Challenged candidates.**
- iii) The candidate has the discretion of opting for his/her own scribe or has to request the concerned Center Superintendent for the same in writing at least one week in advance of the test. In such instances the candidate is allowed to meet the scribe a day before the examination so as to verify whether the scribe is suitable or not. **Those candidates who opt for their own scribe have to produce the scribe before the concerned Center Superintendent along with his/her certificates of educational qualifications at least one day before the test.**

Visually Handicapped (Blind)/Physically Handicapped candidates who have qualified SET should submit Medical Certificate of 40% or more disability, issued by Civil Surgeon along with other Eligibility documents to the State Agency immediately after the result is declared.

## **10. ADMIT CARD/HALL TICKET :-**

The Hall Ticket/Admit Card will be generated based on the information provided by the candidate in the application form. In case of false information in the online application form, the admit card will be generated accordingly. It will be provided online to all candidates 10 days prior to the date of the SET examination on the same website from where the candidate had submitted his/her SET application form online. Candidate shall enter his/her Login ID and password for getting his/her Admit Card. *Admit card/Hall Ticket will not be sent to the candidates by post.*

Candidates have to download and get a printout of ADMIT CARD. Candidate must carry admit card and also one additional photo identity such as a driving license, college/university identity card, PAN card, Voter Id or Adhar Card to the examination centre on the Day of the Examination.

The candidates will be allowed to appear only for the SET subject mentioned in the admit card.

**Candidates are also requested to approach Contact Person of the Centre opted by him/her for assistance required, if any.**

11. **HOW TO APPLY (APPLICATION HAS TO BE SUBMITTED ONLINE) :**

**STEPS FOR SUBMISSION OF ONLINE APPLICATION FORM**

- i) Candidate seeking admission to the Test (SET, April, 2017) must apply online only on the SET website: <http://setexam.unipune.ac.in>
- ii) Before applying Online, the candidates must possess the scanned images as below:-
  - Passport size photograph in JPG/ JPEG format of maximum 50 kb.
  - Signature in JPG/ JPEG format of maximum 30 kb.
- iii) After filling all the details for applying online for SET, the candidates have to make payment by Credit/Debit card indicating your details.
- iv) **The candidates are required to bring a photo identity card along with their printout of online admit card on the day of examination.**
- v) Before applying Online, candidates are advised to go through detailed notification available on SET website (<http://setexam.unipune.ac.in>). **Please note that Fee submitted through any other mode like Money Order, Demand Draft, IPO, Challan etc. will be summarily rejected.**
- vi) In order to avoid last minute rush, the candidates are advised to apply early enough. SET State Agency will not be responsible for network problems or any other problem of this nature in submission of online application during last days.

12) **GENERAL INSTRUCTIONS :**

- i) The candidates must read the conditions of eligibility as given at item no. 2 carefully and must satisfy themselves regarding their eligibility for the Test before filling the online application Form.
- ii) Submission of Online Application is mandatory. Hard copies of application form will not be accepted by any Co-ordinating Centre in States of Maharashtra and Goa or by SET Department, Savitribai Phule Pune University, Pune. It must be retained by the candidate for his/her future use.
- iii) Application Form must be complete in all respects as per the Notification. **No requests for change of category or subject will be entertained, even after the examination.**
- iv) All incomplete Application Forms will be rejected.
- v) **Applications submitted on any other format (including old SET format) will not be accepted.**
- vi) Printout of online application form should be kept by the candidate with them for further reference. The state agency shall not provide this information even after the result is declared.
- vii) **No online applications can be submitted after the last date (i.e.10/01/2017).**
- viii) The Candidate should note that their candidature is strictly provisional. The mere fact that Admit Card has been issued and the candidate is allowed to appear in the test shall not imply that the SET has finally accepted his/her candidature, Since the documents invited for verification from the qualified candidates only immediately after result.
- ix) The candidates are required to bring a photo identity card also along with their printout of online Admit Card on the day of examination. **No candidate will be allowed to appear in the examination whose admit card is not issued by the SET State Agency.**
- x) The candidates should report at the examination center 60 minutes prior to commencement of examination. No candidate will be allowed to enter the examination center/hall after commencement of examination.
- xi) **No candidate will be allowed to leave the examination hall/room before 12:30 p.m. in the 1<sup>st</sup> session and 4:30 p.m. in the 2<sup>nd</sup> session.**
- xii) The candidate shall have to return the original OMR Sheet of Paper I & II and Paper-III to the Invigilator before leaving the examination hall/room. However, candidates are allowed to carry the Test Booklets of Paper-I, II and III along with duplicate copy (carbon less copy) of OMR Sheets on conclusion of examination only.
- xiii) No TA will be paid to the candidates, on account of appearing at the examination etc.
- xiv) **The use of calculator and Log Tables is not permitted. Mobile phones, pagers, electronic devices etc. are not allowed in the Examination Hall/Room.**
- xv) A candidate who do not appear in paper-I & II, will not be permitted to appear in paper-III
- xvi) Candidates will not be allowed to write any question from the Test Booklet on the Admit Card or on any other paper.
- xvii) There are no negative marks for incorrect answers.
- xviii) The Answer keys of all the papers will be displayed on the website <http://setexam.unipune.ac.in> after the examination (the exact dates will be notified later on the website). The candidates, who are not satisfied with the answer keys may challenge (online only through the link available on the website (<http://setexam.unipune.ac.in>)) on payment of Rs.1000/- per question. The fee can be paid by debit/credit card only. In case the challenge of any candidate regarding answer keys is accepted, the fee will be refunded to such candidates. In all other cases the fee once paid will not be refunded. **The SET State Agency's decision on the challenges shall be final and the result will be prepared on the basis of the final answer keys, displayed on the SET website.**
- xix)

- xx) **The result will be placed before the UGC approved committee for its approval for the cut off marks, category/subject wise and declaration. The marks of all the candidates will be uploaded on SET website <http://setexam.unipune.ac.in> soon after approval of the committee for declaration of result. Besides this, the SET state Agency will not issue any marks sheet to qualified/non qualified candidates. The qualified candidates shall be required to submit attested copies of the eligibility documents for verification immediately after declaration of result.**
- xxi) Further, the candidates, having any grievances with regard to answer key (s) even after declaration of result of SET Examination, may send a written request to the Registrar & Member Secretary (SET), Savitribai Phule Pune University, Ganeshkhind, Pune 411007 supporting his/her stand with standard books/literature along with a Demand Draft of Rs. 5,000/- in favour of "Finance & Accounts Officer", Savitribai Phule Pune University payable at **Pune within one month from the date of declaration of result of the SET examination.** The envelope should be marked Grievance Regarding Answer Key(s) of SET April, 2016. The request(s) so received will be placed before the Expert Committee(s) for re-examination of the answer key(s).
- xxii) In case the answer key(s) is/are found to be incorrect, the SET State Agency will process the result in the light of changed key (s) and qualify the additional candidates for Eligibility for Assistant Professor. However, the result of previously qualified candidates shall remain unchanged.
- xxiii) There are no negative marks for incorrect answers.
- xxiv) Canvassing in any form will disqualify the candidate.
- xxv) **The decision of the SET State Agency shall be final in all matters.**
- xxvi) All legal disputes pertaining to this Test shall fall within the jurisdiction of Pune Courts only.
- xxvii) Candidate must sign the attendance sheet in each session (i.e. morning and afternoon) in absence of candidate's signature, on attendance sheet his/her O.M.R. (Answer-sheet) will not be checked.
- xxviii) Smoking, Taking Tea/Coffee/Alcoholics etc. or any refreshments in the examination hall/ room are prohibited.

### 13) **CHECK LIST FOR FILLING THE ONLINE APPLICATION FORM :**

The candidates are advised to ensure the following points before filling the Online Application forms:

- i) Whether they fulfill the eligibility conditions for the Test as prescribed under the heading '**CONDITIONS OF ELIGIBILITY**'
- ii) That they have filled their **CATEGORY**, viz, GENERAL/OBC/DT(A)(VJ)/ NT(B)/NT(C)/NT(D)/ SBC (belonging to the non-creamy layer in the current financial year only), SC/ST/ PWD(40% or more disability), in the relevant column correctly.
- iii) That they have filled in their **subject and Center of examination correctly and darkened their code** in the relevant column correctly.
- iv) That the Person with 40% or more Disability (PWD) have filled the relevant column in the online application form. Only PWD candidates with 40% or more Disability have to fill this column and the others have to leave it blank.
- v) Whether they have kept a printout of online application form (confirmation page) for their own record.

14. **IMPORTANT INSTRUCTIONS FOR MARKING THE TEST BOOKLET CODE, SUBJECT CODE, SEAT NUMBER and RESPONSES WITH BLUE/BLACK BALL POINT PEN :**

Ensure that you write and darken the respective circles completely for Test booklet code, Seat No., Subject Code correctly otherwise your answer sheets may not be evaluated.

\* Wrong shading of circles corresponding to Test Booklet Code, Subject Code and Seat No. will result in rejection of his/her answer book. Such answer books will summarily not evaluated.

Candidates must write & darken the Test Booklet Code of Paper II & Paper III on respective OMR Sheet. Non darkening of Test Booklet Code will result in rejection of answer book & candidate will get '000' marks in that paper.

The SET Department will not be responsible for such mistakes made by the candidates.

- (i) Marking responses :Out of four alternatives for each question, only one circle for the correct answer is to be darkened completely with Blue/Black Ball Point Pen only. For example Question No. 008 in the Test Booklet reads as follows:

Qutub Minar is situated in

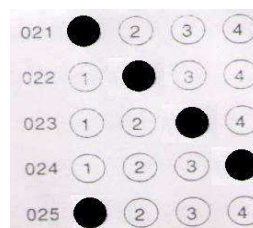
- (1) Delhi  
(2) Mumbai  
(3) Agra  
(4) Bengaluru

The correct response to this question is (1) Delhi. The candidate will locate Question No. 008 in the Answer Sheet (OMR) and darken the circle (1) as shown below:

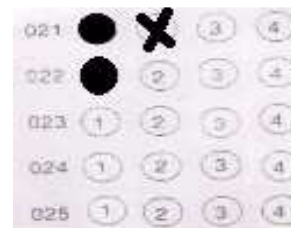
008 ● ② ③ ④

- (ii) Use Blue or Black Ball Point Pen to completely darken within the appropriate circle, i.e. one circle for each entry. The answer once darkened is not liable to be changed. Use of pencil is strictly prohibited. If any candidate uses the pencil for darkening the answer sheet, his/her answer sheet will be rejected.
- (iii) A light or faintly darkened circle or a casual dot at the centre of a circle is a wrong method of marking and liable to be rejected/accepted by the Optical Scanner. Ensure that, the circle are properly darkened. The casual dot in the circle may not be detected on carbonless copy & may be detected when in isolation and may not be detected when associated with darkened circle. You will be at loss by making such casual dots in the circles. The candidate will be responsible for such mistakes.
- (iv) The Correct method and wrong method of marking is shown below.

**Correct Method**



**Wrong Method**



- (v) If the candidate does not want to attempt any question he/she should not darken the circle given against that question.
- (vi) Please do not fold the OMR (Answer) Sheet and do not make any stray marks on it.
- (vii) **ROUGH WORK**  
The candidate will not do any rough work on the OMR (Answer) Sheet. All rough work is to be done in the Test Booklet on the space provided.
- (viii) **CHANGING AN ANSWER IS NOT ALLOWED**



The candidates must fully satisfy themselves about the accuracy of the answer before darkening the appropriate circle as no change in answer once marked is allowed. Use of eraser or white/correction fluid on the Answer Sheet is not permissible as the Answer Sheets are machine gradable and it may lead to wrong evaluation.

- (ix) Prior to handing over the Answer Sheet soon after the examination is over, the candidate must sign the attendance sheet as a proof thereof. **The examinee is permitted to carry the Test Booklet.**

**WARNING:**

1. PERSONS REMOVING PAGES FROM THE TEST-BOOKLET DURING EXAMINATION, IMPERSONATING OR TRYING TO APPEAR IN THE SEAT ALLOCATION PROCESS THROUGH FORGED MEANS WILL BE DEALT WITH AS PER LAW.
2. CANVASSING DIRECTLY OR INDIRECTLY FOR THE ALLOTMENT OF SEATS OR INFLUENCING STAFF BY UNFAIR MEANS WORLD LEAD TO SERIOUS CONSEQUENCES INCLUDING DISQUALIFICATION OF THE CANDIDATES.

**15. UNFAIR MEANS/MISCONDUCT :**

Any candidate found guilty of using unfairmeans or of misconduct of any nature in the Examination hall/room shall be liable to be disqualified for future SET examinations.

- a) Any candidate who creates disturbance of any kind during the course of the examination or otherwise misbehaves in or around the examination centre or refuses to obey the Superintendent, Assistant Superintendent or any other official on examination duty or changes his/her seat with any other candidate will be deemed to have committed misconduct. Such a candidate shall forfeit the right to continue with the examination.
- b) If any candidate, appearing in SET is found to have in his possession or access to papers/books or notes which may possibly be of help to his/her or is found giving or receiving assistance or copying from any paper/book or note, or helping other candidate(s) to copy from his/her answer-sheet/test booklet or writing questions set in the question paper on any other paper, or using or attempting to use any other unfairmeans, a report about the same in the sealed cover shall be forwarded to the Member Secretary (SET) .

The report of the invigilator Staff supported/endorsed by the Superintendent/Observer shall be treated as conclusive proof to establish a charge of unfairmeans against the candidate. In such a case, the candidate shall earn disqualification from appearing in the SET.

- c) Each candidate shall have to produce his/her admit card on demand by the Coordinator Invigilator/Examination Superintendent/Observer.
- d) The candidates shall have to abide by any instructions that may be announced by the Superintendent/Invigilator in the examination hall/room. Important instructions for marking the responses with pen and paper based examination.

**Member Secretary (SET)**

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